**The Internal Audit Process**

The Internal Audit Process and Timeline:

### Glossary

- **Periodic Review**: the collective term given to four 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)
  - **Thematic Review**: an area related to learning, teaching and assessment selected for review and enhancement (University)
  - **Professional Services Academic-Related Review**: 5-year review of services supporting the Learning and Teaching Strategy (University)

- **UCQS**: University Committee for Quality and Standards
- **Assurance**: “guaranteeing the quality and academic standards of educational provision”

### Internal Audit

Internal Audit is one of HWU’s periodic review processes for assuring and enhancing the quality and standards of programmes. Internal Audit:

- Operates on a 3-yearly cycle
- Focuses explicitly on assurance
- Adopts a audit/scrutiny-based approach
- Reviews all high-risk activity at the School level
- Is based on a Narrative Summary document, plus learning materials, exit plans, risk register and a range of paperwork for each type of partnership
- Considers the School’s management of, and supporting infrastructure for, high risk activity
- Re-approves the academic relationship between HWU and the partner, subject to contractual obligations
- Is undertaken by a panel of internal senior staff
- Reports to UCQS, Senate, University Executive, Scottish Funding Council & Quality Assurance Agency Scotland

### References and Further Information

Contact: quality@hw.ac.uk

Internal Audit Handbook: [https://www.hw.ac.uk/services/academic-registry/quality/qa/internal-audits.htm](https://www.hw.ac.uk/services/academic-registry/quality/qa/internal-audits.htm)

Academic Quality Policies & Procedures: [https://www.hw.ac.uk/services/academic-registry/quality/quality-assurance.htm](https://www.hw.ac.uk/services/academic-registry/quality/quality-assurance.htm)

Learning & Teaching Policies & Procedures: [https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm](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.