

## Items in Section 6 of the HEAR

This section shows extracurricular activity undertaken by the student. There are two key principles for these items; they need to be:

- i) recordable in MyCampus, and;
- ii) activities or achievements that can be verified by a specified agency in the University (e.g. RIO, Registry, Senate Office, Careers Service, SRC).

Items which are a mandatory course requirement or attract credit points are not included – these will appear elsewhere in the HEAR.

In launching the HEAR in 2012, items for inclusion in section 6 need to be agreed and captured on the system. Thereafter, each year, all students who have gained these achievements/undertaken these activities need to be entered on the system to allow the activity to appear on their own HEAR.

The agreed procedure for deciding items to be included in Section 6 is as follows:

1. The proposer<sup>1</sup> completes the attached template, and returns it to the Senate Office;
2. Senate Office will check that the item being suggested represents a student achievement and can be verified appropriately by the University;
3. If no, the item will be refused and the proposer informed;
4. If yes, Senate Office will liaise with a key member of the Student Lifecycle Project Team, to ensure that the item can be recorded appropriately within MyCampus;
5. The HEAR Approvals Board, convened by the Clerk of Senate will be consulted for the final decision on whether or not the item should be accepted for inclusion;
6. If the item is then accepted for inclusion, the Senate Office will undertake the initial setup of the item on MyCampus. The proposer will have to sign up as a Verifier in MyCampus and they or an administrative delegate (also registered on MyCampus) will make the annual input of students who have qualified for inclusion of the item on their HEAR. **Please note that only members of GU staff can be verifiers or delegates.**

In future, further items may be added using the same proposal system. The Clerk of Senate may approve items under Convener's Action.

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<sup>1</sup> The proposer will usually be a member of GU staff, or an office bearer of the Students' Representative Council.

**HIGHER EDUCATION ACHIEVEMENT REPORT**

**PROPOSAL FOR INCLUSION OF ITEM IN SECTION 6 (Additional Achievements)**

***Please note that activities which attract credit points, or which are mandatory elements of the course or programme, should not be included.***

Describe the item being proposed for inclusion

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How is achievement/completion of this activity measured?

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How would the item appear on the HEAR? (give a short title)

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Under which sub-section should the item appear (tick one)?

- Clubs and Societies
- Employability
- Student Representation
- Work Placements and Volunteering
- Sporting Achievements
- Prizes and Medals

Who would be responsible for verifying students' achievement/completion of this and entering the information into MyCampus?

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How many students (approximately) are likely to have this item included on their HEAR each year?

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Name of Proposer.....

School/College/Area.....

Date.....