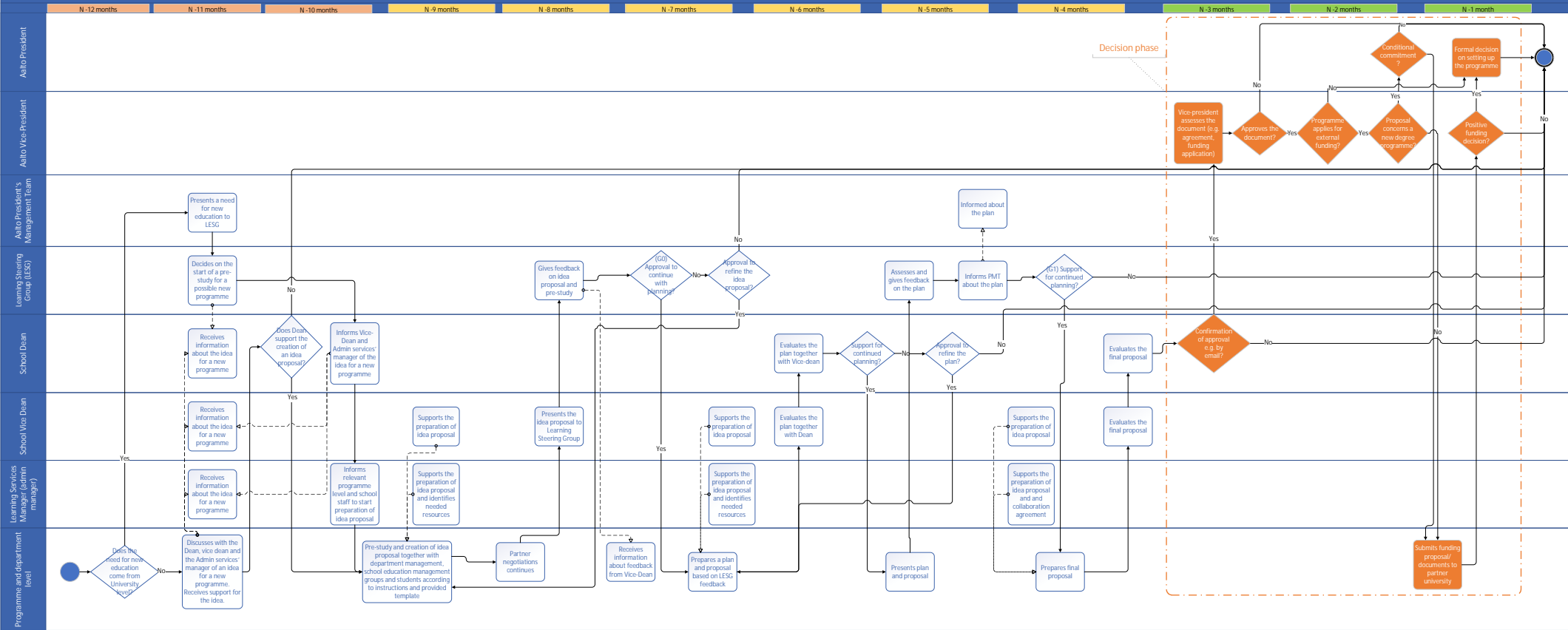


Preparation of international joint programmes at Aalto University



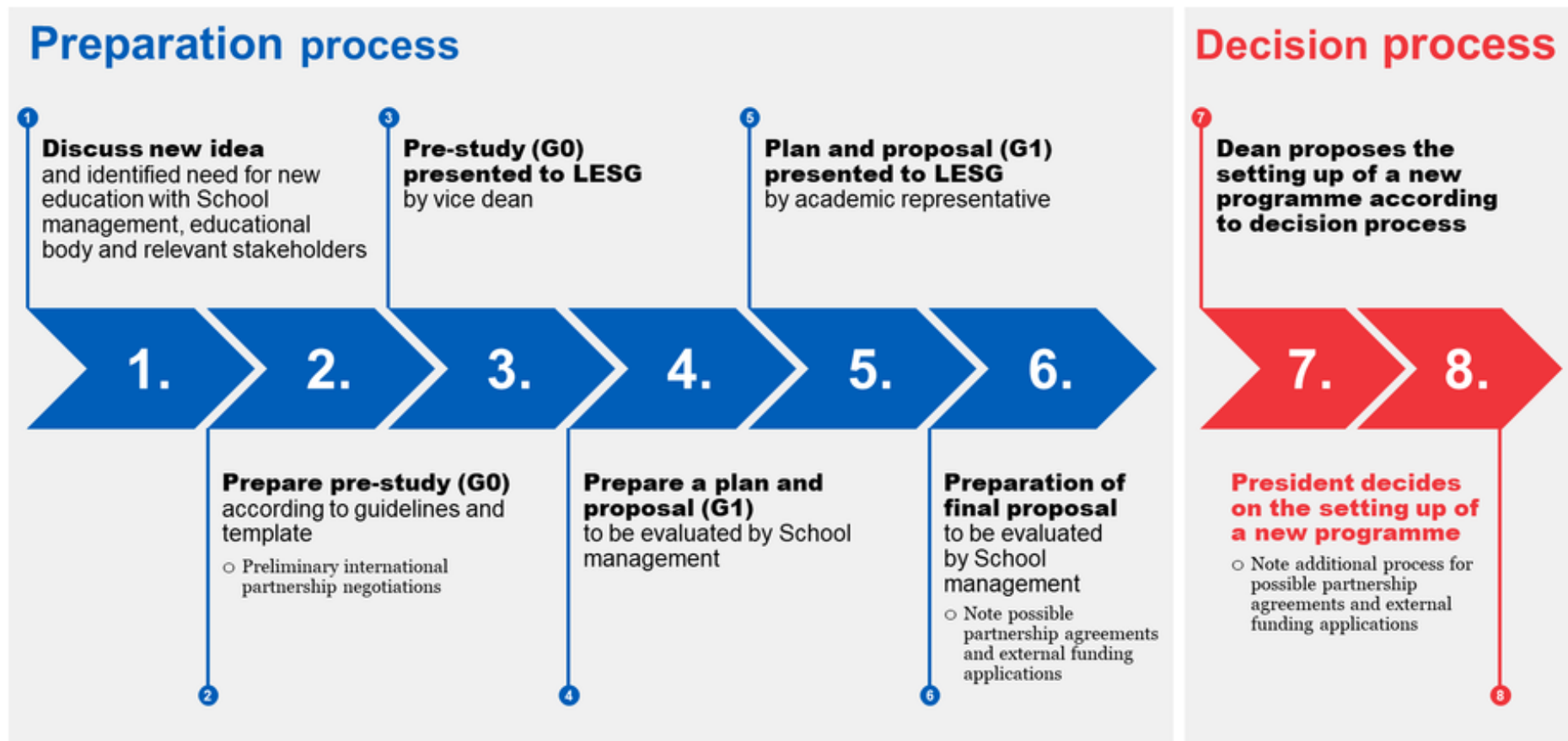
Initiative

Planning

Decision

Process for preparing new education initiatives

1. Pre-study phase (so-called Gate 0)
2. Plan and proposal (so-called Gate 1)



Preparing a new degree programme

At Gate 0 (processed at Learning Steering Group – LESG), you need to answer the following questions:

1. Why? – Purpose of the programme

- a) Purpose, objectives and societal relevance (e.g. employability/addressing key societal grand challenges etc.) of the programme
- b) How does the programme distinct itself from other educational offering within Aalto and domestically/internationally?
- c) Related research / artistic activities at Aalto
- d) Link to Aalto strategy and school's objectives, programme's relation to wider Aalto programme portfolio

2. For whom? – Preliminary market need analysis

- a) Preliminary view of prospective student target group
- b) Estimation of student intake.
- c) *International joint programmes: Please indicate estimation of student intake both on programme level and for Aalto.*

3. With whom? – Preliminary partner analysis

- a) Intended partners
- b) Added value of external collaboration

4. What? – Preliminary structure and content

- a) Preliminary programme learning objectives
- b) Describe to what extent the teaching of the programme consists existing courses and how much new courses will be developed.

5. How? – Needed recourses

- a) Key persons (academic and service staff) planned to commit to the programme
- b) Needed resources and budget responsibilities
- c) Possible external funding and motivation for selecting the funding mechanism
- d) Planning organisation: identified key stakeholders, partners and needed support in planning process
- e) *International joint programmes: does the programme follow Aalto tuition fee system? If not, please clarify intended tuition fee and scholarship system.*

6. When? - Preliminary plan for preparations and launch

- a) Target time for programme launch
- b) Schedule for planning, funding applications, marketing and recruitment actions, curriculum decisions, when students enroll and start studies in the programme on Aalto campus etc.
- c) *International joint programmes: Length of the intended collaboration. Please indicate how many student intakes will be covered.*

Preparing a new degree programme

At Gate 1 (processed at Learning Steering Group – LESG), you need to answer the following questions:

1. Why? – Deep analysis of objectives and clear purpose of the programme

- a) Purpose, objectives and societal relevance (e.g. employability/addressing key societal grand challenges etc.) of the programme
