



## HOW IT WORKS

# What the site does, *and why.*

For the people who decide and for the record: every part of the academic calendar, what each person sees, what happens behind the screen, and the exact numbers the site works with.

|                                        |                                              |                                        |                                   |
|----------------------------------------|----------------------------------------------|----------------------------------------|-----------------------------------|
| 01                                     | 02                                           | 03                                     | 04                                |
| <b>The model</b>                       | <b>The rules</b>                             | <b>The people</b>                      | <b>Keeping it</b>                 |
| Curriculum, calendar, faculty, lecture | Clocks, approval, one place for one lecturer | Coming in, being told, who may do what | Settings, the record, the history |

## UNDER THE SUPERVISION OF

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Dean of the Faculty of Medicine, Kasr Al-Ainy School of Medicine, Cairo University

## PROGRAMME COORDINATOR

**Prof. Dr. Ehab El Refaee**

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## SYSTEM PROGRAMMED BY

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Intern, Kasr Al-Ainy School of Medicine, Cairo University

IF YOU READ ONLY ONE PAGE

# The curriculum is the truth. *The calendar is its working view.*

Course Binder prepares the academic year of the fellowship. It answers four questions for the organizers: what are we teaching, when, who is teaching it, and what is still missing?

Faculty choose the topic and the date of the lecture they want to teach; organizers approve it.

5

modules in the 2027 seed, any number possible

150

minutes, the longest session in the 2027 seed

48

settings an organizer changes without a programmer

27

kinds of e-mail, each text editable

## What the site always does

- Keeps time as an instant plus the fellowship's zone, and shows each reader their own clock second.
- Records every important change: who, what, when, the value before and after.
- Tells the people affected when a session changes, in one e-mail.
- Keeps the history: cycles are archived, never deleted.

## What it never does

- Put a lecture on the official calendar before an organizer approves it.
- Let two lecturers hold the same place: the database refuses the second.
- Move a lecture, swap a lecturer or override a closed day without showing it and asking.
- Hard-code anything academic: names, dates, counts, durations and texts are data.

## CONTENTS

# Find what you *need*.

Each chapter has three parts: **On screen**, what a person sees; **Behind the scenes**, what the site does; **Exact numbers**, the values it works with, each listed in `guide/source/facts.md`.

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PART 1

# The model

Seven ideas the whole site is built on, and the clocks it keeps.

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**01** From programme to lecture  
What must be taught, when, by whom

---

**02** Two clocks  
Fellowship time first, the reader's second

---



## 01 · THE MODEL

# From programme *to* lecture

Each idea has its own place in the site and in the database. They are never merged: a topic is *what* must be taught, a session is *when*, the faculty member is *who*, the contribution is the specific lecture.

**Programme** the Fellowship of Neuroendoscopy

- └ **Academic cycle** 2027, 2028 ... each with its own modules, dates, closed days, people
- └ **Module** any number; five in the 2027 seed
- └ **Topic** "Ventricular endoscopy", with the lectures it needs
- └ **Session** a dated meeting, online or on site, at most 150 minutes in 2027
- └ **Place** ordered, each with its own length: 30, 45 or other minutes
- └ **Lecture** a faculty member's titled contribution, with its standing

