

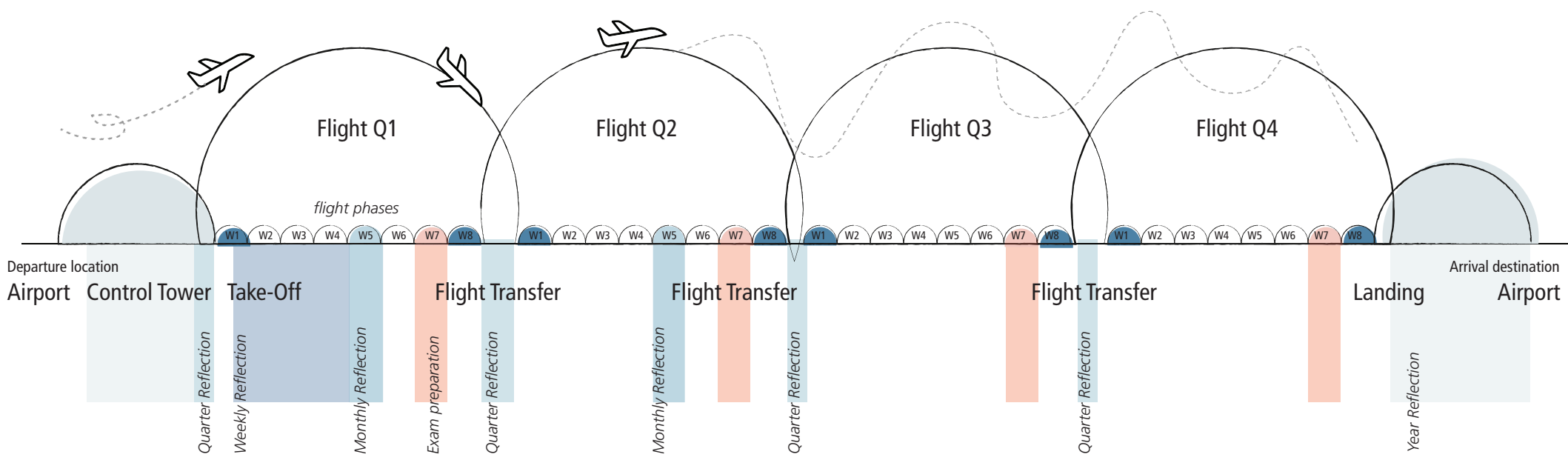
# Flight Guide

## NAVIGATION MAP

### Booklet Instructions

Below, you can see how the booklet is structured, following the Academic Year and the metaphor of a Flight Journey.

In the legend you can find visual specification that will help you with using this booklet. It also gives you an estimation of the time expected for each reflecting activities. Although, there is no obligation for you to stick with it, these activities are meant to help and guide you through the journey. You can personalize your way of planning and reflecting while learning from your own experience.



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## LEGEND

#### Intensity Level

- 🕒 5-10 min On a weekly base
- 🕒🕒 15-20 min Monthly
- 🕒🕒🕒 30-45 min Quarterly / Year reflections

#### Color Code

- General Guidelines / Informative
- Year Reflecting Activities
- Quarter Reflections
- Monthly Reflections
- Weekly Reflections / Planning
- Special Exam Preparation

# AIRPORT

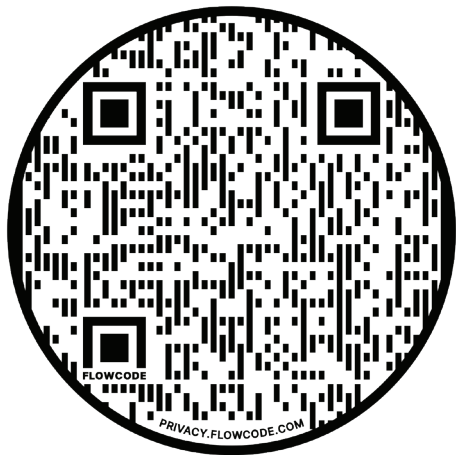
## GETTING READY FOR THE JOURNEY

What can I expect from this flight experience?

It's the start of a new adventure, you are going to fly together with other students, and you will be the pilot of your own learning experience!

