***Please delete the guidance boxes when completing this form.***

***Guidance***RefertoSection 2 of the Academic Quality Handbook for further details: <https://www.aber.ac.uk/en/aqro/handbook/dev-review/>

**Please note that forms will not be accepted until all signatures have been obtained.**

**Step 1:** **Approval through University Planning round**
DO NOT complete this form until the proposal has been approved to proceed as part of the University Planning round (in exceptional cases – see AQH for guidance) and the University Executive Group has signed off the Business Case. See Chapter 2.4 Executive Approval Pathway - Step 1 and Step 2 for detail.

**Step 3: Development of SDF form and supporting documentation**Once the Business Case has been approved by the University Executive Group to proceed to academic scrutiny, the department should proceed to the development of the SDF1 form and the remaining paperwork, which should be considered by the **departmental L&TC and Faculty Executive Committee** (**Step 4**) before being forwarded to the QA Team (qaestaff@aber.ac.uk) for consideration by the standing **Academic Scrutiny Panel** (**Step 5)** **by the published deadlines** (<https://www.aber.ac.uk/en/academic-registry/aqro-coms/>).

Departments should complete the following for consideration by the Panel:

* committee coversheet
* programme specification(s), including scheme/module learning outcomes mapped against assessment
* evidence of external consultation
* evidence of consultation with current students/ alumni
* new/restructured module approval forms, where appropriate, or links to existing modules

The role of the Academic Scrutiny Panel can be found in Chapter 2.6 of the AQH.

**Academic Overview (Standing Academic Scrutiny Panel)**

Consideration of curriculum design and delivery, academic content, the student experience, learning resources and support and administration arrangements.

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| 1 | Prior Approval |
| 1.1 | Has the proposal been approved as part on the Planning round?If not, has it been approved in principle by the PVC (ESE) and Head of Planning? | Click here to enter text. |
| 1.2 | Has the Business Case been signed off by the University Executive Group? Please indicate the date of the meeting at which it was approved. | Click here to enter text. |

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| 2 | General Information |
| 2.1 | Awarding Body | Click here to enter text. |
| 2.2 | Proposing Department | Click here to enter text. |
| 2.3 | To be offered by the Department(s) of (100%) | Click here to enter text. |
| 2.4 | Full Title of Scheme in English: | Click here to enter text. |
| 2.5 | Full Title of Scheme in Welsh: | Click here to enter text. |
| 2.6 | Language(s) of delivery | Click here to enter text. |
| 2.7 | Qualification aim (e.g. BA, MSc, PGCert) | Click here to enter text. |
| 2.8 | Duration of study | Click here to enter text. |
| 2.9 | Sandwich year (please provide the weighting in the Cascade) | Click here to enter text. |
| 2.10 | SH/JH/Major/Minor | Click here to enter text. |
| 2.11 | Mode of Delivery (FT/PT/Distance Learning/HEP) | Click here to enter text. |
| 2.12 | Fee Flag *(or fee level if fee flag not known)* | Click here to enter text. |
| 2.13 | Proposed date of introduction | Click here to enter text. |
| 2.14 | Scheme Code *(if already known)* | Click here to enter text. |
| 2.15 | Entry Requirements including any pre-requisites for entry (include min and max tariff points, GCSE Reqs, A Level Reqs, BTEC/NatDip Reqs, International BACC Reqs and EU BACC Reqs) | Click here to enter text. |
| 2.16 | Exit Awards *(for students not achieving the qualification aim)* | Click here to enter text. |
| 2.17 | HECOS Code(s) *(Please select between one and three codes, in most cases one code should be selected for single honours:* - [https://www.hesa.ac.uk/innovation/hecos](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hesa.ac.uk%2Finnovation%2Fhecos&data=02%7C01%7C%7C7ee8ac68fa88470776de08d68064d902%7Cd47b090e3f5a4ca084d09f89d269f175%7C0%7C0%7C636837567951283677&sdata=7%2F7KMyamYmeBKmChAoa04eXPAG%2FA%2BUMQ4hT%2BFIBoXTE%3D&reserved=0)  | Click here to enter text. |
| 2.18 | QAA Subject Benchmark (title and date of publication) | Click here to enter text. |
| 2.19 | Name of degree scheme co-ordinator | Click here to enter text. |
| 2.20 | Is there any deviation from the standard September start date? If so, please provide details (number of intakes per year and dates) |
|  | Click here to enter text. |
| 2.21 | Campus code. Please confirm which campus the scheme will be delivered on (i.e. AB = Aberystwyth, AO = Aber Online, franchise partner). If delivery is by a franchise partner, please indicate which partner. |
|  | Click here to enter text. |
| 2.22 | Is the proposal a completely new scheme or a major development of existing provision?(If it is a development of existing provision, please describe the extent to which the scheme represents a departure from existing schemes) |
|  | Click here to enter text. |
| 2.23 | Does the proposed scheme involve any deviation from the regulations? If so, please provide details |
|  | Click here to enter text. |
| 2.24 | What are the strategic and academic rationales for the introduction of the proposed new/restructured scheme? |
|  | Click here to enter text. |

