

DIA 1

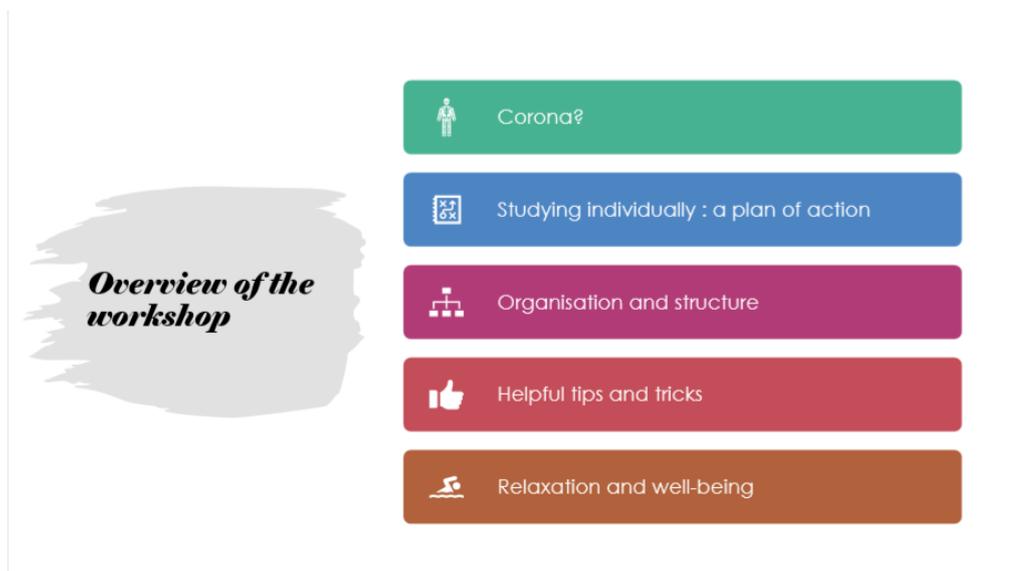


Welcome to this online study workshop.

Because of the coronavirus, campuses of LUCA are temporarily closed. But, it isn't holiday yet, lessons are still going on, only not on the campus but online. Students have to work independent now and for a lot of students this isn't easy. The structure of the week isn't there anymore, there is less coaching, some tasks will be different,... You are more on your own now, which means that you will have to organize your days and weeks yourself.

This study workshop will help you organize your educational activities independently.

DIA 2



First we'll give you the LUCA guidelines concerning the coronavirus. Then we will give you a plan of action for getting through these rare weeks. You'll get some tips on how to plan your days and study time, so you get more work done. At last we give you some tips for relaxation. It is important to take care of your physical, but also your mental well being.

DIA 3

Luca School of Arts: guidelines and precautions concerning the coronavirus



All campuses are closed until 18 May. Follow the guidelines of LUCA about the coronavirus on the website.

At this time you should be informed by your lectures about the lessons and tasks. You'll find information on Toledo and your LUCA mail. Try to look at this daily so you don't miss important information.

Do you have questions about corona in Belgium? You can go to the website info-coronavirus.be or call 0800 14 689.

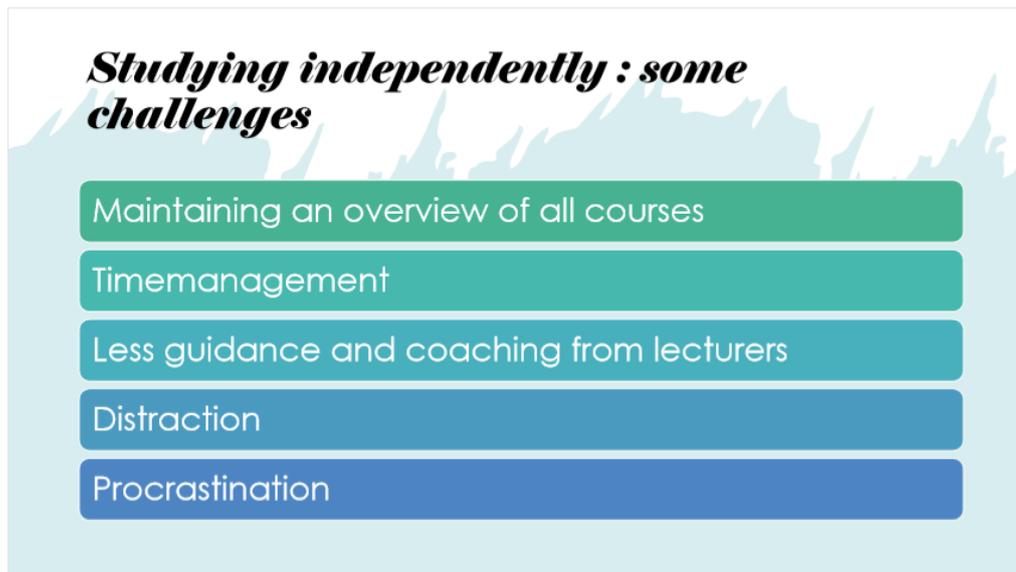
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Studying and working independently: a plan of action

How to study independently when you are home?

