HEAR Work Cycle														
Activity	Subactivity	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Frequency
Approval of extra-curricular activities	contact HEAR school contacts and existing	Зерг	OCC	1404	Dec	Jan	160	IVIGI	Api	iviay	Juli	July	Aug	Annual
	activity providers for new activities or													7
	amendments to existing activities													
	amendments to existing detivates													
	Submission of extra-curricular activities													
	deadline (use A7 form)													
	Approve/reject at TLG													
	Contact submitters with result													1
	Set up new activities/ make amendments on													
	Campus Solutions													
	Contact providers with activity codes and													1
	upload instructions													
	Update website list of approved activities													1
	Subactivity	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Frequency
Upload of extra-curricular activities	Upload completed data for PASS/Mentoring													Upload to Cs
	(other SaP activities should be uploaded once													should happen
	available)													as soon as
														possible once
														the activity has
														been
														completed. This
														should be
														communicated
														to providers.
														Peer mentor
														training takes
														place in late
														Spring and in
														the Autumn
														are riacaniii
	Upload PWC information													See above -
														annual
	Contact President's Office, Alumni Relations						1					1	<u> </u>	Annual
	and Student Action for their data and upload													
	BEFORE the CS cut-off in June													
	ber one the co out on mount													
	Send reminder of CS cut-off date to all HEAR	<b>†</b>	1	+		1	1	1					1	Annual
	school contacts (re prizes) and activity													
	providers													
	Upload OAAA data		1		1		1	1					1	Annual
		1							1				1	,iuui

Activity	Subactivity	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Frequency
Verification of activities	Contact activity providers to ensure that they													On a three year
	are able to rigorously verify that students													cycle at a point
	have completed that activity (audit)													of the year that
														fits with other
														business needs.
														Should start in
														2011/12 with
														some of the
														activities to
														ensure that
														they aren't all
														done at once
Uploading PLAN achievement statements	As part of the programme approval process													1
(aka programme statements in section 4.3)	and done by schools/ faculties													All year round
	As part of the programme amendment													
Updating PLAN achievement statements	process and done by schools/faculties													All year round
	Calculation (III have a second to III have a second to													
Creating Drives and Asserts	Schools will have responsibility for creating													All year round
Creating Prizes and Awards	new prizes and awards in Campus Solutions													Annually - has
														to be
														completed
	Upload prize/award information in to													before CS cut
	Student Records													off date
Handling queries	List of key contacts in schools and activity													on date
Hamaning queries	providers collated and shared with the SSC													Update
	(Mike Mercer/ Liz Randall													annually
	Handle TLSO activity queries													All year round
	manule 1230 activity queries													Air year roullu

Activity	Subactivity	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Frequency
	Queries from graduates via													
	edocs@manchester.ac.uk and then triaged to													
	relevant contact by the SSC													
	Queries from current students on the content of the <b>formative HEAR</b> should be directed to the relevant activity provider for 6.1 queries or the school for 4.3 queries. Only these sections will be shown in the <b>formative HEAR</b> Technical queries from current students													All year round
Maintenance of information on edocs links	should be directed to the Portal Team in ITS TLSO should maintain the information on the edocs webpages (linked from the HEAR and the EDS) that are relevant to TLSO policies and procedures and the degree regulations. These links should be reviewed and updated with clearly labelled versions so that students, graduates and third parties know which graduating cohorts the information applies to.													All year round Annual process when appropriate given other business needs