

ENGINEERING PG PROSPECTUS 2011

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| 26 July – 15 August | Faculty to update CIS 2011 PG course, major, sub-major and fac info data; provide any changes to the PG coursework program coordinators table (on page 3) (three weeks) (EXCLUDING SUBJECTS) |
| 9–15 August | Faculty to update CIS 2011 PG course, subject, major, sub-major and fac info data; provide any changes to the PG coursework program coordinators table (on page 3) (one week) (INCLUDING SUBJECTS) |
| 16–20 August | CIS APO to edit and check CIS data, and liaise with faculty as required (one week) |
| 23 August | CIS APO to download data for prospectus |
| 23–25 August | CIS APO to produce pdf proof of prospectus (three days) |
| 26–30 August | Faculty to check proof; fix errors in CASS + CIS and provide comment to CIS APO (three days) |
| 31 August | Deadline for faculty to finalise changes to prospectus (am) |
| 1–2 September | CIS APO to produce pdf final of prospectus (two days) |
| 3 September | Faculty to review final (no data amendments allowed) (am) (half day) |
| 3 September | Prospectus pdf to Printing Services (pm) (Faculty to organise with Printing Services) |