Application Submission deadline
(December 1st or April 1st)

Internal Reviewing in progress
(4 working weeks excluding any holidays)

Internal Reviewers provide feedback
(Within 4 working weeks of submission)

Unsuccessful written application.
Applicant is contacted with IRs feedback

Internal Moderation (Stage 1)
to moderate IR’s comment in written application

Resubmit
D2 written application as R1

Internal Reviewing of Resubmission (R1)
IR’s to provide feedback
(usually within 3 weeks following the original feedback deadline)

Successful written
D2 Resubmission (R1)

Unsuccessful written
D2 Resubmission (R1)

Defer to the next submission date

Internal Moderation (Stage 2)
to moderate IR’s decision of Resubmission

External Moderation Process
(Normally within a two week period before the Panel meets)

Recommended to the CPD Accreditation Panel
to be awarded Fellowship Category of the HEA