***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/>

The proposing department should consult with the Academic Registry to determine if the proposal should follow the ‘Executive Approval Pathway’ or the ‘Non-Executive Approval Pathway’. For provision that requires additional Faculty resources and /or where considerable time and resource is required from across the University (e.g. new space, IT resource etc.), proposals must be approved by the University Executive.

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

Stage 1 – strategic approval: SDF1.1 will be considered by the Portfolio Planning Committee (PPC). Departments should complete Preliminary Finance Form(s) (PAF1/PAF2) for consideration by the University Executive Committee (contact Planning Department for further information (<https://www.aber.ac.uk/en/pag/>).

The SDF1.1 should be completed by the proposing department in consultation with the **Faculty Pro Vice-Chancellor, Planning Department (contact Helen Eustace,** [**hee27@aber.ac.uk**](mailto:hee27@aber.ac.uk)**), Marketing, Recruitment, Development & International (contact Teleri Lewis,** [**tme@aber.ac.uk**](mailto:tme@aber.ac.uk)**), Information Services (contact Tim Davies,** [**tid@aber.ac.uk**](mailto:tid@aber.ac.uk)**), Library (contact Julie Hart,** [**ujh@aber.ac.uk**](mailto:ujh@aber.ac.uk)**), Estates & Facilities (contact Maria Ferreira,** [**elf@aber.ac.uk**](mailto:elf@aber.ac.uk)**), Timetable Office (contact Sarah Thatcher,** [**sae@aber.ac.uk**](mailto:sae@aber.ac.uk)**), and the Academic Registry (contact** [**academicregistrar@aber.ac.uk**](mailto:academicregistrar@aber.ac.uk)**)** and signed by the Head of the proposing department (and the Head(s) of all departments involved with the delivery of the scheme). **The above departments should complete the relevant section on this form with a short statement**. Once it has received approval from the PPC and University Executive to proceed to the next stage of the approval process it should be submitted to the standing Scheme Approval Panel). Once the PPC and the University Executive Group has approved the proposal to proceed to the standing Scheme Approval Panel the scheme can be advertised as ‘subject to approval’ in the next formal University prospectus.

The following information must also be submitted to the PPC and Exec by the published dates (<https://www.aber.ac.uk/en/academic-registry/aqro-coms/>):

* Committee coversheet

**Collaborative Provision:** where any changes may affect collaborative provision please consult with the Deputy Registrar, Academic Partnerships ([collaboration@aber.ac.uk](mailto:collaboration@aber.ac.uk))

**Stage 2 - academic approval (SDF1.2 and remaining paperwork)** only needs to be completed AFTER the PPC and University Executive has confirmed that the initial proposal should proceed.

**Stage one: Strategic approval (Portfolio Planning Committee and University Executive)**

Consideration of strategy, business viability including costs, risks (including reputational risks), student numbers and practical considerations.

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| 1 | General Information | |
| 1.1 | Proposing Department | Click here to enter text. |
| 1.2 | To be offered by the Department(s) of (100%) | Click here to enter text. |
| 1.3 | Full Title of Scheme in English: | Click here to enter text. |
| 1.4 | Full Title of Scheme in Welsh: | Click here to enter text. |
| 1.5 | Language(s) of delivery | Click here to enter text. |
| 1.6 | Qualification aim (e.g. BA, MSc, PGCert) | Click here to enter text. |
| 1.7 | Duration of study | Click here to enter text. |
| 1.8 | Sandwich year (please provide the weighting in the Cascade) | Click here to enter text. |
| 1.9 | SH/JH/Major/Minor | Click here to enter text. |
| 1.10 | Mode of Delivery (FT/PT/Distance Learning) | Click here to enter text. |
| 1.11 | Fee Flag *(or fee level if fee flag not known)* | Click here to enter text. |
| 1.12 | Proposed date of introduction | Click here to enter text. |
| 1.13 | 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. | |
| 1.14 | Campus code, Please confirm which campus the scheme will be delivered on (i.e. AB = Aberystwyth, franchise partner). If delivery is by a franchise partner please indicate which partner (also see A1.21) | |
|  | Click here to enter text. | |
| 1.15 | 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. | |
| 1.16 | Does the scheme require the introduction of any new modules? If so, please provide details. | |
|  | Click here to enter text. | |
| 1.17 | 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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| 2 | Market and Viability  Consultation should take place with the Planning Office and the Marketing, Recruitment, Development and International Team. Details of the outline proposal should be submitted to the Head of Planning and the MRDI Departmental Operations Manager (contact details for both can be found in the guidance box at the start of the form) with a clear request to meet to discuss the proposal. Members of Planning and MRDI staff should respond to the request within five working days and will arrange to meet with the proposers to discuss the proposal. |
| 2.1 | Recruitment Potential (**to be completed by MRDI**) |
|  | Click here to enter text. |
| 2.2 | What is the estimated student demand for the scheme? (**to be completed by MRDI**) |
|  | Click here to enter text. |
| 2.3 | What is the minimum number of students necessary for viability? Are there any other factors for consideration? (**to be completed by Planning**) |
|  | Click here to enter text. |
| 2.4 | Who are the target participants / markets? (to be completed by the department, in consultation with Planning and MRDI) |
|  | Click here to enter text. |

