STEP 1  
Proposal to be presented through Planning Round

STEP 2  
Development and consideration of business case in consultation with Planning Office ([plastaff@aber.ac.uk](mailto:plastaff@aber.ac.uk)) for consideration by University Executive Group

STEP 3  
Development of SDF form and supporting documentation

STEP 4  
Consideration by departmental L&TC and Faculty Executive Committee

STEP 5  
Consideration by Academic Scrutiny Panel (AQH 2.6)

STEP 1  
FPVC to seek approval in principle from PVC (ESE) and Head of Planning for proposal to be developed

STEP 2  
Development of SDF form and supporting documentation

STEP 3  
Consideration by departmental L&TC and Faculty Executive Committee

STEP 4  
Consideration by Academic Scrutiny Panel (AQH 2.6)

Minor Change or re-structure (AQH 2.7): SDF3 and supporting documentation to be considered by departmental L&TC and Faculty Executive Committee, before being submitted to Student Records for implementation and copied to the QA Team  
  
Suspension/withdrawal of schemes and Change to degree scheme title (AQH 2.8): SDF5/SDF6 to be considered by Faculty Executive Committee and PVC (ESE)

Proposals for online/distance learning with no VLE will not be taken forward

Speak to QA Team

provision to be delivered through AU Lifelong Learning Department via BlackBoard Ultra

Proposal to be discussed with PVC (ESE)

If the HEP platform is not appropriate, provision to be delivered through AU Lifelong Learning Department via BlackBoard Ultra

Is it asynchronous online provision?

Proposal to be developed in collaboration with Higer Ed Partners

Is it synchronous online/DL or CPD provision?  
YES NO

Has it been discussed with PVC (ESE) as part of Planning round?  
YES NO

Is the proposal online/distance learning, CPD or tied to a research project? (AQH 2.9)

Department to discuss with PVC (ESE) PRIOR to submission of research grant application

Non-Executive Approval Pathway (AQH 2.5)

Executive Approval Pathway (AQH 2.4)

Is the proposal tied to a research project?

Are there any resource implications?  
YES NO

Is the proposal in-person on-campus provision?  
YES NO