### HESA Subject reporting – 1 April

**Affects:**
- Subject Code
- Subject Title
- EFTSL
- Discipline Code
- Subject fees
- Census date of subject (ie delivery dates)

**Note:**
Amendments to subjects previously HESA reported or new units with census dates between 1 July and 31 December or the year following 1 April publication.

Once a subject has been reported for a particular reporting period additional offerings can be added or deleted without Ministerial approval.

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### HESA Course reporting – 1 August

**Affects:**
- Course code
- Course Title
- Campus
- Indicative course fee

**Note:**
All courses to be offered in the following year need to be reported at this time. If a course being offered is not reported it may be possible to amend the reported data. Consultation with Student Administration (compliance reporting) and Finance and Planning is required.

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### HESA Subject reporting – 1 October

**Affects:**
- Subject Code
- Subject Title
- EFTSL
- Discipline Code
- Subject fees
- Census date of subject (ie delivery dates)

**Note:**
All known subjects for the following year are reported on 1 October. All subjects need to go through the Board’s meeting cycle 4 approvals process. Later approvals need to be limited to ease the configuration and data collation process.

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### Submission of Course proposals (see schedule (Appendix 1))

**Affects:**
- New courses
- Major changes to courses
- University Breadth Subject

**Meeting cycle 1** (submission date 3 January): This is the deadline for any course requiring:
- VTAC inclusion for 2015
- New subjects and courses to be introduced in semester 2, 2014 must meet this DIIRSTE reporting and publication deadline for compliance purposes before it can be offered
- International marketing. To ensure that courses are approved in time for the international marketing fairs, it is recommended that courses be forwarded for this meeting cycle.

**Meeting cycle 4:** (submission date 1 May). Courses need to be submitted to meeting cycle 4 deadlines to allow faculties to make any required changes in a timely fashion for final sign off by the Board. This is the deadline for:
- Compliance reporting and publication deadline for implementation in semester 1 2015.
- Timetable data collection and publication prior to 2015 re-enrolment period
- Handbook inclusion and publication for 2015. As much of the handbook is a direct feed from the student system, it is preferred that new courses and major changes, to be introduced in 2015, go through this Board cycle to ensure timely upload of program details.

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### VTAC program reporting (VTAC Guide)

**Affects:**
- All programs offered through VTAC

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### Board dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Jan 14</td>
<td>APC 7 Feb RHDC 5 Feb SPC 3 Feb 1 May deadline for course submissions meeting cycle 4 for 2015</td>
</tr>
<tr>
<td>1 Apr 14</td>
<td>early May VTAC reporting – all courses using VTAC selection</td>
</tr>
<tr>
<td>1 Aug 14</td>
<td>31 Jul Deadline for TDCS (for timetabling before handbook goes live)</td>
</tr>
<tr>
<td>1 Oct 14</td>
<td>1 Oct Subject reporting - all known subject for the following year</td>
</tr>
<tr>
<td>17 Oct 14</td>
<td>2015 Handbook and timetable publication 20 Oct 14 Re-enrolment period starts</td>
</tr>
<tr>
<td>1 Nov 14</td>
<td>2015 Handbook and timetable publication 20 Oct 14 Re-enrolment period starts</td>
</tr>
</tbody>
</table>

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