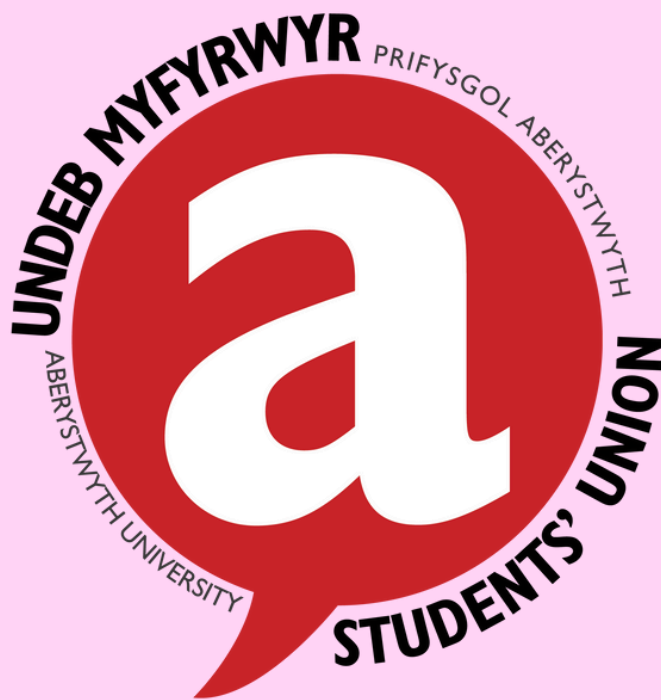


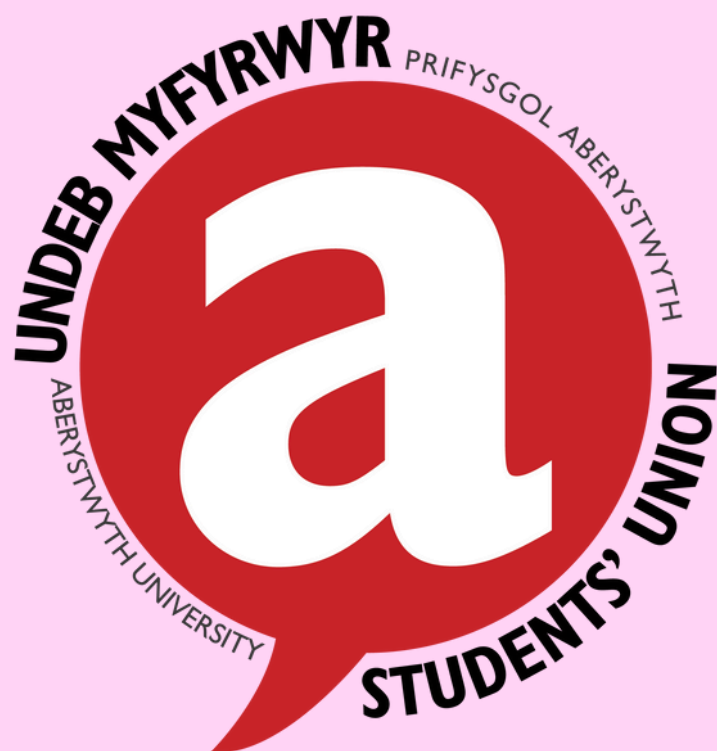
# Canllaw Lles



**Swyddog Llesiant 2024**

[abersu.co.uk/advice/healthandwellbeing](https://abersu.co.uk/advice/healthandwellbeing)

# Wellbeing Guide



Wellbeing Officer 2024

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# Cyflwyniad:

Fel myfyrwyr mae amryw o bethau sy'n achosi straen i ni ac yn yr amgylchiadau sydd ohoni mae'n dod yn fwyfwy anodd gadael i'r pwysau hyn fynd. Mae i bawb eu sefyllfa eu hun wrth fynd i'r afael â'u llwyth gwaith, arholiadau, bywyd cymdeithasol ac ati ond rydym i gyd yn wynebu hyn ar yr un pryd. Rydyn ni wedi rhoi'r canllaw hwn at ei gilydd i geisio gwneud synnwyr o'r corwynt sydd yn ystod cyfnod yr arholiadau.





