

STELLIFY AWARD  
STAFF CRIB SHEET  
2021/22



# STELLIFY AWARD

This crib sheet is aimed at any staff who deal with student queries about the Stellify Award.

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## Stellify Award Overview 2021/22

The [Stellify Award](#) is the University's most prestigious extra-curricular accolade and something that students can put on their CV to demonstrate their leadership skills to future employers.

- All UG students who started in September 2016 or later are eligible for the Stellify Award. This includes Direct Entry students but does not include Study Abroad or Exchange students.
- The Stellify Award was originally called the 'Manchester Leadership Award' so some students may still refer to it as that.
- [The Manchester Leadership Programme](#) is a completely separate award which involves completing a Leadership in Action course unit and either 15, 25 or 40 hours of volunteering to gain a bronze, silver or gold award.

**To achieve the Stellify Award, a student must complete three main elements:**

- Two out of three [Ethical Grand Challenges](#)
- Two approved '[Step Up and Lead](#)' roles (or the same role for two years)
- 25 hours of [volunteering](#) (which benefits the wider community)

## Extenuating Circumstances

- Students who feel that they have specific extenuating circumstances that have prevented them from completing one element of the Award should contact [sarah.swithenbank@manchester.ac.uk](mailto:sarah.swithenbank@manchester.ac.uk) with details of their extenuating circumstances. Cases will be considered by the Stellify Award Operations Group on a case by case basis. Please note: Queries may not be resolved in time to include the Stellify Award in the Graduation Ceremony.

## Activity Recording

- All Stellify Award activities will be recorded on a student's Higher Education Achievement Report (HEAR).
- Students do not need to register for the Stellify Award; any eligible activities they complete will be recorded automatically. Please note students have to register their volunteering on Volunteer Hub.
- Students cannot currently check their own HEAR record.
- Any staff member with basic campus solutions access can check a student's HEAR record. Click on Main Menu, then Records and Enrolment, then HEAR, then Student Activities, then type the student's name or ID number into the box and click search. This will bring up a list of all activities recorded on a student's HEAR so far.
- Most HEAR uploads will take place at the end of the academic year so, if an activity that they recently completed or are still completing is not currently showing on a student's HEAR, that's normal. If the student wants to check their progress, they'll need to contact the activity owner directly.
- We won't be able to confirm if a student has completed the Stellify Award until after June.
- Some programmes in the Faculty of Biology Medicine and Health do not use the HEAR.

## Receiving the Stellify Award

- Once a student has completed all the components, they will receive the Stellify Award at their graduation.
- Students will receive an email to confirm that they have completed all elements of the Stellify Award in late July.
- If students aren't able to attend the degree ceremony, they will be told via email what alternative arrangements are in place to receive their Stellify Award Certificate.



## Ethical Grand Challenges

Students must complete two out of three [Ethical Grand Challenges](#) in order to complete the 'Understand the Issues that Matter' component of the Stellify Award.

The Ethical Grand Challenges are online and face-to-face activities which allow students to explore the biggest challenges facing the world in the 21st century - [Sustainability](#), [Social Justice](#) and [Workplace Ethics](#).

### Sustainability Challenge

Available to Year 1, Year 2 and Year 3+ undergraduates and postgraduates.

The [Sustainability Challenge](#) is an interactive online activity which gets students to think critically about sustainability in a real-world context and empowers them to take action on issues that matter most to them.

#### Year 1 & Year 2 undergraduates:

- These students are automatically enrolled in the Sustainability Challenge which they can find in the 'My Communities' section of Blackboard.
- The Sustainability Challenge is available until **23:59 on Friday, 17 June 2022** for Year 1 and Year 2 students.
- If a student doesn't have access to the Sustainability Challenge but thinks they should, they can email [egc@manchester.ac.uk](mailto:egc@manchester.ac.uk)

#### Year 3+ undergraduates and postgraduates:

- Year 3+ undergraduate students need to [follow instructions to self enrol](#).
- Postgraduate students also need to [follow instructions to self enrol](#).
- For direct entry students who come to The University of Manchester in Year 3, they must complete it in Year 3.
- Exchange, Study Abroad and Postgraduate students can complete the Sustainability Challenge but they are not eligible for the Stellify Award.
- The Sustainability Challenge is available until **23:59 on Tuesday, 31 May 2022** for Year 3+ undergraduates and **Friday, 17 June 2022** for postgraduate students.