|                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MODULE I</b><br><b>Basic neuroendoscopy</b><br>Anatomy, basic neuroendoscopic skills, the major approaches using the endoscope, endoscope-assisted surgery and endoscopic spine surgery.                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                         |
| <b>TAKES LECTURES AS</b>                                                                                                                                                                                                                                                                                                                                                                     | One lecture to a place                                                                                                                                                                                                                                                                                                                                  |
| <b>HELD</b>                                                                                                                                                                                                                                                                                                                                                                                  | Online                                                                                                                                                                                                                                                                                                                                                  |
| <b>TEACHING</b>                                                                                                                                                                                                                                                                                                                                                                              | Friday at 15:00 (the cycle's days and hour)                                                                                                                                                                                                                                                                                                             |
| <b>SESSIONS</b>                                                                                                                                                                                                                                                                                                                                                                              | 5 planned, 5 dated                                                                                                                                                                                                                                                                                                                                      |
| <b>SESSION TYPE</b>                                                                                                                                                                                                                                                                                                                                                                          | Lecture session, 30 minutes a lecture                                                                                                                                                                                                                                                                                                                   |
| <b>CHOOSING CLOSES</b>                                                                                                                                                                                                                                                                                                                                                                       | 7 days before a session (the cycle's rule)                                                                                                                                                                                                                                                                                                              |
| <b>TOPICS</b> <span>5 topics, 25 lectures required</span>                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                         |
| 1 Endonasal<br>5 lectures required · 5 places in the calendar                                                                                                                                                                                                                                                                                                                                |     |
| 2 Anatomy / Skull Base / Endoscope-Assisted Skull Base<br>5 lectures required · 5 places in the calendar                                                                                                                                                                                                                                                                                     |     |
| 3 Ventricular Endoscopy<br>5 lectures required · 5 places in the calendar                                                                                                                                                                                                                                                                                                                    |     |
| 4 Miscellaneous / Pediatric / Skull Base<br>5 lectures required · 5 places in the calendar                                                                                                                                                                                                                                                                                                   |     |
| 5 Spine Endoscopy / Peripheral Nerves<br>5 lectures required · 5 places in the calendar                                                                                                                                                                                                                                                                                                      |     |
| <a href="#">+ Add a topic</a>                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                         |
|  <a href="#">Edit</a>    <a href="#">Archive</a> |                                                                                                                                                                                                                                                                                                                                                         |

### ON SCREEN

- Admin → Curriculum shows the tree: modules in order, their topics, the lectures each needs.
- Lecturers meet the same tree in the wizard: kind, module, topic, then a day.

### BEHIND THE SCENES

- Every level is a row in the database; the 2027 structure is only seed data.
- Module 3 has five or six sessions: a number the organizer sets, not a rule in the program.

## 02 · THE MODEL

# Two *clocks*

The fellowship meets on Berlin's clock; its lecturers live in Cairo, Greifswald and elsewhere. The site never adds or subtracts a fixed hour.

Places already taken show their title, so nobody prepares the same talk. The time you choose is held for you for 20 minutes while you write.

| Time            | Duration                                                                                           | Status              |
|-----------------|----------------------------------------------------------------------------------------------------|---------------------|
| 15:00<br>BERLIN | 30 minutes<br>16:00 your time (Cairo)                                                              | ✓ Your choice       |
| 15:30<br>BERLIN | Endoscopic third ventriculostomy: indications and technique<br>Prof. Dr. med. Jörg Baldauf         | ⌚ Awaiting approval |
| 16:00<br>BERLIN | Endoscopic management of colloid cysts<br>Prof. Dr. med. Werner Hosemann                           | ✓ Confirmed         |
| 16:30<br>BERLIN | Endoscopic third ventriculostomy: indications and technique, part 2<br>Prof. Dr. Mohammed Fathalla | ✓ Confirmed         |
| 17:00<br>BERLIN | Endoscopic management of colloid cysts, part 2<br>Prof. Dr. Mostafa Kotb                           | ✓ Confirmed         |

⌚ Held for you for 20 more minutes

[GIVE THIS PLACE BACK](#)

VENTRICULOSTOMY

DAY  
Friday 22 January 2027  
15:00 Berlin  
16:00 your time (Cairo)

LENGTH  
30 minutes

TITLE OF THE LECTURE  
Not written

### ON SCREEN

- Every day and hour is said on the fellowship's clock first, the reader's own second.
- Where the reader's day differs (a Friday 15:00 in Berlin is Saturday 03:00 in Auckland), the day is named too.

### BEHIND THE SCENES

- Each time is stored as an instant in UTC plus an IANA zone (Europe/Berlin).
- Summer time is the zone's own rule; changing a cycle's zone is shown and asked first.

## EXACT NUMBERS

### FACT

### 2027 SEED

Teaching day and hour

Friday, 15:00, Europe/Berlin

First and last day

8 January 2027 to 27 August 2027

---

PART 2

# The rules

What turns a choice into the official calendar, and what the database itself refuses.