# Introduction:

As students there are a myriad of things that cause us stress and with the current climate it becomes increasingly difficult to detach from these stresses. Everyone is in a slightly different boat when tackling workload, exams, social life etcetera but we are all facing this at the same time. We've put this guide together to try and make sense of the whirlwind that is the exam period.



[abersu.co.uk/advice/healthandwellbeing](https://abersu.co.uk/advice/healthandwellbeing)





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## **Diddordebau i ddadflino:**

P'un a ydych yn gorfod gwneud traethodau'n ddi-stop yn ystod y cyfnod hwn neu'n teimlo'n bryderus yn wynebu'r syniad o arholiad (dwi'n gwybod y teimplais i'r un peth yn y Brifysgol) mae gwneud rhywbeth hollol wahanol yn ddefnyddiol. Mae mor bwysig cael ffordd o ddianc o'r llyfrgell neu'ch desg a gwneud rhywbeth sy'n tynnu'ch meddwl oddi ar y byd academaidd. Dyma'r fath o bethau y dylech chi fod yn eu gwneud er eich mwyn chi a'ch hapusrwydd.

## **Dyma rai awgrymiadau a gafwyd gan staff yr Undeb:**

### **Darllen:**

Mae'n caniatáu i rywun fyw y tu allan i'w byd eu hun, a hynny trwy'r hyn y maent yn ei ddarllen. Ni allaf roi argymhellion penodol o ran yr hyn y dylech ei ddarllen, nid yw pob darn o lenyddiaeth at ddant pawb. Ond beth bynnag sydd o ddiddordeb i chi, gadewch iddo godi pwysau'r gwaith efallai y byddwch yn cael eich ymdrochi ynddo ac yn colli awr yn naratif rhywun arall.



## Hobbies to de-stress:

Whether you're having to churn out essays during this time or feel anxious facing the idea of an exam (I know I did at University) it is always useful to have an outlet. It is so important to have a way of escaping the library or your desk and to do something that takes your mind off academia. These are things you should be doing for you and your happiness.

**Couple suggestions that came from Union staff were:**

### **Reading:**

It allows for someone to live outside of their own bubble, vicariously through what they're reading. I can't give specific recommendations as to what you should read, not every piece of literature works for one purpose. But whatever you read let it take away from the work you may find yourself buried in and lose an hour to someone else's narrative.

## Ymarfer Corff:

Gall cymryd amser i wneud math o ymarfer corff fod yn fuddiol iawn i'r meddwl. Boed hynny fel unigolyn neu ochr yn ochr ag eraill, gall fod yn ffordd i bobl gael gwared ar unrhyw feddyliau a straen llethol, mae hefyd yn wych i'ch corff hefyd! Mae cymaint o werth mewn bod yn weithgar ar yr un pryd ag astudio, gall fod yn ddull gwych i chi ddadflino a dod yn ôl atoch chi'ch hun yn y foment. Daw ymarfer corff ar sawl ffurf a bydd yn golygu gwahanol bethau i bawb felly p'un a ydych yn cerdded, rhedeg, mynd i'r gampfa, dringo, chwarae pêl-droed neu syrffio, symud eich corff sy'n bwysig!

## Cerddoriaeth:

Gall cerddoriaeth fod yn ffordd dda o ymlacio a chlirio'r meddwl. Gall defnyddio cerddoriaeth fel hyn ddod ar wahanol ffurfiau, hy gwrando, canu, ysgrifennu, chwarae neu gyfansoddi, mae llawer o bobl yn defnyddio cerddoriaeth fel diddordeb creadigol i'w mynegi eu hun. Gall chwarae a pherfformio leddfau straen oherwydd ei fod yn weithgaredd sy'n lleihau tensiwn.





## Exercise:



Taking time to do a form of exercise can be very beneficial for the mind. Whether that is as an individual or alongside others, it can be a way for people to clear any overwhelming thoughts and stresses, it is also great for your body too! There is so much value in being active alongside studying it can be a great tool used to decompress and ground yourself in the moment. Exercise comes in many forms and will mean different things people so whether you are walking, running, going to the gym, climbing, playing Football or going for a surf, moving your body is what matters!

## Music:



Music can be a good tool for relaxing and clearing the mind. Using music as a tool comes in different forms, listening, singing, writing, playing or composing, many people use music as a creative outlet. Playing and performing can release stress because it's an activity that expels tension.



