**Organisational Chart with Academic Calendar 2023/24**

***Organisational chart: a record of all work that must be completed.***

How to use the organisational chart:

* At the start of the year: Fill in the **Module Name** & name of the **Tutor** teaching that module
* Fil in the details when you get **work to be completed** (e.g. assignment title, logbook entry, presentation, posting, etc.)
* Fill in **End of yr. % Grade** or weighted grade (so you can decide how must time to spend on this work, i.e. 50% requires a lot more time compared to 10%). Not all work may count in your final year grade, however it still may be necessary to hand it on, check with your tutor if unsure.
* Fill in the **Date Due** when the work is to be completed/handed into your tutor
* There are 2 extra columns on page 2 for notes or if you must complete more than 7 pieces of work for one module

***Academic calendar: a visual record of all work that is outstanding or completed***

How to use the academic calendar:

* Circle the date work is due to be completed/handed in e.g.: 3rd Oct, circle ③ in Oct box.
* When the work is completed/handed in: X or – the date circled e.g. ~~③~~.
* It should therefore be clear when you look at the calendar the amount of work that is outstanding and completed by the number ③,③,③,③ versus the number of ~~③,③,③,③,③,③.~~
* If several items are due the same day, make a note of it or circle the day before so that for every piece of work due there is a date circled & it won’t be forgotten
* If you get an assignment extension: X or – the old date and circle the new assignment due date.
* If one assignment has several pieces of work with different due dates: circle each due date separately, that way you will not forget any piece of work
* *At the end of the year look back at all the ~~③, ③…~~ and congratulate yourself on all the work you have completed☺!!*

**Organisational Chart – page 1 of 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Module Name** | Module 1 | Module 2 | Module 3 | Module 4 | Module 5 | Module 6 |
| **Tutor** |  |  |  |  |  |  |
| 1. **Work to be**   **Completed** |  |  |  |  |  |  |
| End of yr. % Grade |  |  |  |  |  |  |
| Date due |  |  |  |  |  |  |
| 1. **Work to be**   **Completed** |  |  |  |  |  |  |
| End of yr. % Grade |  |  |  |  |  |  |
| Date due |  |  |  |  |  |  |
| 1. **Work to be**   **Completed** |  |  |  |  |  |  |
| End of yr. % Grade |  |  |  |  |  |  |
| Date due |  |  |  |  |  |  |
| 1. **Work to be**   **Completed** |  |  |  |  |  |  |
| End of yr. % Grade |  |  |  |  |  |  |
| Date due |  |  |  |  |  |  |
| 1. **Work to be**   **Completed** |  |  |  |  |  |  |
| End of yr. % Grade |  |  |  |  |  |  |
| Date due |  |  |  |  |  |  |
| 1. **Work to be**   **Completed** |  |  |  |  |  |  |
| End of yr. % Grade |  |  |  |  |  |  |
| Date due |  |  |  |  |  |  |
| 1. **Work to be**   **Completed** |  |  |  |  |  |  |
| End of yr. % Grade |  |  |  |  |  |  |
| Date due |  |  |  |  |  |  |

**Organisational Chart – Page 2 of 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Module Name** | Module 7 | Module 8 | Module 9 | Module 10 | Misc. /Additional notes | Misc. /Additional notes |
| **Tutor** |  |  |  |  |  |  |
| 1. **Work to be**   **Completed** |  |  |  |  |  |  |
| End of yr. % Grade |  |  |  |  |  |  |
| Date due |  |  |  |  |  |  |
| 1. **Work to be**   **Completed** |  |  |  |  |  |  |
| End of yr. % Grade |  |  |  |  |  |  |
| Date due |  |  |  |  |  |  |
| 1. **Work to be**   **Completed** |  |  |  |  |  |  |
| End of yr. % Grade |  |  |  |  |  |  |
| Date due |  |  |  |  |  |  |
| 1. **Work to be**   **Completed** |  |  |  |  |  |  |
| End of yr. % Grade |  |  |  |  |  |  |
| Date due |  |  |  |  |  |  |
| 1. **Work to be**   **Completed** |  |  |  |  |  |  |
| End of yr. % Grade |  |  |  |  |  |  |
| Date due |  |  |  |  |  |  |
| 1. **Work to be**   **Completed** |  |  |  |  |  |  |
| End of yr. % Grade |  |  |  |  |  |  |
| Date due |  |  |  |  |  |  |
| 1. **Work to be**   **Completed** |  |  |  |  |  |  |
| End of yr. % Grade |  |  |  |  |  |  |
| Date due |  |  |  |  |  |  |

**Academic Calendar 2023/24**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **October 2023** | | | | | | | **November 2023** | | | | | | | **December 2023** | | | | | | | **January 2024** | | | | | | |
| **M** | **T** | **W** | **T** | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|  |  |  |  |  |  | 1 |  |  | 1 | 2 | 3 | 4 | 5 |  |  |  |  | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 |  |  |  | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 |  |  |  |  |
| 30 | 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **February 2024** | | | | | | | **March 2024** | | | | | | | **April 2024** | | | | | | | **May 2024** | | | | | | |
| **M** | **T** | **W** | **T** | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|  |  |  | 1 | 2 | 3 | 4 |  |  |  |  | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  | 1 | 2 | 3 | 4 | 5 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 26 | 27 | 28 | 29 |  |  |  | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 |  |  |  |  |  | 27 | 28 | 29 | 30 | 31 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |