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
D4 written application as R1

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

Successful D4 Resubmission (R1)
to then arrange Development Viva with Internal Reviewer’s and Accreditation Lead

Successful D4 Development Viva

Internal Moderation (Stage 2)
to moderate IR’s decision of Development Vivas and 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