# Ysgrifennu:

'Colli awr i naratif rhywun arall', peth arall mae rhai o'r Swyddogion yn ei wneud yw ysgrifennu creadigol, ffordd o archwilio meddyliau a theimladau trwy ysgrifennu rhywun arall i'w profi drostoch chi. Gall y math hwn o archwiliad o deimladau helpu i chi ganolbwyntio – ewch amdani!

Mae pawb yn gweithio mewn gwahanol ffyrdd; bydd pawb ar wahanol gyfnodau o ran eu dealltwriaeth/ adolygu/trefnu ac mae hynny'n iawn – mae pawb yn wahanol. Mae'n bwysig peidio â'ch cymharu eich hun ag eraill na rhoi gormod o bwysau arnoch chi'ch hun. Mae'n well cael hoe a rhannu eich gwaith yn ddarnau na'i gorwneud hi. Ceisiwch gynllunio pethau yn rhannau llai – haws yw rheoli plataid cacenni bach na chacen gyfan. Gallai bwyta cacen gyfan beri i chi ddisgyn yn swp ond gall bwyta cacenni bychain trwy gydol y dydd fod yn haws ei reoli.





# Write:

‘Lose an hour to someone else's narrative’, another thing some of the Officers do is creative writing, a way of exploring thoughts and feelings through writing someone else to live them for you. This kind of exploration of feeling can help focus you- you’ve got this!

## IT’S IMPORTANT TO NOTE:

Everyone works in different ways; everyone will be at different stages with their understanding/ revision/ organisation and that’s okay- everyone is different. It is important to try not to compare yourself to others or put too much pressure on yourself. It is better to take breaks and break up your work than to overload yourself. Try to plan things in small chunks- a plate of cupcakes is much easier to manage than an entire cake. Eating a whole cake at once might put you into a slump- but eating cupcakes throughout the day can be more manageable.





## Mynd i'r Afael â Chwythu eich Plwc:

Mae'n hawdd teimlo mai academia yw'r unig fesur llwyddiant yn y pen draw. Fodd bynnag, mae'n bwysig cofio na ddylai hyn ddod ar draul eich iechyd. Os ydych chi'n dechrau teimlo'ch bod wedi'ch gorlethu neu wedi'ch llorio, mae'n iawn gofyn am help. Cymerwch eiliad i anadlu a myfyrio. Pryd oedd y tro diwethaf i chi wneud rhywbeth er eich lles eich hun yn unig? Meddyliwch am y tro diwethaf i chi gymryd rhan mewn gweithgaredd sy'n eich helpu i gael gwared ar straen a dod yn ôl atoch chi'ch hun. Mae blaenoriaethu hunanofal yn hanfodol er mwyn cynnal cydbwysedd ac atal gorlifo





## Tackling Burnout:

It's easy to feel like academia is the ultimate measure of success. However, it's important to remember that this shouldn't come at the expense of your health. If you're starting to feel overwhelmed or burnt out, it's okay to ask for help. Take a moment to breathe and reflect.

When was the last time you did something purely for your own wellbeing? Think about the last time you engaged in an activity that helps you to de-stress and feel grounded. Prioritising self-care is essential to maintaining balance and preventing burnout

“Rwy wedi blino o hyd,  
hyd yn oed ar ôl noson  
lawn o gwsg”

“alla’ i ddim cofio os  
ydwi wedi bwyta  
heddiw”

“Dwi ddim wedi  
cysgu’n iawn ers  
wythnos”

**Os ydych chi’n gweld hyn  
ynddoch chi’ch hun,  
efallai mae’n bryd cael  
hoe**

“dydw’i ddim wedi  
yfed dim byd ond  
coffi”

“Does gen i ddim  
amser i gael hoe”

“Dwi’n dechrau teimlo’n  
anhwylus”

“Rwy’n ei gweld hi’n anodd  
i ganolbwyntio ar dasgau  
ac yn colli ffocws yn  
hawdd”



“ I’m feeling tired all the time, even after a full night's sleep ”

“I can’t remember if I’ve eaten today”

“I haven’t slept properly in a week”

