

# Implementation of the Wageningen University Catalogue

The challenge, the catalogue and the process

May 29, Sjaak van Ojik



# Challenge

2003

- The requirements for the individual educational components:
  - Are there new components?
  - Do we have to change existing components?

**Course Catalogue**

**Information on individual educational components:**

- code
- title
- type (compulsory/optional)
- cycle (short/first/second/third)
- year of study when the component is delivered (if applicable)
- semester/trimester when the component is delivered
- number of ECTS credits allocated
- name of lecturer(s)
- learning outcomes
- mode of delivery (face-to-face/ distance learning etc.)
- prerequisites and co-requisites (if applicable)
- course content
- recommended or required reading and other learning resources/tools
- planned learning activities and teaching methods
- assessment methods and criteria
- language of instruction

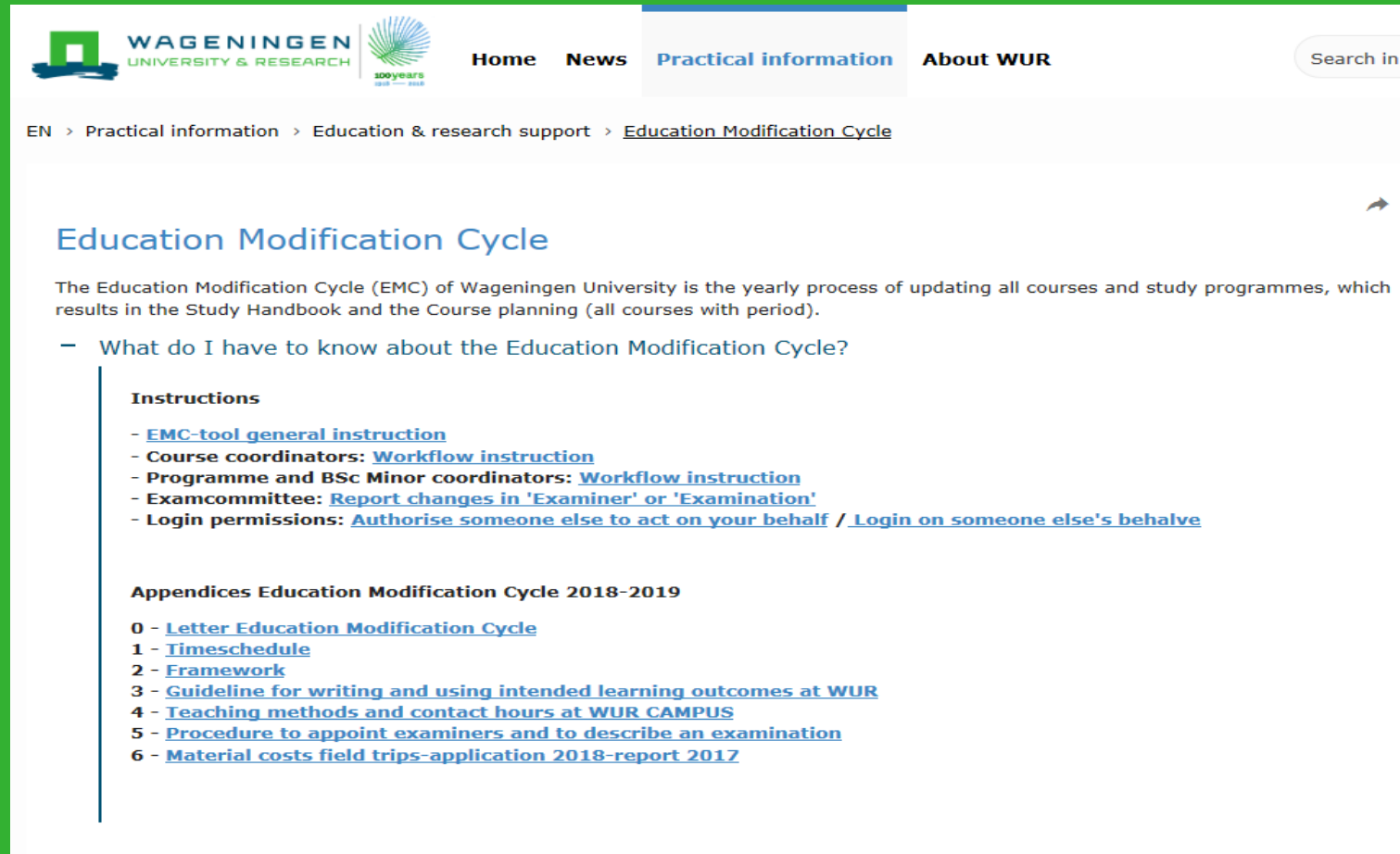
- How to coordinate the transition?
- How to inform all people involved and get their full cooperation?
- Can we make a process that is resistant to time.?

