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**York St John University HEAR 6.1 Activity Proposal Form**

**Introduction**

Prior to completing the activity form please ensure you have read the [YSJU institutional protocol](#Institutionalprotocol) for section 6.1 of the Higher education achievement record (HEAR). This sets out the minimum requirements that an activity must meet in order for it to be approved as a verifiable activity.

**Activity Type:** Choose an item.

|  |  |  |
| --- | --- | --- |
| [**Activity Name**](#ActivityName) | [**Activity Verifier**](#ActivityVerifier) | [**Student Enquiries email**](#StudentEnquiriesEmail) |
|  |  |  |
| [**Activity Description**](#ActivityDescription) |
|  |
| [**Completion Criteria**](#CompletionCriteria) | [**Activity Website (if available)**](#ActivityWebsite) |
|  |  |

**Approval:** Choose an item.

|  |  |
| --- | --- |
| **Signature:** |  |

**Guidelines for Completing the HEAR Activity Proposal Form**

**Activity Name** [[back]](#Form)

Activity refers to any award, prize or activity that is being proposed for inclusion in 6.1 of the HEAR e.g. Students as Researchers. It is also is the headline that will be displayed in Section 6.1 of the HEAR, for all students who meet the criteria for gaining recognition of the activity.

**Activity Verifier** [[back]](#Form)

The Activity Verifier should be defined as a single staff role (e.g. Head of Section, Director of Programme, Sabbatical OfficerX) plus the name and email address of the current post-holder and the Faculty, Directorate or Students Union with which the activity is most closely associated.

This person will be responsible[[1]](#footnote-1) for the following:

* Submitting the activity to the HEAR panel for approval
* Providing information to students about the activity
* Verifying that students have completed the activity to the threshold level
* Uploading activity data into the student record
* Where verification is reliant on information provided by external partners, in order to confirm students’ completion of HEAR criteria, ensure that external partners are aware of the need to communicate all issues/concerns regarding student engagement

**Student Enquiries Email** [[back]](#Form)

Email address that students should use if they have queries or want to request more information about the activity. This will be included in the activity information available in the online database of verifiable extra-curricular activities.

**Activity Website** [[back]](#Form)

URL of a web page where more information about the activity can be found. This will be included in the activity information available in the online database of verifiable extra-curricular activities

**Activity Description** [[back]](#Form)

The activity description will be used in following ways:

* Displayed in 6.1 of the HEAR to describe the activity
* For publicity purposes for students

It should give a general but concise overview of the proposed activity and a summary of the completion criteria required to achieve verification. Where possible, statements should make explicit any skills required/developed by students undertaking the activity, using the language of the York St John graduate attributes where useful/appropriate. (word limit-discuss with MJ)

See box 1 for an example.

The Students as Researchers Scheme gives York St John students the opportunity to carry out research alongside members of staff. The primary aim of the scheme is to engage undergraduate students and staff in collaborative research projects, providing the opportunity for students to directly investigate new problems and stimulate a passion for learning. It requires students to be independent and self-directed. Depending on the project, students may be involved in the collection and analysis of data, transcription, conducting interviews or focus groups, writing up findings and attending conferences. Students who complete this activity will have fulfilled a minimum of 40 hours of research assistant work and submitted a 500 word reflective account of their experience.

**Completion Criteria** [[back]](#Form)

For verification purposes a set of criteria must be drawn up for each Activity, defining the minimum threshold levels to be attained in order for the activity to be recognised as ‘completed’. These will be used to determine if a student is eligible for the activity to be included in their HEAR and should be based on *objective and quantifiable outcomes* or achievement indicators only, e.g. a minimum number of hours /percentage of events attended, completion of specific tasks or attendance at specific events (e.g. induction training). The same criteria will be used to determine whether or not students who withdraw from an activity prematurely are still eligible for recognition. Activity proposers should consider what is appropriate to expect of students in order for their engagement with the activity to be recognised officially.

**Key terms**

**Activity** refers to any activity or award or prize that can be included in section 6.1 of the HEAR

**Approved activity** is any activity that has been assessed by the HEAR panel as meeting the criteria to be included in section 6.1 and approved by QSC.

**Verification** is the evaluation of whether or not a student has achieved the appropriate completion criteria in order for the approved activity to be included in section 6.1 of their HEAR.

Other terms?

 **York St John University**

[[back to form]](#Form)

**Higher Education Achievement Report**

**Institutional Protocol 6.1**

**University Aim for Section 6.1**

Section 6.1 of the HEAR includes factually-based, non-evaluative details of extra-curricular activities or achievements verified by the University. Through section 6.1, the University aims to provide recognition for additional activities as a means to support students in the development of the York St John University graduate attributes and their future employability.

**Purpose of this Protocol**

This protocol has been developed to assist in determining whether particular information should be included in Section 6.1 of the HEAR.

**Section 6.1**

The following can be included in 6.1:

* Additional Awards: accredited performance that is not part of the student’s YSJU programme of study, such as extra-curricular modules (not previously included in 4.3) or structured award/certificate programmes assessed by, or with, external accreditation recognised by the University
* Additional Recognised Activities undertaken by students which demonstrate achievement but for which no recognition is provided in terms of academic credit[[2]](#footnote-2). It may include significant verifiable roles, such as representation at national level in sport, or participation in verified activities within formal learning but outwith formally accredited activities
* University, Professional and Departmental Prizes

**Inclusion Criteria for Section 6.1**

To be eligible for inclusion in Section 6.1, an additional award or activity must:

1. be open to all students at the University or all students within a specific academic cohort[[3]](#footnote-3); ***and***
2. develop one or more of the York St John University graduate attributes; (hyperlink to what they are) ***and***
3. be verified before graduation in accordance with an agreed process for completing the activity or award in terms of objective, achievement indicators; ***and***
4. not overlap with information that is already recorded in the York St John University HEAR.
1. The activity verifier is overall responsible but they may delegate some or all of the tasks to others. This may include delegation of verification of achievement to external parties. [↑](#footnote-ref-1)
2. This may include formal employment where it is to recognise the contribution students make to representing the University, such as:

ambassadorial roles and student support work

programme- related roles

research-related roles

teaching-related roles

sports and other coaching. [↑](#footnote-ref-2)
3. with the exception of certain representative roles which may be restricted to ensure democratic representation of the student population as a whole [↑](#footnote-ref-3)