Annex 2: Annual cycle for course and programme planning

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

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

The annual cycle is presented as two overview process maps, one per function and one per process. there are also three maps showing different processes. Below are some terms and abbreviations used in the process maps.

Terms used in the annual cycle:	**Abbreviations used in the process maps:**
• AY0 – the current academic year • AY+1 – the year following the current academic year • AY+2 – the year following AY+1	PSR = programme director of studies ISR= department director of studies BY = budget year AY = academic year PN = programme board UN = Board of Education FN = faculty board PRG = programme group prog = programme

The annual cycle is structured as follows:

- Planning – overview by function
- Planning – overview by process
- Simplified annual cycles by process
  - Course offering
  - Programme offering (new programme and new programme syllabus)
  - Quality enhancement activities and meeting weeks
  - Advertising courses and programmes linked to admission rounds

Short description of the administrative components of different processes in the annual cycle:

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 material (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 of 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 May meeting.

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 AY+2, including the number of places for new HE 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 adopts its proposal for the AY+2 programme offering, and in June the SLU Board takes the final decision.

3. *Funding and budget process*
In connection with the UN'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 in AY+2; this is based on proposals from the programme boards. In September, the UN submits a proposal for the allocation of funds per programme board and in October, a final proposal is presented to the SLU Board. In September, the programme boards approve data for the allocation of funds to PRG/course (departments). In October, the UN finalises a proposal for the allocation of funds for undergraduate and Master's courses and programmes. In October, the programme boards decide on a proposed 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*
Establishing a new programme 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 for new programmes, and if they are promising, the board can assign someone to continue working on the proposal during autumn. During its meeting in February, the Board of Education presents the programme proposal(s) and syllabus(s) for discussion based on the aspects defined in Section 11.3 of the Education Planning and Administration Handbook.

Short cycle: If a proposal for a new programme is well prepared, with a finalised syllabus, the programme board can decide by December whether to submit the proposal to the Board of Education's February meeting. Here too, the proposal must address the issues and aspects defined in Section 11.3 of the Education Planning and Administration Handbook.

If the proposal is approved during the Board of Education's February meeting, all programme boards and faculty boards are invited to submit opinions on it (otherwise, it is either re-submitted for further processing or rejected). The programme boards and faculty boards give their opinions at the April meeting. At the Board of Education's May meeting, the members discuss the opinions submitted on the proposed programme and its syllabus. They also propose the range of programmes offered in AY+2, where the new programme may be included. At this meeting, the programme syllabus for Master's programmes taught in English is also approved (students can apply to these programmes from 1 October).

5. *Programme syllabus process*
As the UN May meeting decides on new programmes, the syllabuses for these are also discussed. Decisions on programme syllabuses are taken in May.

The programme boards approve course syllabuses for new courses (including course instances) in November, and the annual revision of programme syllabuses is done in connection with this. To avoid unclarities, an extra sentence should be included in decisions on course syllabuses stating that programme syllabuses must be updated to reflect all changes to course syllabuses and course instances.

6. *Process course offering – schedule (course instance) and syllabuses*
Schedule preparation starts in January/February and continues throughout spring. The programme board discusses schedule proposals in April. At its May/June meeting, the programme boards decide on the schedule for AY+2. If there are any issues, preparation can continue to September when the programme boards take the final decision on schedules (no later than 30 September).

Once the schedule is approved in June, the departments/course coordinators, together with the programme directors of studies, can begin working on course syllabuses. Course syllabuses, course instances, course coordinators and examiners must be entered in the courses and programmes database by 30 October.

Course modules must be registered in Ladok no later than 31 May for autumn semester courses, and no later than 30 November for spring semester courses.

AY0=current academic year
AY+1=year after the current year
AY+2=year after next year
BY = budget year
AY = academic year

Annual planning cycle for SLU courses and programmes AY 23/24– overview by function

Blue = discussion, opinion
Orange = decision
Green = preparation

January - March | April - June | July - September | October - December

Department

Dept: Modules for autumn in Ladok **31 May**

ISR & course coordinator: Prepare course syllabuses with **PSR** (deadline 15 Oct). Course syllabuses and instances in Ladok by 30 Oct (**June-Oct)**

Departments– 15 Oct Course syllabuses and instances for AY+1 to Ladok admin.

