**MINOR CHANGE OR RESTRUCTURE to existing provision   
(as defined in 2.5** [**https://www.aber.ac.uk/en/aqro/handbook/dev-review/**](https://www.aber.ac.uk/en/aqro/handbook/dev-review/)**)**

***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.**

Departments should follow this route if they are proposing a minor change or restructure of an existing scheme. The Department should complete the following **for consideration by the departmental Learning & Teaching Committee and the Faculty Executive Committee**.

(i) committee coversheet  
(ii) Scheme Development Form 3 (SDF3)  
(iii) new/restructured module approval forms, where appropriate, or links to existing modules.

2. **Departments and faculties are responsible for the detailed academic scrutiny of minor scheme changes**. Once they have been approved at departmental L&TC and Faculty Executive Committees, they should be forwarded to **Student Records for implementation and copied to the QA Team (qaestaff@aber.ac.uk). A coversheet** which summarises the changes and confirms the dates of the departmental L&TC and FEC at which the proposals have been scrutinised and approved should accompany the SDF3. **SDF3 forms will not be processed if this coversheet is not present.**

Academic departments should carefully consider the implications of any minor modifications to existing schemes, which may arise as a result of annual monitoring exercises or external feedback, and consult with students as outlined in Section 2.1 of the AQH if necessary.

See AQH section 2.7 Minor change or restructure (SDF3) for more detailed information.

**Academic Overview**

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

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| 1 | Confirmation of scrutiny | |
| 1.1 | Has the proposal been scrutinized by the departmental L&TC(s)? | Click here to enter text. |
| 1.2 | Has the proposal been scrutinized and approved by the relevant Faculty Executive Committee(s). Please note the date of the FEC at which it was approved. | Click here to enter text. |

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| 2 | General Information | |
| 2.1 | Proposing Department | Click here to enter text. |
| 2.2 | Department(s) involved in the delivery of the scheme (100%) | Click here to enter text. |
| 2.3 | Have all of the departments involved in the delivery of the scheme been consulted? | Click here to enter text. |
| 2.4 | Scheme code and title, including qualification aim (e.g. BA, MSc, PGCert) | Click here to enter text. |
| 2.5 | SH/JH/Major/Minor | Click here to enter text. |
| 2.6 | Mode of Delivery (FT/PT/Distance Learning) | Click here to enter text. |
| 2.7 | Proposed date of introduction | Click here to enter text. |
| 2.8 | Campus code. Please confirm if the change affects delivery on any other campus. If delivery is by a franchise partner please indicate which partner. | |
|  | Click here to enter text. | |
| 2.9 | What is the academic rationale for the restructuring of the scheme? | |
|  | Click here to enter text. | |
| 2.10 | Are there adequate resources, i.e. staff, facilities, library, IT and any specialist requirements, to deliver the scheme effectively? Please confirm that no additional resources will be required. | |
|  | Click here to enter text. | |

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| **3** | **The Welsh Language Standards** |
| 3.1 | 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** |
| 3.2 | 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. |
| 3.3 | 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. |
| 3.4 | 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. |
| 3.5 | 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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| 4 | Scheme Structure |  |
| 4.1 | The proposal 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. | |
| 4.2 | Changes to core modules  Note – if there are changes to core modules, you MUST complete the Table of Learning Outcomes, mapped against modules below | |
|  | Click here to enter text. | |
| 4.3 | Changes to learning outcomes and aims of existing schemes | |
|  | Click here to enter text. | |
| 4.4 | 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. | |
|  | Click here to enter text. | |
| 4.5 | Please provide details of professional accreditation (if any). Will the changes affect the professional accreditation? | |
|  | Click here to enter text. | |

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| 4.5 Please provide the current scheme structure diagram. | 4.6 Please provide the revised 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. | Click here to enter text. |

**Table of Learning Outcomes, mapped against modules**

This section must be completed if there are changes to CORE modules. Current learning outcomes can be found here: <https://www.aber.ac.uk/en/programme-specs/index.html>

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| This matrix indicates the relationship between Learning Outcomes at scheme level and core modules. Learning outcomes should be mapped against the core modules. Option modules may be added if desired but if so the core modules should be clearly identified. It may also be the case that Learning Outcomes are achieved through a combination of option modules rather than a defined core. This table should be extended and levels amended as appropriate for the particular scheme proposal. | | | | | | | | | | | | | | | | | | | | | |
| Module  *(code and title)* | | Scheme Learning Outcomes (please indicate with ‘X’) | | | | | | | | | | | | | | | | | | | |
| A  1 | A  2 | A  3 | A  4 | A  5 | B  1 | B  2 | B  3 | B  4 | B  5 | C  1 | C  2 | C  3 | C  4 | C  5 | D  1 | D  2 | D  3 | D  4 | D  5 |
| Level 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Level 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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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 Academic Partnerships Team ([aqsstaff@aber.ac.uk](mailto:aqsstaff@aber.ac.uk)) 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 a signature from the Academic Partnerships Team*). | | |
| Academic Partnerships | | Click here to enter text. | Click here to enter a date. |

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| 6. Appendices |  | |
| Please confirm that the following are attached: | |  |
| Committee coversheet | |  |
| 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*](mailto:nrj@aber.ac.uk) */* [*eak@aber.ac.uk*](mailto:eak@aber.ac.uk)*)* | | Click here to enter text. | | Click here to enter a date. |
| Timetable Office ([sae@aber.ac.uk](mailto:sae@aber.ac.uk)) | | Click here to enter text. | | Click here to enter a date. |

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| Form name: | Scheme Development Form 3 (SDF3) | | |
| Version: | 7 | Publication Date: | March 2025 |
| Reason for update: | Updated to reflect new Scheme Approval Procedure | | |
| Approved: | Assistant Registrar, Assurance and Enhancement | Effective From: | March 2025 |
| Contact: | Quality Assurance and Enhancement Team: [qaestaff@aber.ac.uk](mailto:qaestaff@aber.ac.uk) | | |