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)
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| * First contact/priority-setting: Vice-Rector Curriculum Development and Deputy Head of Ac. Services provide guidance and identify help needed
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| * Report, with application, submitted to Department Conference
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| **Rough concept**  | * Department Conference: Decision regarding revision
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| * Deputy Head of Ac. Services and Vice-Rector Curriculum Development evaluate project and time plan
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| * Detailed project planning: Time plan, establishment of working group, task formulation, establishment of project organisation
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| * Compile rough concept and draft qualification profile
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| **Detailed concept** | * Dept. Teaching Commission reviews rough concept and qualification profile
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| * 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)
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| * Course organisation (teaching staff and dates booked)
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| * 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?)
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| * 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
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| * If indicated: Innovedum Fund application
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| * 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
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| **Implementation** | * Development / revision of individual courses
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| * Publication of website and degree programme brochure (Master’s programme: Before application process opens)
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| * Plan marketing event
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| * New degree programmes: Set up operative structures (study programme coordinator, admissions committee, dept. Teaching Commission, administration)
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# Project organisation (is there a project team / steering committee?):