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| 3 | Academic Overview |
| 3.1 | Please confirm that the scheme is set at the appropriate level in relation to the Frameworks for Higher Education Qualifications in England Wales and Northern Ireland, and the Credit and Qualifications Framework for Wales. |
|  | Click here to enter text. |
| 3.2  | Please describe how the scheme proposal has been developed to engage with external reference points such as the relevant QAA or other external subject benchmarks or professional body requirements.  |
|  | Click here to enter text. |
| 3.3 | Are there any special features of the scheme to which the Approval Panel’s attention should be drawn (e.g., work experience, innovative teaching or assessment methods)?  |
|  | Click here to enter text. |
| 3.4 | If the scheme is to be delivered by Distance Learning, please provide details of the means of delivery and how the student experience will be assured. |
|  | Click here to enter text. |
| 3.5 | What external consultation has been sought during the development of the scheme, e.g. relevant external examiner(s), external advisory groups, employers and representatives of professional bodies. Please provide a summary of the feedback received. |
|  | Click here to enter text. |
| 3.6 | What student (current and alumni) consultation has been sought during the development of the scheme? Please provide a summary of the feedback received. |
|  | Click here to enter text. |
| 3.7 | How does the proposal address the employability agenda?  |
|  | Click here to enter text. |
| 3.8 | Please explain what is in place to ensure that the inclusive curriculum agenda has been addressed and what accessibility issues have been considered in the design of this scheme.  |
|  | Click here to enter text. |
| 3.9 | What student support and welfare mechanisms are in place to help deliver a high quality academic experience?  |
|  | Click here to enter text. |
| 3.10 | Please comment upon the arrangements to ensure that the programme will receive the necessary administrative support to operate, including any arrangements needed to facilitate non-standard delivery (i.e. alternate start dates, placement or other activity, off-site learning activities). |
|  | Click here to enter text. |
| 3.11 | Are there any special features of the scheme that have implications for its viability, management or delivery?  |
|  | Click here to enter text. |
| 3.12 | Will a new External Examiner be required for the scheme? If so, please explain why a new external examiner appointment is required and complete a nomination form to be submitted to Academic Registry. If not, please confirm which current external examiner will be asked to moderate the scheme. |
|  | Click here to enter text. |

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| 4 | Scheme Structure |  |
| 4.1 | Does the scheme involve any new, amended or bespoke modules? If so please provide an outline here and include module approval forms with the documentation. If the scheme draws upon existing provision please provide links to the module database in the scheme structure diagram below. |
|  | Click here to enter text. |
| 4.2 | Please provide a scheme structure diagram listing all modules. This must detail core, pre-requisite and optional modules, indicating where there are Welsh-medium alternatives, and any specific scheme rules, which will be offered as part of the scheme. |
|  | Click here to enter text. |
| 4.3 | Please explain how the scheme has been designed (in core and optional structure) to ensure that it meets the benchmark requirements of the relevant discipline.  |
|  | Click here to enter text. |
| 4.4 | Please explain how the assessment regime for the scheme has been designed to measure achievement of the intended learning outcomes.  |
|  | Click here to enter text. |
| 4.5 | Please explain how the demands made of the learner in terms of intellectual challenge, skills, knowledge, conceptualisation and learning autonomy increase progressively throughout the scheme. |
|  | Click here to enter text. |
| 4.6 | Please provide details of professional accreditation (if any). Will accreditation require an amendment to current AU Regulations? |
|  | Click here to enter text. |

