

Annual planning cycle for teachers of bachelor’s and master’s programmes

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