

Annual schedule: Q1		
	To be completed by E&SA	To be completed by course coordinator
January	Determine curriculum per degree programme, including course coordinators, for the education systems	<ul style="list-style-type: none"> Changes to the courses on offer, such as course coordinators, ECTS or the period in which the course is taught, can still be made in January. Please request this in good time. As a rule, the departmental director submits such changes to the Board of Education for approval (Opleidingsdirectie-io@tudelft.nl).
February	Take stock of timetable preferences for courses in semester 1	<ul style="list-style-type: none"> You will receive a request to submit your timetable preferences. If you want to use Collegerama, make sure you arrange this now.
March	Finalise text for study guide	<ul style="list-style-type: none"> You will receive a request to check and edit the study guide text before the stated deadline. After the deadline, the text is final and cannot be changed. If you want to change the learning objectives, modes of instruction and/or assessment of a course in the coming academic year, this must be approved by the Board of Education (Opleidingsdirectie-io@tudelft.nl) before the study guide is finalised.
April	Finalise timetables for courses in semester 1	<ul style="list-style-type: none"> You will receive a draft timetable; you can still submit comments/make changes before the stated deadline. After the deadline, the timetable is final and cannot be changed.
May		
June	Determine teaching capacity plan for semesters 1 and 2	<ul style="list-style-type: none"> You will receive a request to draw up and submit the provisional teaching capacity plan, based on a forecast of the number of students and the corresponding number of hours.
July		

August	Adopt Teaching Regulations	<ul style="list-style-type: none"> At the end of August, the Teaching Regulations for the coming year are released. Changes in these Regulations may affect the (organisation/assessment of the) courses. In the first week of August, all courses that will be offered in the coming academic year will be made available in the electronic environment. You can start entering and/or updating the Brightspace information.
	Make courses available in Brightspace	<ul style="list-style-type: none"> At the start of the third week of August at the latest, the course coordinator is notified that the lists of participants are available in Osiris/Brightspace.
	Finalise lists of participants for courses in semester 1	<ul style="list-style-type: none"> At the start of the third week of August at the latest, the course coordinator is notified that the lists of participants are available in Osiris/Brightspace.
September	Determine teaching capacity plan for Q1	<ul style="list-style-type: none"> Two or three weeks after the start of your course, you will receive a request to communicate the number of students actually participating in the course. Around five weeks after the start of your course, you will receive a revised budget. You must respond to this with the definitive teaching capacity plan for your course.
October		
November		
December		

Annual schedule: Q2		
	To be completed by E&SA	To be completed by course coordinator
January	Determine curriculum per degree programme, including course coordinators, for the education systems	<ul style="list-style-type: none"> Changes to the courses on offer, such as course coordinators, ECTS or the period in which the course is taught, can still be made in January. Please request this in good time. As a rule, the departmental director submits such changes to the Board of Education for approval (Opleidingsdirectie-io@tudelft.nl).
February	Take stock of timetable preferences for courses in semester 1	<ul style="list-style-type: none"> You will receive a request to submit your timetable preferences. If you want to use Collegerama, make sure you arrange this now.
March	Finalise text for study guide	<ul style="list-style-type: none"> You will receive a request to check and edit the study guide text before the stated deadline. After the deadline, the text is final and cannot be changed. If you want to change the learning objectives, modes of instruction and/or assessment of a course in the coming academic year, this must be approved by the Board of Education (Opleidingsdirectie-io@tudelft.nl) before the study guide is finalised.
April	Finalise timetables for courses in semester 1	<ul style="list-style-type: none"> You will receive a draft timetable; you can still submit comments/make changes before the stated deadline. After the deadline, the timetable is final and cannot be changed.
May		
June	Determine teaching capacity plan for semesters 1 and 2	<ul style="list-style-type: none"> You will receive a request to draw up and submit the provisional teaching capacity plan, based on a forecast of the number of students and the corresponding number of hours.
July		

August	Adopt Teaching Regulations	<ul style="list-style-type: none"> • At the end of August, the Teaching Regulations for the coming year are released. Changes in these Regulations may affect the (organisation/assessment of the) courses. • In the first week of August, all courses that will be offered in the coming academic year will be made available in the electronic environment. You can start entering and/or updating the Brightspace information.
	Make courses available in Brightspace	
	Finalise lists of participants for courses in semester 1	<ul style="list-style-type: none"> • At the start of the third week of August at the latest, the course coordinator is notified that the lists of participants are available in Osiris/Brightspace.
September		
October		
November	Determine teaching capacity plan for Q2	<ul style="list-style-type: none"> • Two or three weeks after the start of your course, you will receive a request to communicate the number of students actually participating in the course. • Around five weeks after the start of your course, you will receive a revised budget. You must respond to this with the definitive teaching capacity plan for your course.
December		

