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.

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"

The Academic Review Process and Timeline:

- **Review Date**
  - Academic Registry + School liaise over date (within schedule period approved by UCQSC)

- **Planning Meeting**
  - Director of Academic Quality and/or Director of Learning and 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)

- **Selection of Review Team**
  - School submits names of external reviewers for approval by DP(L&T)
  - Academic Quality (with DP(L&T) and Student Union) sets up team: internal, external, students

- **Review Documentation Submitted**
  - School submits review documentation, including Reflective Analysis and final schedule
  - Academic Quality distributes documentation to the team

- **Review Team Briefing**
  - Quality Assurance Manager (Academic Registry) briefs the Review Team

- **Academic 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

- **Review Report**
  - Report produced by team and sent to School for factual accuracy
  - School submits action plan

- **Committee Approval**
  - Report and action plan approved by UCQS
  - Report and action plan sent to Senate and University Executive for information

- **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

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.