

# Important dates - ENAC Week

## BEFORE THE BEGINNING OF THE COURSE

30.10.20	Budget request <sup>a)</sup> + update of the course book on IS-Academia <sup>b)</sup> + transmission of the course load table <sup>c)</sup>
05.02.21	Booking of classrooms <sup>d)</sup>

## DURING THE SPRING SEMESTER

Tuesdays 23.02.21- 30.03.21 13h15-15h00	Law course
13.04.21 13h15-14h00	Law exam
14h15-15h00	Preparation of the insitu week <sup>e)</sup>
20.04.21 13h15-15h00	Preparation of the insitu week <sup>e)</sup>
27.04.21 13h15-15h00	Systems thinking for ENAC week <sup>f)</sup>
03.05.21- 07.05.21	Insitu week
11.05.21 13h15-15h00	Applied systems thinking <sup>f)</sup>
18.05.21 13h15-15h00	Writing of the project synthesis reports <sup>g)</sup>

## AFTER THE END OF THE COURSE

04.06.21	Transmission of students' grade <sup>h)</sup> + the best project synthesis report <sup>i)</sup>
02.07.21	Transmission of the financial statement <sup>j)</sup>

## NOTES

- a) **Budget request:** Please note that fees for external lecturer must be included in the course budget (even if the external lecturers are paid by the Registrar's Office (SAC) and not by the labs).
- b) **Creation or update of the course book:** Instructions to edit the course book can be found [here](#).
- c) **Transmission of the course load table:** The course load table is the basis for sending the letters of mission and for remunerating external lecturers. It therefore has financial and administrative implications. Please complete it as accurately and precisely as possible.
- d) **Booking of classrooms:** Classrooms have to be book by the ENAC week teachers via [this form](#) from the Registrar's Office (SAC).
- e) **Preparation of the insitu week:** These periods can be used to introduce the theme as well as give some details on the logistics and organization of the insitu Week.

- f) **Systems thinking for ENAC week:** Students together with their teachers analyze their ENAC Week project with a systemic perspective. They are introduced to a practical tool (namely causal loop diagrams) to develop a global understanding of a complex problem and are coached to apply this tool to their project.
- g) **Writing of the project synthesis reports:** In order to have a common report for all ENAC Weeks and to highlight students' work, a 2-page synthesis report (including 1 page of illustrations) is requested from each project group. The coordination of the Design Together will transmit to students the necessary instructions and the template for the report. Each project group will be able to submit its report in the Moodle PENS-2XX. Teachers are free to decide whether the report counts for the students' grade or whether it is just mandatory to pass the course.
- h) **Transmission of students' grade:** The ENAC Weeks grade are combined with the law exam grade (25% law exam, 75% ENAC week). Please do not enter the grades in IS-Academia but send them instead to Design Together Coordination who will combine both grades and then register the final grades in IS-Academia.
- i) **Transmission of the best project synthesis report:** Teachers send their selection of the best report of their students so that they can be used in a "Highlights" booklet and on the course webpage.
- j) **Transmission of the financial statement:** Invoices and expenses for the ENAC Weeks are first paid by the laboratories of the teachers in charge. At the end of the semester, the teachers send to the Design Together Coordination a financial statement accompanied by proofs of expenses for reimbursement. The financial statement must include the fees of external lecturers even if these are paid by the Registrar's Office (SAC) and not by the labs.