---

**03** A lecture's way to the calendar  
Selection is not approval

---

**04** One place, one lecturer  
No double booking, by the database

---

**05** Sessions and closed days  
The calendar, moves and blackouts

---

### 03 · THE RULES

## A lecture's way *to the calendar*

Selection is not approval, and approval is not the printed programme. A lecturer choosing a place makes a proposal; only an organizer's approval puts it on the official calendar.

|                                                                                      |                                                                                      |                                                                                        |                                                                                              |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>HELD</b><br><b>Chosen</b><br>The place is kept for the lecturer while they write. | <b>SENT</b><br><b>Not yet confirmed</b><br>It waits in the organizers' review queue. | <b>BACK</b><br><b>Change asked</b><br>The lecturer keeps the place and sends it again. | <b>APPROVED</b><br><b>Confirmed</b><br>On the calendar, the programme and the calendar file. |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|



Endoscopic third ventriculostomy: indications and technique

Prof. Dr. med. Jörg Baldauf  
Professor of Neurosurgery, University Medicine Greifswald, Klinik und Poliklinik für Neurochirurgie

**MODULE I · BASIC NEUROENDOSCOPY · VENTRICULAR ENDOSCOPY**

Friday 22 January 2027, 15:30 Berlin time · 30 min

Sent in on Thursday 15 October 2026

**POTENTIALLY SIMILAR TOPIC ALREADY SCHEDULED**

“Endoscopic third ventriculostomy: indications and technique, part 2”, Prof. Dr. Mohammed Fatballa, under Ventricular Endoscopy: confirmed, Friday 22 January.

Advice only: nothing is refused for it. Compare the titles and decide as you see fit.

**APPROVE**

**ASK FOR CHANGES**

**DECLINE**

[Open in the calendar](#)

#### ON SCREEN

- The lecturer reads “not yet confirmed” until the decision; then an e-mail.
- Organizers approve, ask for a change with a note, or decline, in Review.

#### BEHIND THE SCENES

- Each decision is checked on the server, written in one transaction with its audit entry, and its e-mail queued in the same transaction.
- A confirmed lecture is cancelled only by request and an organizer's answer.

### EXACT NUMBERS

#### FACT

A place is held while the wizard is open

Choosing closes before a session

Most lectures per module, per cycle

#### DEFAULT

20 minutes

7 days

No limit, unless an organizer sets one

## 04 · THE RULES

# One place, *one lecturer*

Two lecturers may press the same place in the same second. One of them wins; the other reads, in plain words, *"This place was just taken by another faculty member. Please choose another."*

The fellowship's time comes first, your own time second.

22 JAN

**Friday 22 January 2027**

15:00 Berlin · 16:00 your time (Cairo)

**1 open place**

Can be chosen until Friday 15 January

FRIDAY 22 JANUARY 2027

DAY  
Friday 22 January 2027

LENGTH  
*Not chosen yet*

TITLE OF THE LECTURE  
*Not written*

BACK CONTINUE →

*Your answers are kept on this device until you send them.*

---

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SYSTEM PROGRAMMED BY **Albara Wadee** Intern, Kasr Al-Ainy School of Medicine, Cairo University

Kasr Al-Ainy School of Medicine, founded 1827 · University of Greifswald, founded 1456

About Privacy Contact

### ON SCREEN

- Only open places are offered; a full one is not shown as a choice.
- The loser of a race chooses again from what is still open; nothing is lost.

### BEHIND THE SCENES

- The check in the browser is a courtesy; the database is the guard.
- A place counts its lecturers under a lock (`speakers_within_slot_capacity`); one person stands in a place once (`one_speaker_once_per_slot`), a session has one moderator (`one_active_moderator_per_session`).