*Are you ready for that? Are you excited to get on board and start this journey?*

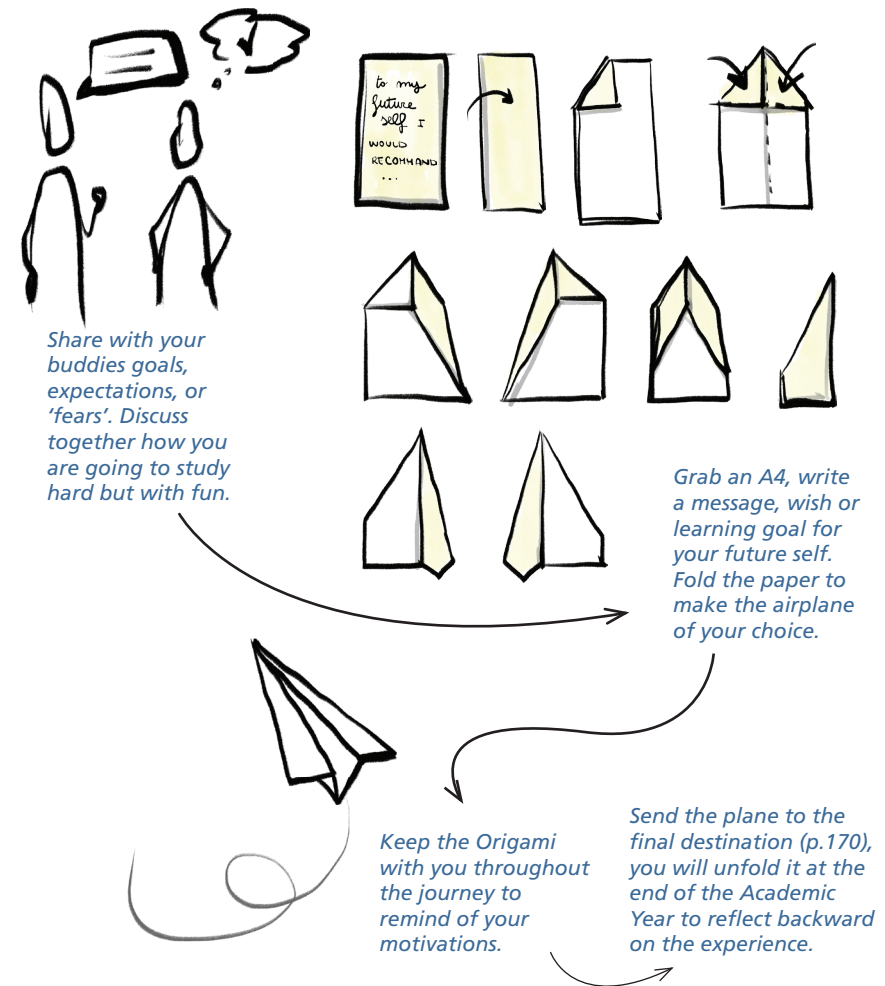
Watch this video introduction to get a better idea of what to expect during this journey as Aerospace Engineer Student.



*Please have a seat, scan the QR Code and watch the Video Introduction.*

## MEET YOUR BUDDIES AT THE AIRPORT

Imagine to be at the airport, ready to fly to your destination together with your buddy. You feel thrilled and excited, but also a bit uncertain on how it will be... You will grow as a person through individual reflections and you will learn a lot by working and collaborating with other peers. The journey can be challenging, and if met with curiosity and willingness to see the experiences as opportunities for growth, you will build resilience. Hard work always needs to be compensated with fun: you can learn more if you enjoy it! Therefore, we want you to start the journey with this fun activity.