DIA 5



Studying independently requires a lot of self-discipline. After all, it is not holiday yet: you need to take classes and complete your assignments if you want to succeed this academic year. Studying and working independently requires a different study approach and study method. For many of you it takes a while to find out what works for you.

The advantage to this situation? Because there are no longer compulsory classes and educational activities, you have more freedom to organize your work and work at your own pace. BUT this also presents a number of challenges:

- It will sometimes be difficult for some of you to keep an overview of all your courses, now that the structure is lost. You will receive a lot of information in a short time through your webmail and Toledo and it will take a while before you have an insight into the way in which each subject will adapt its educational activities.
- This new situation requires time management: you have to determine how much time you have to spend on each subject, now that you no longer have fixed lessons. It is sometimes difficult for students to estimate how much time something will take.
- Distance education also means that there will be slightly less guidance. Many of you will notice this especially in the practical subjects. However, the teachers do their best to provide as much guidance as possible through Skype or other online tools: take advantage of that!
- Working and studying at home, in social isolation, sometimes makes you more sensitive to distractions. Suddenly you get all kinds of tips about fun series on Netflix, books that you can read, new online games that you can play with friends,... You can relax, of course, but make sure you also plan moments where you can concentrate, work and study.
- Finally, we want to protect you from procrastination. These first weeks may feel a bit like a holiday, but it is not. Try to keep up with your lessons and assignments from the start, so that you don't fall behind.

DIA 6

A plan of action? Why?



This is not a holiday : the courses are still running



7 weeks of studying independently will require organisation and discipline



Getting some structure in your days and week



A decent follow-up of your courses and assignments
= well prepared for your exams and jury



Opportunity to catch up on courses and assignments that didn't receive much attention

Conclusion: you will have to have a plan of action for the coming period. Why is it necessary?

- Lessons and assignments continue and can sometimes take more time because you will have to figure out a lot yourself.
- 7 weeks of independent study requires organization and discipline if you want to avoid procrastination.
- It is necessary to have structure in your days in order not to fall into a daily grind. This way you also avoid not having anything done or finished at the end of the day.
- It is important to keep track of your lessons and assignments. Think of it as an excellent opportunity to prepare well for your exams and your jury.
- On the other hand, this may also be a time to keep up with lessons and assignments that received less attention at the beginning of this semester.

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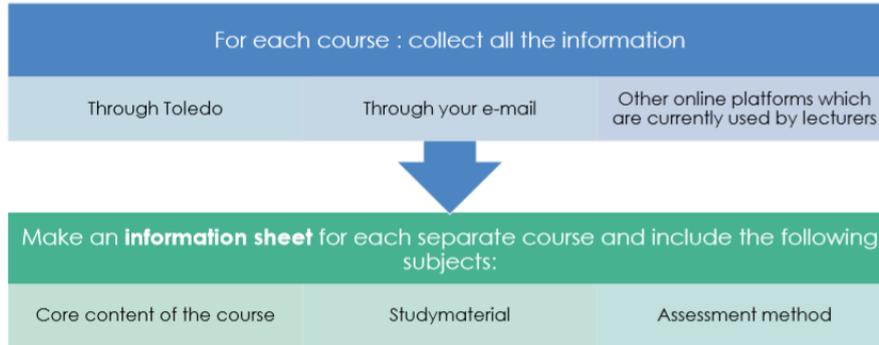
A Plan of Action

STEP BY STEP

But how do you start? We guide you step by step.

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STEP 1 : Make an information sheet



Step 1: To get an overview of all your assignments, lessons and the way in which they will be organized in the coming period, gather all necessary information per subject. You can find this information through Toledo, your webmail or other learning platforms that teachers use.

The best way to organize this information is to make an information sheet for each course with all the important information.

Think about the following questions:

- What is this course about? What are the core themes?
- What is the study material? How will the lessons be given now?
- How will I be evaluated? Which assignments or tasks should I complete? Is there an exam, a jury or a paper?

