

Annual planning cycle for bachelor's and master's programmes steering groups

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Curriculum design Flamma 2024–2025 2025–2026 2028–2029 2029–2030 Every academic year	Planning for period 2026–2030 (faculties > degree programmes > study modules > courses)												
	Finalising plans for period 2026–2030			Decision on curriculum proposal	Decision by faculty council	Publication							
	Planning for period 2030–2034 (faculties > degree programmes > study modules > courses)												
	Finalising plans for period 2030–2034			Decision on curriculum proposal	Decision by faculty council	Publication							
				Survey and assessment of any amendment needs		Decision when necessary							
Teaching programme design Flamma	Planning: courses offered, target groups, language(s) of instruction, teachers (work plans), etc.						Decision	Publication of preliminary teaching programme		Supplementary decision when necessary (amendments any time during academic year)			
	Budget preparation (if any)			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	Requests for Language Centre	Open university teaching: Requests from partner institutions	Timetabling				Finali- sation	Publi- cation	
		Open uni teaching: Registration			Approval of hourly paid teaching, spring term	Detailed planning of teaching offered in the summer	Decision on teaching offered in summer, if relevant	Final. of summer teaching progr.	Publ. of summer teaching progr.	Agreement on general examination dates	Allocation of general examination days		
	Teaching offered in summer		1st teaching period		2nd teaching period		3rd teaching period		4th teaching period		Teaching offered in summer		
	1st teaching period: Registration		2nd teaching period: Registration		3rd teaching period: Registration		4th teaching period: Registration		Open uni teaching in summer: Registration	Teaching offered in summer: Registr.			
Student admissions Flamma	Meeting on admissions criteria		Admissions criteria: Faculty council decision	Admissions criteria to Studyinfo									
	Appointment of entrance examination working group		Drafting of entrance examination questions						Joint application procedure (Finnish- and Swedish- language programmes)		Preparation of admissions criteria		Entrance examinations
	Joint application procedure results	Requests for adm. review of admissions decisions (joint and transfer application procedures, open uni route)		Requests for adm. review: Faculty council dec.									Publication of results: Open uni route + certificate-based adms.
	Arrival of admitted degree students and exchange students		Applications from outgoing and incoming exchange students, spring term		Registration for available master's programmes		Open university route		Assessment of appls. through open uni route	Assessment of appls. for Fin- and Swe-language master's programmes	Requests for adm. review of admissions decisions for intl MA programmes: Faculty council decision		
	Marketing of open university studies to applicants rejected in main admissions							Applications for intl master's programmes	Academic assessment of applicants to intl master's programmes	Results of adms. to intl MA programs	Requests for adm. review of adms. decisions for intl MA		
								Arrival of exchange students	Applications from outgoing exchange students, autumn term	Applications from incoming exchange students, spring term	Registration for available master's programmes	Transfer appli- cations	
											Assessment of transfer applications	Results of transfer appli- cations	
Student recruitment Flamma	Descriptions of Finnish- and Swedish-language programmes to Studyinfo						Updates to descriptions of intl programmes to Studyinfo						
	Updates to degree programme and open university websites when needed												
	International programmes: Decision on additional marketing, if any			International programmes: Decision on additional marketing, if any			Fin- and Swe-language programmes: Planning of additional marketing						
	Marketing campaign for open university studies						Educa Fair						
							Marketing campaign for open university studies		Measures encouraging admitted intl students to accept place offer				
Tutoring and orientation Instructions for Teaching	Appointment of teachers providing guidance		Ask Me!	Selection of tutors		Tutor training	Ask Me!	Selection of tutors		Tutor training			
			Orientation				Orientation for exchange students						
Follow-up and quality assurance 2026 and 2027 (every 3 years) Every academic year Flamma	Review: Degree programmes			Review: Faculty			Review: Committees		Review: Assessment group				
							Annual follow-up						
							Compilation of data from previous year for MinEdu and Statistics Finland (incl. degrees, credits, mobility)						
Operations management 2027 and 2028 (every 4 years) Workgroup							Planning admissions numbers and degree targets for upcoming 4-year period		Decision on proposal	Faculty council decision on proposal	Uni Board decision on adms. numbers and rector's decision on degree targets		
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