

Higher Education Achievement Report (HEAR)

Inclusion Criteria for Section 6.1

In order to be eligible for inclusion in Section 6.1, an activity or achievement must fulfil all of the following criteria:

1. Develop one or more of the 'UWS Graduate' attributes by doing one of the following, which reflect the categories of activity that the University aims to recognise in Section 6.1:
 - broaden students' intellectual, civic, socio-cultural or international understanding
 - demonstrate students' responsibility, leadership, excellence or innovation
 - contribute specifically to the UWS life and community
2. Not be formal employment, with the exception of the following types of University/Students' Association activities or achievements, being part of the UWS life and community and which reflect the institutional aims for Section 6.1 (above):
 - ambassadorial roles and student support work
 - course-related roles
 - research-related roles
 - teaching-related roles
 - sports coaching
 - employment experience that is part of a University-recognised programme
3. Must have completed a full cycle.
4. Section 6.1 of the HEAR can record details of Additional Awards, Additional Recognised Activities and University, Departmental or Professional Prizes*. In the case of Additional Recognised Activities only, the activity must involve either:
 - sustained and regular commitment over a minimum of one semester, OR
 - at least 10 hours interaction, OR
 - require students to complete an additional task (e.g. submission of a reflective journal) that is coherent with the activity itself, to ensure that students' engagement can be classed under one of the 6.1 institutional categories.

* Additional Awards are accredited performance outside the academic curriculum, e.g. extra-curricular modules or structured award/certificate programmes; Additional Recognised Activities are unaccredited activities which represent achievement and/or learning and University, Professional and Departmental Prizes' are both academic and non-academic prizes awarded to students.

5. Be available as an equitable opportunity for all students across the University or all students within a specific academic cohort, with the exception of certain representative roles which may be restricted to ensure democratic representation of the student population as a whole.
6. Be approved by the HEAR Advisory Board in accordance with the agreed protocols and should be overseen and verified by a relevant member of staff before students have completed their academic programme. Activities and achievements will be approved on an annual basis by the HEAR Advisory Board.
7. Be verified in accordance with an agreed protocol that outlines the process for completing the activity or achievement in terms of objective, quantifiable outcomes or achievement indicators only, and is made accessible to students and staff via the HEAR website (www.uws.ac.uk/hear).
8. Not overlap with an activity or achievement that is already recorded in the UWS HEAR.

Prizes and Scholarships HEAR Guidance

Section 6.1 of the HEAR includes a sub-section where University, professional and departmental prizes can be listed. The guidance notes below outline the types of prize and scholarship that are eligible for inclusion in Section 6.1 of the Sheffield HEAR.

University Calendar Prizes

All University Calendar prizes will be included in Section 6.1. These will be loaded onto student records by the relevant office. Departments will have the opportunity to revise the statements which contextualise prizes for the HEAR during the annual review of prize regulations. In addition, academic departments may upload details of ad hoc departmental/professional prizes that have been awarded to students on a one-off basis, provided that the department has a. nominated the student for the prize and/or b. been involved in the decision-making process for awarding the prize.

If you are interested in verifying a new prize for the HEAR, please contact the HEAR Advisory Board in the first instance, to discuss whether your prize can be included in the University Calendar.