Course planning – processes and time frames

	Central processing: Division of Administration of Teaching and Learning	Decentralised recording: Department / Institute / Lecturers
1.	**Copying the course data into the following academic year**	
1.	The course data of the current academic year is copied by the division of Administration of Teaching and Learning and BOKU IT into the next academic year. The courses are visible under the menu item "LV-Erhebung" [Course Survey] for persons with course survey rights or for already registered lecturers. **Time period:** Late February / early March	
1.1.	The division of Administration of Teaching and Learning controls and processes the data of the courses. **Time period:** March / early April	
	PLEASE NOTE: Incorporation of curriculum changes only after publication in the newsletter (at the latest early July)!	
2.	**Course survey by the institutes and the lecturers**	
2.1.		**Institute:** Correct assignment of lecturers (internal and external) and their partial hours to the courses of the academic year to be planned in accordance with the rules for the assignment of lecturers.
2.2.		**Lecturers:** • check and update the description of their courses (especially learning outcomes, teaching method and examination mode must be available to the students BEFORE the start of the course). • Creating the course groups
2.3.		**Institute:** REPORTING of the courses to be held (please pay special attention to rotational courses) by the persons with the "course survey" authorisation – after that, decentralised processing of the person assignment is no longer possible. **Time period:** Data entry from April, reporting by mid-May (for the entire academic year)
3.	**Schedule creation for the Bachelor's degree programmes**	
3.1.	• The schedule will be taken over from the previous year and changes are made if necessary. • Publication of the draft schedules **Time period:** WS: April to May, SS: Oct. to Nov.	

Study Services – Division of Administration of Teaching and Learning Course Planning – Processes and Periods, last amended: 15th of March 2024

1/3

3.2.		Feedback on the published draft schedules of Bachelor's degree programmes to termine.bokuonline@boku.ac.at **Time period:** May
3.3.	Central schedule entry in BOKUonline for Bachelor's degree programmes **Time period:** Late May to mid-June	
3.4.		Checking and, if necessary, feedback/correction to the dates entered **Time period:** WS: Early to mid-June SS: Early to mid-December
4.	**Formal takeover and assignment of the courses**	
4.1.	• Control and adjustment of the type and extent of assignment or employment relationships • Pre-registration of new lecturers in BOKUonline (only if an application form is available) • Approval of the course by the division of Administration of Teaching and Learning – the courses become visible in the list of available courses (if selected for the next academic year) **Time period:** Mid-May – mid-June	
4.2.	The teaching board assigns the course or the lecturer, provides feedback on the extent of the teaching duties (in the event that the teaching duties are not met or exceeded); if necessary, non-approval of the course.	
5.	**Schedule entry for all other courses**	
5.1.		Decentralised recording of the schedules for: • Courses of the Master's degrees – mandatory and optional courses • Other optional courses • Courses without curriculum assignment **Time period:** WS: Mid-/late June – start of winter semester SS: Mid-December – start of summer semester

Study Services – Division of Administration of Teaching and Learning Course Planning – Processes and Periods, last amended: 15th of March 2024

2/3

5.2.	The decentrally entered dates are continuously confirmed by the lecture hall administration. Dates that have not yet been confirmed are considered desired dates! Mandatory courses (Master's) are preferred to optional courses, which in turn are preferred to free optional courses. After confirmation, rescheduling of appointments or lecture rooms will only take place after consultation.	
	From 1 August, the courses of the coming academic year will be automatically displayed in BOKUonline.	
6.	**Lecturers according to §25 of the collective agreement (KV)**	
6.1.	**Contract period:** WS: 1 September – late February SS: 1 March – 31 August	If not already done in the planning phase (April/May), the submission of new, professionally suitable lecturers by means of a form (plus CV) is carried out by the respective department at the LATEST 14 days BEFORE the start of the contract. **Submission period:** WS: Mid-May – by 15 August at the LATEST SS: Early November – late January
6.2.	• Review of the applications submitted • Approval/rejection of applications by the Board • Recording in SAP and BOKUonline • Preparation of the contracts/sending of the contracts and notifications of the lectures to the lecturers by postal mail **Processing period:** Submission by the first week of the contract period	
7.	**Student teaching assistants (teaching tutorials)**	
7.1.	Call for submission of applications **Period:** Early/mid-June **Contract period:** During the duration of teaching per semester (according to the timetable)	
7.2.		Submission of tutorials per form by the respective department **Submission period:** WS: Mid-June – early September SS: Early December – mid-January
8.	**Exam dates – information on the procedure**	
	Exam dates – particularly for many participants – should preferably be scheduled at off-peak times or on Saturdays. The confirmation of the room reservation takes place approx. 4 weeks, at the latest 2 weeks before the date; the visible announcement of the dates for the whole semester can and should take place independently of the room reservation. The entry is made by the institutes/lecturers. The dates will then be confirmed by the lecture hall administration if the rooms are available, otherwise a query will be made. Exam-free periods according to the timetable are to be observed!	

Study Services – Division of Administration of Teaching and Learning Course Planning – Processes and Periods, last amended: 15th of March 2024

3/3