Annual schedule: Q3		
	To be completed by E&SA	To be completed by course coordinator
January	Determine curriculum per degree programme, including course coordinators, for the education systems	<ul style="list-style-type: none"> Changes to the courses on offer, such as course coordinators, ECTS or the period in which the course is taught, can still be made in January. Please request this in good time. As a rule, the departmental director submits such changes to the Board of Education for approval (Opleidingsdirectie-io@tudelft.nl).
	Finalise lists of participants for courses in semester 2	<ul style="list-style-type: none"> At the start of the third week of January at the latest, the course coordinator is notified that the lists of participants are available in Osiris/Brightspace.
February	Determine teaching capacity plan for Q3	<ul style="list-style-type: none"> Two or three weeks after the start of your course, you will receive a request to communicate the number of students actually participating in the course. Around five weeks after the start of your course, you will receive a revised budget. You must respond to this with the definitive teaching capacity plan for your course.
March	Finalise text for study guide	<ul style="list-style-type: none"> You will receive a request to check and edit the study guide text before the stated deadline. After the deadline, the text is final and cannot be changed. If you want to change the learning objectives, modes of instruction and/or assessment of a course in the coming academic year, this must be approved by the Board of Education (Opleidingsdirectie-io@tudelft.nl) before the study guide is finalised.
April		
May		
June	Determine teaching capacity plan for semesters 1 and 2	<ul style="list-style-type: none"> You will receive a request to draw up and submit the provisional teaching capacity plan, based on a forecast of the number of students and the corresponding number of hours.
July		

<p>August</p>	<p>Adopt Teaching Regulations</p> <p>Make courses available in Brightspace</p>	<ul style="list-style-type: none"> • At the end of August, the Teaching Regulations for the coming year are released. Changes in these Regulations may affect the (organisation/assessment of the) courses. • In the first week of August, all courses that will be offered in the coming academic year will be made available in the electronic environment. You can start entering and/or updating the Brightspace information.
<p>September</p>		
<p>October</p>	<p>Take stock of timetable preferences for courses in semester 2</p>	<ul style="list-style-type: none"> • You will receive a request to submit your timetable preferences. • If you want to use Collegerama, make sure you arrange this now.
<p>November</p>	<p>Finalise timetables for courses in semester 2</p>	<ul style="list-style-type: none"> • You will receive a draft timetable; you can still submit comments/make changes before the stated deadline. After the deadline, the timetable is final and cannot be changed.
<p>December</p>		

Annual schedule: Q4		
	To be completed by E&SA	To be completed by course coordinator
January	Determine curriculum per degree programme, including course coordinators, for the education systems	<ul style="list-style-type: none"> Changes to the courses on offer, such as course coordinators, ECTS or the period in which the course is taught, can still be made in January. Please request this in good time. As a rule, the departmental director submits such changes to the Board of Education for approval (Opleidingsdirectie-io@tudelft.nl).
	Finalise lists of participants for courses in semester 2	<ul style="list-style-type: none"> At the start of the third week of January at the latest, the course coordinator is notified that the lists of participants are available in Osiris/Brightspace.
February		
March	Finalise text for study guide	<ul style="list-style-type: none"> You will receive a request to check and edit the study guide text before the stated deadline. After the deadline, the text is final and cannot be changed. If you want to change the learning objectives, modes of instruction and/or assessment of a course in the coming academic year, this must be approved by the Board of Education (Opleidingsdirectie-io@tudelft.nl) before the study guide is finalised.
April	Determine teaching capacity plan for Q4	<ul style="list-style-type: none"> Two or three weeks after the start of your course, you will receive a request to communicate the number of students actually participating in the course. Around five weeks after the start of your course, you will receive a revised budget. You must respond to this with the definitive teaching capacity plan for your course.
May		
June	Determine teaching capacity plan for semesters 1 and 2	<ul style="list-style-type: none"> You will receive a request to draw up and submit the provisional teaching capacity plan, based on a forecast of the number of students and the corresponding number of hours.
July		

<p>August</p>	<p>Adopt Teaching Regulations</p> <p>Make courses available in Brightspace</p>	<ul style="list-style-type: none"> • At the end of August, the Teaching Regulations for the coming year are released. Changes in these Regulations may affect the (organisation/assessment of the) courses. • In the first week of August, all courses that will be offered in the coming academic year will be made available in the electronic environment. You can start entering and/or updating the Brightspace information.
<p>September</p>		
<p>October</p>	<p>Take stock of timetable preferences for courses in semester 2</p>	<ul style="list-style-type: none"> • You will receive a request to submit your timetable preferences. • If you want to use Collegerama, make sure you arrange this now.
<p>November</p>	<p>Finalise timetables for courses in semester 2</p>	<ul style="list-style-type: none"> • You will receive a draft timetable; you can still submit comments/make changes before the stated deadline. After the deadline, the timetable is final and cannot be changed.
<p>December</p>		