## Social Justice Challenge

Available to Year 2, Year 3+ undergraduates and postgraduates.

The [Social Justice Challenge](#) is an interactive online activity which introduces students to social justice and explores a variety of themes including race, migration, higher education, mental health, homelessness and energy.

- Year 2 and Year 3+ undergraduate students need to [follow instructions to self enrol](#).
- Postgraduate students also need to [follow instructions to self enrol](#).
- If a student doesn't have access to the Social Justice Challenge but thinks they should, they can email [egc@manchester.ac.uk](mailto:egc@manchester.ac.uk)
- For direct entry students who come to The University of Manchester in Year 3, they must complete it in Year 3.
- Exchange, Study Abroad and Postgraduate students can complete the Social Justice Challenge but they are not eligible for the Stellify Award.
- The Social Justice Challenge is available until **23:59 on Friday, 17 June 2022** for postgraduates. It is available until **23:59 on Tuesday, 31 May 2022** for Year 2 and Year 3+ undergraduates.

## Workplace Ethics Challenge

Available to Year 3+ undergraduates and postgraduates.

The [Workplace Ethics Challenge](#) offers face-to-face and online activities which explore ethical challenges faced by recent graduates in a variety of workplaces.

- Year 3+ undergraduate students can complete the challenge individually [online through Blackboard](#) (around 1 hour), or attend [face-to-face workshops](#) (around 1 ½ hours) related to students' specific interests and aspirations.
- Face-to-face workshops take place in both semesters on Wednesday afternoons and early evenings. Year 3+ undergraduate students can sign up for workshops via [this form](#).
- Exchange, Study Abroad and Postgraduate students can complete the Workplace Ethics Challenge but they are not eligible for the Stellify Award.
- Postgraduate students can only complete the challenge [online through Blackboard](#).
- The Workplace Ethics Challenge Online is available until until **23:59 on Tuesday, 31 May 2022** for Year 3+ undergraduates and **23:59 on Friday, 17 June 2022** for postgraduate students.
- Any Ethical Grand Challenges queries: [egc@manchester.ac.uk](mailto:egc@manchester.ac.uk)





## Volunteering

Students must complete 25 hours of community-facing volunteering to complete the 'Make a Difference' component of the Stellify Award.

- This volunteering must benefit the wider community, not just the student population.
- This volunteering can take place throughout the course of their undergraduate degree.
- All volunteering hours must be logged on [Volunteer Hub](#), except for volunteering through the University [Sports Volunteer Scheme](#), which will be logged separately.
- Hours logged on Volunteer Hub must be verified by a member of the charity or community organisation.
- In a student's graduating year, all hours must be logged and verified by **Tuesday, 31 May 2022** in order to count for the Stellify Award.
- Students can find volunteering opportunities through Volunteer Hub or can find their own opportunities and log their hours under the 'My independently sources hours' section.
- Any Sports Volunteering queries: [sportsvolunteer@manchester.ac.uk](mailto:sportsvolunteer@manchester.ac.uk)
- Any other volunteering queries: [volunteers@manchester.ac.uk](mailto:volunteers@manchester.ac.uk)