Ladok admin – 30 Oct Course syllabuses and instances for next AY in Ladok

Dept: Modules for spring semester in Ladok **30 Sep**

PSR

PSR & others: Programme and course follow-up **(Nov-Feb)**

PSR: Prepares schedule and programme links for AY+2 with departments and PN, consults with student representative and PSRs **(Feb-May)**

ISR & course coordinator: Prepare course syllabuses with **PSR** (deadline 15 Oct). Course syllabuses and instances in Ladok by 30 Oct (**June-Oct)**
)

Revision of course syllabuses for AY+1 (deadline **15 Nov**)

PSR & others.: Programme and course follow-up **(Nov-Feb)**

PSR: For the last PN spring meeting, prepare supporting docs (incl filled-in report template) for programme quality dialogues.

Faculty office (UC)

Admin. Course schedule on web (deadline **15 Feb**)

Working group (PN): Prepare syllabus for new programmes (to UN in Dec)

Programme instances for AY+2 entered no later than **30 June** with planned number of places for new HE entrants.

Admin. Course instances & syllabuses approved by faculty for next AY (deadline **15 Dec**)

PN

Discussion on schedule for AY+2 (**April**)

Decision on schedule for AY+2 (**June**)

4. If applicable, opinion on new programmes at 2nd PN (**April**)

Quality report for autumn quality dialoge to UN (**June**)

If applicable, revision of schedule for next AY (deadlilne **30 Sep**)

Allocation of funds for next BY (**Oct**)

Discussion on allocation of funds (**Sep**)

Quality dialogues Sep & Oct

2. Proposed changes to programme offering to UN, incl any new programmes (**Dec**)

Course syllabuses for the next AY (deadline **15 Nov**) + revision of programme syllabuses if applicable (**Nov**)

FN

4. Opinions on new programmes and changes to programme offering (**April**)

Proposal for resource allocation to PN for next BY (**Sep**)

Decision on resource allocation to departments for next year (Nov-Dec)

UN

3. Decision on proposals for new programmes (**Feb**)

Programme offering for AY+2 (**April**)

Quality follow-up 18 months after quality dialogues (**April**)

5. Proposal for programme offering for AY+2 (incl new progs) to the board. Proposed number of places on programmes for new HE entrants to the V-C (**May**)

Programme syllabuses (**May**)

1. Processing of proposals for new programmes (**May**)

Proposed allocation of resources, mission per PN for the next BY (**Sep**)

UN: Quality dialogues **Sep & Oct**

Decision on measures based on quality dialogues (**Dec**)

SLU Board and vice-chancellor

6. Board decides on programming offering for AY+2 (**June**)

V-C decides on number of places for new entrants AY+1 (deadline **15 Sep**)

Resource allocation for the next AY (**Nov**)

AY0=current academic year
AY+1=year after the current year
AY+2=year after next year
BY = budget year
AY = academic year

Annual planning cycle for SLU courses and programmes AY 23/24– overview by process

Blue = discussion, opinion
Orange = decision
Green = preparation

January - March | April - June | July - September | October - December

Quality work

Div of Planning: Instructions for quality dialogues **(Jan)**

PSR, teachers, PN: Supporting documents for quality dialogues for programmes included in dialogue ready for PN May/June meeting **(Feb-May)**

PN: Submit report (current situation analysis and supporting docs) to UN after last spring meeting **(June)**

PN & UN: Quality dialogues **Sep & Oct**

UN: Decision on measures based on quality dialogues **(Dec)**

Course and programme follow-up
Dialogue with faculty, department and student representatives. Report to PN, UN, FN **(Dec-Mar)**

UN: Follow-up
18 months after quality dialogue **(April/May)**

Programme offering (new programmes & resources

1. UN:– Discussion on preliminary proposal for new programme(s) and continued work on this **(May)**

UN: Approves preliminary allocation of funds to undergraduate /Master's **(Oct)**

