

START PLANNING YOUR EXAMS How many days do you have to study? Do the math!

		APRIL 2021			MAY 2021			JUNE 2021		
TH	1		week 8	SA	1			TU	1	
FR	2			SU	2			WE	2	
SA	3			Qualitative study work in this week:			days	hours	TH	3
SU	4			MO	3	week 11		FR	4	
Qualitative study work in this week:		days	hours	TU	4			SA	5	
MO	5	EASTER RECESS / EASTER MONDAY		WE	5			SU	6	
TU	6			TH	6			MO	7	
WE	7			FR	7			TU	8	
TH	8			SA	8			WE	9	
FR	9			SU	9			TH	10	
SA	10			Qualitative study work in this week:			days	hours	FR	11
SU	11			MO	10	week 12		SA	12	
Qualitative study work in this week:		days	hours	TU	11			SU	13	
MO	12			WE	12			MO	14	
TU	13			TH	13	ASCENSION DAY		TU	15	
WE	14			FR	14	BRIDGING DAY		WE	16	
TH	15			SA	15			TH	17	
FR	16			SU	16			FR	18	
SA	17			Qualitative study work in this week:			days	hours	SA	19
SU	18			MO	17	CATCH-UP ACTIVITIES		SU	20	
Qualitative study work in this week:		days	hours	TU	18			MO	21	
MO	19		week 9	WE	19			TU	22	
TU	20			TH	20			WE	23	
WE	21			FR	21			TH	24	
TH	22			SA	22			FR	25	
FR	23			SU	23			SA	26	
SA	24			Qualitative study work in this week:			days	hours	SU	27
SU	25			MO	24	START EXAMINATION PERIOD / WHIT MONDAY		MO	28	
Qualitative study work in this week:		days	hours	TU	25			TU	29	
MO	26		week 10	WE	26			WE	30	
TU	27			TH	27			JULY 2021		
WE	28			FR	28			TH	1	
TH	29			SA	29			FR	2	
FR	30			SU	30					
				MO	31					

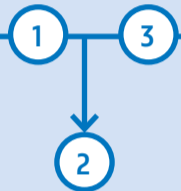
- Fill in your exam schedule (oasis.ugent.be) on this calendar and count the number of available days you have, from the start of your exam period (on 24/05), for each course between two exams. Fill in these days on table ①.
- Count the number of days you have as from today:
 - > Evaluate for each week on which days you can do/plan your qualitative study work (weekends included).
 - > Decide for each day the number of hours that **you will certainly study in a qualitative way, not those that you wish you would study**, and fill in on the calendar (in the yellow column)
 - > Count these hours for each week.
 - > Convert the hours into days and write them in table ②. A whole day equals to an average of 6–8 hours quality work and a half day to an average of 3–4 hours quality work. Your support work is not taken into account! Three evenings of 2 hours for example count for an entire day. Of course you can also immediately count in entire and half days.
 - > Count all these days. Those are the study days you're sure of.

- Distribute these days over the different exams in table ③ so that you have studied every course qualitatively.
- Indicate on your calendar on which days or hours you will study which course.
- Stick to your planning and make use of your available days/hours to prepare your exams. If qualitative study hours are lost by unforeseen circumstances, reschedule these hours, by preference in the same week.

START PLANNING YOUR EXAMS

COURSES	Number of days between your exams
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How many days will you use extra to study your course in a qualitative way?
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How many days do you have from now until your exam period for the qualitative study work?	
Lecture week 8	... d
Easter recess	... d
Easter recess	... d
Lecture week 9	... d
Lecture week 10	... d
Lecture week 11	... d
Lecture week 12	... d
Cath-up week	... d
Sum	... d

STUDYING is a process of

- orientation** (= set concrete objectives)
- comprehension** (= find out the answers and make connections)
- consolidation** (= structure the study material so that you can memorize it)
- active revision** (= close your books and actively recall what you have studied).

Use the entire semester to do that, not just the exam period.

Studying for the exams starts in the first few weeks of the semester. The principles of studying efficiently remain the same. Use your productive hours to study, because that is when you are the most focused. Make them even more productive by using less productive hours to prepare yourself first (orientation).

“A goal without a plan is just a wish.”
 Antoine de Saint-Exupéry

Need more help for planning your exams?
 Please contact your study counsellor or read the brochure 'Maximizing study efficiency' <https://www.ugent.be/current-students/en/study-support>