- b) How does the programme distinct itself from other educational offering within Aalto and domestically/internationally?
- c) Related research / artistic activities at Aalto
- d) Link to Aalto strategy and school's objectives, programme's relation to wider Aalto programme portfolio

2. For whom? – Profile and market need analysis

- a) How is the programme able to reach the potential students, attract them to apply and convince them to arrive, if selected?
- b) Preliminary view of prospective students (target group, where will recruitment take place, employability/career options after graduation)
- c) Estimation of student intake
- d) *International joint programmes: Please indicate estimation of student intake both on programme level and for Aalto.*

3. With whom? – Identified partners and partner analysis

- a) Confirmed partners (please indicate who is the coordinating university)
- b) Partner analysis: previous/current collaboration, compatibility (e.g. of academic calendars & degree requirements), etc.
- c) Motivation and added value of collaboration
- d) Motivation of selected funding mechanism (if any)

4. What? – Structure and content

- a) Programme learning objectives, structure, content/courses, teaching methods and assessment alignment with the learning objectives
- b) Description of aimed student experience, how it's created and maintained in the programme
- c) Describe to what extent the teaching of the programme consists existing courses and how much new courses will be developed.
- d) *International joint programmes: Will programme graduates receive joint, double or multiple degree certificates?*
- e) *Students' mobility plan: Is Aalto an entry or exit university, or both? What is the mobility plan for Aalto graduates (who are Aalto track partners and how)?*
- f) *Programme status at Aalto*

5. How? – Recourses and programme sustainability

- a) Key persons identified: programme director, teachers, service staff, other support?
- b) Departments providing the teaching resources committed to the programme in long term
- c) Sustainable long term resource plan and budget
- d) Planning organisation: identified key stakeholders, partners and needed support in planning process
- e) *International joint programmes: does the programme follow Aalto tuition fee system? If not, please clarify tuition fee and scholarship system.*
- f) *How is the student admission organized?*

6. When? - Preliminary plan for preparations and launch

- a) Target time for programme launch
- b) Schedule for planning, funding applications, marketing and recruitment actions, curriculum decisions, when students enroll and start studies in the programme on Aalto Campus etc.
- c) *International joint programmes: Length of the intended collaboration. Please indicate how many student intakes will be covered.*