

Annex 2: Annual cycle for course and programme planning

A well-functioning planning cycle for education at first- and second-cycle level 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 a number of 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 in order 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 charts, one per function and one per process. there are also three charts showing different processes. Below are some terms and abbreviations uses in the flowcharts.

<p>Terms used in the annual cycle:</p> <ul style="list-style-type: none"> • AY1 – the current academic year • AY2 – the year following the current academic year • AY3 – the year following AY2 	<p>Abbreviations used in the flowcharts:</p> <p>PSR = programme director of studies</p> <p>ISR= department director of studies</p> <p>BY = budget year</p> <p>AY = academic year</p> <p>PN = programme board</p> <p>UN = Board of Education</p> <p>FN = faculty board</p> <p>PRG = programme group</p> <p>prog = programme</p> <p>if appl.=if applicable</p>
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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 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 AY3, 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 AY2 programme offering, and in June the vice-chancellor 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 AY3; 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 AY3, 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 AY3. 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 24/25 – 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**)

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

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

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

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

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

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

Quality dialogues Sep & Oct

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 BY (Nov-Dec)

UN

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

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

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

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

Programme syllabuses (**May**)

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

SLU Board and vice-chancellor

6. Vice-chancellor decides on programming offering for AY+2 (**June**)

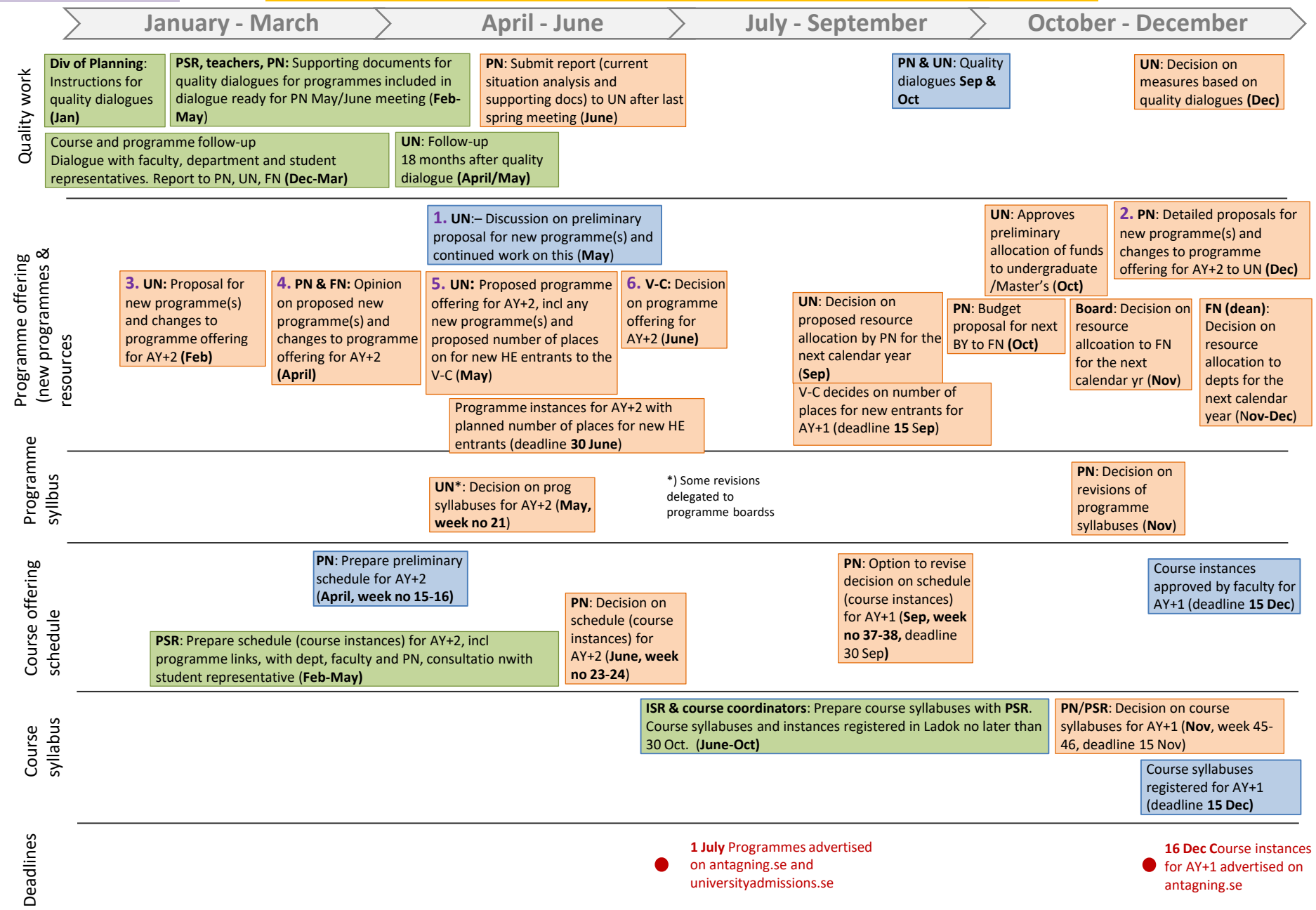
V-C decides on number of places for new entrants AY+1 (deadline **15 Sep**)