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STEP 2 : Make a to do list

HOW?

- Base = information sheets
- Divide big assignments into smaller tasks
- Set up intermediate deadlines

TO DO LIST

Deadline	Course	Task
1/4/2020	Communication 1	Paper - Title of the paper - Where can you find the explanation of the paper - Partial tasks + deadlines

You can draw up a to-do list while collecting the information, or by using the information sheets. A to-do list gives a good overview of all the tasks and assignments you have to complete.

On a to-do list you can write down assignments and papers, but also studying chapters. Make this as comprehensive as possible so that you don't miss any tasks, assignments or lessons.

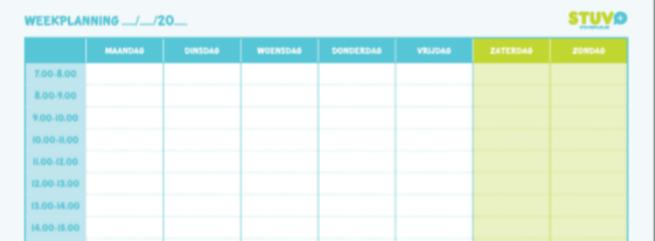
It can help to split large tasks into smaller sub-tasks. In this way, larger ones become more manageable. This way you also see faster that you achieved progress because you can tick off sub-tasks.

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STEP 3: Create a weekly schedule

Guidelines :

1. An average week of classes, complemented by studying and working on assignments should take around 40 hours.
2. Daily structure is important:
 1. Wake up early around the same hour
 2. Eat on fixed times
 3. Work- and studydays should take 7 or 8 hours daily
 4. Plan time to relax



The to-do list has given you an indication of how much work you will have this semester. Now it is important to draw up a schedule so that you can effectively schedule and do those tasks. However, some students only need a to-do list (and no weekly schedule) and that is fine too. Nevertheless, we recommend that you try out a schedule for one week: on the one hand to build in a fixed structure, on the other to get an indication of whether you will finish the tasks on your to-do list with the time you now invest in studying.

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Roadmap to fill in your weekly schedule

- 📅 STEP 1 : Fill in 'live' online teaching sessions
- 🍴 STEP 2 : Fill in the moments when you'll have breakfast, lunch or dinner.
- 📚 STEP 3 : Make sure you plan study time for each separate course. → **base = to-do-list**
- 🕒 STEP 4 : Plan some 'extra' time on regular moments to catch up on tasks you couldn't finish
- 🧘 STEP 5 : Make sure you plan some time to relax
- ⚡ **Hint : use your normal course schedule as guideline**

How to fill in a weekly schedule?

STEP 1: First fill in your regular online lessons or educational activities. If a lecturer teaches "live" online, please complete these activities first. After all, these are activities that are fixed and that you cannot plan for at any other time. Try to actually follow these lessons, that way you stay in school rhythm.

STEP 2: Fill in fixed eating and sleeping times. Try to establish a routine by waking up, having breakfast, having lunch and dinner at set times. Also encourage other family members (who work and/or study at home) to plan those moments together.

STEP 3: Provide study or work time for each subject (base = your class schedule and your to-do list). Base as much as possible on your regular class schedule. This gives a good indication of how much time you have to spend on a course. Your to-do list also gives a good indication of how much work you have to do for each subject. For some courses you will have to work a bit more than for other courses. Keep the complexity and scope of the tasks in mind.

STEP 4: Provide buffer time. Buffer time refers to time that you keep free as a "buffer". This is your safety net: tasks or lessons that have not been completed in the time you have planned them, can be shifted to a buffer moment. That way, the rest of your schedule is not compromised. It can also reduce stress or anxiety when you know that you still have a "safety net". This way you have less of a feeling that following the planning has "failed" or that planning "never succeeds". If you plan your work well, you can use your buffer time as relaxation time. That way you reward yourself if you have worked well. We recommend to plan 8 hours of buffer time, especially when you are just starting to plan. After all, it is difficult at first to estimate how much time you will need to study or finish an assignment.

STEP 5: Schedule relaxation. Regular relaxation is important. It ensures that you can reward yourself after a long working day and can therefore provide extra motivation.

