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