# Work in progress

- Make a team →  
Included were persons of sections with the same interest but different expertise:
  - The Education Institute
  - Scheduling
  - The editorial staff
  
- Explain policy, inform and ask for full co-operation
  
- Intranet Site!

# Work in Progress

## Intranet



The screenshot shows the Wageningen University & Research intranet page for the Education Modification Cycle. The page features a navigation menu with 'Home', 'News', 'Practical information', and 'About WUR'. A search bar is located in the top right corner. The breadcrumb trail indicates the user is in 'EN > Practical information > Education & research support > Education Modification Cycle'. The main heading is 'Education Modification Cycle', followed by a paragraph explaining the EMC process. A list of instructions and appendices is provided below.

EN > Practical information > Education & research support > [Education Modification Cycle](#)

## Education Modification Cycle

The Education Modification Cycle (EMC) of Wageningen University is the yearly process of updating all courses and study programmes, which results in the Study Handbook and the Course planning (all courses with period).

- What do I have to know about the Education Modification Cycle?

**Instructions**

- [EMC-tool general instruction](#)
- **Course coordinators:** [Workflow instruction](#)
- **Programme and BSc Minor coordinators:** [Workflow instruction](#)
- **Examcommittee:** [Report changes in 'Examiner' or 'Examination'](#)
- **Login permissions:** [Authorise someone else to act on your behalf](#) / [Login on someone else's behalf](#)

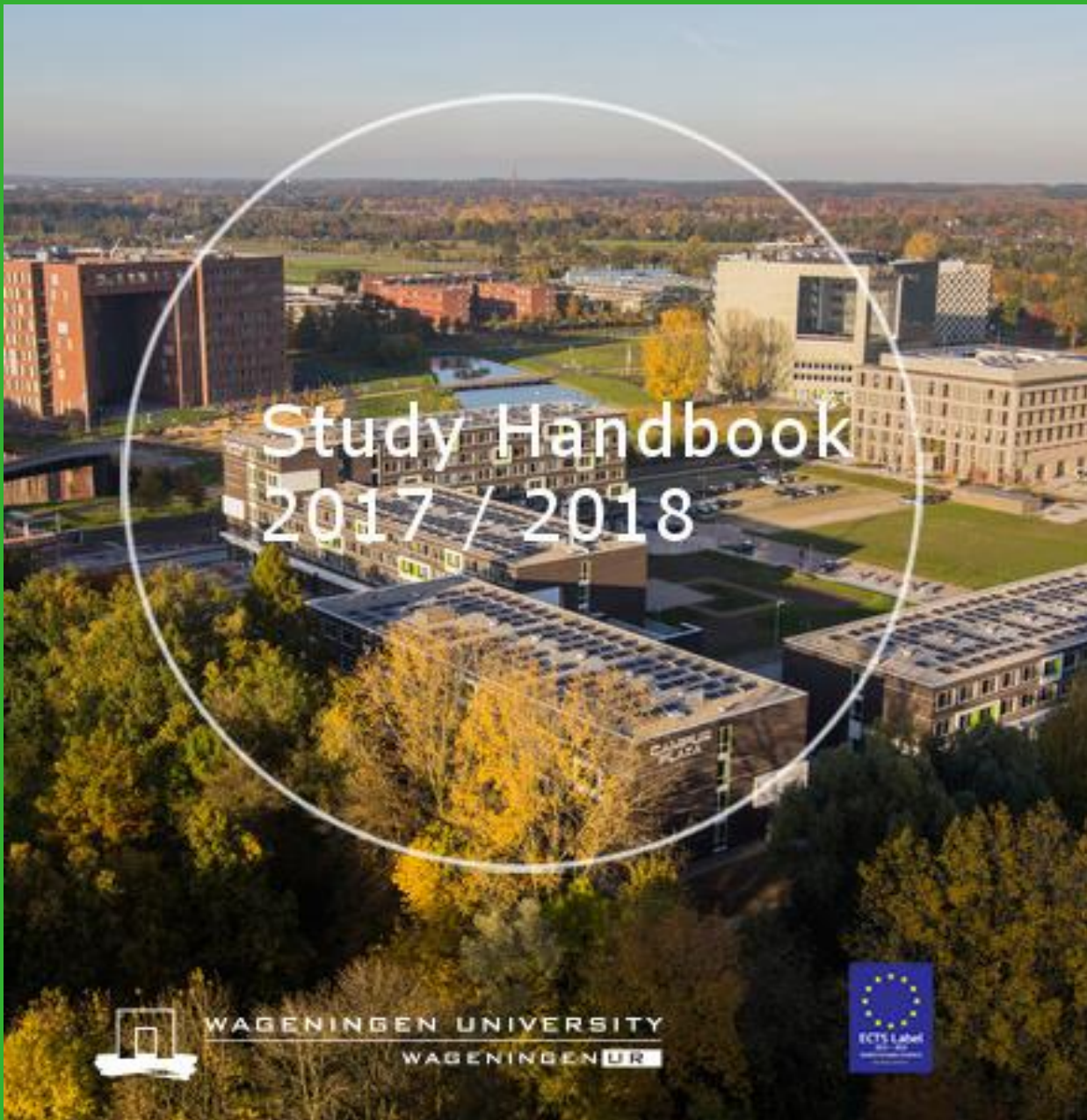
**Appendices Education Modification Cycle 2018-2019**

