



UNIVERSITÀ DEGLI STUDI DI TORINO

unito

**PROGRAMME DESIGN:
PROCESSES, PROCEDURES AND DEADLINES**

EDUCATIONAL SERVICES – EDUCATIONAL OFFER UNIT



MAIN PROCESSES FOR THE DESIGN OF A NEW PROGRAMME

- **First step:** analysis of field and sectoral studies and involvement of regional, national and worldwide, public and private, *key stakeholders* (business representatives, public administrations, trade and professional associations). The meetings with the stakeholders are necessary for the identification of the *professional profiles* needed and for the definition of the *competences* associated with their function. A specific *internal guideline* handbook for those consultations is provided by the Quality Unit;
- **Second step:** design of an educational project, on the basis of *ministerial laws, guidelines and database*, with specific objectives related to the professional or cultural figures intended to form by using the *learning outcomes*. According to the Bologna process and the European Higher Education Area (EHEA) indications, the *Dublin Descriptors* (knowledge, skills and competences) are the best way to express what learners are expected to achieve and how they are expected to demonstrate that achievement.

...that would be a good practice, but, actually, in most of the cases, the opposite happens:

first of all the programme is designed and then presented to the key stakeholders...

- **Goal:** ensure the *alignment between the content of the formation activities and the learning outcomes*, including teaching methods, assessment techniques and criteria in a optic of a student-centred approach



PROCEDURES AND DEADLINES FOR THE DESIGN OF A NEW PROGRAMME

Each year

- **Between July and September:** drafting of a *“Design document”* which is a briefly description of the *whole project and training offer*, but also a report of the main elements necessary to support the activation of the programme such as the *provision and qualification of teaching staff*, the *supply of facilities and support services for students*, etc.
- **Between September and December:** presentation of the proposal to academic organs such as Department Council, Evaluation committee, Quality Unit (responsible for the internal QA system), Academic Senate, Board of Governors, etc.
- **On January:** after the required internal approvals, submission of the programme to MIUR (Ministry of Education and Research), CUN (Italian National University Council) and ANVUR (Italian National Agency For The Evaluation Of Universities And Research Institutes), in order to achieve the initial *accreditation*.

For International programme

leading to the award of a joint or a multiple degree, or even for student’s mobility only, a draft of the consortium agreement is needed to define the type of degree, professional figure, learnings outcomes and learning achievements, activities, teaching methods and assessment procedures, language etc.