



HEAR Activity Approval Protocol

Documentation Management

Document Record

Maintained by:	Quality Assurance
Owned by:	Student Experience and Welfare Committee
Approval Date:	N/A
Current Version:	1.3
Location of Master Document:	https://intra.brunel.ac.uk/s/QSO/Team/Exams and Assessment/Awards, Certificates and Prizes/HEAR

Version Control

Document Version	Amendments	Amended By	Date	Approved By
1.1	See Document Rollover 2017-18 Checklist Records	Quality Assurance Officer	July 2017	N/A
1.2	Committee ownership updated	Head of Quality Assurance	September 2017	N/A
1.3	Documentation Management Table amended.	Head of Quality Assurance	August 2018	N/A

Protocol for the approval of Additional Activities and Awards, HEAR Section 6.1

At Brunel University London the approach has been to develop a number of high level principles (protocols) to establish the framework within which activities and awards must sit in order to be eligible for inclusion in the [HEAR](#). The protocols developed for use at Brunel are detailed below:

Activities:

1. The activity is verifiable and endorsed by the University (and not also by another body) and participation can be verified. It is recognised that for some activities performance or quality of participation may not be able to be verified.
2. The opportunity and criteria for participation are clearly defined. This does not necessarily mean all students automatically have the opportunity to engage in this activity.
3. The activity/role is not directly part of the academic credit-bearing curriculum
4. The activity/role supports wider University policy and strategy (e.g. volunteering, outreach, recruitment events).

Prizes:

5. The prizes included are those approved by Senate, and recorded in SITS.

Agreed Students Union Activity:

6. The position must be a named position within a recognised Union of Brunel Students activity, in accordance with the Union's constitution (or that of the relevant activity). Including: Clubs, Societies, student representative positions, elected democratic positions and media association, for example.
7. The post-holder must have been elected to the post or appointed through recognised means.
8. The post-holder must have held and contributed to the post for a minimum of 6 months.

Guidance note on process for the approval of new activities/awards

The list of activities approved for inclusion in Section 6.1 of the HEAR will be reviewed annually by the Student Experience and Welfare Committee. Those wishing to introduce a new HEAR activity should complete a 'HEAR activity approval form' which is available at <http://www.brunel.ac.uk/study/hear>

This form requests details of the proposed activity including information of how the activity meets the specifications of agreed protocols listed above. It is important that each section is completed where appropriate. Please note that the activity title and activity description will appear on the Interim Transcript (after levels 1 and 2) and the HEAR so it is important to make this clear and succinct and adhere to the 'character count'.

The completed form should be returned to quality-officers@brunel.ac.uk who will then present the new activities to the Student Experience and Welfare Committee which will decide whether or not they should appear on the HEAR in accordance with the agreed protocols.

Once an activity is approved the necessary records will be set up in SITS (e-Vision) and the requester will be informed of the decision along with their activity code and the process for uploading the details to SITS. If an activity is not approved, the activity provider will be informed and given the reason why the activity was not approved according to the protocols provided. A similar process will exist for amendments, and withdrawals. A central list of approved activities and awards will be maintained on the website in case of any queries which can be found at <http://www.brunel.ac.uk/study/hear/activities>.