## Step Up and Lead

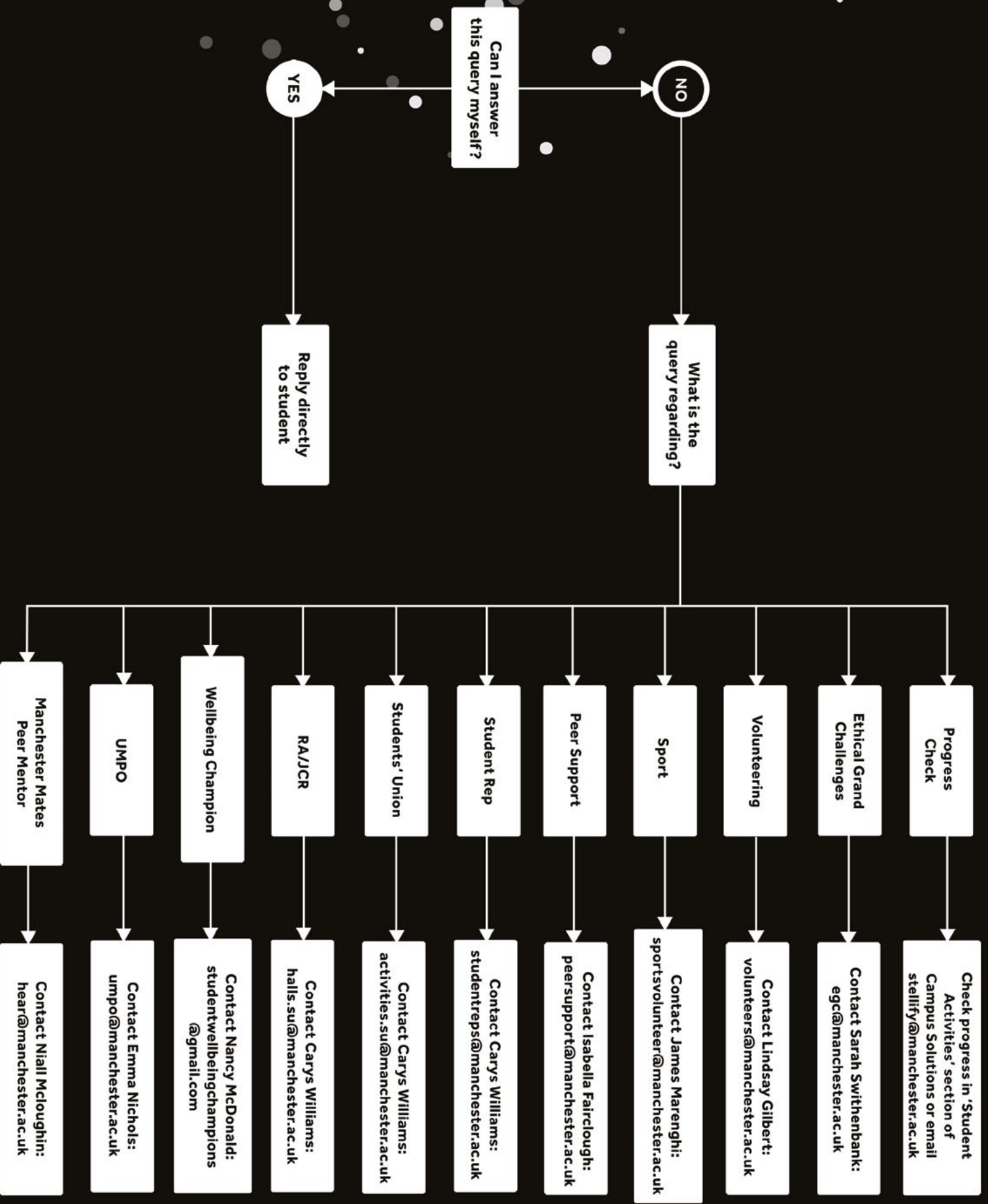
Students must complete two of the approved leadership roles (listed below) or stay in the same role for two years to complete the 'Step Up and Lead' component of the Stellify Award.

For most roles, students must have completed some training and show that they have actively participated in meetings etc.