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| **5** | **The Welsh Language Standards** |
| 5.1 | Please comment on how the proposal complies with the Welsh Language Standards [https://www.aber.ac.uk/en/cgg/bilingual-policy/](https://www.aber.ac.uk/cy/cgg/bilingual-policy/), and with Standard 104 specifically:When you develop or revise a course (or any component of a course) you must consider—**(a) what effects, if any (and whether positive or negative), that course would have on—** (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language; **(b) how that course would have positive effects, or increased positive effects, on—** (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language; **(c) how that course would not have adverse effects, or so that it would have decreased adverse effects on—**(i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language |
|  | Click here to enter text. |
|  | **Welsh medium provision** |
| 5.2 | Please comment on how the proposal contributes towards Aberystwyth University's strategic objectives in terms of developing Welsh medium academic provision. |
|  | Click here to enter text. |
| 5.3 | Outline the proposal's implications within the context of the investment made to the University's Welsh medium provision by y Coleg Cymraeg. Make specific reference to the subject grants, the incentive grants, sponsorship at module level and scholarships. |
|  | Click here to enter text. |
| 5.4 | Highlight any effect on Welsh medium provision within schemes or academic departments. You should specifically refer to (i) any positive effects; (ii) any negative effects; and (iii) the steps taken to mitigate any negative effects.  |
|  | Click here to enter text. |
| 5.5 | If it's a new scheme, please note what percentage of the scheme will be available through the medium of Welsh.If it's an existing scheme, please note what percentage is available through the medium of Welsh currently, and the percentage that will be available through the medium of Welsh when the scheme is restructured.  |
|  | Click here to enter text. |

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| 6 | Collaborative/Partnership (if not applicable please move onto next section) |
| 6.1 | Is the proposal part of a collaborative/partnership proposal? If so, please consult with the Academic Partnerships Team (aqsstaff@aber.ac.uk) before completing this section. |
|  | Click here to enter text. |
| 6.2 | Confirmation that the proposal has been approved through the Academic Partnerships approval process. (*Please obtain a signature from the Academic Partnerships Team)*. |
| Academic Partnerships | Click here to enter text. | Click here to enter a date. |

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| 7 | Marketing subject to approval |
| 7.1 | If the department wishes to make a case for advertising subject to approval, the rationale should be made here, with reference to the guidance in section 2.1 of the AQH. This would include printed and online materials in addition to the formal University prospectus, but the scheme would not appear on UCAS or University course search until final approval. |
|  | Click here to enter text. |
| 7.2 | Departments are also asked to provide a summary (250 words maximum) on why a student would want to study this course, which will form the basis of the marketing information online. The summary should be to the point, engaging and clear, drawing in potential applicants so that they want to find out more on the web site. Ideally it should make reference to any special features in a scheme, the USP of the Department and how the degree is relevant in the current job market. |
|  | Click here to enter text. |

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| 8 Appendices |  |
| Please confirm that the following are attached: |  |
| Committee coversheet | Click here to enter text. |
| Programme specification(s) including mapped learning outcomes | Click here to enter text. |
| Evidence of External Consultation | Click here to enter text. |
| Evidence of current student / alumni consultation | Click here to enter text.  |
| New/restructured module approval forms, where appropriate | Click here to enter text. |

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| Authorisation |  |
| PLEASE NOTE THAT FORMS WILL NOT BE ACCEPTED UNTIL ALL SIGNATURES HAVE BEEN OBTAINED. Only electronic signatures or typed name with supporting email from signatory will be accepted. |
| Head of proposing Department | Click here to enter text. | Click here to enter a date. |
| Head of other department(s) involved in delivery | Click here to enter text. | Click here to enter a date. |
| Academic Registry – QA&E link | Click here to enter text. | Click here to enter a date. |
| I confirm that I have been consulted on the resource implications of the above proposal in relation to timetable / teaching space requirements, learning resources and IT / e-learning. |
| Information Services (nrj@aber.ac.uk / eak@aber.ac.uk) | Click here to enter text. | Click here to enter a date. |
| Timetable Office(sae@aber.ac.uk) | Click here to enter text. | Click here to enter a date. |

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| Response to recommendations of Scheme Approval Panel |

***Guidance***The department will be invited to address the panel's recommendations by way of a coversheet which detailed the response to each recommendation, or by updating the documentation if recommended.

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| Form name: | Scheme Development Form 1 (SDF1) |
| Version: | 6 | Publication Date: | March 2025 |
| Reason for update: | Updated to reflect new Scheme Approval Procedure |
| Approved: | Deputy Registrar, Assurance and Enhancement | Effective From:  | March 2025 |
| Contact: | Quality Assurance and Enhancement Team: qaestaff@aber.ac.uk  |