Section 6.1 of the Higher Education Achievement Record (HEAR) covers achievements by students that are not directly related to their degree result. These achievements must be verified by the University of Edinburgh.

This form should be completed if you wish to propose a new achievement or activity for inclusion in Section 6.1 (or to amend an existing achievement). The proposal will be considered by Senate Learning and Teaching Committee (LTC), which will ensure that the category adheres to the following principles:

All activity recognised in Section 6.1 of the HEAR should be undertaken **whilst a matriculated student**, and should fit under 1 of 3 headings:

1. **Additional Awards** – in Edinburgh’s case, the ‘[Edinburgh Award](https://www.ed.ac.uk/edinburgh-award)’.
2. **Additional Recognised Activities** – including volunteering, leadership and representative roles, and other significant, verifiable roles. (See page 2 for details of the additional activities that are currently recognised.)
3. **University, Students’ Association and Sports Union Prizes and Awards** – both academic and non-academic.

In addition, all activity should be:

* **Substantial** – the activity has impact, encourages reflection, and provides opportunities for learning development and ‘stretch’. It is likely to involve a substantial time commitment.
* **Verifiable** – the activity can be verified and is endorsed by the University.
* **Equitable** – the activity is available on an equal basis to a clearly defined group of students, and should be available to students on an ongoing basis eg. in successive years.
* **Factual** – information included is factual and non-evaluative.
* **Additional** – the activity is not required as part of the academic, credit-bearing curriculum.

The following ‘Additional Recognised Activities’ are currently approved by the University of Edinburgh:

|  |  |
| --- | --- |
| **Students’ Association Roles**   * Edinburgh University Students’ Association Activities Position * Edinburgh University Students’ Association Elected Office Bearer * Peer Support – PALS Student Leader and Peer Support Leader * Student Representative | **University Roles**   * Student member of University Internal Review team (TPR, PPR and Thematic Review) * Student Representative |
| **Sports Union Roles**   * Edinburgh University Sports Union Representative or Office Bearer * Edinburgh University Sports Union Sports Club – Official Position | **Roles Within Other University-Affiliated Bodies**   * International Student Centre Committee Member * Edinburgh Nightline Committee Member * Edinburgh Students’ Charities Appeal Executive Committee Member |

Further information on the University of Edinburgh’s approach to the HEAR is available here: <http://www.ed.ac.uk/schools-departments/student-administration/other-info/hear>

1. **What is the name of the proposed category of achievement?\***
2. **Please give a brief description of the category of achievement\***
3. **Which students are eligible for this achievement?\***

(For example, is it open to all undergraduate and taught postgraduate students, or restricted to a specific group?)

1. **What does the student need to do to gain this achievement?\***

(For example, if the achievement involves representation, is there a minimum number of meetings that must be attended or hours completed?)

1. **Verification\***

(Please describe **in detail** how the achievement will be verified.)

1. **When will the verification be complete each academic year?\***
2. **Is there any other information you wish to supply in support of your application?**

**CONTACT INFORMATION**

1. **Name of proposer\***
2. **Email address of proposer\***
3. **Proposing School / Department\***
4. **Date\***

**Please return this form to the Secretary to Senate Learning and Teaching Committee** [**philippa.ward@ed.ac.uk**](mailto:philippa.ward@ed.ac.uk) **(telephone 0131 651 6083)**

Once received, the form will be passed to Student Systems who will ensure that the proposing School or Department holds appropriate, robust data in a suitable format for uploading to the Student Record.

Following vetting by Student Systems, the form will be passed to a Learning and Teaching Recommendation Panel for initial consideration and subsequently to Learning and Teaching Committee for final approval.

***The Learning and Teaching Committee Recommendation Panel meets annually in late October / early November, and proposals are signed off by Learning and Teaching Committee at its November meeting.*** *(This schedule allows Student Systems sufficient time to make required Systems changes and to ensure that any new or changed categories can be included in the HEARs of students graduating the following summer.)*

***ALL PROPOSAL FORMS SHOULD THEREFORE BE SUBMITTED TO THE SECRETARY TO LEARNING AND TEACHING COMMITTEE BY 15 OCTOBER EACH YEAR.***

­For Student Systems use only:

I confirm that the data that will be provided for this category of achievement is relevant, robust and available in a suitable format for upload to the Student Record.

Signed: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_