HERIOT WATT UNIVERSITY

ACADEMIC AUDIT

Academic Audit is a periodic review process at Heriot-Watt University, operating on a three-year cycle to assure the quality and standards of programmes, particularly those involving external partners. This process involves a scrutiny-based approach, with a panel of senior internal staff reviewing schools' management and infrastructure for these activities.

The audit provides a concluding judgment and recommendations for both school and university-level action, with reports submitted to key university committees and external bodies, including the Scottish Funding Council and Quality Assurance Agency Scotland.

The Audit Process: An Overview

PRE-AUDIT (6 MONTHS BEFORE)
The Academic Audit date is scheduled, and the Audit Team is established, comprising the Deputy Principal for Education & Student Life, the Dean, the Director of Learning & Teaching, and a senior staff member.

Academic Quality meets with the School leadership team to discuss the Narrative Summary and any additional documentation needed. A list of academic provision and an audit schedule are created.

PREPARATION PHASE (1 MONTH BEFORE)
The School provides the Narrative Summary and supporting documentation. The Audit Team reviews the materials and prepares any queries for the audit meetings.

ACADEMIC AUDIT EVENT
The audit process takes up to one day and is usually held online. The Audit Team discusses the documentation and raises queries with the School. At the end of the meeting, the team provides a high-level summary of findings and decisions.

POST-REVIEW (3 WEEKS TO 1 YEAR AFTER)
Within **3 weeks**, Academic Quality compiles a detailed report, which is shared with the School for feedback. The School submits an action plan in response.

The Audit Report and the action plan are reviewed and approved by the University Committee for Quality and Standards (UCQS). The School submits a progress report **12 months later**, and UCQS confirms the audit as complete.

Resources and contacts

- Any queries, or for help and advice, please contact: academicpartnerships@hw.ac.uk
- Visit the Academic Audit SharePoint site (staff only) for detailed guidance
- Read the Academic Audit Handbook for further information
- View the Academic Audit Schedule
- Visit the Academic Quality Policies & Procedures section on the Heriot-Watt website