Purpose The purpose of this document is to describe the process of maintaining a steady course offer for the doctoral students enrolled in the Doctoral Programme in Computer Science. The main purpose of this process is to guarantee that:

- sufficient courses are offered;
- the courses are the “right” ones;
- course responsibles have been found and assigned; and that
- funding has been secured to develop and execute the courses.

The Process The process itself and the structure for implementing it can be summarized as follows:

- Each department has a course planning group consisting of at least one faculty member and at least one PhD student, responsible for maintaining the course offer for the tracks(s) hosted by the respective department.

- The groups keep a record of the courses that are given every year at the given tack(s).

- Once a year, the groups plan for the courses to be given during the next year. Tentatively, the planning should start after summer and be ready by early November, in time for the filling out of the individual study plans (ISPs). This should also fit well with the financial planning of the departments.

- The course selection should take into consideration the following criteria:
  - the recommended courses of the track(s);
  - the expressed interests by the doctoral students;
  - the availability and expressed offers by the faculty;
  - the temporarily available competence due to visiting scientist.

- Once a tentative list of courses and their corresponding course responsibles and lecturers is prepared, the issue of funding needs to be resolved. The following are possible solutions, to be considered on an individual basis:
– additional funding may not be needed if the course is co-executed with an advanced level course (and so, paid by GRU) and involves only a few doctoral students;
– funding can come from the project of the lecturer, if he or she is mainly targeting a group of doctoral students working on that project;
– if the course is to be newly developed or totally reworked, the funding can potentially come from the budget of our Doctoral Programme;
– and finally, the default funding source is the faculty funding (FoFU), which is at the disposal of the department heads.