***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 answers have been completed, and all signatures have been obtained.
Step 1: Approval in principle by PVC (ESE) and Head of Planning**DO NOT complete this form until you have received approval in principle from the PVC (ESE) and Head of Planning. See Chapter 2.5 Non-Executive Approval Pathway - Step 1 for detail.
**Step 2: Development of SDF form and supporting documentation**Once the proposal has been approved by the PVC (ESE) and Head of Planning to proceed to academic scrutiny, the department should proceed to the development of the SDF form and remaining proposal documentation:
(i) Committee coversheet
(ii) Programme specification(s), including scheme/module learning outcomes mapped against assessment (SDF9)
(iii) New/restructured module approval forms, where appropriate, or links to existing modules

Departments should consult with the **Planning Department, GMSR, Information Services, the Library, Timetable Office, Estates & Facilities (including Accommodation Office) and the Academic Registrar** in order to seek their input into the proposal documentation (contact details in relevant sections below); these services will be required to supply a short statement within the SDF form. Forms will not be accepted where it is clear that the department has completed these sections. If the proposal is likely to affect provision in other subject areas, the department should also consult with the other departments.

The proposal paperwork should be considered by the **departmental L&TC and Faculty Executive Committee (Step 3)** before being before being forwarded to the QA Team (qaestaff@aber.ac.uk) for consideration by the standing **Academic Scrutiny Panel** **(Step 4)** by the published deadlines (<https://www.aber.ac.uk/en/academic-registry/aqro-coms/>). The role of the Academic Scrutiny Panel can be found in Chapter 2.6 of the AQH.

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| 1 | Prior Approval |
| 1.1 | Has the proposal been approved in principle by the PVC (ESE) and Head of Planning? | Click here to enter text. |

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| 2 | General Information |
| 2.1 | Proposing departments (lead department to be named first) | Click here to enter text. |
| 2.2 | Faculty / Faculties | Click here to enter text. |
| 2.3 | Scheme Title in English | Click here to enter text. |
| 2.4 | Scheme Title in Welsh | Click here to enter text. |
| 2.5 | Language(s) of delivery | Click here to enter text. |
| 2.6 | Qualification aim (e.g. BA, MSc, PGCert) | Click here to enter text. |
| 2.7 | Duration of Study | Click here to enter text. |
| 2.8 | Sandwich year (please provide the weighting in the Cascade) | Click here to enter text. |
| 2.9 | Scheme Co-ordinator | Click here to enter text. |
| 2.10 | JH/Major/Minor\*proposal must be for the combination of two pre-approved halves. If the ‘half’ has not been approved please complete SDF2 or SDF3. | Click here to enter text. |
| 2.11 | Proposed date of introduction | Click here to enter text. |
| 2.12 | 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. |
| 2.13 | 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. |
| 2.14 | What are the strategic and academic rationales for the introduction of the new scheme? |
|  | Click here to enter text. |

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| 3 | Market and ViabilityConsultation should take place with the Planning Office (contact Helen Eustace, hee27@aber.ac.uk) and GMSR (contact Teleri Lewis, tme@aber.ac.uk). Details of the outline proposal should be submitted to the Head of Planning and GMSR with a clear request to meet to discuss the proposal. Members of Planning and GMSR staff should respond to the request within five working days and will arrange to meet with the proposers to discuss the proposal. |
| 3.1 | Recruitment Potential (**to be completed by GMSR**) |
|  | Click here to enter text. |
| 3.2 | What is the estimated student demand for the scheme? (**to be completed by GMSR**) |
|  | Click here to enter text. |
| 3.3 | 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. |
| 3.4 | Who are the target participants / markets? (**to be completed by the department, in consultation with Planning and GMSR)** |
|  | Click here to enter text. |

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| 4 | Resource ImplicationsConsultation should take place with relevant services including the Academic Registry (contact Michelle Dickson, mid54@aber.ac.uk ), Information Services (contact Hefin James, ahj@aber.ac.uk and Iola Hagen, ioh@aber.ac.uk), Timetable Office (contact Sarah Thatcher, sae@aber.ac.uk), Library (contact Julie Hart, ujh@aber.ac.uk) and Estates & Facilities teams (contact Maria Ferreira, elf@aber.ac.uk). Heads of relevant services (or nominees) should complete the relevant sections where indicated. |
| 4.1 | 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. |
| 4.2 | 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. |
| 4.3 | 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. |
| 4.4 | Please comment upon any additional library requirements for the programme (**to be completed by Head of Libraries**) |
|  | Click here to enter text. |
| 4.5 | Please comment upon any timetabling requirements for the programme (**to be completed by the Timetable Office)** |
|  | Click here to enter text. |
| 4.6 | Please provide details of any additional staffing requirements (academic or professional services). |
|  | Click here to enter text. |
| 4.7 | Are there any special features of the scheme that have implications for its viability, management or delivery?  |
|  | Click here to enter text. |
| 4.8 | 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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| **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 | MAJOR (80 credits) / MINOR (40 Credits) JOINT (60/60 Credits) |

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| Year 1 | Semester 1 | Semester 2 |
| Department 1 |
| Scheme rules | Click here to enter text. |
| Core/Prerequisite Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |
| Optional Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |
| Department 2 |
| Scheme rules | Click here to enter text. |
| Core/Prerequisite Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |
| Optional Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |

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| Year 2 | Semester 1 | Semester 2 |
| Department 1 |
| Scheme rules | Click here to enter text. |
| Core/Prerequisite Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |
| Optional Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |
| Department 2 |
| Scheme rules | Click here to enter text. |
| Core/Prerequisite Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |
| Optional Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |

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| Year 3 | Semester 1 | Semester 2 |
| Department 1 |
| Scheme rules | Click here to enter text. |
| Core/Prerequisite Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |
| Optional Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |
| Department 2 |
| Scheme rules | Click here to enter text. |
| Core/Prerequisite Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |
| Optional Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |

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| Year 4 | Semester 1 | Semester 2 |
| Department 1 |
| Scheme rules | Click here to enter text. |
| Core/Prerequisite Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |
| Optional Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |
| Department 2 |
| Scheme rules | Click here to enter text. |
| Core/Prerequisite Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |
| Optional Modules(including Welsh-medium equivalents) | Click here to enter text. | Click here to enter text. |

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| 7 | Entry Requirements and accreditation |
| 7.1 | Please list the entry requirements (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. |
| 7.2 | 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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| 8 | Marketing subject to approval |
| 8.1 | 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. |
| 8.2 | 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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| Authorisation |  |
| PLEASE NOTE THAT FORMS WILL NOT BE ACCEPTED UNTIL ALL SIGNATURES HAVE BEEN OBTAINED AND BOXES COMPLETED. Only electronic signatures or typed name with supporting email from signatory will be accepted. |
| Department Major Component/Joint Honours |
| Head of Department | Click here to enter text. | Click here to enter a date. |
| Department Minor Component/Joint Honours |
| Head of Department | Click here to enter text. | Click here to enter a date. |

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| Form name: | Scheme Development Form 4 (SDF4) |
| 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  |