

STELLIFY AWARD  
STAFF CRIB SHEET  
2020



# STELLIFY AWARD

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

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## Stellify Award Overview 2020

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 20, 40 or 60 hours of volunteering to gain a bronze, silver or gold award.

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

- All three Ethical Grand Challenges (one in each year of study)
- Two approved leadership roles (or one role for two years)
- 40 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 24 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 after 24 June.
- 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.



## Understand the Issues that Matter - Ethical Grand Challenges

- Students must complete all three Ethical Grand Challenges in order to complete the 'Understand the Issues that Matter' component of the Stellify Award.
- Students who didn't complete an Ethical Grand Challenge in their first or second year who want to achieve the Stellify Award, will be given the opportunity to complete the Sustainability Challenge/ Social Justice Challenge in their final year.
- Any queries: [egc@manchester.ac.uk](mailto:egc@manchester.ac.uk) or contact Sarah Swithenbank.

## Sustainability Challenge

- The Sustainability Challenge is a 2 ½ hour workshop where students work in interdisciplinary groups to design a university campus, taking into account social, financial and environmental factors.
- Students should complete the Sustainability Challenge in Year 1 of their UG degree.
- For students doing a foundation year, they won't be able to complete the challenge during their foundation year but must wait until they are in Year 1 of their UG degree.
- For direct entry students, they must complete it in the first year that they are in Manchester, which could be Year 2 or 3 of their UG degree.
- All Year 1 UG students have the Sustainability Challenge timetabled into their Welcome Week on the Tuesday (with the exception of Architecture students who must attend a catch-up session).
- If a student has missed the Sustainability Challenge in Welcome Week, they can attend one of six catch-up sessions held throughout the year. Architecture students and direct entry students must attend these catch-up sessions, as they are not timetabled into the Welcome Week Sustainability Challenge.
- Exchange and Study Abroad students can attend a catch-up session but they are not eligible for the Stellify Award.
- If a student repeats their 1st year, or starts a new UG degree, they do not need to repeat the Sustainability Challenge.

## **Social Justice Challenge – available until midnight 12 June 2020**

- The Social Justice Challenge is an interactive Blackboard course which takes around an hour to complete. It gives students an introduction to what social justice is and explores a variety of themes through a social justice lens.
- Students should complete the Social Justice Challenge in Year 2 of their UG degree.
- For direct entry students who come to The University of Manchester in Year 3, they must complete it in Year 3.
- All Year 2 UG students are automatically enrolled in the Social Justice Challenge.
- Students can find the Social Justice Challenge in the 'My Communities' section of Blackboard.
- If a student doesn't have access to the Social Justice Challenge but thinks they should (i.e. they are a Year 2 UG) then they can email [egc@manchester.ac.uk](mailto:egc@manchester.ac.uk) to request access.
- The Social Justice Challenge is available throughout the whole academic year, from the first Monday of term through to 12 June 2020.

## **Workplace Ethics Challenge – available until midnight 5 June 2020**

- The Workplace Ethics Challenge can be completed in two different ways. Students can attend one of four different face-to-face workshops (around 2 ½ hours) which explore ethical challenges faced by recent graduates in a variety of different workplaces. Students can complete an interactive Blackboard course (around one hour) which explores ethical challenges faced by recent graduates in most workplaces.
- Workshops take place in both semesters on Wednesday afternoons and early evenings. Students can sign up for workshops through the website.
- Students can request to enrol in the online version through the website. The online version is available throughout the whole academic year, from the first Monday of term through to 5 June 2020
- Students must complete the Workplace Ethics Challenge in either Year 3, 4 or 5 of their UG degree.





## **Make a Difference – Volunteering – deadline 31 May 2020**

- A student must complete 40 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 UG 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 31 May 2020 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 additional volunteering' 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)

