

## UKPSF EHU CPD Scheme overarching Application Process Flowchart

**Step 1 – Application Submission deadline**  
(December 1st or April 1st)

**Step 2 - Internal Reviewing in progress**  
(and External Reviewing in case of D4)  
(4 working weeks excluding any holidays)

**Step 3 - Internal Reviewers independently provide feedback.**  
(Within 4 working weeks of submission)

### Successful Application Overview

**Step 4 - Successful 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 7 - Recommended to the Accreditation Panel to be awarded Category of HEA Fellowship**

### Resubmission (R1) Application Overview

**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 6 - Resubmit D2 written application as R1**

**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 deferred to the next submission date.

**Step 9 - External Moderation Process**  
(Normally within a two-week period before the Panel meets) The External Moderator will receive all unsuccessful submissions (R1) and a sample of successful applications to ensure consistency and appropriateness in the overall decision process.

**Step 10 - Recommended to the Accreditation Panel to be awarded Category of HEA Fellowship**