

UTS: HANDBOOK 2011

11 May	Courses Planning Committee (Meeting 4) (Last meeting for approval of new courses to be offered in Autumn 2011)
27 May	Courses Accreditation Committee (Meeting 5) (Last meeting for approval of new courses to be offered in 2011)
9 June	Academic Board (Meeting 3) (Last meeting for approval of new courses to be offered in Autumn 2011)
17 June	Courses Accreditation Committee (Meeting 6) (Reserve)
30 June	Courses Planning Committee (Meeting 5) (Last meeting for approval of courses due for reaccreditation in 2010 where Course Plan is required)
15 July	Courses Accreditation Committee (Meeting 7) (Last meeting for approval of courses due for reaccreditation in 2010 where no Course Plan is required)
18 July	Last day for faculties to amend CIS data (EXCLUDING SUBJECTS) for inclusion in final 2010 online handbook
19–21 July	CIS APO to edit and check final changes (three days)
19 July – 8 August	CIS SUBJECT data available to faculties for review and update for SPRING 2010 subject outlines (three weeks)
25 July	Final auto-publishing of the 2010 online handbook
26 July	Freeze auto-publishing of the 2010 online handbook (Weekly auto-publishing reactivated for 2011 online handbook on: CASS data only, 3 Oct; CASS and CIS data, 7 Nov)
26 July – 15 August	CIS data (EXCLUDING SUBJECTS) available to faculties for review and update for 2011 (three weeks)
4 August	Academic Board (Meeting 4) (Last meeting for approval of courses due for reaccreditation in 2010)
6 August	Last day for all data on new and existing courses to be entered in CASS (Includes structures and availabilities, but excludes course templates held in CASS, i.e. the course programs in handbook)
8 August	Deadline for SPRING 2010 subject outline data and PDF generation
9 August	CIS APO to republish all subject description and detailed subject description pages to the 'frozen' 2010 handbook
9–15 August	ALL CIS data (INCLUDING SUBJECTS) available to faculties for review and update for 2011 (one week)
9 August	APO can make new versions of existing subjects Active in CASS from this date onwards
9–13 August	APO to finalise course data in CASS for new and existing courses (excluded templates/course programs)
15 August	Last day for faculties to amend CIS data for 2011 data
16 August	CIS data for faculty update frozen
16 August – 12 September	CIS APO to edit and check CIS data, and liaise with faculties (four weeks)
17 August	Courses Planning Committee (Meeting 6)
2 September	Courses Accreditation Committee (Meeting 8)
3 September	Last day for CASS to receive course templates and template data edits to existing courses and subjects to guarantee inclusion in the 2011 handbook
6–17 September	APO to finalise template data in CASS for 2011 courses
6–17 September	APO to fix CASS template data based on CIS APO's amendments
12 September	CIS data edited and finalised for 2011 courses (2011 data now feeding into UTS websites, excluding handbook)
13–17 September	Production and checking of 2011 online handbook (one week)

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20 September	Publish 2011 online handbook (CIS data update to 2011 online handbook frozen until 3 October)
20–28 September	Review of live online handbook and sign-off period for faculties
22 September	Academic Board (Meeting 5)
26 September	Deadline for faculties to return sign-off form (CIS/CASS data for handbook)
27 September	Download data for 2011 print handbook
27 September – 17 October	Production of 2011 print handbook artwork (three weeks)
27 September – 24 October	Suspension of CIS APO approval process in CIS (during print handbook production)
28 September	Courses Planning Committee (Meeting 7)
30 September	Closing date for on-time undergraduate UAC applications (online handbook for 2011 courses available)
3 October	CIS data update reactivated (Note: updates are <u>only guaranteed</u> to be included in 2011 online handbook <u>after</u> 7 November 2010)
3 October	Auto-publishing of 2011 online handbook resumes (Only includes <u>amended</u> CASS data and <u>urgent</u> CIS data amendments)
4 October	Public holiday
14 October	Courses Accreditation Committee (Meeting 9)
18 October	Print handbook artwork to printer (am)
19–22 October	Print handbook proof production, and checking proofs and providing corrections (four days)
25 October	CIS APO to resume normal editing, checking and publication approval processes in CIS (ongoing from this point)
25 October – 14 November	Printing of print handbook (three weeks)
3 November	Academic Board (Meeting 6)
3 November	Courses Planning Committee (Meeting 8)
7 November	Auto-publishing of 2011 online handbook resumes (including <u>all</u> CIS and CASS updates) (auto-publishing continues on a weekly basis from this point)
15 November	2011 print handbook available
18 November	Courses Accreditation Committee (Meeting 10) (Last meeting for approval of external articulation arrangements for implementation from Autumn 2011)
8 December	Academic Board (Meeting 7)
25 December – 2 January	Public holidays and UTS closed (to be confirmed)