Yearly, beginning of February, after the EER's changes are adopted by the Faculty Board, the Office of Student Affairs requests the Programme Director to check all course descriptions of the programme. This request is accompanied with the bundled descriptions from the current year.

The course descriptions contain:
- Title of course
- Name of course coordinator
- Amount of credits to be obtained
- Content of the course
- Goals
- Prerequisites
- Recommended literature
- Teaching & Assessment methods *
- Key words

Only the underlined items are open for changes.
The Programme Director will contact the course coordinators to collect changes or, in case of new courses, new descriptions.
**On 31 March** the latest the Programme Director will hand in the changes at the Office of Student Affairs.
The changes will be processed in the web catalogue by **1 May** (this date is fixed by the Executive Board).

*The web catalogue system offers a limited number of options for Teaching & Assessment Methods (fixed on central level). We have to abide to (one of) those options.*

**Teaching Methods,** the following choices can be made
- ASSIGNMENT(S) / OPDRACHT(EN)
- WORK IN SUBGROUPS / TEAMS
- LECTURE(S) / COLLEGE(S)
- PATIENTENCONTACT
- PAPER(S) / SCHRIJFOPDRACHT(EN)
- PBL / PGO
- ONDERWIJSPOLI'S
- PRESENTATION(S) / PRESENTATIE(S)
- RESEARCH / ONDERZOEK
- SKILLS / PRACTICUM
- TRAINING(S) / TRAINING(EN)
- WORKING VISIT(S) / WERKBEZOEK(EN)

**Assessment Methods,** the following choices can be made
- ASSIGNMENT / OPDRACHT
- COMPUTER TEST / COMPUTERTOETS
- FINAL PAPER / SCHRIJFOPDRACHT
- OBSERVATION / OBSERVATIE
- ORAL EXAM / MONDELING TENTAMEN
- PARTICIPATION / PARTICIPATIE
- TAKE HOME EXAM
- WRITTEN EXAM / SCHRIFTELIJK TENTAMEN