

## ENGINEERING PG PROSPECTUS 2012 (PRELIMINARY)

25 July – 14 August	Faculty to update CIS 2012 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)
9–14 August	Faculty to update CIS 2012 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)
14 August	Last day for faculties to amend CIS data for 2012 data
15 August	CIS data for faculty update frozen
15–19 August	CIS APO to edit and check CIS data, and liaise with faculty as required (one week)
22 August	CIS APO to download data for prospectus
22–24 August	CIS APO to produce pdf proof of prospectus (three days)
25–29 August	Faculty to check proof; fix errors in CASS + CIS and provide comment to CIS APO (three days)
30 August	Deadline for faculty to finalise changes to prospectus (am)
31 August – 1 September	CIS APO to produce pdf final of prospectus (two days)
2 September	Faculty to review final (no data amendments allowed) (am) (half day)
2 September	Prospectus pdf to Printing Services (pm) (Faculty to organise with Printing Services)