The MOS is updated each year on 1 January. Coordinating changes in the various information systems (PeopleSoft Student, Finance, HR, ResearchMaster etc) is a complex process and even minor changes can require a significant amount of preparatory planning. Additionally, system and resource restrictions place limitations on when changes can be undertaken. Therefore a **minimum of 3 months notice is required.**

Only in exceptional circumstances will changes be implemented outside the 1 January effective date. If you consider this to apply to your particular request please provide supporting argument below:

Desired Effective Date   **Rationale for desired implementation date**
(if not 1 January)

A.   Human Resources
Does the change affect staff locations, positions etc?   Y   N
Consult with Human Resources for advice.
A complete list of staff to be moved to new or changed structures with details of correct
account codes will be required by HR at implementation time.

B.   Student Administration
Does the change affect program ownership, teaching load, or course ownership?   Y   N
Consult with Student Administration for advice.
Identification of the impacted programs and courses will be required at implementation time.

C.   HDR Students / Research Systems (ResearchMaster, ORBIT)
Does the change affect research students or supS36.76 45.2 9 -0 0 9 514.8 4 4 (ent)-1.8 56.(Y   N
Consult with Alaide G6.76 45.aduate Research School and ReseSystes   for advice.
Deta6 -0 0 ls of affected studentsup&36.76 45.2 9 -0 0 9 514.8 4 44 (s)-8 (w)-2(6 -0 0 l)-8.9(l)3.1 (bS)-97 (3 r)-6.3 (eqS

D.   Finance
Does the change affect Facultyhoolntocal Unit budgS3ts?
Consult with Faculty