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**HEAR RECORDABLE ACTIVITY/ACHIEVEMENT REQUEST FORM**

Please refer to the protocols on page 4 before completing this form.

**1. ACTIVITY/ACHIEVEMENT DETAILS**

|  |  |
| --- | --- |
| **NAME OF ACTIVITY/ACHIEVEMENT** |  |

|  |  |
| --- | --- |
| **NAME OF REQUESTER** |  |

|  |  |
| --- | --- |
| **DATE OF REQUEST** |  |

**DESCRIPTION OF ACTIVITY** *Please provide below a brief statement (maximum 100 words) about the activity/achievement. This statement will be used to describe the activity on the student’s HEAR transcript. (If the activity involves undertaking a role, please state how long the role is held for).*

|  |
| --- |
|  |

**2. COMPLIANCE WITH HEAR PROTOCOLS** *Please tick* ***(🗸)*** *below which of the HEAR protocols are met by the activity/achievement. Protocols 1, 2, 3 and 4* ***must*** *all be met for the activity to be considered as HEAR recordable. In addition, the activity must also meet at least one of the protocols 5 to 7.* **Please note that paid activities are not considered as HEAR recordable.** *For further details on the HEAR protocols please see page 4.*

|  |  |  |  |
| --- | --- | --- | --- |
| **PROTOCOLS 1 - 4** |  | **PROTOCOLS 5 - 7** |  |
| 1. Verifiable and endorsed by the University |  | 5. Defined by Uni Regulation |  |
| 2. Open to all |  | 6. Support a Uni process |  |
| 3. Information is factual |  | 7. Supports wider policy & strategy |  |
| 4. Not directly part of academic programme |  |  |  |

**3. VERIFIABLE ACTIVITIES/ACHIEVEMENTS** *In terms of verification, the University must be assured that the verification process is robust. Please indicate below whether:*

|  |  |  |
| --- | --- | --- |
| Training/induction/orientation of the student is/will be undertaken | YES / NO | If yes, please describe the training: |
| The student’s performance is/will be assessed | YES / NO | If yes, please describe how performance will be assessed: |
| The student’s participation/attendance is/will be monitored | YES / NO | If yes, please describe how participation/attendance will be monitored: |
| The post/position is/will be determined by democratic election | YES / NO | If yes, please describe the election process for the post/position |

**4. EVIDENCE -** *Please attach any evidence which supports the activity described above. Providing a set of comprehensive evidence will likely reduce the request for further information and speed up the approval of your activity.*

**5. RECORDING ACTIVITIES/ACHIEVEMENTS**

**RECORDING START DATE** *Please indicate which year you intend to begin recording the activity/achievement (HEAR activities cannot normally start to be recorded mid-way through an academic year.)*

|  |  |
| --- | --- |
| **Academic Year** |  |

**RECORDER DETAILS** *HEAR recordable activities/achievements are recorded on the Student Records System by the School/Administrative Section /Keele SU in order for them to appear on the student’s HEAR transcript. Please provide the details of the person who will record the activity/achievement below if the proposal is approved (they will be contacted to receive training):*

|  |  |
| --- | --- |
| **RECORDER NAME** | **POSITION** |

**6. SPONSOR DETAILS** *The proposal must be sponsored by a Head of Administrative Section/School or Keele SU Manager*

|  |  |
| --- | --- |
| **NAME** | **POSITION** |
| **SIGNATURE** | **DATE** |

**Please return your completed form to:**

KIITE at [kiite@keele.ac.uk](mailto:kiite@keele.ac.uk)

**7. FURTHER INFORMATION**

You may be asked for further information to be provided to support your claim. In such cases please complete this section.

|  |  |
| --- | --- |
| **Further Information Requested** | **Response** |
|  |  |

# HEAR Section 6.1 Protocols

It should be noted that no one protocol below is exclusive, although protocols 1-4 should always be met.

1. **The activity is verifiable and is endorsed by the University.**
2. **The activity to undertake the opportunity is open to all students in principle.**
3. **Information included is presented factually, not opinionated (i.e. can say they held a position, can’t say they were good/competent at it, or can say did 15hrs of volunteering services, can’t say about the quality of it).**
4. **The activity/outcome is not directly part of the academic programme.**

Other criteria (at least one of which must be met):

1. The role/activity/outcome is defined by regulation (e.g. prizes, sabbatical officer).
2. The role/activity/position supports a university process, and that is normally determined by election (student) or University nomination (e.g. Student Voice reps).
3. The activity/role supports wider University policy and strategy (e.g. volunteering, associate teachers, etc.).

In terms of verification, the University must be comfortable that the verification process is robust enough to put its name against (e.g. a good example here is the KeeleSU awards for volunteering, where a transparent set of guidelines have been developed and agreed within the University, and which KeeleSU now operates)

Finally, where the proposed activity is a paid position, in addition to satisfying the criteria above, the proposing body will also be required to set appropriate thresholds for the following criteria and the student completing the activity will be required to satisfy all of these criteria to receive the recognition on their HEAR;

1. The role/activity has been undertaken on a multiple number of occasions (e.g. minimum of 6)
2. The role/activity has been undertaken for a substantial period of time (e.g. 1-2 years)
3. The activity must involve undertaking more than ‘basic’ activity. (e.g. should not include basic clerical; administrative; catering; retail roles)

Requests for activities are made to the Keele Institute for Innovation and Teaching Excellence (KIITE) for a decision on whether an activity is HEAR recordable.