

ASSESSMENT POLICY



APPENDIX C: REQUIREMENTS FOR UNIT GUIDE SYSTEM

All Macquarie University Unit Guides are managed via workflows within the Macquarie University Curriculum Management System ([MQCMS](#)) and [iTeach](#). These workflows enable the University to ensure accurate and timely publication of Unit Guides within <https://unitguides.mq.edu.au/>

UNIT GUIDE RESPONSIBILITIES AND REQUIRED ACTIONS

New Units

- (1) All proposals for the creation of a new unit must be submitted via the [MQCMS](#) and will follow the prescribed Faculty/MUIC/PACE governance workflow within the [MQCMS](#).
- (2) Consultation on the development of the Unit must occur if the proposal:
 - a. impacts an associated academic item
 - b. relates to a unit or course component that services a course from another area
 - c. impacts majors, minors or specialisations from another area
 - d. impacts units from another area
 - e. is part of an articulated/nested set
 - f. relates to a unit that is co-taught with another unit
 - g. relates to a PACE unit
 - h. relates to a Capstone unit.

For guidance refer to:

- i. [MQCMS Toolkit](#) – see System User Guide ‘Create a Unit’
- j. [MQCMS Toolkit Process Maps](#) – see ‘Unit – Overview and Feasibility’
- k. [MQ Curriculum Manual Wiki Knowledge Articles](#) – see articles on Unit proposal summary, Unit overview and feasibility, and Unit design

Amendments to existing Units

- (3) Amendments to existing units must be submitted via the [MQCMS](#) and will follow the prescribed Faculty/MUIC/PACE governance workflow within the [MQCMS](#).

For guidance refer to:

- [MQCMS Toolkit](#) – see System User Guide ‘Amend a Unit’
- [MQCMS Toolkit Process Maps](#) – see ‘Unit Amendment – Other’
- [MQ Curriculum Manual Wiki Knowledge Articles](#)

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- (4) Amendments that are submitted as 'editorial amendments' (e.g. correcting typos, syntax, grammar, punctuation, formatting, or hyperlinks) are allocated directly to the Curriculum and Planning team for action. If the Curriculum and Planning team consider the proposed amendments are not simply editorial (such as the rephrasing of entire sentences; or the alteration of learning outcomes) they will be resubmitted for approval via the prescribed Faculty/MUIC/PACE governance workflow.
- (5) Only editorial amendments may be made within three (3) weeks prior to the scheduled start date of the unit.

For guidance refer to:

- [MQCMS Toolkit](#) – see System User Guide 'Amend a Unit'
- [MQCMS Toolkit Process Maps](#) – see 'Unit Amendment – Editorial'

Unit establishment and amendment timeframes

- (6) All proposals for the establishment of new units, or amendments to existing units (excluding editorial amendments), must be submitted via the [MQCMS](#) with sufficient time to reach the final Faculty Board or MUIC Subcommittee for approval prior to session commencement. This must be no later than three (3) weeks prior to the scheduled start date of the unit.

Rollover of Units

- (7) Units may be rolled over from one teaching period to the next. If the only updates required are to the administration details for the unit (name of Unit Convenor and assessment due dates), this may be completed directly in [iTeach](#). Unit roll-over must be approved within [iTeach](#) at least two (2) weeks prior to the scheduled start date of the unit by one of the following:
- a. Head of Department;
 - b. Course Director;
 - c. Program Manager (MUIC); or
 - d. Department Manager (as nominated in iTeach).

Publishing Unit Guides

The majority of information that is included in a Unit Guide will be captured in iTeach directly from the MQCMS. Unit Convenors will still need to add certain information in iTeach relating to administration details for the unit, including the name of the Unit Convenor, and assessment due dates.

Unit Guides must be approved within [iTeach](#) at least two (2) weeks prior to the scheduled start date of the unit by one of the following:

- a. Head of Department;
- b. Course Director;

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- c. Program Manager (MUIC); or
- d. Department Manager (as nominated in iTeach).

Unit Guides must be approved and available to be published onto <https://unitguides.mq.edu.au/> at least (2) weeks prior to the scheduled start date of the unit.

Late changes to published Unit Guides

Any substantive late changes to units after Unit Guide publication (excluding editorial amendments) must be submitted via the [MQCMS](#) and will follow the prescribed Faculty/MUIC/PACE governance workflow within the [MQCMS](#).

The Unit Convenor or Program Manager (MUIC) must notify students as soon as possible where a substantive late change to a unit is approved.

Exceptional circumstances

Where exceptional circumstances prevent one or more of the specified Unit Guide requirements from being met, the Unit Convenor or Program Manager (MUIC) must:

- a. advise the Head of Department, and Associate Dean, Learning and Teaching or Associate Director Learning and Teaching MUIC as soon as this issue is identified; and
- b. advise the students in writing as to what happened and indicating the implications of these circumstances.

Unit quality assurance

- (8) Ongoing quality assurance processes for units and Unit Guides include:
- a. seeking regular appeal of units and Unit Guides by colleagues familiar with the discipline area;
 - b. consideration of student survey feedback;
 - c. formal appeal of units in accordance with curriculum appeal schedules; and
 - d. meetings of a working group of SLTC to consider and, where appropriate, approve the addition of or changes to required fields within the Unit Guide system iTeach.

UNIT GUIDE FLOWCHART

(9) A flowchart of the processes for unit guides is available below:

