

# Annual planning cycle for doctoral programme steering groups

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Curriculum design</b>												
Flamma	2024-2025											
	2025-2026		Planning for period 2026-30 continues		Finalising plans for period 2026-2030							
	2028-2029				Planning for period 2030-2034 (faculties and doctoral school > degree programmes > study modules > courses)							
	2029-2030		Finalising plans for period 2030-2034	Decision on curriculum proposal	Decision by faculty council	Publication						
	Every academic year			Survey and assessment of any amendment needs	Decision, if needed							
<b>Teaching programme design</b>												
Flamma				Planning: courses offered, target groups, language(s) of instruction, teachers (work plans), etc.			Decision					
		Budget preparation		Planning of teaching duties allocation by teaching resources groups		Questionnaires for teachers						
		Details on hourly paid teaching, autumn term	Approval of hourly paid teaching, autumn term	Details on hourly paid teaching, spring term	Approval of hourly paid teaching, spring term							
		Teaching offered in summer	1st teaching period	2nd teaching period			Timetabling					
		1st teaching period: Registration	2nd teaching period: Registration	3rd teaching period: Registration	4th teaching period: Registration							
							Finalisation	Publication				
<b>Student admissions</b>												
Flamma												
		Application round II/III: Academic assessment		Application round III/IV: Academic assessment		Application round IV/V: Academic assessment	Admissions criteria: Proposal for decision	Admissions criteria: Faculty council decision		Preparation of admissions criteria	Proposal for amending admissions criteria, if needed	Decision by faculty council, if needed
	2026	Application round II		Application round III		Application round IV	Application round I: Academic assessment (2027-)				Admissions criteria to Studyinfo	
	2027-	Application round III		Application round IV	Decision (curriculum): No. of appl. rounds	Application round V	Application round IV/V: Adms. decision Steering group > Dean	Application round I: Adms. decision (2027-) Steering group > Dean		Application round I	Application round I/II: Academic assessment	Application round I/II: Adms. decision Steering group > Dean
							Proposal for decision: No. of appl. rounds	Decision by faculty council: Number of application rounds		Application round II		
<b>Student recruitment</b>												
											Updates to descriptions to Studyinfo when needed	
											Updates to degree programme websites when needed	
<b>Salaried positions</b>												
Flamma												
		Application period	General & programme specific assessment of applications	Decision: Steering group > Dean	Advice & contracts for adm. doc. researchers				Doctoral School decision: Application & assessment criteria and procedures	Decision on any specific application & assessment criteria	Publication of application instructions	
<b>Follow-up and quality assurance</b>												
	2026-2027 (every 4 years)		Review: Degree programmes	Review: Faculty			Review: Committees	Review: Assessment group				
	Every academic year					Data compilation for past year			Annual follow-up (2027-)			
Flamma							Compilation of data from previous year for MinEdu and Statistics Finland (incl. degrees, credits, mobility)					
<b>Operations management</b>												
	2027-2028 (every 4 years)											
Workgroup												
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## Colour coding:

Blue

denotes action by steering groups.

Green

denotes useful information for steering groups.

Orange

denotes decisions to be taken by steering groups, faculty councils or other administrative organs at the University.