**If you’re seeing this in yourself it may be time to take a break**

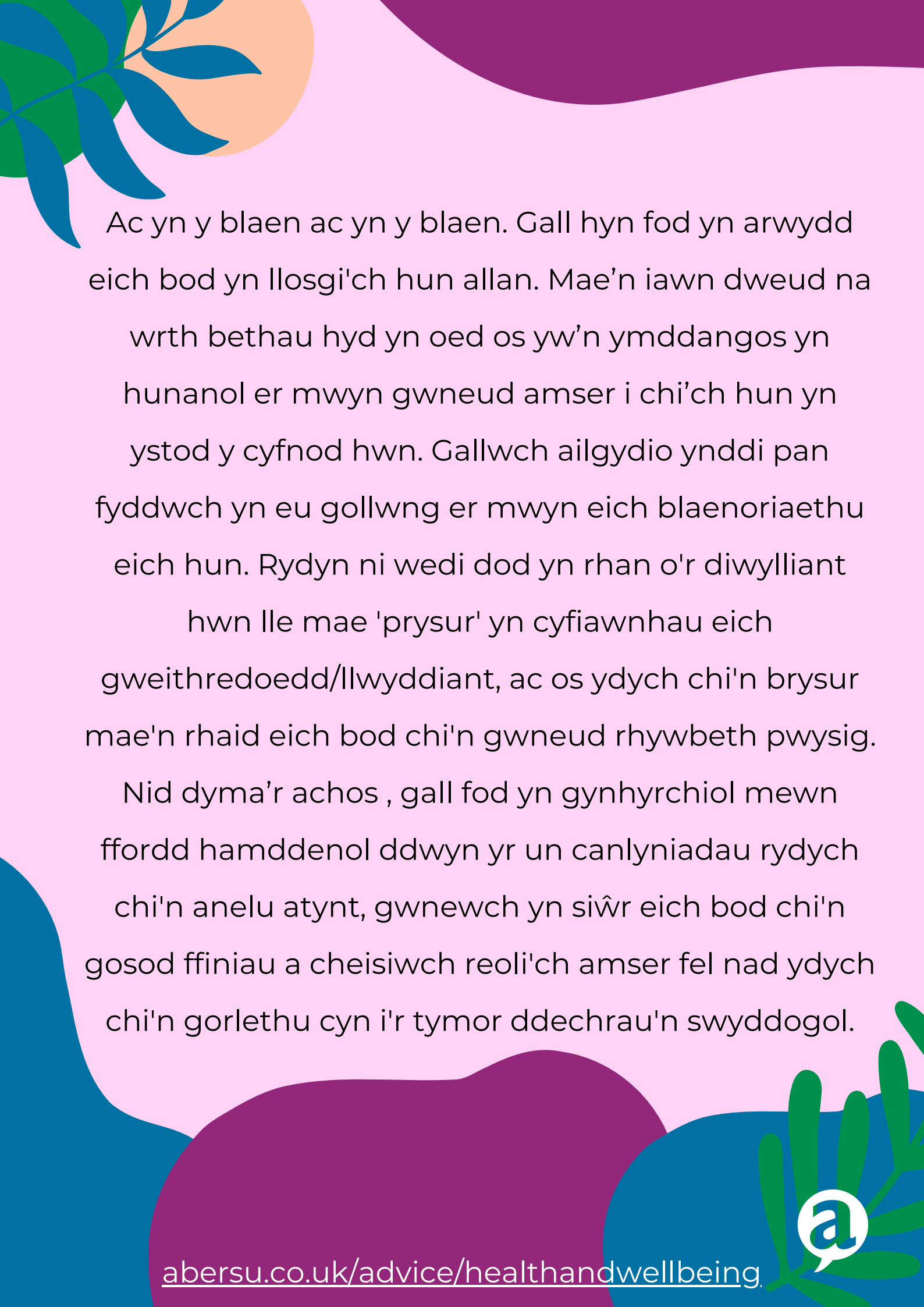
“I haven’t drank anything but coffee”

“I don’t have time for a break”

“ I’m struggling to focus on tasks and easily getting distracted “

“I’m starting to feel unwell”





Ac yn y blaen ac yn y blaen. Gall hyn fod yn arwydd eich bod yn llosgi'ch hun allan. Mae'n iawn dweud na wrth bethau hyd yn oed os yw'n ymddangos yn hunanol er mwyn gwneud amser i chi'ch hun yn ystod y cyfnod hwn. Gallwch ailgydio ynnddi pan fyddwch yn eu gollwng er mwyn eich blaenoriaethu eich hun. Rydyn ni wedi dod yn rhan o'r diwylliant hwn lle mae 'prysur' yn cyfiawnhau eich gweithredoedd/llwyddiant, ac os ydych chi'n brysur mae'n rhaid eich bod chi'n gwneud rhywbeth pwysig.

