***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.**

To proceed to the next stage of the approval process SDF1.1, SDF1.2 and the remaining paperwork should be submitted to the relevant standing Scheme Approval Panel **by the published deadlines** (<https://www.aber.ac.uk/en/academic-registry/handbook/dev-review/>).

Departments should complete the following for consideration by the Panel:

* 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

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. Schemes cannot be advertised on UCAS or online until they have fully completed the approval process, unless the department has made a successful case for advertising the scheme as ‘subject to approval’ in printed and online materials in addition to the formal University prospectus.

Once the scheme has fully completed the scheme approval process the subject to approval flag will be removed.

**Academic Overview (Standing Scheme Approval Panel)**

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

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| 1 | Academic Overview |
| 1.1 | 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. |
| 1.2 | 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. |
| 1.3 | 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. |
| 1.4 | 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. |
| 1.5 | 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. |
| 1.6 | 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. |
| 1.7 | How does the proposal address the employability agenda? |
|  | Click here to enter text. |
| 1.8 | 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. |
| 1.9 | What student support and welfare mechanisms are in place to help deliver a high quality academic experience? |
|  | Click here to enter text. |

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| 2 | Scheme Structure |  |
| 2.1 | 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. | |
| 2.2 | 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. | |
| 2.3 | 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. | |
| 2.4 | 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. | |
| 2.5 | 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. | |
| 2.6 | Please provide details of professional accreditation (if any). | |
|  | Click here to enter text. | |

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| 3 | Academic Detail |  |
| 3.1 | Awarding Body | Click here to enter text. |
| 3.2 | Exit Awards *(for students not achieving the qualification aim)* | Click here to enter text. |
| 3.3 | 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. |
| 3.4 | Scheme Code *(if already known)* | Click here to enter text. |
| 3.5 | 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. |
| 3.6 | QAA Subject Benchmark (title and date of publication) | Click here to enter text. |
| 3.7 | Name of degree scheme co-ordinator | Click here to enter text. |
| 3.8 | Does the proposed scheme involve any deviation from the regulations? If so, please provide details | |
|  | Click here to enter text. | |

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| 4 Appendices |  | |
| Please confirm that the following are attached: | |  |
| 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 (contact Customer Services and Academic Engagement ([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. |

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| 2 | Scheme Approval Panel Decision (*to be completed by Academic Registry*) | |
| Decision of Scheme Approval Panel (unconditional approval, approval with minor modifications, conditional approval, refer back to Department, reject on QA grounds only) | | Click here to enter text. |
| Date of meeting | | Click here to enter a date. |
| If referred back to Department: | |  |
| Date of meeting at which proposal was re-considered | | Click here to enter a date. |
| Date of meeting at which proposal was approved to proceed to next stage: | | Click here to enter a date. |
| Additional meetings if required (please list meeting and date) | | 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 1.2 (SDF1.2) | | |
| Version: | 5 | Publication Date: | September 2023 |
| Reason for update: | JACS code removed from 3.5 | | |
| Approved: | Deputy Registrar, Assurance and Enhancement | Effective From: | September 2023 |
| Contact: | Quality Assurance and Enhancement Team: [qaestaff@aber.ac.uk](mailto:qaestaff@aber.ac.uk) | | |