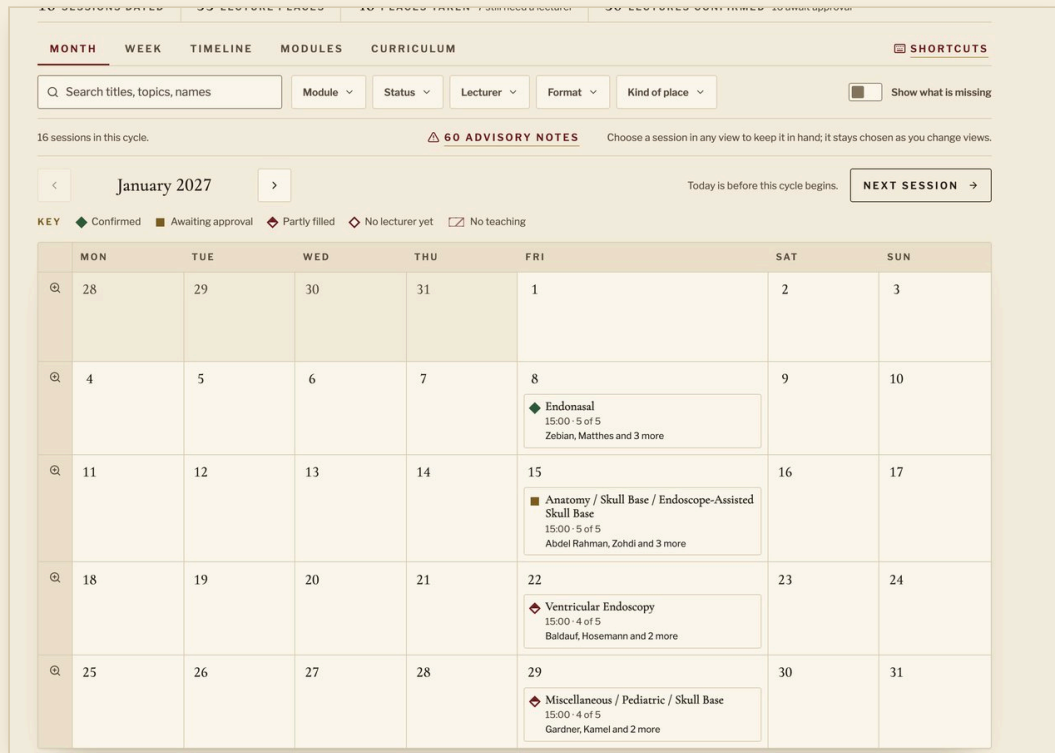
## EXACT NUMBERS

| FACT                        | VALUE                                      |
|-----------------------------|--------------------------------------------|
| Standings that hold a place | held, sent, change asked, approved         |
| Lecturers a place takes     | The place's own number; one in the default |

## 05 · THE RULES

# Sessions and *closed days*

The academic calendar is the main working view of the curriculum: five views, a panel for each session, and "Show what is missing".



### ON SCREEN

- Moving a session shows what changes and who is told before it is confirmed.
- A closed day (a holiday) refuses a normal booking. An organizer may override it after a warning and a reason.

### BEHIND THE SCENES

- The people of a changed session get one e-mail, held a short while so several changes go out together.
- An override needs the permission, a confirmation and leaves an audit entry.

## EXACT NUMBERS

### FACT

### DEFAULT OR 2027 SEED

Session types      Lecture 30 min · video 30 min · clinical problem solving 45 min · career discussion 90 min, with a moderator · hands-on course 60 min, on site

Closed periods      Ramadan, Eid al-Fitr, Good Friday to Easter Monday, Eid al-Adha

A change waits before its e-mail      2 minutes

Shortest reason for an override      12 characters

---

PART 3

# The people

How the faculty come in, what each person is told, and what each role may do.

---

**06**    How the faculty come in  
The group's link and personal invitations

---

**07**    Messages  
Every e-mail and notification

---

**08**    Who may do what  
Roles and permissions

---



## 06 · THE PEOPLE

# How the faculty *come in*

Two ways, side by side: one registration link posted in the faculty's group, and personal invitations sent by name. A third, the claim link, lets a lecturer take a profile the organizers already made, open for 7 days and undoable. No one needs a password: their e-mail address confirms it is them.



**Dr. Nour Hassan**

Lecturer of Neurosurgery, Kasr Al-Ainy School of Medicine  
Sent on Thursday 15 October 2026

**PLACE**  
Kasr Al-Ainy School of Medicine, Cairo University · Cairo, Egypt

**AREAS OF EXPERTISE**  
Ten years of endoscopic third ventriculostomy and endoscopic skull base surgery.

**PHONE (WHATSAPP)**  
[+20 100 765 4321](tel:+201007654321)

**SPECIALTY**  
Neurosurgery

**E-MAIL**  
[nour.hassan@kasralainy.edu.eg](mailto:nour.hassan@kasralainy.edu.eg)

**TIME ZONE**  
Cairo

✓ APPROVE
ASK A QUESTION
DECLINE

 This is someone we already have

### ON SCREEN

- A lecturer opens the link, confirms the address, fills in a short profile and waits for the organizers' answer.
- Organizers approve, ask a question or decline under New registrations.

### BEHIND THE SCENES

- Each sign-in link works once and for a short time; requests are limited per person and per address.
- Faculty never see the database: no IDs, no status codes.