Queries should be directed to the individual activity holder, as listed below.

## Approved Leadership roles

- Peer Mentor, PASS Leader or Peer Support Student Coordinator. Activity owner: Isabella Fairclough. Queries: [peersupport@manchester.ac.uk](mailto:peersupport@manchester.ac.uk)
- Student Representative. Activity owner: Carys Williams. Queries: [studentreps@manchester.ac.uk](mailto:studentreps@manchester.ac.uk)
- Athletic Union Executive or Committee Member, Sports Coach or Session Leader. Activity owner: James Marengi. Queries: [sportsvolunter@manchester.ac.uk](mailto:sportsvolunter@manchester.ac.uk)
- Students' Union Club or Society Committee Member. Activity owner: Carys Williams. Queries: [activities.su@manchester.ac.uk](mailto:activities.su@manchester.ac.uk) . *Please note that committee roles are not limited to Chair, Secretary and Treasurer – any active committee role will count towards Step up and Lead. To make sure that their activity is recorded, students should email [activities.su@manchester.ac.uk](mailto:activities.su@manchester.ac.uk) and copy in the Chair of the society.*
- University Hall of Residents Association (RA) or Junior Common Room (JCR) Committee Member. Activity owner: Brendon Jones or Carys Williams. Queries: [halls.su@manchester.ac.uk](mailto:halls.su@manchester.ac.uk)
- Student Wellbeing Champion. Activity owner: Nancy McDonald. Queries: [studentwellbeingchampions@gmail.com](mailto:studentwellbeingchampions@gmail.com)
- Volunteering Champion. Activity owner: Lindsay Gilbert. Queries: [volunteers@manchester.ac.uk](mailto:volunteers@manchester.ac.uk)
- Peer Led Basic Life Support Instructor. Activity owner: Isabella Fairclough. Queries: [peersupport@manchester.ac.uk](mailto:peersupport@manchester.ac.uk)
- Nightline Listening Volunteer. Activity owner: Carys Williams. Queries: [activities.su@manchester.ac.uk](mailto:activities.su@manchester.ac.uk)
- University of Manchester Physics Outreach Leader. Activity owner: Emma Nichols. Queries: [umpo@manchester.ac.uk](mailto:umpo@manchester.ac.uk)
- Part Time Elected Students' Union Officer. Activity owner: Carys Williams. Queries: [activities.su@manchester.ac.uk](mailto:activities.su@manchester.ac.uk)
- Manchester Mates Peer Mentor. Activity owner: Niall Mcloughin. Queries: [hear@manchester.ac.uk](mailto:hear@manchester.ac.uk)





# STELLIFY

## Stellify – outside of the Award

[Stellify](#) is so much bigger than just the Award. Whilst these following activities don't count towards the award itself, they give students a chance to try new things and make the most of their time at Manchester:

### University College for Interdisciplinary Learning (UCIL)

[UCIL](#) offers credit-bearing, interdisciplinary course units that are available to undergraduates with a free choice. Units bridge disciplines, focussing on global issues and societal challenges. They are delivered by teams of academics, with cross-disciplinary groups of students working together to contribute their own perspectives and ideas.

#### Highlights for 2021-22

- Students can try one of their [online taster units](#) before signing up
- This year, there are three [brand-new UCIL units](#) available
- The team have also launched their first postgraduate UCIL unit: [Creating a Sustainable World: Interdisciplinary Applications of the Sustainable Development Goals](#)

### Careers Service

The [Careers Service](#) offers support and advice throughout a student's time at The University of Manchester. Using the service helps students to make the most of their time here and best prepare them for their future. There are many ways for students to get support and access information, advice and guidance.

#### Highlights for 2021-22

- Students can use the Careers Service job platform called [CareerConnect](#)
- Throughout the year they run a variety of themed [events](#) that help develop skills
- If students are thinking about doing a [postgraduate degree](#), they also offer a range of support and advice on the different courses and funding opportunities