

HIGHER EDUCATION ACHIEVEMENT REPORT (HEAR) – ADDITIONAL INFORMATION PROTOCOL

Introduction

1. All students enrolled on a course at the University of Suffolk or one of the University's Partner Colleges or partner institutions leading to one of the following awards will be issued with a Higher Education Achievement Report (HEAR):

- Certificate of Higher Education
- Diploma of Higher Education
- Foundation Degree
- Bachelor's Degree
- Certificate in Education
- Professional Graduate Certificate in Education
- Postgraduate Certificate
- Postgraduate Diploma
- Integrated Master's Degree
- Master's Degree

2. The HEAR will be available electronically as a formative document from the first year of study on an eligible course, and a final approved version will be issued on graduation.

3. The Additional Information section of the HEAR (section 6.1) allows the inclusion of entries under the following three categories:

- Additional Awards
- Additional Recognised Activities
- University, Professional and Departmental Prizes

4. This protocol gives definitions and possible entries for each of the three categories above and the associated approval, reporting and verification processes.

Principles

5. Only those opportunities which are available on an equal basis to all students on the same course or across the University as a whole will be considered for inclusion in the Additional Information section of the HEAR.

6. Any awards and activities recorded on the HEAR should represent achievement of some significance. This could be the demonstration of particular learning, or the demonstration or development of some other personal attributes or skills.

7. There should be a clear connection between the activity and the University. For example, the activity should be one that the University has organised, hosted, contributed to or positively promoted to students.

8. All awards and activities recorded on the HEAR must be verifiable by the University.

9. All awards and activities proposed for inclusion in the Additional Information section of the HEAR are subject to the approval of the HEAR Additional Information Approval Panel, who will give consideration to the principles set out in paragraphs 5 to 8 above. The Panel comprises the Director of Learning and Teaching, the Academic Registrar and the President of the Students' Union.

Additional Awards

10. Additional Awards are assessed non-credit bearing internal awards in non-academic contexts, where achievement is agreed through an assessment board or other awarding panel. Examples include awards recognising employability skills and attributes, such as the FutureMe programme and the Suffolk Business School Graduate+ Management Development Programme.

11. Details of all students who have completed an approved Additional Award, as agreed by the relevant assessment board or awarding panel, should be submitted to the Graduation Office (hear@uos.ac.uk) by the end of each academic year.

12. The proposal, approval and reporting process for new additional awards is set out in Appendix 1.

Additional Recognised Activities

13. For internal reporting purposes, additional recognised activities are categorised as either *Accredited Activities* or *University/College-led Activities*.

14. *Accredited Activities* are those for which accreditation schemes have already been developed to enable recognition of student contribution to University activities. This applies to:

- the Students' Union accreditation scheme for course representatives, student officers and other elected roles, and leadership of clubs and societies; and
- panel membership at course validation and re-approval events.

15. *University/College-led Activities* are those that the University's schools, departments and partner colleges/institutions initiate and formally recognise and report. These activities should be over and above those undertaken as part of the usual course learning and assessment activities.

Examples may include:

- participation in Peer Assisted Learning (PAL) and mentoring schemes;
- taking a lead role in the organisation of an event;
- making a presentation at a conference (national or regional);
- publication of a paper (including as joint author) or creative written work;
- public exhibition of work (over and above normal course display practices);
- placement in a national or significant regional competition;
- participation in external course-related projects; and
- non-compulsory course-related work placement, work experience or internship.

16. Details of all students who have completed an approved Additional Recognised Activity should be submitted to the Graduation Office by the end of each academic year.

17. The proposal, approval and reporting process for new accredited activities and all University/College-led activities is set out in appendix 1.

University, Professional and Departmental Prizes

18. Any prizes that a student receives during their programme of study can be included on the HEAR. This includes internal student of the year awards, prizes from memorial funds or sponsored by external companies and organisations, and professional body prizes.

19. Each school and partner college/institution should submit to the Graduation Office a full list of prize winners for the academic year, along with a description of what the prize is awarded for, by the end of each academic year.

20. Schools and partner colleges/institutions do not need to seek approval from the HEAR Additional Information Approval Panel for prizes to be included on the HEAR.

HEAR Additional Achievements Register

21. All approved additional awards and additional recognised activities will be recorded in the HEAR Additional Achievements Register.

22. The Additional Achievements Register is maintained by the Graduation Office and published on MySuffolk. It is reviewed annually and updated as and when additional awards and recognised activities are approved.

Student Checking of HEAR Additional Information

23. Items for inclusion in the Additional Information section of students' HEARs will be added to their electronic student record (SITS) within 10 working days of notification of completion of an award, activity or prize. Notification of completion should be submitted to the Graduation Office by the relevant school, department or partner college/institution by the end of each academic year.

24. It is the responsibility of each student to check and confirm the Additional Information recorded on their HEAR. Items that will be included in the Additional Information section of the student's HEAR will be shown in their HEAR area of OASIS on MySuffolk as soon as it has been added to the student's SITS record.