## EXACT NUMBERS

| FACT                         | DEFAULT                                                |
|------------------------------|--------------------------------------------------------|
| A sign-in link works for     | 30 minutes, once                                       |
| A signed-in session lasts    | 30 days                                                |
| Links one person may ask for | 5 in 15 minutes; 20 from one address                   |
| Largest portrait upload      | 10 MB, 80 megapixels; kept at 4000 px on the long side |



## MESSAGES

# Who receives *what*

The site sends 29 kinds of e-mail. Each also appears in the recipient's notifications in the site. Organizers change every text under Admin → Invitations → All the site's e-mails; the subjects below are the 2027 seed's. {words} are filled in by the site.

| E-MAIL                    | SUBJECT                                                                    | WHEN, AND TO WHOM                                                                                                                                                                      |
|---------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Invitation                | <i>Invitation to teach in the {cycle}<br/>Fellowship of Neuroendoscopy</i> | Sent when you invite a person to teach in a cycle.                                                                                                                                     |
| Sign-in link              | <i>Your sign-in link for {site}</i>                                        | Sent when a person asks to sign in.                                                                                                                                                    |
| Lecture confirmed         | <i>Your lecture on {sessionDate} is<br/>confirmed</i>                      | Sent to the lecturer when an organizer approves their lecture.                                                                                                                         |
| Reminder of a lecture     | <i>Reminder: your lecture on<br/>{sessionDate}</i>                         | Sent to the lecturer of a confirmed lecture before it is held, once for each reminder the cycle has (Admin → Cycles → the cycle → Reminders).                                          |
| Session changed           | <i>A change to your session of<br/>{sessionWas}</i>                        | Sent to everyone who takes part in a session when its day, hour, place, meeting link or agenda is changed. It waits a few minutes first, so that several changes go out as one e-mail. |
| Change asked for          | <i>A change is asked for your lecture on<br/>{sessionDate}</i>             | Sent to the lecturer when an organizer sends their lecture back for a change, with what the organizer wrote.                                                                           |
| Lecture declined          | <i>Your lecture offer for {sessionDate}</i>                                | Sent to the lecturer when an organizer declines their lecture.                                                                                                                         |
| Entered by the organizers | <i>You are entered for a lecture on<br/>{sessionDate}</i>                  | Sent to a person when an organizer enters them in a place of the agenda.                                                                                                               |
| Place released            | <i>Your lecture on {sessionDate} is<br/>cancelled, as you asked</i>        | Sent to the lecturer when an organizer agrees to their request to cancel a confirmed lecture.                                                                                          |
| Lecture kept              | <i>About your request to cancel your<br/>lecture on {sessionDate}</i>      | Sent to the lecturer when an organizer answers their request to cancel by keeping the lecture.                                                                                         |
| Seat confirmed            | <i>Your seat on the panel on {sessionDate}<br/>is confirmed</i>            | Sent to the panellist when an organizer confirms the seat they asked for on a panel.                                                                                                   |
| Seat declined             | <i>Your seat on the panel on {sessionDate}</i>                             | Sent to the person when an organizer declines the seat they asked for on a panel.                                                                                                      |
| Seat released             | <i>You are released from the panel on<br/>{sessionDate}, as you asked</i>  | Sent to the panellist when an organizer agrees to their request to be released from a confirmed seat.                                                                                  |
| Seat kept                 | <i>About your request to leave the panel on<br/>{sessionDate}</i>          | Sent to the panellist when an organizer answers their request to be released by asking them to stay.                                                                                   |



