

Course planning – course assignment procedure for 2023/24

From **1 April 2023** onwards, the courses for the academic year 2023/24 will be displayed by default in BOKUonline in the "Erhebung" [Survey] tab and will be available for editing:

Persons with the BOKUonline function "LV-Erhebung" [Course survey] see ALL courses of the respective institute/department by default. Lecturers without this function must specifically select the academic year 2023/24 via the application "Lehrveranstaltungen" [Courses]: in the selection option "Erhebung" (in the navigation field – top right) you can then see the courses for which you have already been assigned (partial) hours as a lecturer.

The corresponding documentation on the course survey is available [HERE](#) .

The phase of course planning and assignment for the next academic year covers the months of April to July and has 2 aspects:

1. Date entry and schedule creation (per semester)

The division of Administration of Teaching and Learning shall prepare a draft timetable (for compulsory and elective subjects) for all Bachelor's degree programmes based on previous years by **5 May 2023**; the drafts shall be published on the [website of the administration of teaching and learning](#).

Feedback on desired changes as well as a desired online delivery of lectures must be submitted to the timetable coordination at termine.bokuonline@boku.ac.at by **26 May 2023** at the latest.

Please be sure to include the following information in your email:

- Course number
- Date (for periodic dates please only the start and end date)
- Time (start and end; one teaching unit is 45 min; for units longer than three teaching units, you can plan a break of 15 min.
- Preliminary meeting, excursion and other external dates
- Course recording desired (some lecture halls are specially equipped for recording)

The "changeover times" in the lecture halls are respected by us and are 15 to 30 minutes.

After completion of the schedule coordination, the dates of the compulsory and optional Bachelor subjects are entered by the division of Administration of Teaching and Learning in BOKUonline.

Desired dates for all other courses can only afterwards be entered decentrally in the system. The exact date will be announced in a mailing (usually in mid-June).

For all courses, you must subsequently create course groups for student registration.

For WS 2022, attendance is planned – desired online or hybrid attendance should be notified as early as possible.

All lecturers will receive a mail reminder concerning the **preparation of the schedule and/or date logging for the summer semester 2024** in good time.

2. Entering lecturers and reporting courses (for the entire academic year)

By **26 May 2023** at the latest, all courses of the Institute are to be checked in accordance with the enclosed rules for the assignment of teaching, and the respective lecturers with (partial) hours are to be entered and subsequently REPORTED via the function "LV-Erhebung – Meldung" [Course Survey – Reporting].

Notes on course planning and assignment:

- For rotational courses, please report only rotational 1 courses – rotational 2 courses will NOT be approved in 2023/24.
- Only reported courses can be processed by the division of Administration of Teaching and Learning.
- The assignment of the teachers (or their partial hours) to the courses must be done by the course surveyors after coordination/agreement at the institute. Subsequently, the entered lecturers are themselves responsible for the complete and updated description of their course in BOKUonline.
- The fields Content, Learning Outcomes and Assessment (Exam Method and Evaluation) are REQUIRED fields, both in the German and the English input mask.
- In particular, the information on Learning Outcomes (Notes on correct wording), examination modalities, course place assignment (in the case of limited participation) should be as transparent as possible and checked for up-to-dateness. In the case of team-teaching, the lecturers are requested to consult with each other.
- Courses cannot be REPORTED if this essential information has not been provided in German and English in BOKUonline.
- Any free optional courses that are to be offered for the first time in the next academic year must also be submitted for approval during the course planning phase with a course concept (in accordance with the required description of the course in BOKUonline).
- Free optional courses can only be approved free of charge or without crediting against the teaching obligation or as part of the venia of habilitated lecturers.
- Courses that are changed or newly introduced due to curricula reforms are adapted or newly recorded centrally by the division of Administration of Teaching and Learning staff AFTER the resolution has been passed by the Senate and the curricula have been published in the MTB.
- Please notify any resulting changes in lecturers or first-time nominations to the division of Administration of Teaching and Learning by e-mail as needed.

Contact:

General: lehrorganisation@boku.ac.at

Please address specific questions on assignments to beauftragung.bokuonline@boku.ac.at

Questions regarding course dates to termine.bokuonline@boku.ac.at

For technical questions, please contact the BOKU IT hotline: hotline@boku.ac.at