Curriculum development project plan

This project plan presents the most important steps in degree programme revision and degree programme development, and is intended as a planning aid (see also [curriculum development processes](https://cms-publish.ethz.ch/content/main/en/die-eth-zuerich/lehre/lehrentwicklung/curriculumsentwicklung/erlaeuterung-der-begriffe.html)).

Time planning must be realistic. Note here that Bachelor’s and Master’s degree programmes are subject to different approval deadlines:

Bachelor’s programme:Department Conference approves the programme regulations at the latest at the end of the Autumn Semester in the year prior to programme implementation (Autumn Semester)

Master’s programme: Department Conference approves the programme regulations at the latest at the beginning of the Autumn Semester in the year prior to programme implementation (Autumn Semester)

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| **Bachelor’s programme:**  **At the latest:** Dept. Conf. approves progr. regulations |  |  |  | Start Bachelor’s programme |  |
| **Master’s programme:**  **At the latest:** Dept. Conf. approves progr. regulations |  |  |  | Start Master’s programme |  |
|  |  |  |  |  | |
| Autumn Semester |  | Spring Semester |  | Autumn Semester | |

September December February May September December

# Goal (what improvements should this curriculum development project bring?):

# Project leader:

# Project start:

# Starting date of revised/new degree programme:

# Project steps

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|  | **What** | **When** |
| **Requirements** | * Needs analysis (via meetings, workshops with professors, lecturers, students, alumni, specialists) |  |
| * First contact/priority-setting: Vice-Rector Curriculum Development and Deputy Head of Ac. Services provide guidance and identify help needed |  |
| * Report, with application, submitted to Department Conference |  |
| **Rough concept** | * Department Conference: Decision regarding revision |  |
| * Deputy Head of Ac. Services and Vice-Rector Curriculum Development evaluate project and time plan |  |
| * Detailed project planning: Time plan, establishment of working group, task formulation, establishment of project organisation |  |
| * Compile rough concept and draft qualification profile |  |
| **Detailed concept** | * Dept. Teaching Commission reviews rough concept and qualification profile |  |
| * Working group meetings to develop detailed concept (qualification profile, admission requirements, structure, courses, teaching and learning forms, teaching staff, organisation classroom sessions / independent study elements, examinations) |  |
| * Course organisation (teaching staff and dates booked) |  |
| * Contact the Deputy Head of Ac. Services regarding programme regulations and transitional provisions (e.g., run the old degree programme in parallel for one year?) |  |
| * Contact Vice-Rector Curriculum Development for reviewing of qualification profile |  |
| * Compile application package for Department Conference: Report, draft programme regulations (drafted by Deputy Head of Ac. Services), courses including examinations, qualification profile |  |
| * If indicated: Innovedum Fund application |  |
| * Set up or update degree programme website |  |

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| **Approval** | * Approval of detailed concept by Department Conference:   Bachelor’s programme: At the latest end of Autumn Semester of year prior to the effective date (Autumn Semester)  Master’s programme: At the latest beginning of Autumn Semester of year prior to the effective date (Autumn Semester) |  |
| * Contact Deputy Head of Ac. Services for reviewing of application package and application to Executive Board |  |
|  |  |  |
| **Implementation** | * Development / revision of individual courses |  |
| * Publication of website and degree programme brochure (Master’s programme: Before application process opens) |  |
| * Plan marketing event |  |
| * New degree programmes: Set up operative structures (study programme coordinator, admissions committee, dept. Teaching Commission, administration) |  |

# Project organisation (is there a project team / steering committee?):