Nid dyma'r achos , gall fod yn gynhyrchiol mewn ffordd hamddenol ddwyn yr un canlyniadau rydych chi'n anelu atynt, gwnewch yn siŵr eich bod chi'n gosod ffiniau a cheisiwch reoli'ch amser fel nad ydych chi'n gorlethu cyn i'r tymor ddechrau'n swyddogol.





And so on and so on.

This may be a warning sign that you're burning yourself out. It is okay to say no to things even if it seems selfish for the sake of making time for yourself during this period. You can pick things back up when you drop them to prioritise you. We've become part of this culture where 'busy' validates one's actions/success, if you're busy you must be doing something important. This isn't the case, relaxed productivity can present the same outcomes you're striving for, just ensure you're setting boundaries and try to manage your time so you don't burnout before term has officially begun.





## Lles / Iechyd Meddwl:

Gofynnwch i chi'ch hun: Ydych chi'n gwneud gormod?

Dwi am ragflaenu hyn gan ddweud ei bod yn iawn gwneud dim byd, nid oes unrhyw euogrwydd wrth wneud dim. Cofiwch yr hyn sydd ei angen arnoch yn ystod cyfnod o straen, efallai na fydd rhai o'r gweithgareddau uchod yn berthnasol i chi a dyna pam ei bod mor bwysig i chi wneud yr hyn sy'n gweithio i chi. Os nad ydych chi'n gwybod beth yw hynny, peidiwch â phoeni. Dwi'n siŵr bod lot o fyfyrwyr eraill yn yr un sefyllfa, fy nghyngor i ar hyn fyddai pan fydd y cyfnod arholiadau yma wedi dod i ben, trio rhywbeth newydd. Diffinnir prifysgol fel cyfle i bobl ailddiffinio eu hunain, os dyna sy'n cael ei orfodi arnom ei gofleidio.



## Wellbeing/ Mental Health:

Ask yourself: Are you taking on too much?

I want to preface this with saying it is okay to do nothing, there is no guilt in doing nothing. Be aware of what you need during such stressful times, some of the above activities may not apply to you and that's why it is so important for you to do what works for you. If you don't know what that is, don't worry. I'm sure there are a lot of other students in the same boat, my advice to this would be when this exam period is through, try something new. University is defined as an opportunity for people to redefine themselves, if that's what's pushed on to us as students embrace it.



## Cefnogi ein gilydd:

Nam yn ein cyfathrebu yw pan fydd rhywun yn dweud wrthy ch fod rhywbeth o'i le rydym yn awtomatig yn ceisio rhesymoli ac ymateb. Mae'n tarddu o le da o fod eisiau helpu, ond mae angen i rai pobl wybod eich bod chi'n gwranddo. Mae gwranddo gweithredol yn adlewyrchiad o'r hyn sy'n cael ei ddweud, weithiau dim ond rhoi llwyfan i ffrind siarad a dweud eu dweud yn lle sgrechian i'r gwagle. Weithiau hynny sydd orau wrth gefnogi rhywun mewn angen.

## Rhwydweithiau Cymorth:

Bydd cael rhwydwaith cymorth cryf yn helpu i ymdopi yn ystod cyfnodau o straen cynyddol. Mae ffrindiau, teulu, cydweithwyr, tiwtoriaid personol, ffrindiau cwrs i gyd yn rhan o'n rhwydwaith cymorth prifysgol, ac mae'n bwysig rhoi gwybod iddynt pan fyddwch chi'n cael trafferth fel y gallant helpu. Mae cysylltiadau cryf yn helpu cario'r baich a fyddai fel arall yn cynyddu'r straen rydych chi'n ei deimlo ar adegau fel y rhain. Ac yn y rhwydweithiau hyn gallwch chi ymarfer gwranddo gweithredol i helpu cefnogi'ch ffrindiau a chreu amgylcheddau sy'n gadel ichi i gyd fod yn agored ac yn onest.





