

UTS: Handbook 2021 (final)

17 February	Last day to generate on-time CALENDAR B AUTUMN 2020 subject outlines and upload to UTSONline (11.59pm)
2 March	Last day to generate on-time AUTUMN 2020 subject outlines and upload to UTSONline (11.59pm)
27 March	Last day to submit to APO CASS all LATE changes to curriculum data (courses, subjects, majors, choice blocks, etc.) for SPRING 2020 (includes course templates held in CASS, i.e. the course programs in the handbook).
1 May	Last day to confirm to APO CASS 2021 coursework course availabilities
4 May	Last day to submit to APO CASS first draft data for new and replacement PG courses submitted LATE via the OCAP system for approval for first offer in SPRING 2021 (includes structures and subjects, but excludes course templates held in CASS, i.e. the course programs in the handbook); all changes to CASS data for existing courses for implementation in 2021 that require approval via the CPC and/or Academic Board (includes structures and availabilities, but excludes course templates held in CASS, i.e. the course programs in the handbook). Note: For approval at Academic Board meeting on 29 July 2020.
5 July	Last day for faculties to amend CIS data for inclusion in final UTS: Handbook 2020 (Note: subjects offered in SPRING 2020 remain editable until 27 July; the on-time date is 20 July 11.59pm)
6 - 8 July	APO CIS to edit and check final 2020 data changes (three days)
6 - 19 July	CIS subject data remains available for review and update for SPRING 2020 subject outlines (two weeks)
10 July	Last day to submit to APO CASS, for implementation in AUTUMN, SPRING, SUMMER 2021: new subjects (including their access conditions/requisites) in existing courses; all changes to curriculum data for existing courses, subjects, majors, choice blocks, etc. (if such changes require university approval, they are due to APO CASS on 4 May) Note: These changes must have been

	approved by the relevant authority prior to submission (Faculty Board, ADTL, etc.).
12 July	Final publishing of the UTS: Handbook 2020
13 July	Freeze auto-publishing of the UTS: Handbook 2020. Weekly auto-publishing reactivated for UTS: Handbook 2021 on 7 September
13 July - 10 August	CIS data available to faculties for review and update for 2021 (four weeks) (subjects offered in SPRING 2020 should not be updated with 2021 data until 27 July)
20 July	Last day to generate on-time SPRING and CALENDAR B SPRING 2020 subject outlines and upload to UTSONline (11.59pm)
21 July	APO CIS to check and approve CIS subject data changes for SPRING 2020 subjects
21 July	APO CIS to republish all subject pages to the 'frozen' UTS: Handbook 2020 (pm) (will include all SPRING 2020 updates)
22 July	APO CASS can make new versions of existing subjects (for offer in 2021) Active in CASS from this date
22 July - 12 August	Faculties can now update data in CIS for any CIS subjects offered in SPRING 2020 with 2021 data (three weeks)
14 August	Last day to submit to APO CASS any new, or changes to, course templates held in CASS, i.e. the course programs in the 2021 handbook
16 August	Last day for faculties to amend CIS 2021 data
17 August	CIS data update frozen (until 14 September)
17 August - 4 September	APO CIS to edit and check CIS data, and liaise with faculties as required (three weeks)
24 August - 4 September	APO CASS to finalise template data in CASS for 2021 courses for inclusion in the first release of the 2021 handbook
24 August	Last day to submit changes to subject access conditions (requisites) for AUTUMN, SPRING, SUMMER 2021 for inclusion in the first release of the 2021 handbook
27 August	Last day to request amendments to CIS data to guarantee inclusion on UTS public website for UTS Open Day (29 August)
26 August – 28 August	CIS feed to the UTS public website frozen (to allow for 2020 to 2021 CASS data transition)
26 August – 28 August	APO CASS to complete 2020 to 2021 CASS data transition (before UTS Open Day on 29 August)

29 August	UTS Open Day
31 August	CIS data edited and finalised for 2021 courses (2021 data now feeding into UTS public website BUT NOT handbook)
31 August-4 September	Production and checking of UTS: Handbook 2021 (one week)
6 September	Publish UTS: Handbook 2021
6 September	Auto-publishing of UTS: Handbook 2021 resumes (every Sunday)
7 September - 13 September	Faculty review of live UTS: Handbook 2021
14 September	CIS data access reactivated
14 September	APO CIS to resume normal editing, checking and publication approval processes in CIS (ongoing from this point)
9 November	Last day to generate on-time SUMMER 2020 subject outlines and upload to UTSONline (11.59pm)