

This document provides students and staff **meeting with Academic Review Teams** with a brief overview of the Academic Review process and what to expect during meetings with Academic Review Teams.

What is Academic Review?

The University has a mandatory requirement (set by the Scottish Funding Council) to undertake institution-led reviews of all credit-rated programmes. At Heriot-Watt University this process is termed “Academic Review”.

What is the purpose?

To confirm that there are **effective processes** in place to ensure that academic standards are being maintained and that programmes, and the student learning experience, are of an appropriate **quality**.

What is the scope?

Academic Review also has an explicit **enhancement** focus; as well as considering quality and standards, the process considers the wider student experience and quality enhancement.

Who will we be meeting with?

Academic Reviews undertaken of all programmes, delivered at all locations and by all modes of delivery over a six-year cycle. Every effort will be made to ensure that there is representation at review meetings from all students at all levels.

You will meet with a Review Team that will comprise of internal academics, external specialists and student body representatives. The internals and student body representatives will be from a different School to that being reviewed. Professional Services staff will be present as advisors to support and guide the Review Team which will first meet with students, and then separately with academic staff.

What will happen during the meetings?

The Review Team will have read a ‘reflective analysis document’ prepared by the School/Discipline Team and will have some questions to ask in order to gain clarification of processes and obtain your views on how things work in practice. The meetings will be friendly and non-confrontational, with no trick questions. You should be as honest and open as possible. Information shared will be treated confidentially.

Online reviews - Cameras

For online review meetings, all participants are required to switch on cameras. This method of review depends upon human interaction between participants, and a lot of communication happens in a non-verbal way. Having cameras on creates a more interactive and engaging environment.

What will happen afterwards?

The Review Team will produce a report with conclusions and areas of positive practice. It will also make a recommendation to the University Committee for Quality and Standards for the re-approval of programmes. The report will be a summary and discussed will **NOT BE** attributed to any individuals. The Review Team may make recommendations (‘formal for action’ and ‘informal for consideration’) and the School/Discipline Team will produce an action plan proposing how these recommendations will be addressed. The report and action plan will be approved by the University Committee for Quality and Standards. One year later, an update on the action plan will be submitted to the Committee to approve and confirm completion of the review process.