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Weekly schedule : an example

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7h - 8h	WAKE UP	WAKE UP	WAKE UP	WAKE UP	WAKE UP		
8h - 9h							
9h - 10h		LESSON @		LESSON @	LESSON @	WAKE UP	
10h - 11h	PROJECT		LESSON @			EXTRA TIME	WAKE UP
11h - 12h		LESSON @			SKYPE LECTURE		NODDING
12h - 13h	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	WALK
13h - 14h							
14h - 15h	LESSON @		SHOPPING		EXTRA TIME	SHOPPING	LUNCH
15h - 16h		PROJECT		NETFLIX			
16h - 17h	LESSON @		EXTRA TIME		DRIVE WAREHOUSE		
17h - 18h	RUNNING			RUNNING			SKYPE
18h - 19h	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER
19h - 20h							
20h - 21h		SKYPE			NETFLIX		

- As you can see, there is a clear structure: during the week you get up at the same time and you take breaks at fixed times. On weekends there is room to relax and sleep in.
- You can also see that buffer moments have been scheduled - here in pink - to work on tasks that have not been completed before.
- There are no concrete to-do's in this schedule, but there are courses scheduled. The moment that course is planned, you can start working on your to-do's for that course. Of course you can also choose to include concrete to-do's in the schedule if that works better for you.

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STEP 4: Sticking to your schedule



Some hints :

1. Get dressed, don't stay in your pajamas
2. Set up a studyspace;
3. Lower your 'starting energy': lay out your study material for the next day;
4. Let flatmates and friends know that they cannot disturb you when you study;
5. Block websites which may distract you while studying, use [Cold Turkey](#) for example.

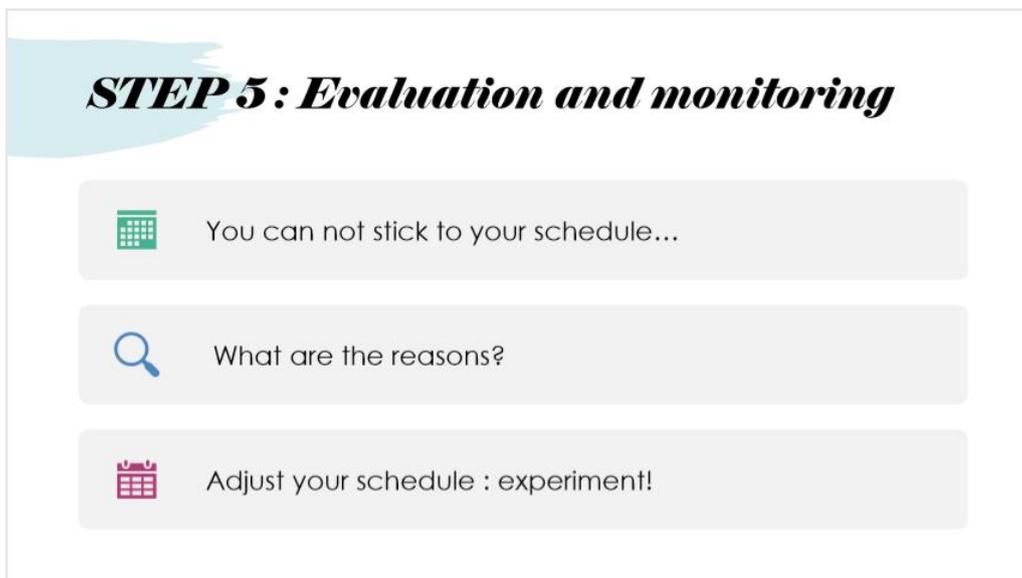
We often hear that students find it difficult to follow their schedule. We would like to give you some tips in advance that can increase your productivity:

- Get dressed every morning. Don't stay in your jogging or pajamas, that are relaxation clothes. If you dress as if you were leaving for the campus, you are also more in a "working atmosphere" and less a "hang" at your desk.
- Set up a separate study room: try to study in a room other than the room where you usually relax. Ideally, you study at your desk or in another room where there is little distraction. That way you can keep your study and working time separate from your relaxation and dining space. Some of you can't study in a separate room. If that's your case, try to take a walk between your study and eating moments to break through the "study time".
- Reduce your starting energy: always prepare your material for the following day the night before. That way you don't have to search for all of your study material or print texts the morning you want to start. You will see that it will be easier to start.
- Let family members know that they should not disturb you when you study. Hang your schedule on the door of your room or make a door hanger that says "do not disturb".

You can of course also ask your family members or housemates to get up at the same time and to work/study at the same time and take relaxation at the same time.