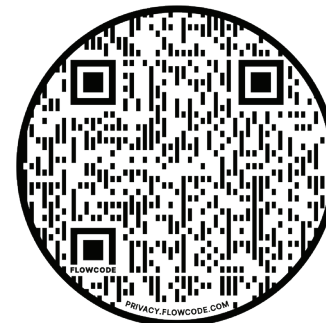
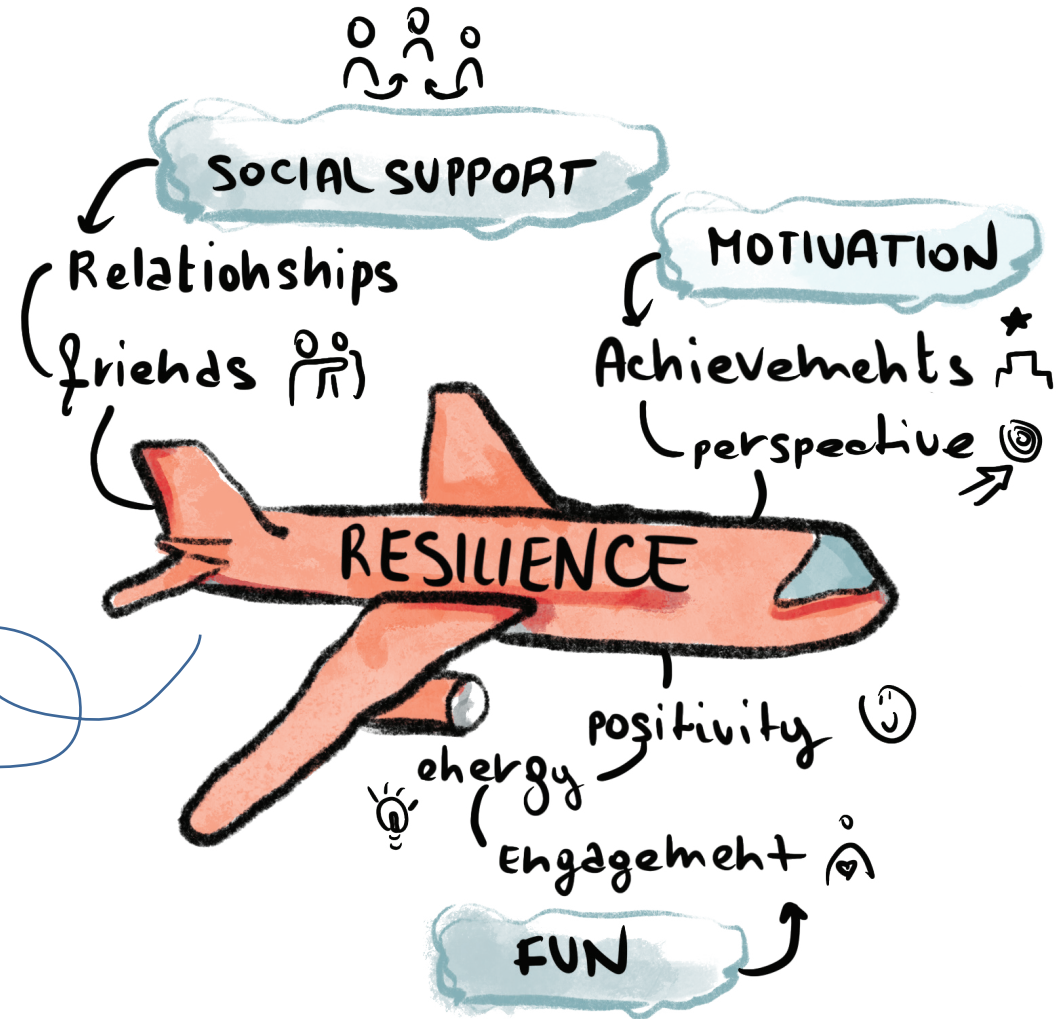
# KEEP CALM BREATHE AND DON'T PANIC

Turbulences can happen.  
When you just don't know what to do...

Breathe in,  
Breathe out.

Repeat.

A good pilot stays calm, assesses and takes control of the situation to ensure a safe flight. Don't panic or your passengers will panic too!



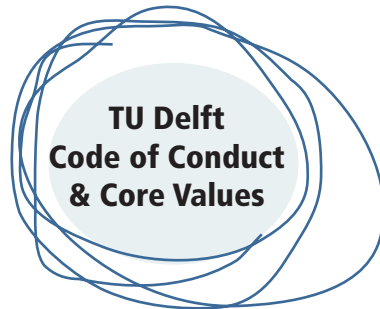
For help and support refer to the WELLBEING TuDelft  
by scanning the following QR Code.