| E-MAIL                              | SUBJECT                                                           | WHEN, AND TO WHOM                                                                                                                                                                                 |
|-------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Role and station on a course        | <i>Your role and station on the course on {sessionDate}</i>       | Sent to an instructor of a course lecturers reply to when an organizer gives them a role or a station, changes it or takes it away.                                                               |
| Named moderator                     | <i>You moderate the session on {sessionDate}</i>                  | Sent to a person when an organizer names them moderator of a session.                                                                                                                             |
| No longer moderator                 | <i>You no longer moderate the session on {sessionDate}</i>        | Sent to a person when an organizer names someone else moderator in their place, or takes the moderator away.                                                                                      |
| Lecture cancelled by the organizers | <i>Your lecture on {sessionDate} has been cancelled</i>           | Sent to the lecturer when an organizer cancels their confirmed lecture from the calendar, with the reason the organizer wrote.                                                                    |
| Session cancelled                   | <i>The session on {sessionDate} has been cancelled</i>            | Sent to everyone who holds a lecture, a seat, a part or the moderator's chair in a session when an organizer cancels the whole session, with the reason the organizer wrote. One e-mail a person. |
| Session published                   | <i>The session on {sessionDate} is on the published programme</i> | Sent to each lecturer with a confirmed lecture in a session when an organizer publishes it, so they know their name and title stand on the programme. One e-mail a person.                        |
| Topic named                         | <i>Your topic in {cycle}: {themeTitle}</i>                        | Sent to a person already invited when an organizer names the topic of their lecture, or names another.                                                                                            |
| A role in the team                  | <i>Your role on {site}: {roleName}</i>                            | Sent when a person is given a role in Admin → Team, or their role is changed.                                                                                                                     |
| A role taken away                   | <i>Your role on {site} has ended: {roleName}</i>                  | Sent when a person's role is taken away in Admin → Team.                                                                                                                                          |
| A registration has arrived          | <i>Your registration for {cycle} has arrived</i>                  | Sent when a lecturer who came by the registration link sends their profile, where the organizers approve each registration.                                                                       |
| Welcome to the faculty              | <i>Welcome to the faculty of {cycle}</i>                          | Sent when the organizers approve a registration, or when a lecturer who came by the registration link sends their profile where no approval is asked.                                             |
| A question about a registration     | <i>A question about your registration</i>                         | Sent when an organizer asks a question about a registration in New registrations.                                                                                                                 |
| A registration declined             | <i>Your registration for {cycle}</i>                              | Sent when an organizer declines a registration in New registrations. A row with an empty note is left out.                                                                                        |
| A profile is now theirs             | <i>This profile is now yours</i>                                  | Sent to a doctor when they claim their profile with the claim link.                                                                                                                               |



---

| E-MAIL                | SUBJECT                           | WHEN, AND TO WHOM                                                          |
|-----------------------|-----------------------------------|----------------------------------------------------------------------------|
| A profile was claimed | <i>{person} claimed a profile</i> | Sent to the organizers when a doctor claims a profile with the claim link. |

---

## MESSAGES

# What the organizers are *told*

What a lecturer does reaches the organizers as a notification in the site, never as an extra e-mail. Each opens the page where it is dealt with.

| NOTIFICATION                                                       | TO         |
|--------------------------------------------------------------------|------------|
| A lecturer asks to cancel a confirmed lecture                      | organizers |
| A lecturer took back a request to cancel                           | organizers |
| An instructor will come to a course                                | organizers |
| An instructor may come to a course                                 | organizers |
| An instructor cannot come to a course                              | organizers |
| A lecturer marked a day away under a lecture                       | organizers |
| An instructor declined the invitation and still stands on a course | organizers |
| A moderator declined the invitation and still stands on a session  | organizers |
| A lecturer accepted the invitation                                 | organizers |
| A lecturer declined the invitation                                 | organizers |
| A lecture was sent for review                                      | organizers |
| A lecture sent back was sent again                                 | organizers |
| A lecturer withdrew a lecture                                      | organizers |
| A lecturer corrected their profile                                 | organizers |
| A person's role now opens or closes screens                        | the person |
| A seat on a panel was asked for                                    | organizers |
| A panellist gave back a seat                                       | organizers |
| A panellist asks to be released                                    | organizers |
| A panellist took back a request to be released                     | organizers |

## 08 · THE PEOPLE

# Who may *do what*

Four roles, 58 permissions. Each permission is a box a super admin ticks or clears in Admin → Team → Roles; every change is read in one question before it is saved.

| ROLE        | PERMISSIONS | IN SHORT                                                                                        |
|-------------|-------------|-------------------------------------------------------------------------------------------------|
| Super admin | 57          | Everything an organizer does, and the site settings, the team and the roles.                    |
| Organizer   | 53          | Cycles, curriculum, sessions, closed days, invitations, review, the calendar and the audit log. |
| Faculty     | 9           | Their own profile and lectures: choose, change, withdraw; read the programme.                   |
| Fellow      | 4           | Kept ready for a later phase: no fellow screens in this version.                                |

### ON SCREEN

- A person sees only the screens their role opens; a page outside them says so and who to ask.

### BEHIND THE SCENES

- Every change is checked on the server against the permission; the screen's check is a courtesy.

---

PART 4

# Keeping it

What the organizers change themselves, and what the site keeps for good.

