

PERIODIC REVIEW: ACADEMIC REVIEW (MALAYSIA)

Glossary

- Periodic Review: the collective term given to four review processes:
 - *Academic Review*: enhancement-led, all academic programmes, 5-year cycle (School)
 - *Academic Review (Malaysia)*: assurance-led, incorporating enhancement, all programmes, (3-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)
- QSC: Quality and Standards Committee
- LTB: Learning and Teaching Board
- MQA: Malaysian Qualifications Agency
- 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 (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 will be reviewed under a process appropriate for its size and scale of provision.

Academic Review (Malaysia):

- Focuses on programme-level activity (grouped by School)
- Operates on a 3-year cycle
- Is undertaken by a small team (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
- 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

The Academic Review Process

The Academic Review Process and Timeline:

Timelines

- A schedule of reviews will be agreed, primarily determined by the timescales of the MQA02 Full Accreditation process

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

- In advance of the review, the School/HWUM will provide the Team with:
 - 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

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

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: <http://www.hw.ac.uk/quality/academic-review.htm>

Quality Policies and Procedures: <http://www.hw.ac.uk/quality/policies.htm>

Learning and Teaching Policies and Procedures: <http://www.hw.ac.uk/committees/ltb/ltb-policies.htm>

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.