# I Safety on-board

## FLIGHT INSTRUCTIONS & SAFETY RULES

### Do's & Don't

As an official Pilot enrolled at the TU Delft you will have to embrace certain values and behave accordingly to certain ethics and rules, as written in the Code of Conduct.



Being responsible means that we consider the implications of our actions, also concerning the collaborations we engage in, the partnerships we form, the results of our research.

Courage is needed when it comes to integrity: it takes courage to speak out. It also includes having the courage to face uncomfortable situations and deal with them responsibly, to recognize our own limitations, and to ask for help when needed.



## EMERGENCY CHECKLIST

### What if...?

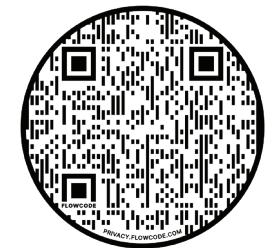
In case of serious Airplane turbulences you are not able to solve and handle on your own, don't forget you can always ask for help. You are not alone in this experience. Maturity also means being able to recognize what our limits are and when we need to reach out to others for help.



For personal and study related questions or problems, you can consult with the academic counselor or talk to your Mentors.

**Open Office Hours**  
Mondays, Tuesdays, Wednesdays and Thursdays from 12:30 till 13:30

**Contact details**  
E-mail: [Academiccounselor-ae@tudelft.nl](mailto:Academiccounselor-ae@tudelft.nl)



For more useful information, check out the Student Portal by scanning the QR Code!

# Weekly Check-In

## AGENDA PLANNING



### Flight Direction

What is the main goal/priority for yourself this week?

### Weather Forecast



What is the weather this week  
(e.g. friends parties, bike to repair, parents visit...)?  
What could affect your plans to achieve your goals?  
What could affect the flight stability?

Free Time & Fun Activities

Other Duties

"My #1 piece of advice would be to start studying from week 1. It's easy to fall behind in the lectures/workload!"  
AE Student Mentor

Week 1.1

Hours.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
Morning							
Lecture Hr. 1							
Lecture Hr. 2							
Lecture Hr. 3							
Lecture Hr. 4							
Lunch							
Lecture Hr. 5							
Lecture Hr. 6							
Lecture Hr. 7							
Lecture Hr. 8							
Evening							
Free Time & Fun Activities							
Other Duties							

# Flight Stability Check

## FLIGHT ASSESSMENT & ADJUSTMENTS

### How did the take-off go?

Learning to pilot a flight is an iterative process where you have to keep reviewing and adjusting your approach. Throughout learning iterations you will become a PRO! Review your week by reflecting on the following questions and adjust your commands.

- How well did you keep to your schedule?
- How can you adapt it or ensure you are able to maintain it?
- What should be improved?



### Problem Identification

Last week I wanted to...

I did not achieve that, because...



### Schedule Repairing

To do better the next time I will....

## Time Allocation & Management

With this activity we want to help you better manage your time, so that you don't end up procrastinating or feeling overwhelmed (especially during exam periods).

- How much time do you dedicate for each of the following activities?
- How did you plan for those?
- How will you plan it differently next time?

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Activity	Suggested Time	When will you allocate time for that?
Check lectures schedule	<b>WEEKLY</b> Before the start of the week (e.g. Sunday evening / Monday morning)	
Prepare Lecture	<b>DAILY</b> The evening before or on the day itself	
Summarizing / Revising lecture notes (see p. 31 to learn how to take notes)	<b>DAILY</b> After the lecture / at the end of the day	
Put knowledge into practice: homeworks	<b>DAILY</b> Do them often and on a regular base to practice	
Complete Assignments / Work on Projects	<b>WEEKLY</b> Set specific time for team work and plan according to the deadlines	
Study for Exams	<b>WEEKLY</b> Set a specific time every week you will dedicate to theory and studying to not arrive last minute with exam preparation and risk to lose your flight!	