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| 3 | | Resource Implications  Consultation should take place with relevant services including the Registry, Information Services, Timetable Office, Library and Estates & Facilities teams (contact details for the relevant service departments can be found in the guidance box at the start of this form). Heads of relevant services (or nominees) should complete the relevant sections where indicated. |
| 3.1 | Please comment upon the space provision for the programme and whether additional space or facilities will be needed, and if there is any impact on Accommodation requirements (**to be completed by the Operations Manager, Estates & Facilities**) | |
|  | Click here to enter text. | |
| 3.2 | 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 (**to be completed by the Academic Registrar**) | |
|  | Click here to enter text. | |
| 3.3 | Please comment upon any Information Services requirements for the programme, over and above normal access to University IT systems (**to be completed by Head of Information Services**) | |
|  | Click here to enter text. | |
| 3.4 | Please comment upon any timetabling requirements for the programme (**to be completed by Timetable Office**) | |
|  | Click here to enter text. | |
| 3.5 | Please provide details of any additional staffing requirements (academic or professional services). | |
|  | Click here to enter text. | |
| 3.6 | Please provide details of any additional staffing requirements (academic or professional services). | |
|  | Click here to enter text. | |
| 3.7 | Are there any special features of the scheme that have implications for its viability, management or delivery? | |
|  | Click here to enter text. | |
| 3.8 | 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** | **The Welsh Language Standards** |
| 4.1 | 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** |
| 4.2 | 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. |
| 4.3 | 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. |
| 4.4 | 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. |
| 4.5 | 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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| 5 | Collaborative/Partnership (if not applicable please move onto next section) | | |
| 5.1 | Is the proposal part of a collaborative/partnership proposal? If so, please consult with the Deputy Registrar, Academic Partnerships before completing this section | | |
|  | Click here to enter text. | | |
| 5.2 | Confirmation that the proposal has been approved through the Academic Partnerships approval process. (*Please obtain the Deputy Registrar, Academic Partnerships’ signature*). | | |
| Deputy Registrar, Academic Partnerships | | Click here to enter text. | Click here to enter a date. |

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| 6 | Marketing subject to approval |
| 6.1 | 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. |
| 6.2 | 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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| 7. Appendices |  | |
| Please confirm that the following are attached: | |  |
| Committee coversheet | | Click here to enter text. |

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| Authorisation |  | |
| PLEASE NOTE THAT FORMS WILL NOT BE ACCEPTED UNTIL ALL SIGNATURES HAVE BEEN OBTAINED AND ALL BOXES COMPLETED. 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. |

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| Form name: | Scheme Development Form 1.1 (SDF1.1) | | |
| Version: | 7 | Publication Date: | September 2024 |
| Reason for update: | To include consultation with service department | | |
| Approved: | Assistant Registrar, Assurance and Enhancement | Effective From: | September 2024 |
| Contact: | Quality Assurance and Enhancement Team: [qaestaff@aber.ac.uk](mailto:qaestaff@aber.ac.uk) | | |