

UKPSF EHU CPD Scheme Overarching Application Process

Associate Fellow (D1) Application Overview	
Step 1 – Application Submission deadline (December 1st or April 1st)	
Step 2 - Internal Reviewing in progress (4 working weeks excluding any holidays)	
Step 3 - Internal Reviewers provide feedback (Within 4 working weeks of submission)	
<u>Successful Application Overview</u>	<u>Resubmission Application Overview</u>
Step 4 - Successful written application	Step 4 - Unsuccessful written application. Applicant is contacted with IRs feedback
Step 5 - Internal Moderation (Stage 1) to moderate IR's comment in written application	Step 5 - Internal Moderation (Stage 1) to moderate IR's comment in written application
Step 6 - External Moderation Process (Normally within a two-week period before the Panel meets)	Step 6 - Resubmit D1 written application as R1
Step 7 - Recommended to the Accreditation Panel to be awarded Fellowship Category of the HEA	Step 7 - Internal Reviewing of Resubmission (R1). IR's to provide feedback (usually within 3 weeks following the original feedback deadline)
	Step 8 - a) Successful written D1 Resubmission (R1) becomes Internal Moderation (Stage 2) to moderate IR's decision of Resubmission. b) Unsuccessful written D1 Resubmission (R1) is defer to the next submission date.
	Step 9 - External Moderation Process (Normally within a two-week period before the Panel meets)
	Step 10 - Recommended to the Accreditation Panel to be awarded Fellowship Category of the HEA

UKPSF EHU CPD Scheme Overarching Application Process

Fellow (D2) Application Overview	
Step 1 – Application Submission deadline (December 1st or April 1st)	
Step 2 - Internal Reviewing in progress (4 working weeks excluding any holidays)	
Step 3 - Internal Reviewers provide feedback (Within 4 working weeks of submission)	
<u>Successful Application Overview</u>	<u>Resubmission Application Overview</u>
Step 4 - Successful written application	Step 4 - Unsuccessful written application. Applicant is contacted with IRs feedback
Step 5 - Internal Moderation (Stage 1) to moderate IR's comment in written application	Step 5 - Internal Moderation (Stage 1) to moderate IR's comment in written application
Step 6 - External Moderation Process (Normally within a two-week period before the Panel meets)	Step 6 - Resubmit D2 written application as R1
Step 7 - Recommended to the Accreditation Panel to be awarded Fellowship Category of the HEA	Step 7 - Internal Reviewing of Resubmission (R1). IR's to provide feedback (usually within 3 weeks following the original feedback deadline)
	Step 8 - a) Successful written D2 Resubmission (R1) becomes Internal Moderation (Stage 2) to moderate IR's decision of Resubmission. b) Unsuccessful written D2 Resubmission (R1) is defer to the next submission date.
	Step 9 - External Moderation Process (Normally within a two-week period before the Panel meets)
	Step 10 - Recommended to the Accreditation Panel to be awarded Fellowship Category of the HEA

UKPSF EHU CPD Scheme Overarching Application Process

Senior Fellow (D3) Application Overview	
Step 1 – Application Submission deadline (December 1st or April 1st)	
Step 2 - Internal Reviewing in progress (4 working weeks excluding any holidays)	
Step 3 - Internal Reviewers provide feedback (Within 4 working weeks of submission)	
<u>Successful Application Overview</u>	<u>Resubmission Application Overview</u>
Step 4 - Successful written application	Step 4 - Unsuccessful written application. Applicant is contacted with IRs feedback
Step 5 - Internal Moderation (Stage 1) to moderate IR's comment in written application	Step 5 - Internal Moderation (Stage 1) to moderate IR's comment in written application
Step 6 - Recommended to arrange Development Viva with Internal Reviewer's & Accreditation Lead	Step 6 - Resubmit D3 written application as R1
Step 7 - Successful D3 Development Viva	Step 7 - Internal Reviewing of Resubmission (R1). IR's to provide feedback (usually within 3 weeks following the original feedback deadline)
Step 8 - Internal Moderation (Stage 2) to moderate IR's decision of Development Vivas and Resubmission	Step 8 - 1. Successful D3 Resubmission (R1) to then arrange Development Viva with IR's and Accreditation Lead 1.a) Successful D3 Development Viva 1.b) Internal Moderation (Stage 2) to moderate IR's decision of Development Vivas and Resubmission 2. Unsuccessful written D3 Resubmission (R1) is defer to the next submission date.
Step 9 - External Moderation Process (Normally within a two-week period before the Panel meets)	
Step 10 - Recommended to the Accreditation Panel to be awarded Fellowship Category of the HEA	

UKPSF EHU CPD Scheme Overarching Application Process

Principal Fellow (D4) Application Overview	
Step 1 – Application Submission deadline (December 1st or April 1st)	
Step 2 – External & Internal Reviewing in progress (4 working weeks excluding any holidays)	
Step 3 - External & Internal Reviewers provide feedback (Within 4 working weeks of submission)	
<u>Successful Application Overview</u>	<u>Resubmission Application Overview</u>
Step 4 - Successful written application	Step 4 - Unsuccessful written application. Applicant is contacted with ER & IRs feedback
Step 5 - Internal Moderation (Stage 1) to moderate ER & IR's comment in written application	Step 5 - Internal Moderation (Stage 1) to moderate ER & IR's comment in written application
Step 6 - Recommended to arrange Development Viva with External & Internal Reviewer's & Accreditation Lead	Step 6 - Resubmit D4 written application as R1
Step 7 - Successful D4 Development Viva	Step 7 - Internal Reviewing of Resubmission (R1). ER & IR's to provide feedback (usually within 3 weeks following the original feedback deadline)
Step 8 - Internal Moderation (Stage 2) to moderate ER & IR's decision of Development Vivas and Resubmission	Step 8 - 1. Successful D4 Resubmission (R1) to then arrange Development Viva with ER & IR's and Accreditation Lead 1.a) Successful D4 Development Viva 1.b) Internal Moderation (Stage 2) to moderate ER & IR's decision of Development Vivas and Resubmission 2. Unsuccessful written D4 Resubmission (R1) is defer to the next submission date.
Step 9 - External Moderation Process (Normally within a two-week period before the Panel meets)	
Step 10 - Recommended to the Accreditation Panel to be awarded Fellowship Category of the HEA	