# Airplane Check-Up

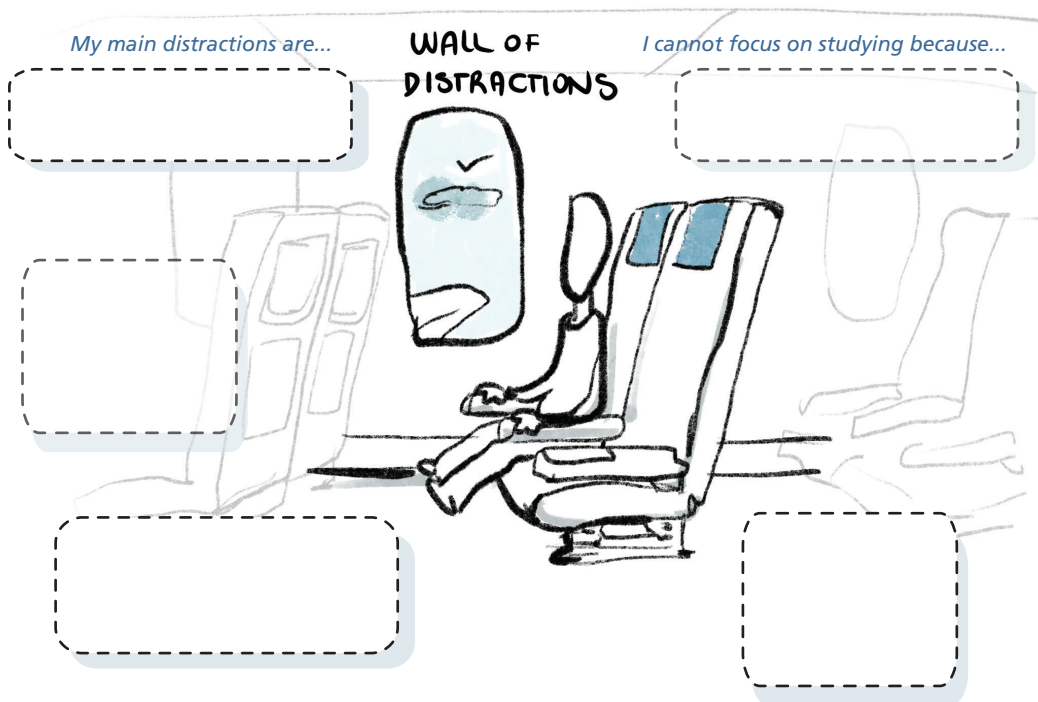
## SPACE ASSESSMENT & ADJUSTMENTS

### My study Environment...

Exams are getting close and to face them successfully you need healthy habits, such as good sleeping, a positive atmosphere and a well organized environment. All those small precautions and steps taken in preparation you will have an influence on your success and performance!

Reflect on the following questions to optimize your focus..

- What is my current study environment for assignments and studying?
- Are there distractions or other issues with that environment?
- How can I handle these distractions (e.g. put my phone on flight mode, set a timer...)?
- What else can I do to improve my focus (e.g. study somewhere else, make agreements with my housemates...)?



What I can do about it:

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## PROCESS ASSESSMENT & ADJUSTMENTS

### My study process...

Observe and analyze the way you study.

- How is it going so far?
- What could be improved?
- How can I change my study habits to be more effective?
- What's going well? When am I focused?
- How do I plan my studying? How do I study?
- What methods or tools do I use that help me keep 'in control'?

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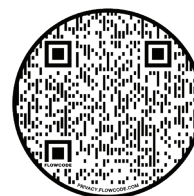


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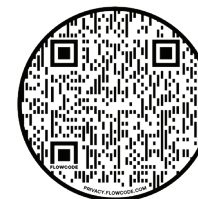


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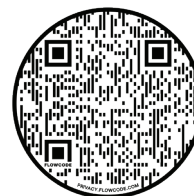
In case you feel the need for some help in improving your study process and habits, the link below provide you guidelines, contacts for help and tools you can use to improve your overall study wellbeing and success.



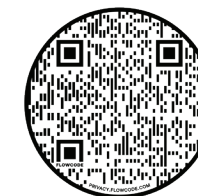
Study Tips  
from Students



Study Toolkit for  
'Essential Study Skills'



Do you want a Study  
Buddy or you to be  
of help for other  
students?  
Check out here!