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

AY0=current academic year
 AY+1=year after the current year
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Annual planning cycle for SLU courses and programmes AY 24/25– overview by process

Blue = discussion, opinion
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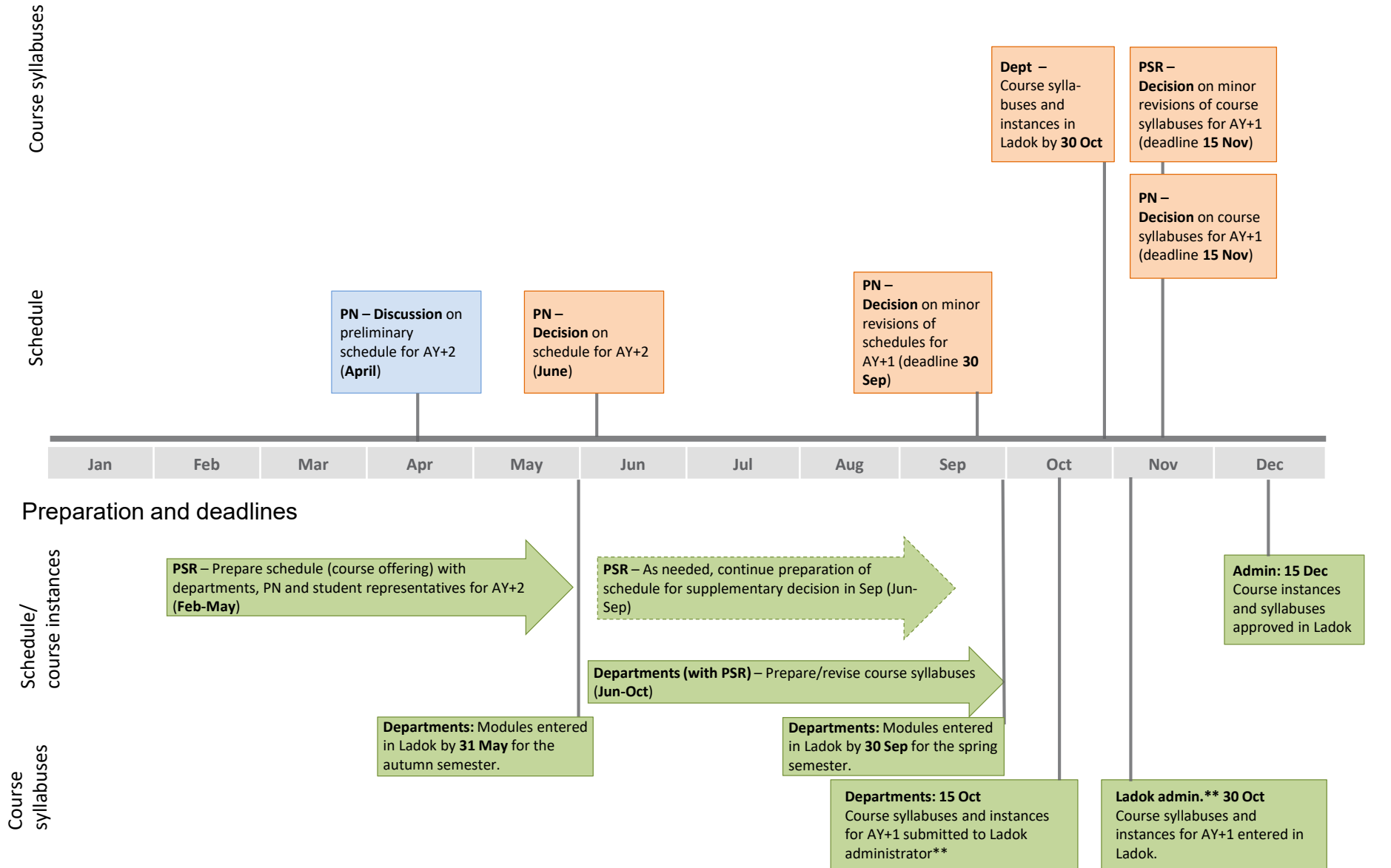


