

UTS: HANDBOOK 2015

24 February	Autumn semester commences
2 March	Last day for on-time Autumn semester subject outlines
31 March	Autumn semester census date
18 April	Good Friday - public holiday
21 April	Easter Monday - public holiday
25 April	Anzac Day - public holiday
13 May	Courses Planning Committee (Meeting 4: Reserve)
14 May	Papers submitted to Academic Board (Meeting 3)
27 May	Courses Planning Committee (Meeting 5) (Last meeting for consideration of courses due for reaccreditation in 2015 where Course Plan is required)
4 June	Academic Board (Meeting 3) (Approval of Admissions Selection Criteria 2015)
9 June	Queen's Birthday - public holiday
30 June	Academic Board flying minutes circulated (date is indicative, not confirmed)
3 July	Courses Accreditation Committee (Meeting 5) (Last meeting for consideration of courses due for reaccreditation in 2014)
7 July	Academic Board flying minutes approved (date is indicative, not confirmed)
8 July	Courses Planning Committee (Meeting 6)
9 July	Papers submitted to Academic Board (Meeting 4)
13 July	Last day for faculties to amend CIS data for inclusion in final 2014 online handbook (Note: subjects offered in SPRING 2014 remain editable until 3 August)
14–16 July	APO CIS to edit and check final 2014 data changes (three days)
14 July – 3 August	CIS subject data remains available for review and update for SPRING 2014 subject outlines (three weeks)
19 July	Last day for all data on new courses to be entered in CASS (includes structures and availabilities, but excludes course templates held in CASS, i.e. the course programs in handbook)
20 July	Final publishing of the 2014 online handbook
21 July	Freeze auto-publishing of the 2014 online handbook. Weekly auto-publishing reactivated for 2015 online handbook on: 28 September (CASS data only), 19 October (CASS and CIS data)
21 July – 10 August	CIS data available to faculties for review and update for 2015 (subjects offered in SPRING 2014 should not be updated with 2015 data until after 3 August) (three weeks)
22–26 July	APO CASS to finalise course data in CASS for new courses (excluding templates/course programs)
28 July	Spring semester commences
30 July	Academic Board (Meeting 4) (Last meeting for approval of courses due for reaccreditation in 2014)

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1 August	Last day for all data on 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)
3 August	Last day for on-time Spring semester subject outlines
4 August	APO CIS to check and approve CIS subject data changes for SPRING 2014 subjects
4 August	APO CIS to republish all subject pages to the 'frozen' 2014 handbook (will include all SPRING 2014 updates)
4 August	General information: Email copycall to contributors
4–15 August	General information: Contributors update data (two weeks)
4–8 August	APO CASS to finalise course data in CASS for existing courses (excluding templates/course programs)
5 August	APO CASS can make new versions (for offer in 2015) of existing subjects Active in CASS from this date onwards
5–10 August	Update data in any subjects offered in SPRING 2014 with 2015 data (one week)
10 August	Last day for faculties to amend CIS 2015 data
11 August	CIS data update frozen (until 28 September)
11 August – 7 September	APO CIS to edit and check CIS data, and liaise with faculties as required (four weeks)
14 August	Courses Accreditation Committee (Meeting 6)
17 August	General information: Deadline for updates
20 August	Papers submitted to Academic Board (Meeting 5)
22 August	Last day to request amendments to CIS data to guarantee inclusion on public website for UTS Open Day (30 August)
26 August	Courses Planning Committee (Meeting 7)
29 August	Spring semester census date
29 August	Last day for CASS to finalise course templates and template data edits to existing courses to guarantee inclusion in the 2015 handbook
30 August	UTS Open Day, City campus
1–5 September	CIS feed to the public website frozen (to allow for 2014 to 2015 CASS data transition) (TO BE CONFIRMED)
1–5 September	APO CASS to complete 2014 to 2015 CASS data transition
1–12 September	APO CASS to amend CASS template data based on APO CIS's amendments
1–12 September	APO CASS to finalise template data in CASS for 2015 courses
7 September	CIS data edited and finalised for 2015 courses (2015 data now feeding into UTS websites, excluding handbook)
8–12 September	Production and checking of 2015 online handbook (one week)
10 September	Academic Board (Meeting 5)

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15 September	Publish 2015 online handbook (CIS updates to 2015 online handbook frozen until 28 September)
15–21 September	Review of live online handbook and sign-off period for faculties
16 September	Courses Planning Committee (Meeting 8)
21 September	Deadline for faculties to return handbook sign-off form
22 September	Download data for 2015 PDF handbook
22 September – 12 October	Production of 2015 PDF handbook artwork (three weeks)
22 September – 12 October	Suspension of APO CIS approval process in CIS (during PDF handbook production)
25 September	Courses Accreditation Committee (Meeting 7)
28 September	CIS data access reactivated (Note: updates are only <u>guaranteed</u> to be included in 2015 online handbook <u>after</u> 19 October 2014)
28 September	Auto-publishing of 2015 online handbook resumes (only including <u>amended</u> CASS data and <u>urgent</u> CIS data amendments) (every Sunday)
29 September	Closing date for on-time undergraduate UAC applications (2015 data available since 7 September via UTS websites)
1 October	Papers submitted to Academic Board (Meeting 6)
6 October	Public holiday
13 October	APO CIS to resume normal editing, checking and publication approval processes in CIS (ongoing from this point)
13–16 October	PDF handbook proof production, checking and corrections (four days)
14 October	Courses Planning Committee (Meeting 9: Reserve)
16 October	Courses Accreditation Committee (Meeting 8) (Last meeting for approval of external articulation arrangements for implementation from Autumn 2015)
17 October	Upload PDF handbook to online handbook website
19 October	Auto-publishing of 2015 online handbook continues, including <u>all</u> CIS and CASS updates (every Sunday)
22 October	Academic Board (Meeting 6)
29 October	Papers submitted to Academic Board (Meeting 7)
13 November	Courses Accreditation Committee (Meeting 9: Reserve)
19 November	Academic Board (Meeting 7)
1 December	Summer session commences
7 December	Last day for on-time Summer session subject outlines
25 December – 1 January	Public holidays and UTS closed (TBC)