

## Annex 2: Annual cycle for course and programme planning

(decision by the Board of Education on 17/05/2018 (Section 36/18))

A well-functioning planning cycle for education at first- and second-cycle is crucial for internal activities at department, faculty and university level. The annual cycle is used as a tool to clarify deadlines and division of responsibility and cooperation between various activities and actors in a number of processes. This includes, among other things, preparation of and decisions on the range of courses and programmes offered, programme and course syllabuses, dimensioning (number of places for new students on a programme), resource allocation, as well as quality assurance.

Education planning requires a long-term perspective. The annual cycle describes when various documents and decisions must be available in order to provide relevant information to students and departments. The annual cycle may need to be adjusted in regard to degree programmes carried out in cooperation with another higher education institution.

The annual cycle is presented in two overviews – one per function and one per process. It is also divided into three processes. Below is a short description of the administrative part of the annual cycle's various processes.

### **Annual cycle concepts and expressions:**

- Current academic year – ongoing academic year (e.g. 17/18)
- Coming academic year – the year following the ongoing academic year (e.g. 18/19)
- Next academic year – the year following the coming academic year (e.g. 19/20)

Short description of the administrative part of the annual cycle's various processes:

#### **1. *Quality assurance process***

At the end of January, the Division of Planning issues instructions for the annual quality dialogue, including a report template and key performance indicators. The programme boards, together with the programme directors of studies, decide on the process and prepare materials (report, questionnaire, template etc.) for the programme board's decision in May/June, after which the programme board submits the approved report to the Board of Education. The quality dialogues are carried out during September and October. In December, the Board of Education decides on measures based on the results of the quality dialogues. In February the following year, the results are presented to the SLU Board.

Follow-up of earlier quality dialogues (the last 18 months) are done at the Board of Education's annual away days in spring.

For a more detailed description, see the Board of Education's decision on systematic quality assurance of education (SLU id: SLU.ua 2018.1.1.2-502).

### *2. Programme offering process*

In December, the programme boards decide on proposals for changes to the offering for the next academic year, including the number of places for new entrants. In February, the Board of Education decides on proposed changes to the programme offering. In April, the faculty boards and programme boards submit opinions. In May, the Board of Education takes a decision on its proposal for next year's offering, and in June the SLU Board takes the final decision.

### *3. Funding and budget process*

In connection with the Board of Education's May decision on a proposed programme offering, they also submit a proposal to the vice-chancellor on the number of places for new entrants the coming academic year; this is based on proposals from the programme boards. In September, the UN decides on a proposal for resource allocation by programme board (PRG=programme group). In September, the programme boards approve supporting documents for the allocation of funds to PRG/courses (departments). In October, the Board of Education finalises a proposal for the allocation of funds for undergraduate and Master's courses and programmes. In October, the programme boards decide on a proposal for the allocation of funds for undergraduate and Master's courses and programmes. In November, the SLU Board decides on the allocation of funds and in December, deans decide on the allocation for each department.

### *4. New programme process*

New programmes can be viewed as two cycles – one long cycle where an idea is proposed that requires plenty of revision, and a shorter cycle for proposals that are well-developed and in principle ready to be submitted as a programme syllabus proposal. Both cycles are completed in the same way in spring.

Long cycle: The Board of Education meets in May to discuss new programmes in connection with proposing the range of programmes to be offered. The board also discusses ideas, and if they are positively received, the board may assign someone to continue working on the proposal during the coming autumn. During its meeting in February, the Board of Education reports programme proposals and a thorough programme syllabus proposal.

Short cycle: When a new programme proposal is well-developed and has a complete programme syllabus proposal, the programme board can decide, no later than December, whether to continue with the proposal and submit it to the Board of

Education meeting in February (following approval from the secretary/chair of the Board of Education).

If the proposal is approved during the Board of Education's February meeting, all programme boards and faculty boards are allowed to comment on it (otherwise, it is re-submitted for further processing or rejected). The programme boards and faculty boards give their comments at the April meeting. During the Board of Education meeting in May, the members discuss comments on the proposed programme and its syllabus. They also decide on a proposal for a complete range of programmes offered for the coming academic year, where the new programme may be included. In regard to Master's programmes taught in English, the programme syllabus must be decided in May (students can apply to these programmes from 1 October).

#### *5. Programme syllabus process*

As a decision on new programmes is taken at the Board of Education's May meeting, the related programme syllabuses are also addressed. A decision on programme syllabuses is taken in May.

The annual revision of programme syllabuses following the decision on new programmes is done in November, in connection with the programme boards deciding on course syllabuses (including course instances). To avoid ambiguities, an extra sentence should be included in decisions on course syllabuses stating that all changes to course syllabuses and course instances must be added to the relevant programme syllabus

#### *6. Course range process – course schedule (course date) and course syllabuses*

Course schedule preparation begins in Jan/Feb and continues during the spring. The programme board discusses course schedule proposals in April. During its May/June meeting, the programme board decides on the course schedule for the coming academic year. If there are any issues, preparation can continue to September when the programme board can then complete the course schedule decision (by 30 September).

After the course schedule is approved in June, the departments/course coordinators, together with the programme director of studies, can begin working on course syllabuses. Course syllabuses, course dates, course coordinators and examiners must be entered in Slukurs by 30 October.

As of the academic year 18/19, course modules must be in Ladok by 31 May for autumn semester courses and 30 November for spring semester courses.

#### *7. Process of receiving new students*

The Division of Educational Affairs is currently working on a description of the process for receiving new students.