'Tips about stress,  
procrastination,  
career skills and  
teamwork'



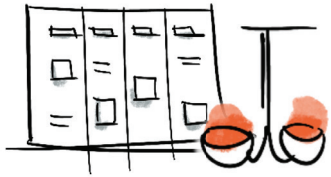
# Landing Preparation

## AIRCRAFT SAFETY CARD

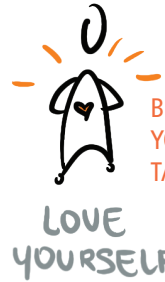
### Tips for a healthy and safe landing!

Look how far you have come! It's Week 1.7 and the exam period is at the door. The flight is reaching the first transfer stop, but as a Pilot of the journey you need to prepare for having a safe landing. Here some tips that could help, then you will have the space to plan your own schedules and time.

### BALANCED ACTIVITIES



**PLAN A SCHEDULE OF BALANCED ACTIVITIES.**  
Balance between fun and study.



**BE KIND TO YOURSELF. CHANGE TAKES TIME.**

LOVE YOURSELF

### PLAN ENOUGH TIME FOR EACH SUBJECT.

Set up how much it is worth spending for each course depending on personal goal, priorities, or work load.

### ESTABLISH STUDY HABITS.

- Knowing what and when you are going to study saves a lot of time in making decisions.
- Be specific on the tasks to achieve (e.g. plan to solve 3 problems from the practice exam), avoid generalizations, such as "study math".

### TIME FOR EACH SUBJECT



+ **CONSISTENT TIME and study PLACE**



**LIMIT TIME to productive hours**

### BRAIN FRIENDLY STUDYING.

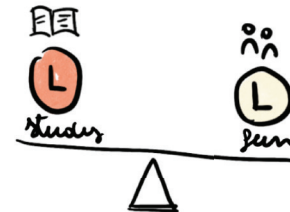
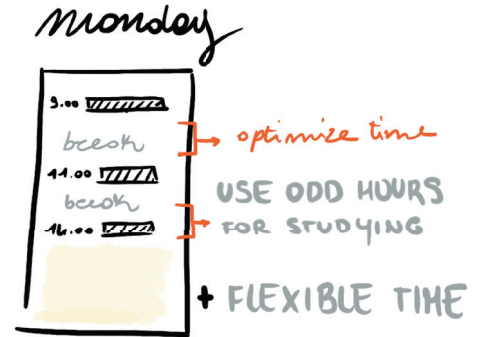
The ability to concentrate decreases rapidly with time. Take a break and take care of yourself (e.g. get a glass of water, walk for 5 minutes, juggle a ball...). Also, switching to another course will provide the change necessary to keep up productivity.

### UTILIZE ODD HOURS.

The scattered free periods between classes are easily wasted. Planning to use them for studying will result in free time for recreation at other times.

### LEAVE SOME UNSCHEDULED TIME FOR FLEXIBILITY.

Lack of flexibility is one of the main reasons students do not follow a schedule. Remember that it usually takes 30 days to establish a habit. So keep up your schedule and you'll develop new routines!



**TRADE TIME don't steal it!**

### TRADE TIME, DON'T STEAL IT.

When unexpected events arise, decide immediately where you can find the time to make up the missed study time and adjust your schedule for that week.



### REVIEW, RECITE, REVIEW, RECITE.

Organize your notes in a Q&A form, and think about the main ideas of the material as you review weekly. When preparing for exams, try to predict the questions the instructor may ask and practice to answer those.

### ORGANISED NOTES



### KEEP ORGANIZED NOTES.

Good notes are the best basis for review. Watch for key ideas in lectures and try to express them in your own words.

# Landing Preparation

## DASHBOARD SETTINGS

### Exams & Courses Overview

Use the table below to list the courses and subject you have to study for this exam session (check out the Program Overview in the Appendix). Organize and prioritize exam study in order of importance (e.g. personal learning goals, interests). Reflect how much time you will allocate for each based on workload, ECT, level of difficulty...

- What are the courses you have to study for this exam period?
- What are the ones that will require you more time / dedication?

Try to keep up with all courses, don't leave stuff behind...  
Damien, II Year AE student

Course / Subject	ECT	Exam Date / Deadlines	How much time will you dedicate for this course?		What does motivate you most from this subject?	Learning Goal	Define your successful outcome for this course.

## WEATHER FORECAST

### What could be the challenges?

- What will be your main challenges?
- How will you face and overcome them?



