

# Unit Guide Procedure Flowchart

	RESOURCES	ACTIONS	RESPONSIBILITY
NEW UNITS / AMENDMENTS	<p><b>MQCMS</b></p> <p>MQCMS Toolkit</p> <p>MQCMS Toolkit Process Maps</p> <p>MQ Curriculum Manual Wiki Knowledge Articles</p> <p>Assessment Policy / Schedule 6 Unit Guide Requirements</p>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><b>Proposal for New Unit / Amendment to existing Unit</b></p> <p>↓</p> <p><b>Submit within MQCMS</b></p> <p>Allow sufficient time for assessment and approval (minimum 3 weeks prior to scheduled start date of unit)</p> </div> <div style="text-align: center;"> <p><b>Editorial amendment to existing Unit</b></p> <p>↓</p> <p><b>Submit within MQCMS</b></p> <p>Allocated directly to the Curriculum and Planning team for action.</p> </div> </div>	<p>Proposer</p> <p><i>Typically Unit Convenor or Program Manager (MUIC)</i></p>
FACULTY / MUIC / PACE GOVERNANCE WORKFLOW	<p><b>MQCMS</b></p> <p>MQCMS Toolkit</p> <p>MQCMS Toolkit Process Maps</p> <p>MQ Curriculum Manual Wiki Knowledge Articles</p>	<p>Assessment of New Unit proposal / Amendments to existing Unit (excluding editorial amendments)</p>	<p>Faculty Board / MUIC Subcommittee</p> <p><i>In accordance with Faculty/MUIC/PACE governance workflow within MQCMS</i></p>
iTeach SYSTEM WORKFLOW	<p><b>iTeach</b></p>	<p><b>Unit Roll Over</b></p> <p>↓</p> <p>Updates to unit administration details approved directly within <a href="#">iTeach</a></p> <p>↓</p> <p><b><a href="#">iTeach</a> publication of Unit Guides</b> (at least 2 weeks prior to the scheduled start date of the unit)</p>	<p>Unit publication / Roll Over approved by: Head of Department, Course Director, Program Manager (MUIC), Department Manager, or nominee.</p>
UNIT GUIDE PUBLICATION	<p><b>Unit Guides</b></p> <p>Assessment Policy / Schedule 6 Unit Guide Requirements</p> <p><small>*Unit Guides will be archived in accordance with the University's record management obligations.</small></p>	<p>Published Unit Guides* <a href="https://unitguides.mq.edu.au/">https://unitguides.mq.edu.au/</a></p> <p>↓</p> <p><b>Quality Assurance (ongoing)</b></p>	<p>Faculty/MUIC/PACE Staff including: Unit Convenor or Program Manager (MUIC), Head of Department, and <i>Unit Guide Annual Review Working Group</i></p>