2. PN: Detailed proposals for new programme(s) and changes to programme offering for AY+2 to UN **(Dec)**

3. UN: Proposal for new programme(s) and changes to programme offering for AY+2 **(Feb)**

4. PN & FN: Opinion on proposed new programme(s) and changes to programme offering for AY+2 **(April)**

5. UN: Proposed programme offering for AY+2, incl any new programme(s), to the board, proposed number of places on for new HE entrants to the V-C **(May)**

6. Board: Decision on programme offering for AY+2 **(June)**

UN: Decision on proposed resource allocation by PN for the next calendar year **(Sep)**

PN: Budget proposal for next BY to FN **(Oct)**

Board: Decision on resource allcoation to FN for the next calendar yr **(Nov)**

FN (dean): Decision on resource allocation to depts for the next calendar year (N**ov-Dec)**

Programme instances for AY+2 with planned number of places for new HE entrants (deadline **30 June**)

V-C decides on number of places for new entrants for AY+1 (deadline **15 Sep**)

Programme syllbus

UN*: Decision on prog syllabuses for AY+2 (**May, week no 21**)

*) Some revisions delegated to PNs

PN: Decision on revisions of programme syllabuses (**Nov**)

Course offering schedule

PN: Prepare preliminary schedule for AY+2 (**April, week no 15-16)**

PSR: Prepare schedule (course instances) for AY+2, incl programme links, with dept, faculty and PN, consultatio nwith student representative (**Feb-May)**

PN: Decision on schedule (course instances) for AY+2 (**June, week no 23-24**)

PN: Option to revise decision on schedule (course instances) for AY+1 (**Sep, week no 37-38,** deadline 30 Sep**)**

Course instances approved by faculty for AY+1 (deadline **15 Dec**)

Course syllabus

ISR & course coordinators: Prepare course syllabuses with **PSR**. Course syllabuses and instances registered in Ladok no later than 30 Oct. (**June-Oct)**

PN/PSR: Decision on course syllabuses for AY+1 (**Nov**, week 45-46, deadline 15 Nov)

