**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 team of four 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 MQA Evaluation Instrument of the Code of Practice for Programme Accreditation (COPPA) 2nd Edition (MQA Full Accreditation Process)
- Reports to UCQS, UCLT, Senate, University Executive, Scottish Funding Council and Quality Assurance Agency (Scotland)

<table>
<thead>
<tr>
<th>Academic Review Timeline</th>
<th>Programmes yet to be fully accredited</th>
<th>Programmes which have been fully accredited</th>
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<tbody>
<tr>
<td><strong>UGT</strong></td>
<td>February of the year prior to the 1st cohort graduates</td>
<td>Every 3 years - February</td>
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<tr>
<td><strong>PGT</strong></td>
<td>February of the year the 1st cohort graduates</td>
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**Pre-Review Information**

- 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 above

#### 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
- A Quality Assurance Representative
- An external representative

#### 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 Exercise, as part of the MQA02 Full Accreditation process

#### Conclusion of Review Process

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

### References and Further Information

Contact: quality@hw.ac.uk
Academic Review Handbook, Published Reports, Schedule
Quality Assurance Briefing Papers

### Quality Assurance Briefing Papers

This briefing paper has been produced by Academic Quality 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.