

UTS: HANDBOOK 2016

26 January	Australia Day - public holiday
22 February	Last day for on-time Autumn semester subject outlines
23 February	Autumn semester commences
31 March	Autumn semester census date
3 April	Good Friday - public holiday
6 April	Easter Monday - public holiday
14 April	Courses Planning Committee (Meeting 4: Reserve)
25 April	Anzac Day - public holiday
6 May	Papers submitted to Academic Board (Meeting 3)
19 May	Courses Planning Committee (Meeting 5) (Last meeting for consideration of courses due for reaccreditation in 2016 where Course Plan is required)
27 May	Academic Board (Meeting 3) (Approval of Admissions Selection Criteria 2016)
8 June	Queen's Birthday - public holiday
25 June	Courses Accreditation Committee (Meeting 5) (Last meeting for consideration of courses due for reaccreditation in 2015)
7 July	Courses Planning Committee (Meeting 6)
8 July	Papers submitted to Academic Board (Meeting 4)
12 July	Last day for faculties to amend CIS data for inclusion in final 2015 online handbook (Note: subjects offered in SPRING 2015 remain editable until 26 July)
13–15 July	APO CIS to edit and check final 2015 data changes (three days)
13–26 July	CIS subject data remains available for review and update for SPRING 2015 subject outlines (two weeks)
18 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)
19 July	Final publishing of the 2015 online handbook
20 July	Freeze auto-publishing of the 2015 online handbook. Weekly auto-publishing reactivated for 2016 online handbook on 27 September
20 July – 9 August	CIS data available to faculties for review and update for 2016 (subjects offered in SPRING 2015 should not be updated with 2016 data until after 26 July) (three weeks)
20–24 July	APO CASS to finalise course data in CASS for new courses (excluding templates/course programs)
26 July	Last day for on-time Spring semester subject outlines
27 July	APO CIS to check and approve CIS subject data changes for SPRING 2015 subjects
27 July	Spring semester commences
27 July	APO CIS to republish all subject pages to the 'frozen' 2015 handbook (will include all SPRING 2015 updates)

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28 July	APO CASS can make new versions of existing subjects (for offer in 2016) Active in CASS from this date onwards
28 July – 9 August	Update data in any subjects offered in SPRING 2015 with 2016 data (two weeks)
29 July	Academic Board (Meeting 4) (Last meeting for approval of courses due for reaccreditation in 2015)
31 July	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	General information: Email copycall to contributors
3–16 August	General information: Contributors update data (two weeks)
3–7 August	APO CASS to finalise course data in CASS for existing courses (excluding templates/course programs)
6 August	Courses Accreditation Committee (Meeting 6)
9 August	Last day for faculties to amend CIS 2016 data
10 August	CIS data update frozen (until 27 September)
10 August – 6 September	APO CIS to edit and check CIS data, and liaise with faculties as required (four weeks)
16 August	General information: Deadline for updates
19 August	Papers submitted to Academic Board (Meeting 5)
21 August	Last day to request amendments to CIS data to guarantee inclusion on UTS public website for UTS Open Day (29 August)
24–28 August	APO CASS to complete 2015 to 2016 CASS data transition
25 August	Courses Planning Committee (Meeting 7)
28 August	Last day for CASS to finalise course templates and template data edits to existing courses to guarantee inclusion in the 2016 handbook
29 August	UTS Open Day, City campus
31 August	Spring semester census date
31 August – 7 September	CIS feed to the UTS public website frozen (to allow for 2015 to 2016 CASS data transition)
31 August – 11 September	APO CASS to amend CASS template data based on APO CIS's amendments
31 August – 11 September	APO CASS to finalise template data in CASS for 2016 courses
6 September	CIS data edited and finalised for 2016 courses (2016 data now feeding into UTS public website BUT NOT handbook)
7–11 September	Production and checking of 2016 online handbook (one week)
9 September	Academic Board (Meeting 5)

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14 September	Publish 2016 online handbook (CIS updates to 2016 online handbook frozen until 27 September)
14–20 September	Review of live online handbook and sign-off period for faculties
15 September	Courses Planning Committee (Meeting 8)
20 September	Deadline for faculties to return handbook sign-off form
21 September	APO CIS to resume normal editing, checking and publication approval processes in CIS (ongoing from this point)
24 September	Courses Accreditation Committee (Meeting 7)
27 September	CIS data access reactivated
27 September	Auto-publishing of 2016 online handbook resumes (every Sunday)
30 September	Closing date for on-time undergraduate UAC applications (2016 data available since 6 September via UTS public website)
30 September	Papers submitted to Academic Board (Meeting 6)
5 October	Labour Day - public holiday
13 October	Courses Planning Committee (Meeting 9)
15 October	Courses Accreditation Committee (Meeting 8) (Last meeting for approval of external articulation arrangements for implementation from Autumn 2016)
21 October	Academic Board (Meeting 6)
28 October	Papers submitted to Academic Board (Meeting 7)
10 November	Courses Planning Committee (Meeting 10: Reserve)
12 November	Courses Accreditation Committee (Meeting 9)
18 November	Academic Board (Meeting 7)
29 November	Last day for on-time Summer session subject outlines
30 November	Summer session commences
25 December – 1 January	Public holidays and UTS closed (TBC)