- When working or studying, you should avoid distractions as much as possible. Since many educational activities are now happening online, it is recommended to install a website blocker that temporarily blocks websites such as Facebook, Instagram, Netflix and YouTube. [Link : https://getcoldturkey.com/](https://getcoldturkey.com/)

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STEP 5 : Evaluation and monitoring

-  You can not stick to your schedule...
-  What are the reasons?
-  Adjust your schedule : experiment!

Have you not been able to complete all your to-dos? Check what went wrong and make adjustments. Maybe you planned too much work? You didn't consider productive moments? You formulated your tasks too vague? Find out the underlying reasons. Maybe you get into your bed late and you are too tired to study at 8:30 am? Maybe you are more productive in the evening instead of in the morning? Then it is better to adjust your schedule to your habits, so that you actually get something done.

Find out what works for you. Don't just give up planning! Dare to think and experiment until you find an efficient time schedule for you. The way of planning and organizing that we recommend does not work for every student. See it as a guideline and take what can be useful for you. You don't necessarily have to follow every step if you don't think it's useful for you. Maybe a to-do list is enough for you? Maybe the planning doesn't have to be that specific? Maybe you study better at a different time?

We recommend that you experiment and try out.

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- Problems with timemanagement?
- Is it hard to concentrate?
- Difficult to stick to your plans?
- Experiencing problems to add structure to your days?
- In need of tips and tricks to organise your studymaterials?

During this period of distance learning, you can contact the 'zorgcoaches' for individual study support and guidance.

Notice : this extra service is only accessible for all students during the period of distance learning due to the corona crisis.

When it doesn't go well, ask your lecturer or your 'zorcoach' for help. He/she can give you insight into what may went wrong.

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Contact information 'zorgcoaches' for study guidance

			
Ghent Maryse De Waele Mail : maryse.dewaele@luca-arts.be Appointment? send an e-mail	Ghent Inge De Mecheleer Mail : inge.demecheleer@luca-arts.be Appointment? :send an e-mail	Brussels (Narafi & Sint-Lukas) Els Verbruggen Mail : els.verbruggen@luca-arts.be Online meeting-agenda	Genk & Leuven Anne-Lies Bas Mail : annelies.bas@luca-arts.be Online meeting - agenda

We would like to give you our contact details.

Students from Ghent can turn to Maryse or Inge. Students from Brussels can turn to Els and students from Genk and Leuven can turn to Anne-Lies.

All contacts will be online (through Skype or telephone) during the coronacrisis.

DIA 17



Relaxation is important

We are happy to give you some tips for relaxing.

DIA 18



Relax

- Watch a concert from [AB Concerts](#), a Belgian alternative concert venue.
- Enjoy the '[My darling quarantine shortfilm festival](#)';
- Follow **STUVO LUCA GENT** or **STUVO LUCA BXL** on Facebook and Instagram for information, inspiration and online activities
- Get in shape:
 - Go for a run every 2 days (alone)
 - Do some exercise at home
 - Follow a yoga-class on YouTube

For example, enjoy a live concert or enjoy movies from the film festival. Follow the Instagram or Facebook of STUVO GENT or STUVO LUCA BXL for healthy cooking tips, but also for information and online culture tips. It is the ideal time to work on your fitness, but do it alone.

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Not feeling well? Feeling down?

Ask for a skypemeeting with our [studentpsychologists](https://www.luca-arts.be/nl/student-support-services).

Or, in case of sickness, make an appointment with a (student) doctor.

All information :

<https://www.luca-arts.be/nl/student-support-services>



Finally, we would like to inform you that you can always contact the student psychologists, even now that you are at home. Students from Brussels (Narafi and Sint-Lukas) and Ghent, can contact the psychologists of LUCA School of Arts. On the LUCA website you will find the online appointment agenda of the student psychologists. The appointments currently only go through skype. Students from Leuven can contact the psychologists from the KULeuven and students from Genk can contact the psychologists from UCLL.

After all, social isolation can weigh heavily on your mind. If you notice that things aren't going good, if you feel anxious or gloomy, do not hesitate to contact the lecturers, the zorgcoaches or the student psychologists. If necessary, we can refer you to organizations that can help you.

DIA 20

Stay connected

Stuvo afternoon delight

Every weekday from 4 p.m. until 5 p.m. on Google Hangouts

Follow the weblink on the STUVO-Facebookpage



It is important to keep in touch with others during this time – but only online. STUVO organizes an online group chat session on Google Hangouts every weekday from 4 pm to 5 pm. Follow them on facebook, there you will find the link to the group chat.

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***Good luck and... stay
inside!***

***in Flemish :
Blijf In Uw Kot!***

We wish you good luck and in Dutch: blijf in uw kot!