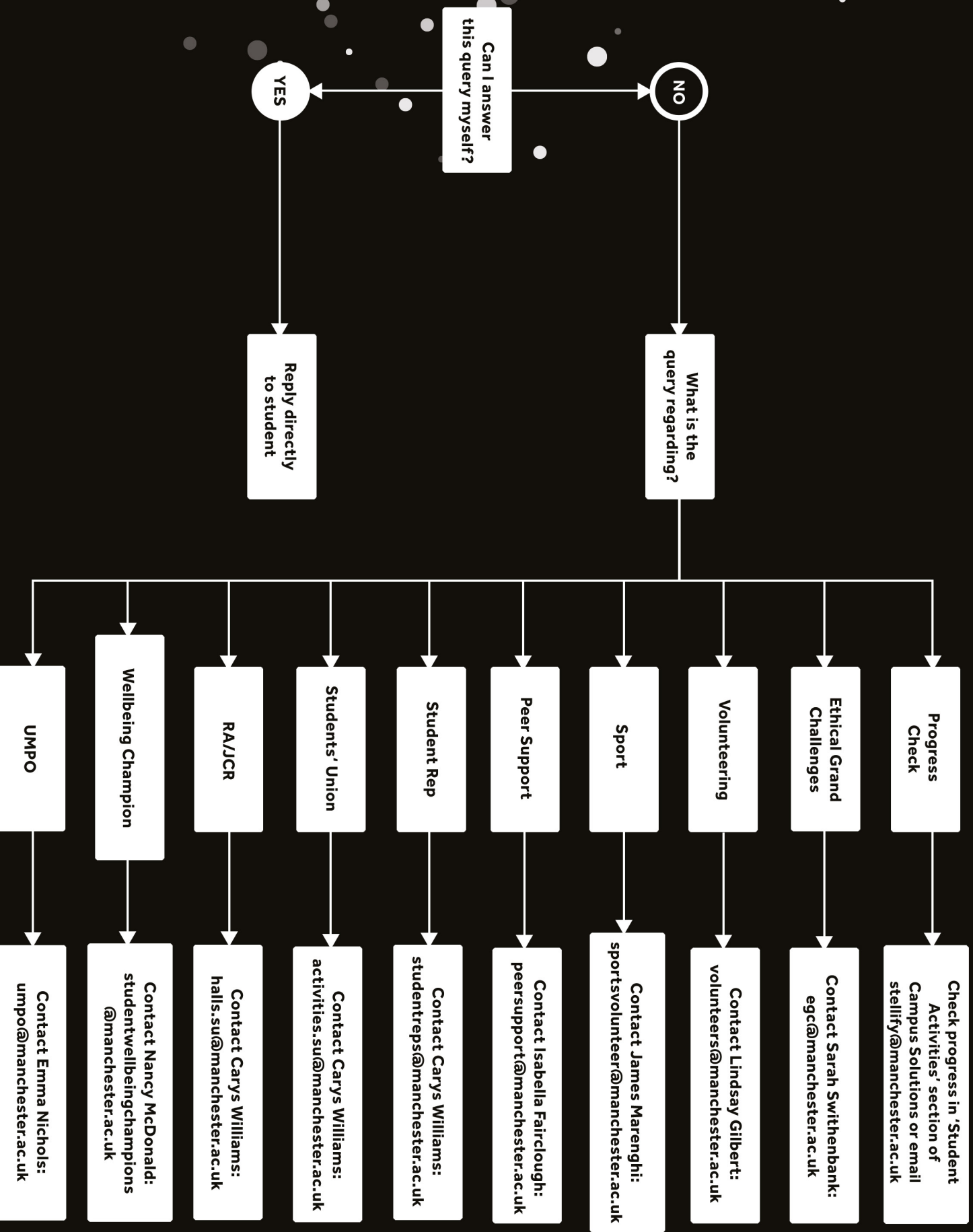


## Step Up and Lead

- To complete the 'Step Up and Lead' component of the Stellify Award, a student must complete two of the approved leadership roles (listed below) or one role for two years.
- For most roles, the student 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 Student Coordinator. Activity owner: Isabella Fairclough. Queries: [peersupport@manchester.ac.uk](mailto:peersupport@manchester.ac.uk)
- Athletic Union Executive or Committee Member, Sports Coach or Session Leader. Activity owner: James Marengi. Queries: [sportsvolunteer@manchester.ac.uk](mailto:sportsvolunteer@manchester.ac.uk)
- 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)
- 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.
- Student Representative. Activity owner: Carys Williams. Queries: [studentreps@manchester.ac.uk](mailto:studentreps@manchester.ac.uk)
- Volunteering Champion. Activity owner: Lindsay Gilbert. Queries: [volunteers@manchester.ac.uk](mailto:volunteers@manchester.ac.uk)
- Wellbeing Champion. Activity owner: Nancy McDonald. Queries: [studentwellbeingchampions@manchester.ac.uk](mailto:studentwellbeingchampions@manchester.ac.uk)
- Basic Life Support Instructor. Activity owner: Isabella Fairclough. Queries: [peersupport@manchester.ac.uk](mailto:peersupport@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)
- University of Manchester Physics Outreach Leader. Activity owner: Emma Nichols. Queries: [umpo@manchester.ac.uk](mailto:umpo@manchester.ac.uk)
- Nightline Listening Volunteer. Activity owner: Carys Williams. Queries: [activities.su@manchester.ac.uk](mailto:activities.su@manchester.ac.uk)







# STELLIFY

## **Stellify – outside of the Award**

- Stellify is much bigger than the Stellify Award and encompasses a wide range of activities and opportunities that students can take part in .
- 'Learn without Boundaries' and 'Create My Future' are part of Stellify but are not part of the Stellify Award.
- Students can take a [UCIL](#) unit to learn without boundaries.
- Students can engage with the [careers service](#) to create their future.