25. With reference to the HEAR Additional Information Register, students should check that all approved awards and activities that they have completed have been included on their HEAR. If a student believes that any awards or activities are missing, they can request an award or activity to be added. The Graduation Office will seek verification of the request from the relevant school, department or partner college/institution and add it to the HEAR as appropriate. The student will be notified when their request has been actioned.

26. As part of the confirmation process, students can also request the removal, once and for all time, of any items recorded in the Additional Information section of their HEAR if they do not want them included in the final version. The student will be notified when their request has been actioned.

27. All students are encouraged to engage with the opportunities available to achieve additional awards and activities for inclusion on their HEAR. However, the University recognises that some students may choose not participate in any extra-curricular activities and some may undertake other extra-curricular activities that have not been approved for inclusion on the HEAR. The following statement is therefore included on all HEARs:

This section provides details of any awards and prizes received and any extra-curricular activities undertaken by the student. The University has an agreed set of awards and activities that can be recorded in this section of the HEAR, in accordance with the University's HEAR Additional Information Protocol. All activities, awards and prizes recorded in this section have been verified by the University and/or the Students' Union. The University is not able to verify all extra-curricular activities, and therefore students may have undertaken other activities that are not recorded but which have contributed to their personal and professional development. Such activities may be included in other documentation, such as the student's curriculum vitae or portfolio.

28. The electronic HEAR (available on Gradintelligence – www.gradintel.com¹) will be updated following each round of assessment boards and at the end of each academic year. The HEAR will remain as a formative document until the final version is published on graduation.

29. No changes can be made to the HEAR after the final version has been published.

¹ The University of Suffolk uses Gradintelligence (www.gradintel.com) to host the electronic HEAR. An account with Gradintelligence will be created for all students enrolled on an eligible course, as specified in paragraph 1. An email will be sent to their University of Suffolk email address asking the student to activate their account. Once activated, students will be able to view their HEAR online and share their HEAR electronically with potential employers.

APPENDIX 1: PROPOSAL, APPROVAL AND REPORTING PROCESS FOR ADDITIONAL AWARDS AND ADDITIONAL RECOGNISED ACTIVITIES

For an Additional Award or Additional Recognised Activity to be approved for inclusion on HEARs, the following process should be followed:

1. An award or activity which may be suitable for inclusion on the HEAR is identified by a member of staff, possibly in response to a suggestion from a student.
2. The member of staff completes the HEAR Additional Information Proposal form, available from the Graduation Office and on MySuffolk, detailing:
 - the nature of the award or activity
 - how students could get involved (demonstrating equality of opportunity and detachment from standard course activities)
 - why completion of the award or activity represents an achievement for students
 - the wording to be included on the HEAR for those students who have successfully completed the award or activity

Details should also be provided as to whether the award or activity is a one-off or available only in a particular academic year or more frequently, along with a suitable period of review. In this way, awards and activities which are available more than once a year or on an annual basis will not need to go through the approval process each time they occur.

3. The Dean of School, Head of HE or Head of Service will review the proposal and, if they believe it is reasonable, submit the proposal to the Graduation Office (hear@uos.ac.uk) for approval by the HEAR Additional Information Approval Panel.
4. The proposal will be considered by the HEAR Additional Information Approval Panel. If approval is granted, the proposing member of staff and Dean of School, Head of HE or Head of Service will be notified. If approval is not granted, a reason for non-approval will be provided.
5. The Graduation Office will add the approved award or activity to the HEAR Additional Information Register published on MySuffolk.
6. For approved Additional Awards, following agreement of the award at the relevant assessment board or awarding panel, a list of students and their achievement should be

submitted to the Graduation Office for the students' HEAR records to be updated accordingly.

7. For approved Additional Recognised Activities, as soon as possible after the activity has taken place, a list of those students who successfully participated in the activity should be submitted to the Graduation Office for the students' HEAR records to be updated accordingly.
8. Details of all students who have completed an approved Additional Award or Additional Recognised Activity should be submitted to the Graduation Office by the end of each academic year.

APPENDIX 2: HIGHER EDUCATION ACHIEVEMENT REPORT (HEAR) ADDITIONAL INFORMATION PROPOSAL FORM

Type of Additional Information
(please tick)

<input type="checkbox"/>	Activity
<input type="checkbox"/>	Award

Title of activity/award to be shown on the HEAR

Description of the award/activity to be shown on the HEAR
(Description should be no more than 500 characters)

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When and how can students get involved in the activity/award?
(Demonstrate equality of opportunity and detachment from standard course activities)

How does completion of the activity/award represent achievement for students?
(Demonstrate the skills developed or learning achieved)

How is completion of the activity/award verified?

Frequency of availability of activity/award

(please tick and provide further details below, including dates where applicable)

	One-off (i.e. this is a unique opportunity)
	Annual (i.e. offered and completed each academic year)
	On-going (i.e. developed over more than one academic year)

When/how will the activity/award be reviewed?

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Proposal submitted by:

Name	
Position	
Date	

Proposal supported by Dean of School/Head of HE/Head of Service:

Name	
Position	
Date	

Comments from HEAR Additional Information Approval Panel

	Approved
	Not approved
Reason for non-approval	