Course offering (schedule – course instances and syllabuses)

Blue = discussion, opinion

Orange = decision

Green = preparation



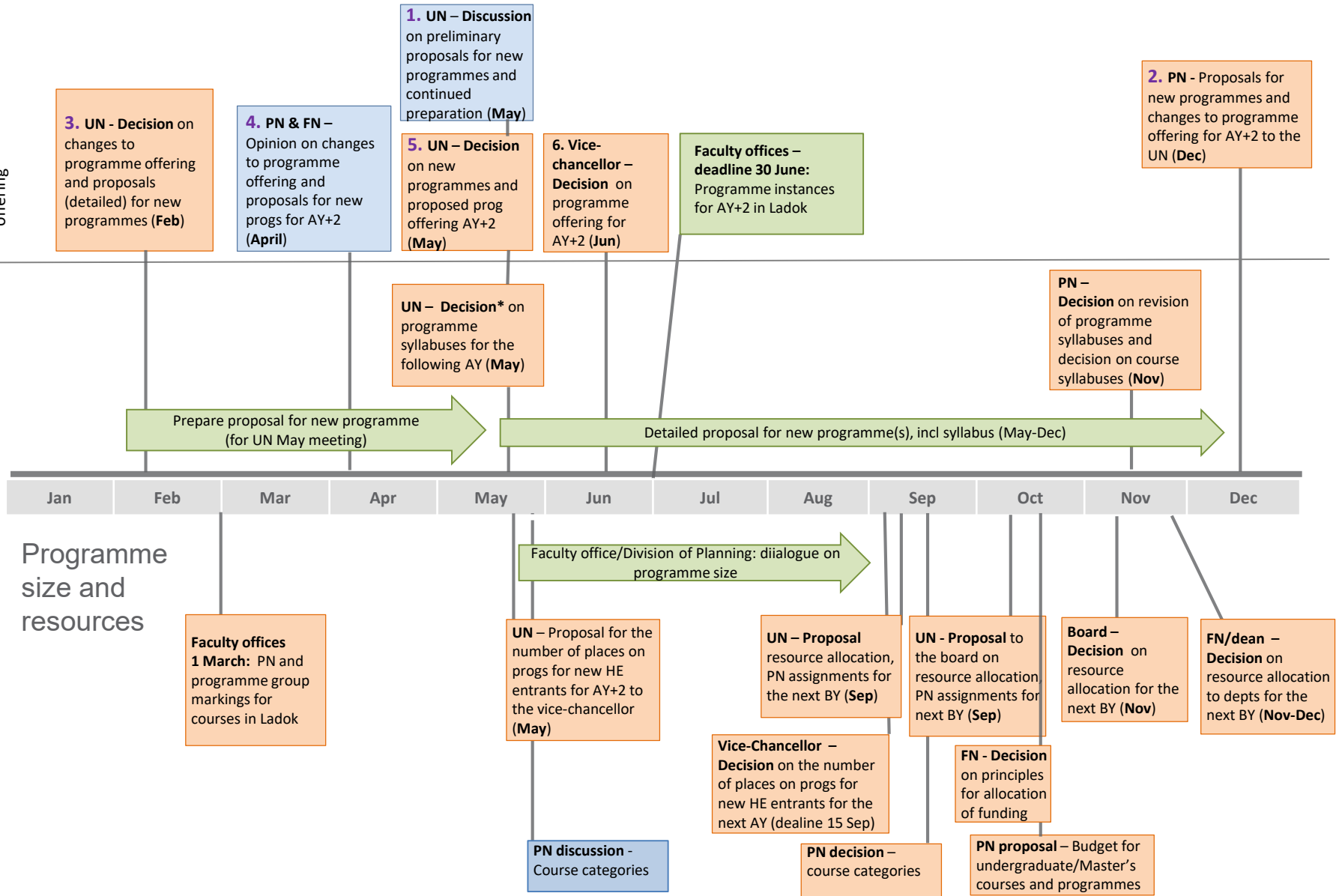
**) Employee with department-level access to Ladok

Programme offering (new programme & new syllabus)

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New programme(s) and changes to programme offering