## Supporting Each Other:

A fault in our communication is when someone tells you something is wrong we automatically try to rationalise and respond. It comes from a good place of simply wanting to help but some people just need to know you're listening. Active listening is a reflection on what's being said, sometimes just providing a friend a platform to speak and vent instead of screaming into the void. That can sometimes be the best way to support someone in need.

## Support Networks:

Having a strong support network will help with coping during times of increased stress. Friends, family, co-workers, personal tutors, coursemates all make up our university support network, and it is important to let them know when you're struggling so they can help. Strong connections help carry the burden that would otherwise increase the stress you feel at times such as these. And in these networks you can practise active listening to help support your friends and create environments that allow you all to be open and honest

# Gwasanaethau:

Does dim cywilydd gofyn am help, eleni mae gwasanaethau myfyrwyr wedi ailgyflwyno cwnsela fel rhan o'r gwasanaethau y gallant eu cynnig i fyfyrwyr. Mae'r ffurflen ar gyfer hyn wedi newid yn ddiweddar i fod yn llawer mwy hygyrch a hawdd ei defnyddio, i lawr o 24 tudalen i 4!! (Rydyn ni'n bachu ar y llwyddiannau bach lle gallwn ni ar adegau fel y rhain). Ond maen nhw yma i'ch cefnogi chi a'ch anghenion gobeithio heb roi cyngor fel 'ewch am dro'. Mae gennym ni 5 cwnselydd mewnol a 3 o Area 43 sydd mewn partneriaeth â Gwasanaethau Myfyrwyr i helpu i ddarparu cymorth i'n myfyrwyr. Mae yna wasanaethau mewnol ar gael yn y Brifysgol, gallai'r gwasanaeth llesiant eich cyfeirio at gwnsela a'ch cefnogi trwy eich astudiaethau.

Ceir yma manylion ar y cymorth sydd ar gael drwy'r  
Gwasanaeth Lles Myfyrwyr:

[aber.ac.uk/cy/studentsservices/wellbeing/](http://aber.ac.uk/cy/studentsservices/wellbeing/)

Mae yna dolen i'r ffurflen gofrestru ar-lein yng ngwaelod y dudalen honno os hoffech chi gofrestru. Mae hefyd modd i chi ffonio neu anfon e-bost at y tîm lles i gael sgwrs a gofyn am gymorth.

**E-bost: [studentwellbeing@aber.ac.uk](mailto:studentwellbeing@aber.ac.uk)**

**Ffôn: 01970 621761 neu 01970 622087.**

[abersu.co.uk/advice/healthandwellbeing](http://abersu.co.uk/advice/healthandwellbeing)



# Services:

There is no shame in asking for help, this year student services have reintroduced counselling as part of the services they can offer students. The form for this has recently changed to be much more accessible and user friendly, down from 24 pages to 4!! (we take the small wins where we can at times like these). But they are here to support you and your needs hopefully without giving advice like 'just go for a walk'. We have 5 in house counsellors and 3 from Area 43 who are in partnership with Student Services to help deliver support to our students. There are internal services available at the university, the wellbeing service may be able to refer you for counselling and support you through your studies.

Details of what the Student Wellbeing Service can offer can be found here: <https://www.aber.ac.uk/en/student-support/our-services/student-wellbeing/> There's a link to the on-line registration form at the bottom of that page if you would like to register. You can also phone or email the wellbeing team to have a chat and request support

**Email: [studentwellbeing@aber.ac.uk](mailto:studentwellbeing@aber.ac.uk)**

**Telephone: 01970 621761 or 01970 622087.**



## UM Aber:

Mae gan yr UM dudalen gyfan ar gyfer cymorth iechyd meddwl sydd i'w chael yma.

