

Unit Guide Procedure Flowchart

| | RESOURCES | ACTIONS | RESPONSIBILITY |
|-------------------------------|---|---|---|
| DRAFTING / REVIEW | <p>Assessment Policy / Schedule 6 Unit Guide Requirements</p> | <p style="text-align: center;">Prepare Unit Guide</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Seek Unit Guide review by colleague familiar with discipline area / revise as appropriate</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Review all draft Unit Guides & advise Unit Convenor, or Program Manager (MUIC), of required / recommended changes#</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Amend Unit Guide in accordance with feedback provided</p> | <p>Unit Convenor, or Program Manager (MUIC)</p> <p>Unit Convenor, or Program Manager (MUIC)</p> <p>Head of Department, Program Director, or Program Manager (MUIC) #or nominee</p> <p>Unit Convenor, or Program Manager (MUIC)</p> |
| APPROVAL / PUBLICATION | <p>Unit Guides</p> <p>iLearn</p> | <p style="text-align: center;">Does Head of Department, Program Director, or Program Manager (MUIC) approve Unit Guide?#</p> <p style="text-align: center;">NO → Amend Unit Guide in accordance with feedback provided</p> <p style="text-align: center;">YES</p> <p style="text-align: center;">Ensure publication of Unit Guide in accordance with required timeframes</p> | <p>Head of Department, Program Director, or Program Manager (MUIC) #or nominee</p> <p>Unit Convenor, or Program Manager (MUIC)</p> |
| LATE CHANGES | <p>Unit Guides</p> <p>iLearn</p> | <p style="text-align: center;">If late changes are required, submit for approval (excludes housekeeping changes such as to contact details or the correction of errors)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Review requests for substantive late changes to Unit Guides after teaching period has commenced</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Does Associate Dean, Learning and Teaching, or Deputy Director, MUIC, approve a late change to Unit Guide?</p> <p style="text-align: center;">YES</p> <p style="text-align: center;">Update Unit Guide and notify all enrolled students of changes / implications</p> <p style="text-align: center;">Provide copy of correspondence to Associate Dean, Learning and Teaching, or Deputy Director, MUIC, where specified unit requirements cannot be met</p> | <p>Unit Convenor, or Program Manager (MUIC)</p> <p>Associate Dean, Learning and Teaching, or Deputy Director, MUIC</p> <p>Associate Dean, Learning and Teaching, or Deputy Director, MUIC</p> <p>Unit Convenor, or Program Manager (MUIC)</p> |
| PEER REVIEW / ARCHIVE | | <p style="text-align: center;">Ensure Unit Guide is peer reviewed in accordance with curriculum review schedule and appropriate changes are made in response to formal evaluative feedback</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Archive Unit Guide at end of each study period</p> | <p>Unit Convenor, or Program Manager (MUIC)</p> <p>Head of Department, or Program Manager (MUIC)</p> <p>Associate Dean, Learning and Teaching, or Deputy Director, MUIC</p> <p>Faculty Student Administration Manager, or Student Services Manager (MUIC)</p> |

*Quality Enhancement includes meetings of the Unit Guide Annual Review Working Group to consider, and where appropriate, approve the addition of/change to required fields within the Unit Guide system.