PERIODIC REVIEW: ACADEMIC REVIEW

Glossary
- Periodic Review: the collective term given to three review processes:
  - Academic Review: enhancement-led, all academic programmes, 5-year cycle (School)
  - Internal Audit: assurance-led, management of high risk activity, 3-year cycle (School)
  - Professional Services Academic-Related Review: 5-year review of services supporting the Learning and Teaching Strategy (University)
- UCQSC: University Committee for Quality and Standards
- UCLT: University Committee for Learning and Teaching
- Assurance: "guaranteeing the quality and academic standards of educational provision"
- Enhancement: "taking deliberate steps to improve the effectiveness of the student learning experience"

Academic Review
Academic Review is one of HWU's periodic review processes for assuring and enhancing the quality and standards of programmes. Academic Review:
- Operates on a 5-yearly cycle
- Reviews all academic provision
- Is informed by a Reflective Analysis document
- Considers students' learning experience (UG, PGT/R; all modes and locations)
- Assesses quality and standards
- Re-approves academic programmes
- Focuses on enhancement, including alignment with the University's Learning and Teaching Strategy
- Is undertaken by a team of external and internal peers, and students
- Reports to UCQS, UCLT, Senate, University Executive, Scottish Funding Council and Quality Assurance Agency Scotland

The review processes for the Malaysia and Dubai Campuses are integrated with Academic Review.

The Academic Review Process
The Academic Review Process and Timeline:

<table>
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<tr>
<th>Timeline</th>
<th>Activity</th>
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<tr>
<td>-7 to 9 mths</td>
<td>Review Date: Academic Registry + School liaise over date (within schedule period approved by UCQSC)</td>
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<td>-6 to 9 mths</td>
<td>Planning Meeting: Director of Academic Quality and/or Director of Learning+Teaching, Head of Department meet with Academic Quality to discuss process and activities to be undertaken. A first draft of the review schedule is produced. A separate meeting takes place to plan the enhancement workshop (see Briefing Paper)</td>
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<td>-6 wks</td>
<td>Selection of Review Team: School submits names of external reviewers for approval by DP(L&amp;T). Academic Quality (with DP(L&amp;T) and Student Union) sets up team: internals, externals, students</td>
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<td>-4 wks</td>
<td>Review Documentation Submitted: School submits review documentation, including Reflective Analysis and final schedule. Academic Quality distributes documentation to the team</td>
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<td>-3 to 8 wks</td>
<td>Review Team Briefing: Quality Assurance Manager (Academic Registry) briefs the Review Team</td>
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<td>+ 3 to 8 wks</td>
<td>Review Event: Review held over a 2-day period. Review Team meets with students and staff. School receives a brief, high level summary of findings, including overall judgement</td>
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<td>As per Committee dates</td>
<td>Review Report: Report produced by team and sent to School for factual accuracy. School submits action plan</td>
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<td>Committee Approval</td>
<td>Report and action plan approved by UCQS. Report and action plan sent to Senate and University Executive for information</td>
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<td>+ 1 yr</td>
<td>Review Conclusion: School submits progress report on actions to UCQS. UCQS confirms review as complete and informs Senate. School continues to monitor progress through AMR process</td>
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References and Further Information
Contact: quality@hw.ac.uk
Academic Review Guidance, Published Reports, Schedule: https://www.hw.ac.uk/services/academic-registry/quality/ga/academic-reviews.htm
Quality Policies and Procedures: https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm

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.