Course syllabuses registered for AY+1 (deadline **15 Dec)**

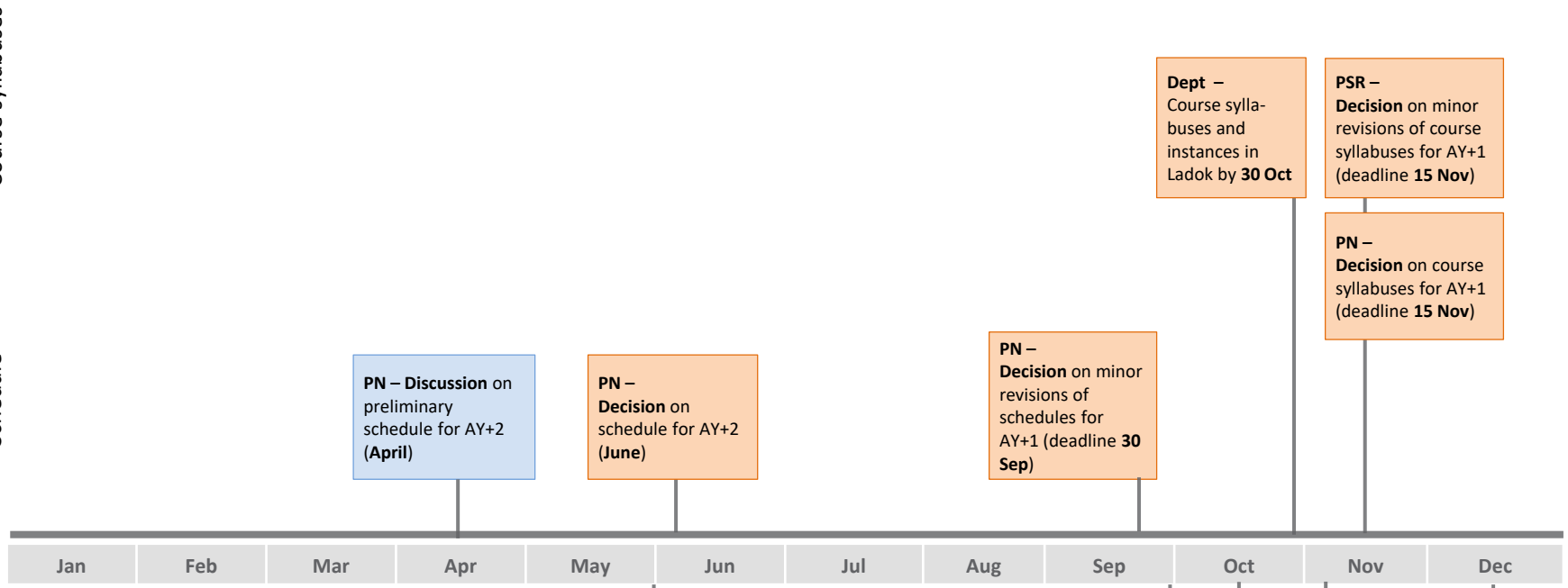
Deadlines

1 July Programmes advertised on antagning.se and universityadmissions.se

16 Dec Course instances for AY+1 advertised on antagning.se

Course offering (schedule – course instances and syllabuses)

Blue = discussion, opinion
Orange = decision
Green = preparation



Preparation and deadlines

Schedule/ course instances

PSR – Prepare schedule (course offering) with departments, PN and student representatives for AY+2 (**Feb-May**)

PSR – As needed, continue preparation of schedule for supplementary decision in Sep (Jun-Sep)

Departments (with PSR) – Prepare/revise course syllabuses (**Jun-Oct**)

Admin: 15 Dec
Course instances and syllabuses approved in Ladok

Course syllabuses

Departments: Modules entered in Ladok by **31 May** for the autumn semester.

Departments: Modules entered in Ladok by **30 Sep** for the spring semester.

Departments: 15 Oct
Course syllabuses and instances for AY+1 submitted to Ladok administrator**

Ladok admin. 30 Oct**
Course syllabuses and instances for AY+1 entered in Ladok.

**) Employee with department-level access to Ladok

Programme offering (new programme & new syllabus)

Blue = discussion, opinion
Orange = decision
Green = preparation

New programme(s) and changes to programme offering

1. UN – Discussion on preliminary proposals for new programmes and continued preparation (**May**)

2. PN - Proposals for new programmes and changes to programme offering for AY+2 to the UN (**Dec**)

3. UN - Decision on changes to programme offering and proposals (detailed) for new programmes (**Feb**)

4. PN & FN – Opinion on changes to programme offering and proposals for new progs for AY+2 (**April**)

5. UN – Decision on new programmes and proposed prog offering AY+2 (**May**)

6. Board – Decision on programme offering for AY+2 (**Jun**)

Faculty offices – deadline 30 June: Programme instances for AY+2 in Ladok

Programme syllabus

UN – Decision* on programme syllabuses for the following AY (**May**)

PN – Decision on revision of programme syllabuses and decision on course syllabuses (**Nov**)

Prepare proposal for new programme (for UN May meeting)

Detailed proposal for new programme(s), incl syllabus (May-Dec)

Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec

Programme size and resources

Faculty office/Division of Planning: diialogue on programme size

Faculty offices 1 March: PN and programme group markings for courses in Ladok

UN – Proposal for the number of places on progs for new HE entrants for AY+2 to the vice-chancellor (**May**)

UN – Proposal resource allocation, PN assignments for the next BY (**Sep**)

UN - Proposal to the board on resource allocation, PN assignments for next BY (**Sep**)

Board – Decision on resource allocation for the next BY (**Nov**)

FN/dean – Decision on resource allocation to depts for the next BY (**Nov-Dec**)

Vice-Chancellor – Decision on the number of places on progs for new HE entrants for the next AY (dealine 15 Sep)

FN - Decision on principles for allocation of funding

PN discussion - Course categories

PN decision – course categories

PN proposal – Budget for undergraduate/Master's courses and programmes

*) Some revisions delegated to PN

Quality work including quality dialogues

Blue = discussion, opinion
Orange = decision
Green = preparation

1. Division of Planning provides instructions for annual dialogue, incl
- report template
- KPIs
(**Jan**)

5. Information to the board on last year's dialogues (**Feb**)

6. UN – Follow-up 18 months after quality dialogue (**April/May**)

2. PN submits reports (current situation analyses and supporting docs) for autumn dialogues to UN (**Jun**)

3. Quality dialogues PN/UN & Fur/FN/V-C (**Sep-Oct**)

4. UN Decision on quality reports based on autumn quality dialogues (**Dec**)

Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec

PSR, teachers, PN – Prepare supporting docs (report and template) for **quality dialogues**

