### The Internal Audit Process

**The Internal Audit Process and Timeline:**

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| - 6 mths              | **Selection of Audit Team**  
Academic Registry sets up team (Deputy Principal (L+T), Dean, Director of Learning Teaching, UCQS member)  |
| - 1 mth               | **Audit Team Briefing**  
Quality & External Partnerships Officer briefs Audit Team if required  |
| - 1 week              | **List of Provision to be Audited & Schedule**  
Academic Registry finalises list of provision to be audited and produces Schedule for Audit  |
| 0                     | **Narrative Summary**  
School provides Narrative Summary  |
| + 1 to 8 weeks        | **Internal Audit Event**  
1 day: Team reviews evidence and meets key School staff  
Team gives School a summary of findings and decisions  |
| As per meeting dates  | **Audit Report**  
Team produces report  
School submits response + action plan  |
| + 1 year              | **Committee Approval**  
Report, response + action plan approved by UCQS  
Executive summary to Senate + University Executive for information  |
| + 1 year              | **Follow-Up Audit**  
If required, follow-up Audit is held  |
| + 1 year              | **Audit Conclusion**  
School submits progress report on actions to UCQS  
UCQS confirms audit as complete + informs Senate  |

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### 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 (academic + industrial partnerships and independent distance learning programmes) 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 academic peers
- Reports to UCQS, Senate, University Executive, Scottish Funding Council & Quality Assurance Agency Scotland

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**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)

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)

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**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.