

ENGINEERING PG PROSPECTUS 2013 (PRELIMINARY)

23 July – 12 August	Faculty to update CIS 2013 PG course, major, sub-major and course area data (subjects offered in SPRING 2012 should not be updated with 2013 data until after 5 August) (three weeks)
7–12 August	Update data in any subjects offered in SPRING 2012 with 2013 data (one week)
12 August	Last day for faculties to amend CIS 2013 data
13 August	CIS data update frozen (until 30 September)
13–17 August	CIS APO to edit and check CIS PG engineering data, and liaise with FEIT as required (one week)
20 August	CIS APO to download data for engineering prospectus
20–22 August	CIS APO to produce pdf proof of engineering prospectus (three days)
23–27 August	Faculty to check engineering prospectus proof; fix errors in CASS and CIS and provide comment to CIS APO (three days)
28 August	Deadline for faculty to finalise changes to engineering prospectus (am)
29–30 August	CIS APO to produce pdf final of engineering prospectus (two days)
31 August	Faculty to review final of engineering prospectus (am) (half day)
31 August	Engineering prospectus pdf to Printing Services (pm) (Faculty to organise with Printing Services)