

PERIODIC REVIEW: INTERNAL AUDIT

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"

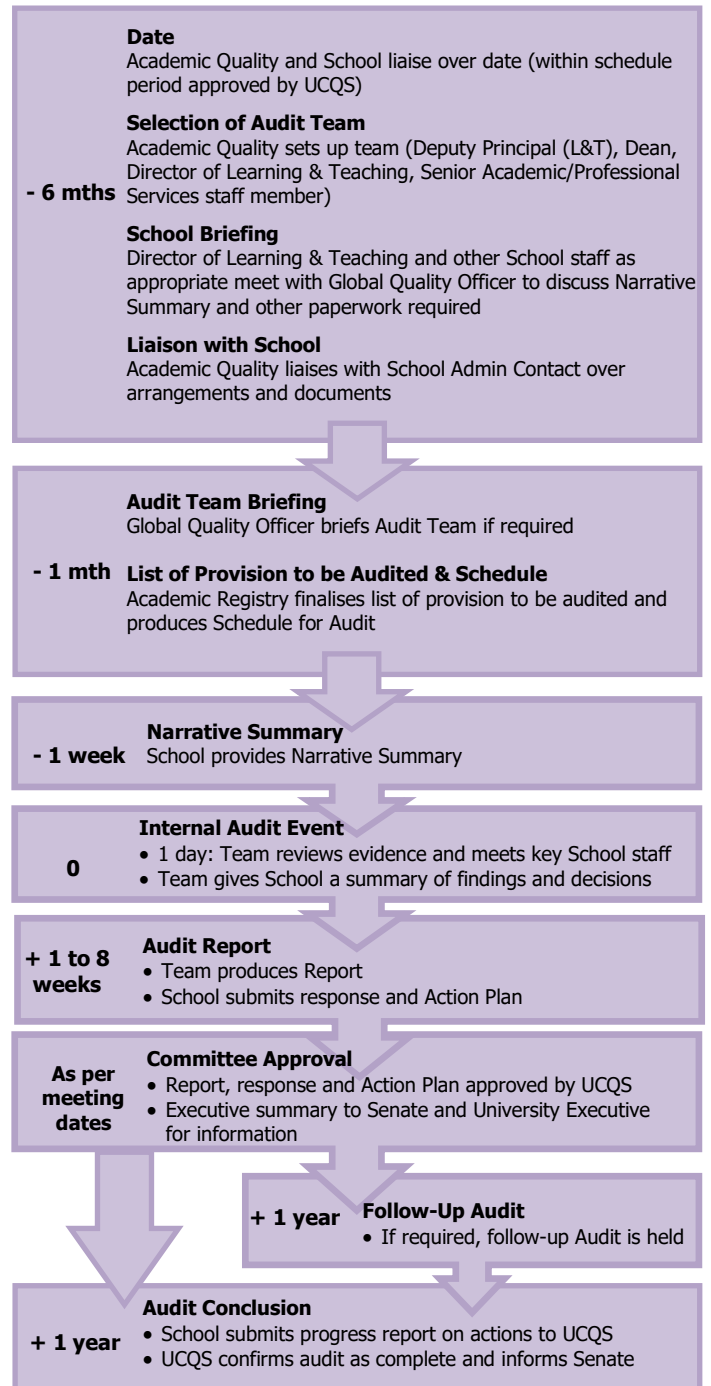
Internal Audit

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

The Internal Audit Process

The Internal Audit Process and Timeline:



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>

Academic Quality Policies & Procedures: <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>

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.