

## Education programme procedure and deadlines (2018-2019)

| Date/deadline  | To do   | Actors  |
|----------------|---|---|
| 1 September    | Concept programme BA, MA, RMA is set up.  | Education Bureau:<br>van Hoof, Aijpassa                     |
| Late September | Meeting with Programme Director, concerning concept programme and new curriculum.   | Mol, van Hoof,<br>Aijpassa                                  |
| ±15 October    | Meeting with department chairs (one by one), programme 18-19 is discussed. Needed at this point:<br>* course titles (only for new courses)<br>* lecturers<br>* examiners  | Stek, Lambers, De<br>Campos Francozo,<br>van Hoof, Aijpassa |
| ±15 November   | Meeting with department chairs (one by one). Concept programme now contains course titles, lecturers, examiners, and assessment methods. The programme can still be changed.  | Stek, Lambers, De<br>Campos Francozo,<br>Hoof, Aijpassa     |
| ±22 November   | Meeting with study coordinators BA+MA (one by one). Their programme check and input is valuable in terms of assessment methods.<br>The programme is then sent to the Programme Director.  | Tinbergen,<br>Slappendel, Hoof,<br>Aijpassa                 |
| 1 December     | Concept programme is sent to the Board, Education Committees and Board of Examiners for approval.   | Van Hoof  |
| 15 December    | <ul style="list-style-type: none"> <li>- Education programme is final, no more changes allowed.</li> <li>- Course descriptions are sent to lecturers for editing.</li> <li>- Start making time schedules.</li> </ul>  | Van Hoof, course<br>examiners                               |
| 15 February    | <ul style="list-style-type: none"> <li>- Deadline submission of full course descriptions.</li> <li>- Start e-study guide production.</li> <li>- Concept time schedules are sent to the Board, Board passes it on to Education Committees.</li> <li>- Administration Office starts producing new uSis course codes.</li> </ul> | Course examiners,<br>van Hoof, van Eijk                     |
| 1 April        | <ul style="list-style-type: none"> <li>- E-study guide finished.</li> <li>- Deadline for room bookings.</li> </ul>  | Van Hoof  |
| April          | Start drawing up table of specifications ('toetsmatrix') for assessments  | Tinbergen,<br>Slappendel                                    |