PERIODIC REVIEW: ACADEMIC REVIEW

Glossary

- Periodic Review: the collective term given to three review processes:
 - o *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
- RDC: Research Degrees Committee
- 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 5/6-yearly cycle
- Reviews all credit-rated academic provision
- Is informed by a Reflective Analysis document
- Considers students' learning experience (all levels, 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 and RDC, and annually to UCLT, Senate, University Executive, Scottish Funding Council and Quality Assurance Agency Scotland

The Academic Review Process and Timeline

-7 to 9 mths

Review Date

 Academic Registry + School liaise over date (within schedule period approved by UCQSC)

DATE: JULY 2023

Planning Meeting • Director of Acader

- Director of Academic Quality and/or Director of Learning & Teaching; PGR Director/Lead; Head of Department; Academic Quality - 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 <u>Briefing Paper</u>)

Selection of Review Team

- School nominates external reviewers for approval
- Academic Quality (with DP(E&SL) and Student Union) set up team: internals, externals, students

-6 wks

Review Documentation Submitted

- School submits review documentation, inc Reflective Analysis and schedule with names for review meetings
- Academic Quality distributes documentation to the team

-5 wks

Review Team Briefing

 Academic Quality briefs, and holds a pre-review planning meeting with, the Review Team

Academic Review Event

- Review takes place (length dependent upon size and location(s)
- Review Team meets with students and staff
- School receives a brief, high level summary of findings, including overall conclusions and recommendations

+ 3 to 8 wks

Review Report

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

As per Committee dates

Committee Approval

- Report and action plan approved by UCQS
- Report and action plan sent to RDC for consideration of PGR issues

+ 1 yr

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/qa/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.