Mae Togetherall hefyd yn opsiwn cymorth da y mae myfyrwyr yn cael cofrestru ar ei gyfer yn ddienw trwy eu cyfeiriad e-bost prifysgol:

<https://togetherall.com/en-gb/>

<https://myf.cymru/>

## UndebAber:

The SU also has a whole webpage dedicated to mental health support which you can find here. Togetherall are also a good support option which students can sign up to anonymously via their university email address:

<https://togetherall.com/en-gb/>

**For support contact:**

[union.advice@aber.ac.uk](mailto:union.advice@aber.ac.uk)

[suwellbeing@aber.ac.uk](mailto:suwellbeing@aber.ac.uk)

[abersu.co.uk/advice/healthandwellbeing](https://abersu.co.uk/advice/healthandwellbeing)








# Amgylchiadau Arbennig/Estyniadau:

Mae'n iawn cymeryd hoe, mae gennych chi'r opsiwn i ymgeisio am estyniad os ydy hi wedi mynd yn sgrech arnoch chi gyda'r llwyth gwaith. Bydd yn dibynnu ar yr adran o ran pa mor hawdd y bydd i'w gael ond byddant yn cydymdeimlo â'r ffaith ei bod hi'n gyfnod anodd ar fyfyrwyr gan amlaf. Os ydych chi'n credu bod yr amgylchiadau hyn wedi effeithio ar eich gallu academaidd, dylech chi gyflwyno ffurflen amgylchiadau arbennig. Mae'n bwysig eich bod yn disgrifio eich manylion yn fanwl gan esbonio sut mae wedi cael effaith arnoch chi yn nhermau academaidd. Gellir gwneud hyn gan gynnwys rhestr bwled i gadw trefn ar bethau. I gael rhagor o wybodaeth ynglŷn ag amgylchiadau arbennig ac estyniadau, gweler: [umaber.co.uk/cyngor/ybrifysgol/amgylchiadauarbennigacestyniadau/](http://umaber.co.uk/cyngor/ybrifysgol/amgylchiadauarbennigacestyniadau/)

Dyma'r ddolen i ddod o hyd i'r staff perthnasol y mae'n rhaid cyflwyno amgylchiadau arbennig iddynt:

<https://www.aber.ac.uk/cy/academic-registry/handbook/taught-schemes/stafflist/>.



# Special Circumstances/ Extensions:


It is okay to take a break, you do have the option to apply for extension if you're feeling overwhelmed with the workload. How easy they are to obtain is entirely dependent on the department but most are sympathetic to the fact that this is a difficult time to be a student. If you feel these circumstances have impacted your academic ability, you should submit a special circumstances form. It is very important that you describe your circumstances in detail and explain how this has impacted you academically. You can do this by including a bullet point list, keep it factual and chronological. Remember to attach all relevant evidence when you submit. For more information on special circumstances and extensions, please see:

<https://www.abersu.co.uk/advice/university/specialcircumstancesandextensions/>

This is the link to find the relevant staff she needs to submit Special Circumstances to:

<https://www.aber.ac.uk/en/academic-registry/handbook/taught-schemes/stafflist/>





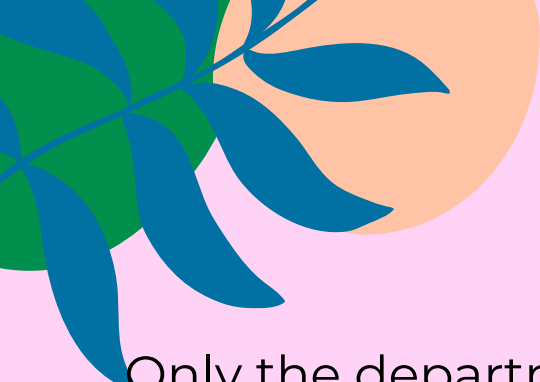
Dim ond Swyddogion Estyniadau yr adran all roi sêl bendith i estyniadau, a dim ond pan fod y ffurflen Gais am Estyniad Terfyn Amser Gwaith Cwrs wedi'i llenwi a'i chyflwyno. Dylid cyflwyno y Ffurflen Gais am Estyniad i Derfyn Amser Gwaith Cwrs i'r swyddfa adrannol perthnasol o leiaf 3 diwrnod gwaith cyn y terfyn amser. Ceir manylion y Swyddogion adrannol yma:

<https://www.aber.ac.uk/cy/academic-registry/handbook/taught-schemes/officers/>

Caiff ceisiadau mewn llai na 3 diwrnod gwaith cyn y terfyn amser eu hystyried gan Fwrdd Amgylchiadau Arbennig yr Adran/Cyfadrann, ac awgrymir i fyfyrwyr ddilyn proses yr Amgylchiadau Arbennig (<https://www.aber.ac.uk/cy/academic-registry/handbook/taught-schemes/name-193260-cy.html>).

