**Unit Guide Procedure Flowchart**

**RESOURCES**
- Assessment Policy / Schedule 6 Unit Guide Requirements

**ACTIONS**
- Prepare Unit Guide
- Seek Unit Guide review by colleague familiar with discipline area / revise as appropriate
- Review all draft Unit Guides & advise Unit Convenor, or Program Manager (MUIC), of required / recommended changes
- Amend Unit Guide in accordance with feedback provided
- Ensure publication of Unit Guide in accordance with required timeframes
- Review requests for substantive late changes to Unit Guides after teaching period has commenced
- Update Unit Guide and notify all enrolled students of changes / implications
  - Provide copy of correspondence to Associate Dean, Learning and Teaching, or Deputy Director, MUIC, where specified unit requirements cannot be met

**RESPONSIBILITY**
- Unit Convenor, or Program Manager (MUIC)
- Unit Convenor, or Program Manager (MUIC)
- Head of Department, Program Director, or Program Manager (MUIC) #or nominee
- Unit Convenor, or Program Manager (MUIC)
- Head of Department, Program Director, or Program Manager (MUIC) #or nominee
- Unit Convenor, or Program Manager (MUIC)
- Associate Dean, Learning and Teaching, or Deputy Director, MUIC
- Associate Dean, Learning and Teaching, or Deputy Director, MUIC
- Unit Convenor, or Program Manager (MUIC)
- Unit Convenor, or Program Manager (MUIC)
- Head of Department, Program Manager (MUIC)
- Associate Dean, Learning and Teaching, or Deputy Director, MUIC
- Faculty Student Administration Manager, or Student Services Manager (MUIC)

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*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.

Unit Guide Procedure Flowchart APPROVED 29 May 2018 / 11 Dec 2018 – Update to MUIC position titles following management restructure