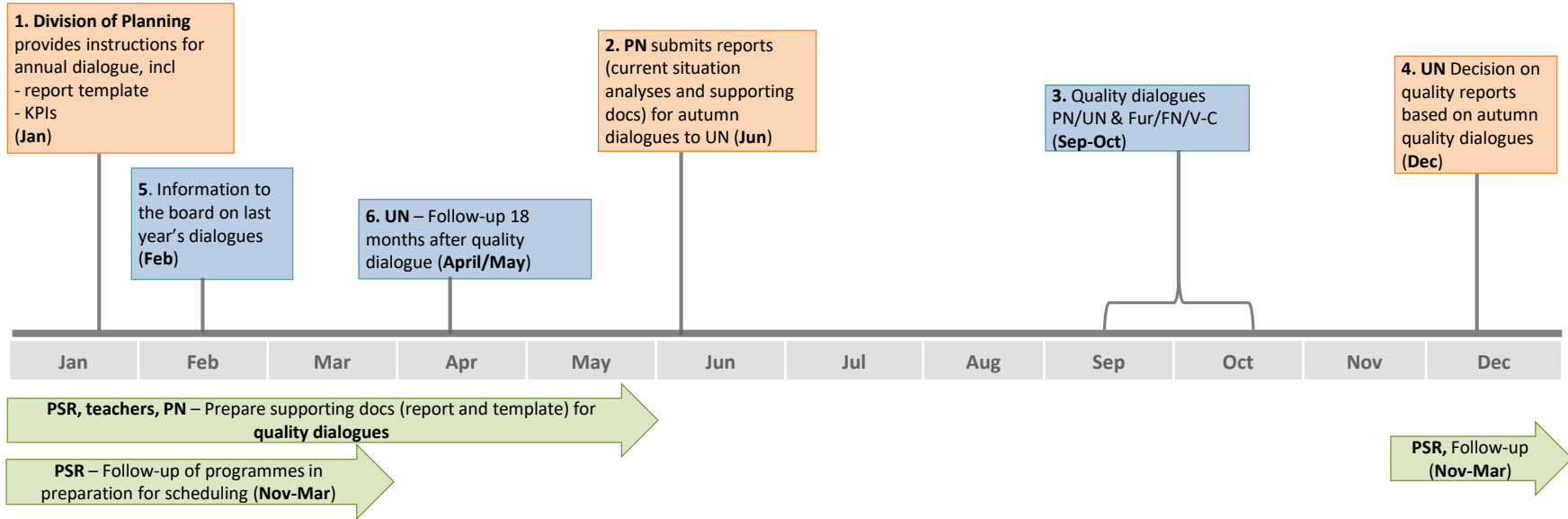
Programme syllabus



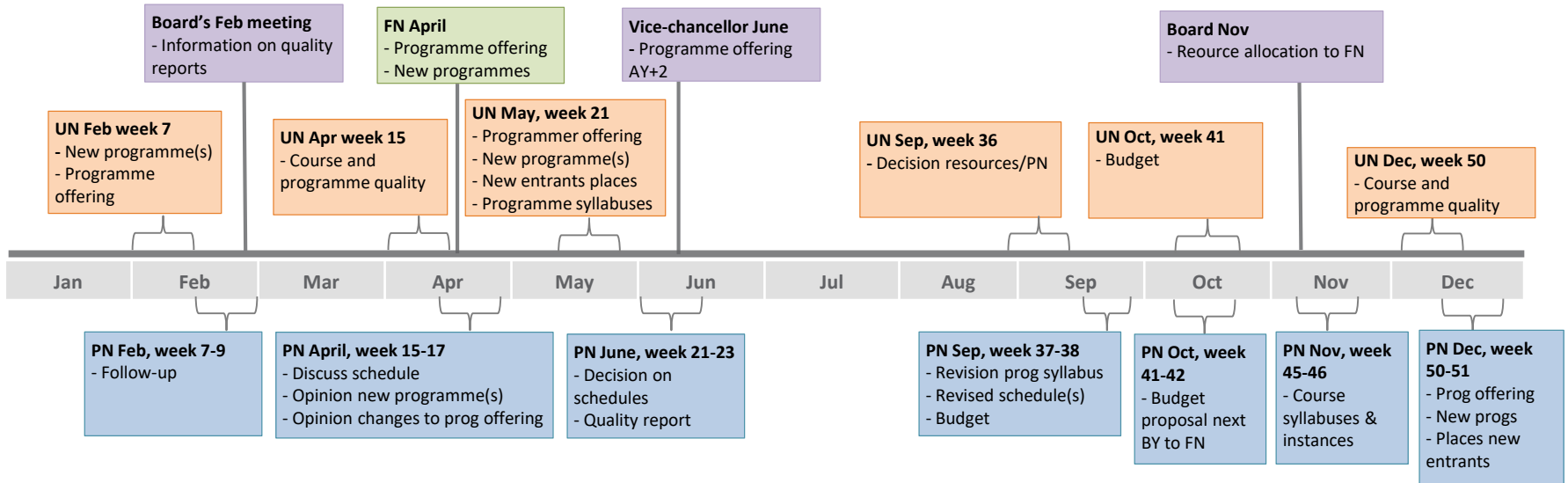
* Some revisions delegated to PN

Quality work including quality dialogues

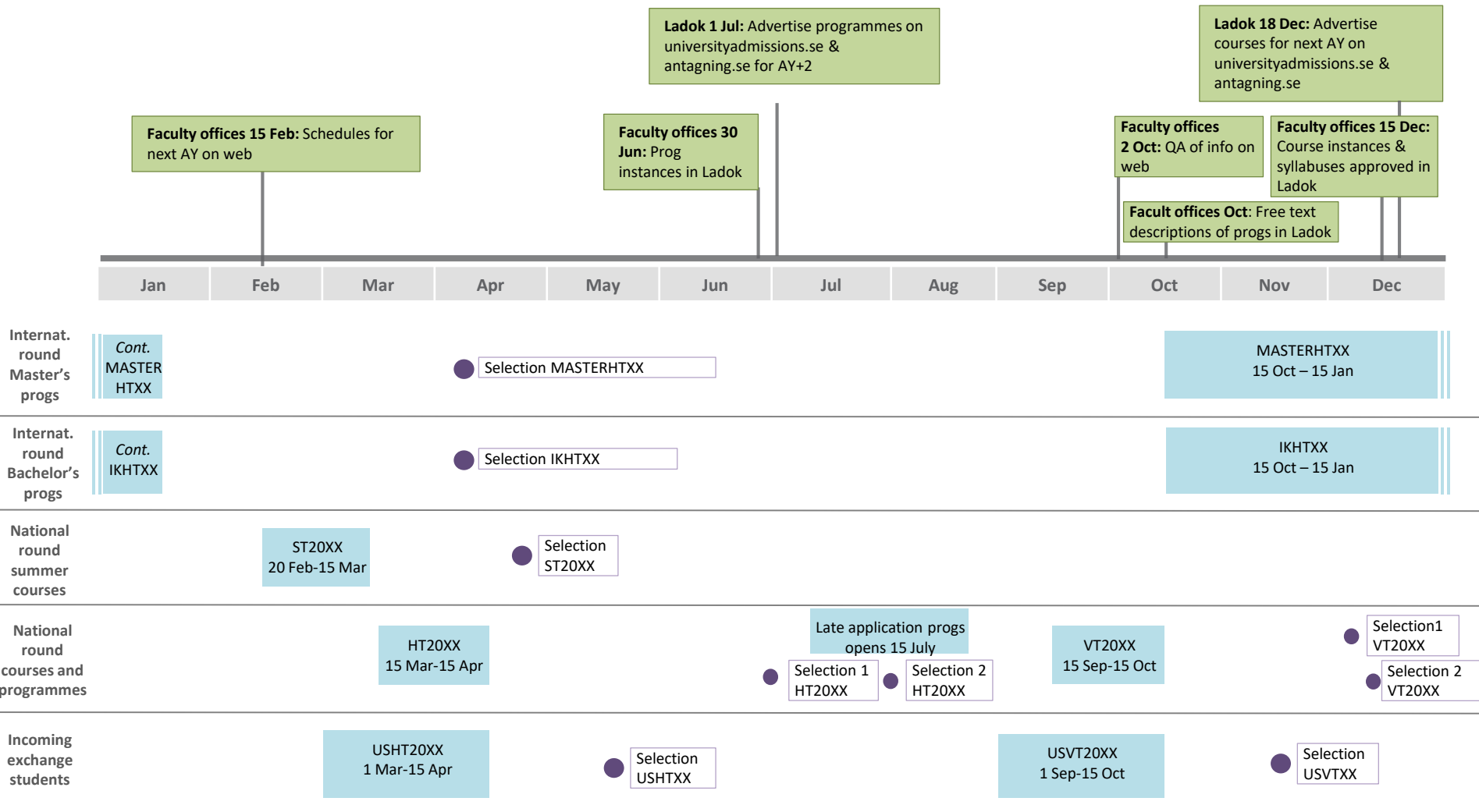
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Meetings



Advertising courses and programmes linked to admission rounds



Application rounds

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