Yr unig eithriad i'r gofyniad hyn fydd pan ei fod yn glir trwy'r dystiolaeth eich bod wedi'i rhoi fod yr amgylchiadau personol/meddygol wedi codi yn y cyfnod hwn o dridiau.





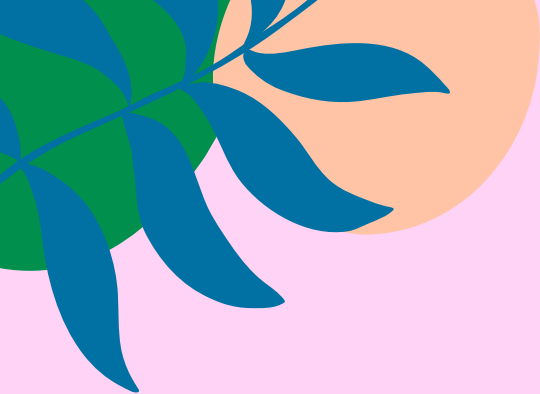
Only the departmental Extensions Officers can grant extensions, and only when the Coursework Deadline Extension Application Form has been filled in and submitted.

You should submit the Coursework Deadline Extension Request Form and supporting evidence to the designated departmental office at least 3 working days before the deadline. Departmental office details can be found here: <https://www.aber.ac.uk/en/academic-registry/handbook/taught-schemes/officers/>.

Requests received less than 3 working days before the deadline will normally be considered by the Departmental/Faculty Special Circumstances Board, and students are advised to follow the Special Circumstances procedure (<https://www.aber.ac.uk/en/academic-registry/handbook/taught-schemes/name-193260-en.html>).

The only exception to this requirement will be where it is clear from the evidence that you provide that the medical/personal circumstances have arisen within this three day period.






Bydd y Swyddog Estyniadau yn ystyried eich cais, ac yn rhoi gwybod i chi am y canlyniad trwy e-bost ymhen dau ddiwrnod gweithio wrth gael y cais.

Ni chaiff ceisiadau am estyniad i waith cwrs o'r gorffennol eu hystyried. Mewn achosion lle methir yr amser cau, awgrymir i fyfyrwyr ddilyn y broses amgylchiadau arbennig (gweler uchod). Os ydych chi eisiau siarad gyda'r Swyddog Estyniadau i drefnu cyfarfod. Ceir rhagor o wybodaeth ynglŷn â pholisi estyniadau y Brifysgol yma:

<https://www.aber.ac.uk/cy/academic-registry/handbook/taught-schemes/name-193261-cy.html>





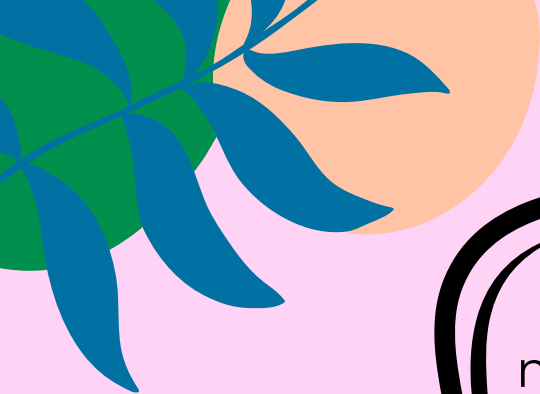
The Extensions Officer will consider your application and will inform you of the outcome by email within two working days of receipt of the request.

Retrospective requests for extensions will not be considered. In cases where the deadline is missed, students are advised to follow the Special Circumstances procedure (see above).

If you want to talk to the Extensions Officer directly, please email the departmental office to arrange a time to meet.

More information regarding the University's extensions policy can be found here:

<https://www.aber.ac.uk/en/academic-registry/handbook/taught-schemes/name-193261-en.html>



Nid bod yn rhwystr yw pwrpas staff ac maent eisiau eich helpu felly peidiwch â phoeni pan yn mynd atynt am gymorth. Maent am i chi ffynnu.

Staff aren't here to be barriers and do want to help so don't feel afraid to approach them if you need help. They for the most part just want to see you excel.

**Don't be afraid to ask for help!**

**POB LWC/  
GOOD LUCK**

