

PERIODIC REVIEW: ACADEMIC REVIEW (MALAYSIA)

Academic Review (Malaysia)

Academic Review is one of the University's processes for assuring and enhancing the quality and standards of its academic programmes. Programmes at the Malaysia Campus are reviewed under a process appropriate for its size and scale of provision. Academic Review (Malaysia):

- Focuses on programme-level activity (grouped by School)
- Timeline – please refer to the table below
- Is undertaken by a small team of two through face-to-face meetings with students and staff
- Assesses quality and standards, and considers the student learning experience
- Focuses on assurance but incorporates an enhancement perspective
- For programmes yet to be fully accredited - informs the production of the Self-Review Report (MQA Full Accreditation Process)
- Reports to QSC, LTB, Senate, University Executive, Scottish Funding Council and Quality Assurance Agency Scotland

	Programmes yet to be fully accredited		Programmes which have been fully accredited
Academic Review Timeline	UGT	February of the year prior to the year the 1 st cohort graduates	Every 3 years - February
	PGT	February of the year the 1 st cohort graduates	
Pre-Review Information	<ul style="list-style-type: none"> ○ The title of all programmes being reviewed ○ Date of first intake (for each stage) ○ Student numbers on each programme (and stage) ○ Names of staff delivering and managing the programmes 		Reflective Analysis Document for Academic Review (Malaysia)

Note: a further review of the Academic Review Process will take place from 2019 with a view to aligning the process to that of the UK and Dubai.

The Academic Review Process

The Academic Review Process and Timeline:

Timelines

- A schedule of reviews will be produced based on the scenarios set out in the table opposite

Review Team Appointed

- A senior member of staff, normally the Deputy Principal (Learning and Teaching) or their nominee
- The Student President, Vice-President, or their nominee

Pre-Review Information

- Please refer to the table opposite

Event

- Review Team will visit the Malaysia Campus
- One hour, face-to-face meetings take place, first with students, then with staff
- Programme and student numbers will determine how meetings are grouped/structured
- Participation will ensure representation across all programmes and stages

Report

- Report produced by Review Team and sent to School/HWUM to check for factual accuracy
- School/HWUM submits response and action plan

Committee Approval

- Report, response and action plan submitted to:
 - Academic Council (Malaysia) for comment and endorsement
 - QSC for approval
 - Senate and University Executive for information

For programmes requiring MQA Full Accreditation

- Report and action plan informs the Self-Review Report, produced as part of the MQA02 Full Accreditation process

Conclusion of Review Process

- School/HWUM submits one-year progress report on actions to QSC
- QSC notes progress, confirms completion of review process, and informs Senate

References and Further Information

Contact: qualityassurance@hw.ac.uk
[Academic Review Handbook](#), [Published Reports](#), [Schedule](#):
[Quality Assurance Briefing Papers](#)
[Learning and Teaching Policy Bank](#)

Quality Assurance Briefing Papers

This briefing paper has been produced by the Academic Registry and is one of a series related to Quality Assurance procedures. The briefing papers aim to provide a concise, informative overview of key processes, and include links to relevant policies, procedures and templates.