

# START PLANNING YOUR EXAMS

How many days do you have to study? Do the math!

JULI 2022			AUGUSTUS 2022			SEPTEMBER 2022				
FR	1		week 1		Qualitative study work in this week:	days	hours	TH	1	
SA	2			MO	1			FR	2	
SU	3			TU	2			SA	3	
Qualitative study work in this week:			days	hours	WE	3		SU	4	
MO	4		week 2		TH	4		MO	5	
TU	5				FR	5		TU	6	
WE	6				SA	6		WE	7	
TH	7				SU	7		TH	8	
FR	8				Qualitative study work in this week:	days	hours	FR	9	
SA	9	END SECOND-TERM EXAMINATION PERIOD		MO	8			SA	10	
SU	10			TU	9			SU	11	
Qualitative study work in this week:			days	hours	WE	10		MO	12	
MO	11		week 3		TH	11		TU	13	
TU	12				FR	12		WE	14	
WE	13				SA	13		TH	15	
TH	14				SU	14		FR	16	
FR	15				Qualitative study work in this week:	days	hours	SA	17	END RESIT EXAMINATION PERIOD
SA	16			MO	15			SU	18	
SU	17			TU	16			MO	19	FEEDBACK ON ALL EXAMINATION PERIODS AND REORIENTATIONS
Qualitative study work in this week:			days	hours	WE	17		TU	20	
MO	18		week 4		TH	18		WE	21	
TU	19				FR	19		TH	22	
WE	20				SA	20		FR	23	
TH	21	BELGIAN NATIONAL DAY			SU	21		SA	24	
FR	22			MO	22	START RESIT EXAMINATION PERIOD / MARY ASSUMPTION		SU	25	
SA	23			TU	23			MO	26	START OF THE ACADEMIC YEAR 2022-2023
SU	24			WE	24			TU	27	
Qualitative study work in this week:			days	hours	TH	25		WE	28	
MO	25		week 5		FR	26		TH	29	
TU	26				SA	27		FR	30	
WE	27				SU	28				
TH	28				MO	29				
FR	29				TU	30				
SA	30				WE	31				
SU	31									

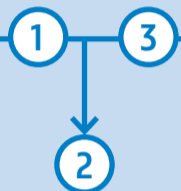
- Fill in your exam schedule ([oasis.ugent.be](https://oasis.ugent.be)) on this calendar and count the number of available days you have, from the start of your exam period (on 22/08), for each course between two exams. Fill in these days on table ①.
- Count the number of days you have as from today:
  - > 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?	
Week 1	... d
Week 2	... d
Week 3	... d
Week 4	... d
Week 5	... d
Week 6	... d
Week 7	... 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/student/en/study-support/feelinggood>