---

**09** Everything adjustable  
The promise to the organizer

---

**10** The record and the history  
Audit log, archive, private files

---



09 · KEEPING IT

# Everything *adjustable*

Nothing academic is written into the program. Module names, topics, dates, counts, durations, the teaching day, hour and zone, holidays, session types, reminders and every e-mail's text are rows the organizers edit.

SITE SETTINGS

WHAT IT HOLDS

|                           |                                                                                       |
|---------------------------|---------------------------------------------------------------------------------------|
| Identity, marks, accent   | Site name, the lockup, the partner marks, the accent colour with its contrast checked |
| Pages                     | Home and its sections, About, Privacy, Contact, the card a shared link shows          |
| Credit line               | Three groups; which are printed on programmes                                         |
| Sign-in, e-mail, pictures | The limits of chapter 6, sender and reply-to, picture sizes                           |

**48 settings** in all, with the curriculum, the cycles and the e-mail texts beside them.

## 10 · KEEPING IT

# The record *and the history*

Every important change is written down: who, what, when, the object, the value before and after. Nothing is deleted.

|                                               |                                                                                                                                                                                                                                |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 49 entries in the log 40 shown here           |                                                                                                                                                                                                                                |
| Thursday 15 October 2026, 21:00 (Berlin time) | <b>Lecture approved</b><br>Lecture: Endoscopic anatomy of the third ventricle floor · Standing: submitted → approved<br>by Prof. Dr. Ehab El Refaee<br><b>What was recorded (1 line)</b>                                       |
| Thursday 15 October 2026, 21:00 (Berlin time) | <b>Lecture sent for approval</b><br>Lecture: Endoscopic anatomy of the third ventricle floor · Standing: held → submitted, and 8 more changes<br>by Prof. Dr. med. Henry W. S. Schroeder<br><b>What was recorded (9 lines)</b> |
| Thursday 15 October 2026, 21:00 (Berlin time) | <b>Place chosen and held</b><br>Lecture: Endoscopic anatomy of the third ventricle floor<br>by Prof. Dr. med. Henry W. S. Schroeder                                                                                            |

### ON SCREEN

- Admin → Audit log, filtered by person, object or day.
- A finished cycle is archived and read only; duplicating it copies the structure, not the bookings, dates or private files, unless chosen.

### BEHIND THE SCENES

- The audit entry is written in the same transaction as the change.
- Medical media is private by default: private storage, signed and permission-checked access, a consent and de-identification reminder on upload.

## REFERENCE A

# Glossary

| WORD              | MEANING                                                                                                         |
|-------------------|-----------------------------------------------------------------------------------------------------------------|
| Cycle             | One year of the fellowship, with its own modules, dates, closed days and people.                                |
| Module            | A part of the curriculum, such as "Basic neuroendoscopy".                                                       |
| Topic             | What must be taught, with the lectures it needs.                                                                |
| Session           | A dated meeting, online or on site.                                                                             |
| Place             | A position in a session's agenda, with its own length.                                                          |
| Lecture           | A faculty member's titled contribution in a place.                                                              |
| Not yet confirmed | Sent by the lecturer, waiting for an organizer.                                                                 |
| Confirmed         | Approved by an organizer; on the official calendar.                                                             |
| Closed day        | A blackout: a holiday on which normal booking is refused.                                                       |
| Coverage          | Per module and topic: required, assigned, pending, approved, completed, missing. It describes; it never scores. |
| Fellowship time   | The cycle's own clock, Berlin for the fellowship.                                                               |
| Audit log         | The record of every important change.                                                                           |

## REFERENCE B

# Common *questions*

|                                                   |                                                                                           |
|---------------------------------------------------|-------------------------------------------------------------------------------------------|
| Is a lecture official once chosen?                | No. Only an organizer's approval puts it on the calendar.                                 |
| Can two lecturers take the same place?            | No. The database refuses the second; they are told in plain words and choose again.       |
| Can we change the number of sessions of a module? | Yes. Every count, date and duration is data the organizers edit.                          |
| What happens when a session moves?                | The organizer sees what changes and who is told, confirms, and its people get one e-mail. |
| Can a lecture be placed on a holiday?             | Only by an organizer's override: a warning, a reason, a confirmation and an audit entry.  |
| Is anything deleted?                              | No. Cycles are archived; every change stays in the audit log.                             |
| Where are operation videos kept?                  | In private storage, opened only by people allowed to, through signed links.               |
| What about fellows?                               | Their role and tables are ready; their screens come in a later phase.                     |