PSR – Follow-up of programmes in preparation for scheduling (**Nov-Mar**)

PSR, Follow-up (**Nov-Mar**)

Meetings

Board's Feb meeting
- Information on quality reports

FN April
- Programme offering
- New programmes

Board June
- Programme offering AY+2

Board Nov
- Reource allocation to FN

UN Feb week 7
- New programme(s)
- Programme offering

UN Apr week 15
- Course and programme quality

UN May, week 21
- Programmer offering
- New programme(s)
- New entrants places
- Programme syllabuses

UN Sep, week 36
- Decision resources/PN

UN Oct, week 41
- Budget

UN Dec, week 50
- Course and programme quality

Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec

PN Feb, week 7-9
- Follow-up

PN April, week 15-17
- Discuss schedule
- Opinion new programme(s)
- Opinion changes to prog offering

PN June, week 21-23
- Decision on schedules
- Quality report

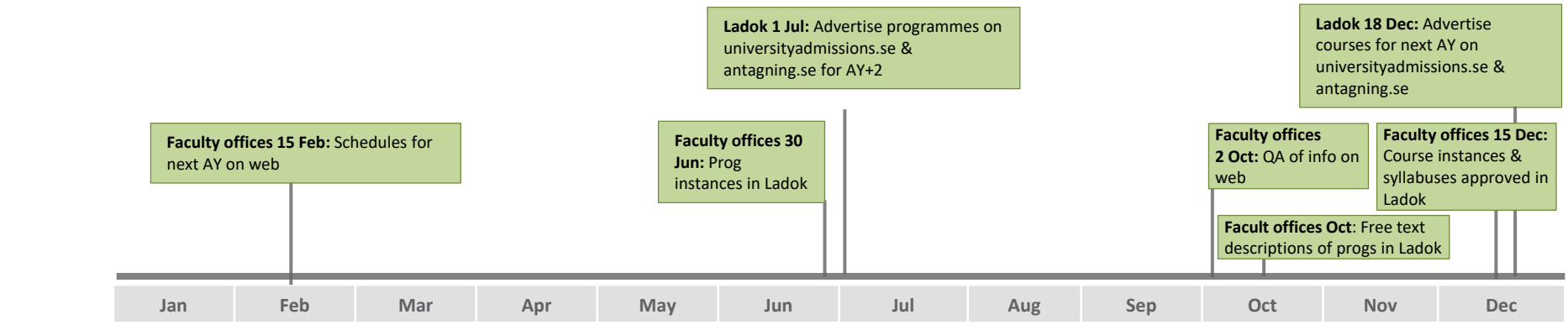
PN Sep, week 37-38
- Revision prog syllabus
- Revised schedule(s)
- Budget

PN Oct, week 41-42
- Budget proposal next BY to FN

PN Nov, week 45-46
- Course syllabuses & instances

PN Dec, week 50-51
- Prog offering
- New progs
- Places new entrants

Advertising courses and programmes linked to admission rounds



Internat. round Master's progs

Cont. MASTER HTXX

Selection MASTERHTXX

MASTERHTXX
15 Oct – 15 Jan

Internat. round Bachelor's progs

Cont. IKHTXX

Selection IKHTXX

IKHTXX
15 Oct – 15 Jan

National round summer courses

ST20XX
20 Feb-15 Mar

Selection ST20XX

National round courses and programmes

HT20XX
15 Mar-15 Apr

Selection 1 HT20XX

Selection 2 HT20XX

VT20XX
15 Sep-15 Oct

Selection1 VT20XX

Selection 2 VT20XX

Incoming exchange students

USHT20XX
1 Mar-15 Apr

Selection USHTXX

USVT20XX
1 Sep-15 Oct

Selection USVTXX

Application rounds

Dates are approximate. Admission decisions will sent to students a few days after the selection has been made.