- 0 - [Letter Education Modification Cycle](#)
- 1 - [Timeschedule](#)
- 2 - [Framework](#)
- 3 - [Guideline for writing and using intended learning outcomes at WUR](#)
- 4 - [Teaching methods and contact hours at WUR CAMPUS](#)
- 5 - [Procedure to appoint examiners and to describe an examination](#)
- 6 - [Material costs field trips-application 2018-report 2017](#)

# The Label

2005

- 2005 → WUR received ECTS Label
- 2014 the last paper version was printed
- The internet version has always been accessible for everyone and fully integrated with our SIS.  
The site: <http://ssc.wur.nl/handbook>



# Study Handbook 2017 / 2018



WAGENINGEN UNIVERSITY  
WAGENINGEN **UR**



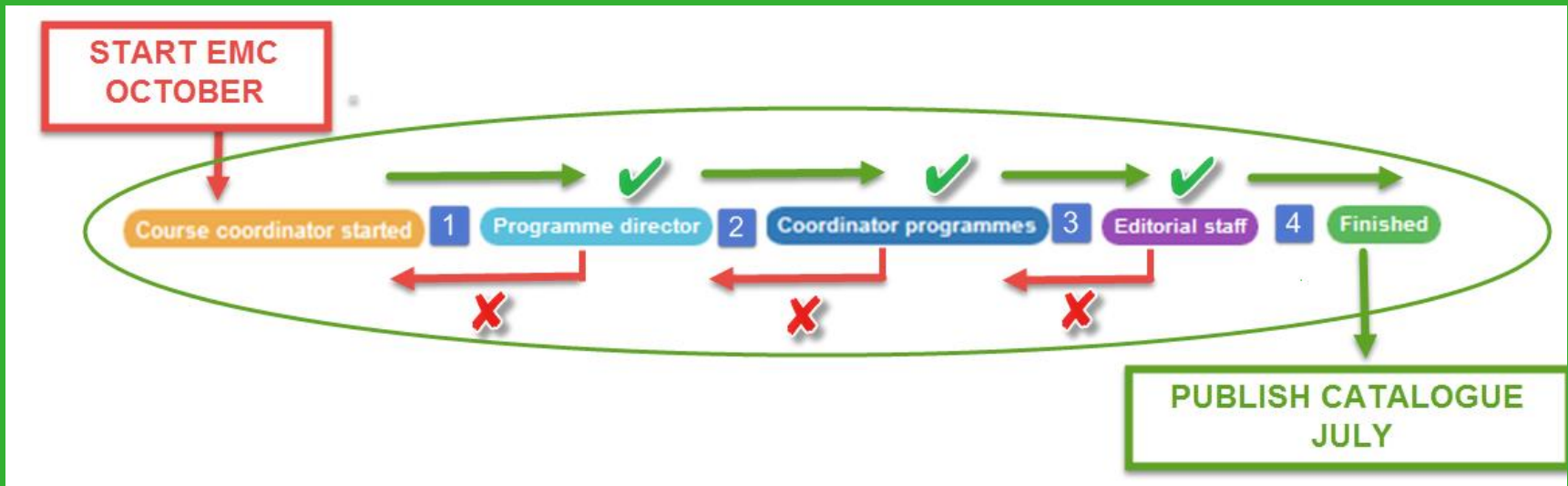
WAGENINGEN  
UNIVERSITY & RESEARCH

# PROCESS

## Courses

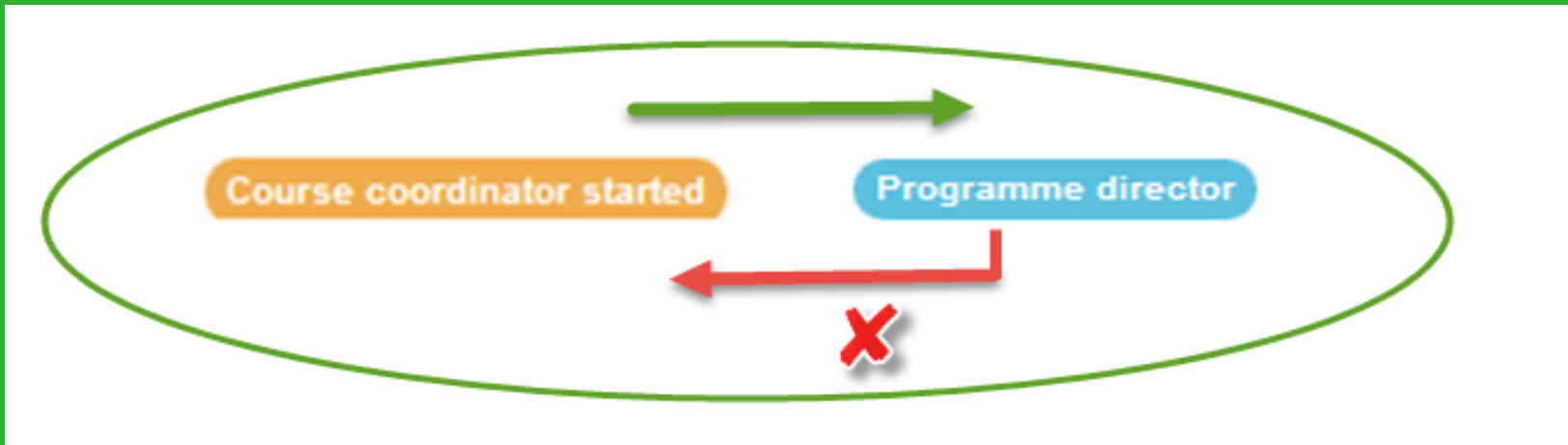
The process of a course:

- Mandatory steps 1 → 4
- Start to Finish
- Participants
- Participants can approve or reject forms and sent to it to the next person.



# Practice

The first step



## Example

- *Course coordinator already opened workflows and send courses*
- *There is still 1 course to review and forward.*
- *Login.....*



# DASHBOARD

Dashboard

**DASHBOARD - WELCOME BACK DR.IR. KPJ (KAREN) FORTUIN**

**Workflow Course** ⓘ

ESA60312 European Workshop Environmental Sciences...

**General information**

**Update relation tab in workflows** 3 minutes ago  
The relation page has been updated.  
From now on it is possible to add persons without a WUR-account.  
For instruction see the relation tab.

If you have any questions please contact:  
education.modificationcycle@wur.nl

**TO DO**

Search for something else

Search...

**My roles**

ENP35806 Environmental Quality and Governance **Programme director**  
Lecturer(s) , Examiner(s)

ESA22806 Environmental Systems Analysis: Methods ... **Editorial staff**  
Lecturer(s)

ESA60401 Capita Selecta Environmental Systems Ana... **finished**  
Course coordinator(s) , Examiner(s)

Studyguide

New course

About FAQ Manual

VORSEN

➤ [MODIFY ESA60312](#)

# Current status

- The approach of 2003 proved itself successful.
- ECTS had become 'normal' within the institution
- The process has proven to be very stable
- We still have the EMC-Team
- The information for all participants is always up-to date on the intranet

With the new demonstrated tool the process is even better facilitated for the years to come.