#### Clouds in the sky...

- ☐ I tend to procrastinate
- ☐ I feel overwhelmed by the amount of work
- ☐ I find the subjects difficult to understand



#### I will avoid the clouds by...

- ☐ Studying with a buddy
- ☐ Prioritize and make a realistic plan
- ☐ I will ask for help to classmates, teachers, academic counsellors, etc.

# Flight Transfer

## FLY TO YOUR PEERS DESTINATION

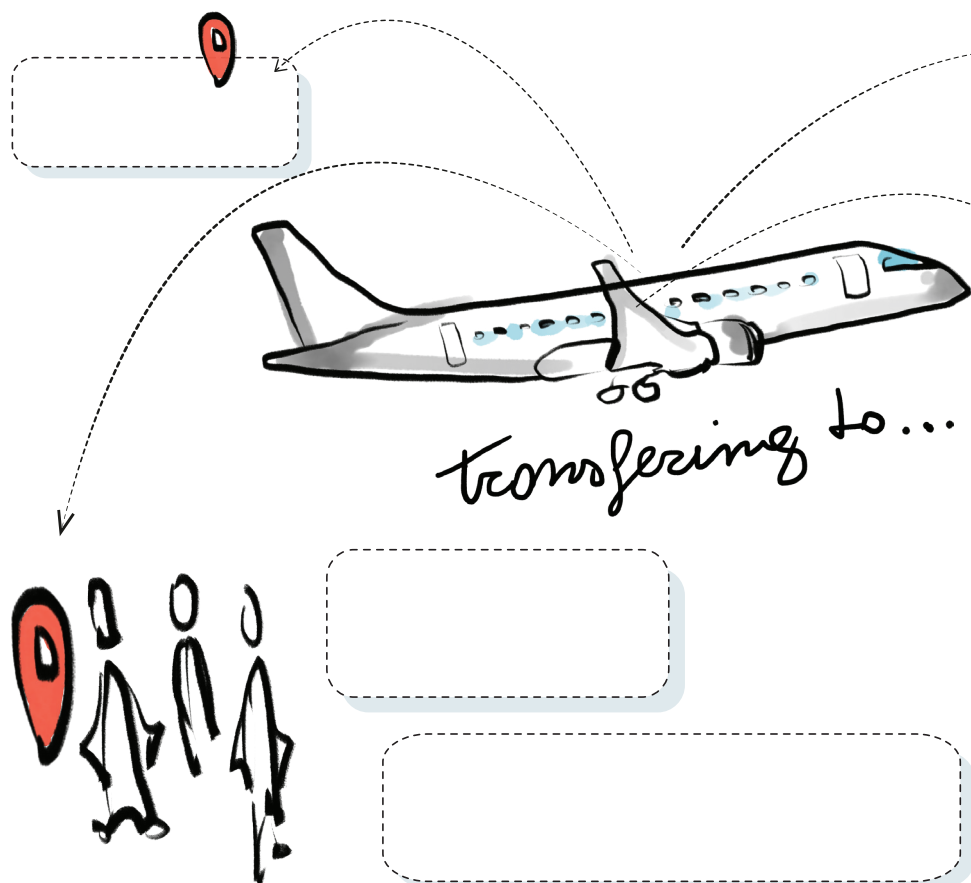
Group Reflection: *What can you learn from other Pilots?*

Month after month, you are learning a lot. It's time to gather together with your peers and reflect about the journey conducted so far. Socializing and learning from each others is a valuable and rich experience. Take this moment to exchange opinions, challenges, solutions...

This group discussion is meant to be a moment to help each others out through the journey.

- How did your peers managed their time?
- How did they prepare for exams?
- What is their way of planning activities and tasks?

*What successes would you like to transfer and exchange with your peers?*



1. Think of a peak experience of whatever the topic is  
(e.g., the best piece of work you did, the most effective way of managing time, the best way of balancing fun and work, the most interesting way of learning with fun, the healthiest way to face exams..).
2. Think about what made the experience so successful and share it with the group.
3. Discuss together what you think the elements of success are.
4. Write down in the 'clouds' the successful elements you want to implement in your flight experience from now, perhaps something you learnt new from your peers, something you did not do yourself but find valuable...

*From my peers I take on the flight with me...*

