

Annex 2: Annual cycle for course and programme planning¹

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*

The Division of Planning provides instructions for quality dialogues (including report template and key performance indicators) at the end of January. The programme board, together with the programme directors of studies in question, decide on the procedures and prepares documents (reports, questionnaires,

¹ Decision by the Board of Education on 17/05/2018 (Section 36/18).

templates, etc.) before the programme board makes a decision in May/June (by 15 June). The programme board submits an approved report to the Board of Education by 30 June. Dialogues on quality are carried out in September and October. In December, the Board of Education decides on measures based on the dialogues. In February the coming year, the SLU Board is notified of the results of the previous year's dialogues. Dialogues from the previous year are followed up during the Board of Education's spring conference in April.

For more information, see the Board of Education's decision regarding systematic quality assurance of education (SLU ID: SLU.ua 2018.1.1.2-502).

2. Programme range process

During its meeting in December, the programme board decides on proposals for changing the range of programmes offered at SLU (including the number of places for new students) for the coming academic year. The Board of Education decides on any proposed changes in February. The faculty board and programme board comment on the proposals in April. In May, the Board of Education decides on proposals regarding a complete range of programmes offered for the coming academic year. The SLU Board decides on this range in June.

3. Resource and budget process

In connection with the Board of Education decision in May concerning the proposal of the range of programmes offered, the number of places for new students on a programme for the coming academic year is also decided, based on proposals from the programme board. In September, the Board of Education decides on resource allocation proposals for each programme board (programme group). In September, the programme board decides on a preliminary resource allocation to programme groups/courses (departments). In October, the Board of Education approves resource allocations for education at first- and second-cycle level in October. In October, the programme board decides on a first- and second-cycle budget proposal and submits it to the faculty board. The SLU Board approves the budget in November and the dean decides on the allocation of funds to departments in December.

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

At its May meeting, the Board of Education decides on new programmes and the related programme syllabuses. Programme syllabuses for Master's programmes taught in English are adopted in May and in September for programmes taught in Swedish.

The annual revision of programme syllabuses when new courses are approved is done in connection with the programme board's decision on course syllabuses (including course dates) in November. To avoid confusion, an extra "to" clause should be included in the course syllabus decision: to enter approved changes to course syllabuses and course dates in the programme syllabuses concerned.

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.