|  |  |  |
| --- | --- | --- |
| Activity/Role Title  (this will appear on the HEAR) max 150 characters |  |  |
| Named Contact responsible for supervising students in the role and providing completion data |  |  |
| Describe the activity students will be undertaking.  This should include:   * Physical Tasks Students will be doing * Time commitment * Skills Developed * Any Expected Outputs   This information will be used to assess how the role meets the HEAR criteria. |  |  |
| This role will appear on a students’ HEAR with a short description of the role.   Please provide this description remembering that it is aimed at potential employers. It should therefore include a brief description of what the student has done, what skills they are likely to develop and what outputs they are likely to have achieved.   Campus Solutions will only allow us to upload paragraphs with a maximum of 1000 characters. Please ensure you do not exceed this limit. |  |  |
| **The HEAR Criteria:** | **Please give details below of how your activity meets all of the criteria:** |  |
| 1. The Activity supports wider University policy and strategy |  | **HEAR Activities must meet all criteria 1-5.** |
| 1. The activity is verifiable and is endorsed by the University |  |
| 1. The activity is available to a clearly defined group of students and the process for accessing the activity is clear and transparent. |  |
| 1. The Activity is not directly part of the academic credit-bearing curriculum. |  |
| 1. The activity is either a volunteering or paid role by the University/Students’ Union.   \*Activity owned by a third party cannot be recognised on the HEAR. |  |
|  |  |  |
| 1. Participation in the Activity is verified but not performance or quality. |  | **In addition, HEAR Activities must meet one of criteria 6-8.** |
| 1. The Activity is defined by regulation. |  |
| 1. The Activity supports a University process and is normally determined by election or nomination. |  |
| **STELLIFY AWARD Criteria:** | **If you would like your activity to be considered for inclusion in the STELLIFY Award as a ‘Step up and Lead’ activity, please give details/ confirm how your activity meets all of the criteria below:** |  |
| 9. Provides opportunities for  students’ to lead, manage,  plan and organise activities  for the benefit of other  students. |  | **STELLIFY Award, Step up and Lead activities must meet all of the following criteria (9-13).** |
| 10. There is a defined role  description and  infrastructure for training/  ongoing support provided  for this activity. |  |
| 11. The role involves  representation/  communication or  advocacy on behalf of other  students. |  |
| 12. The role demands  significant commitment  over a set period of time,  usually at least an  academic year. |  |
| 13. Does not count towards  other STELLIFY Award   activities, such  as Make a Difference,  (volunteering) hours. |  |
| **Uploading HEAR data to Campus Solutions** | **Please provide the contact details of the member of staff within your team who has access to Campus Solutions and will complete the HEAR upload:** |  |
| Once the activity has been approved, you will be sent an email with step-by-step instructions on how to upload HEAR data to Campus Solutions.  In order to successfully upload the HEAR data, you will need access to Campus Solutions. (If no one within your team has access, please note this here). |  |  |

**Guidance Notes on the HEAR Criteria**

All activities must meet criteria 1-5 and at least one of criteria 6-8.

Criteria 6 may be revised at a future point should a ‘smart’ version of the HEAR be developed with the capacity to measure and record the quality of engagement with an activity. For some activities the committee may specify a threshold level of engagement in relation to Criteria 6. For example, it may be determined that for Volunteering to be a verifiable and substantive activity, at least 10 hours must have been completed.

Criteria 7 and 8 refer, in the main, to prizes and awards and representation of students respectively.

Posts held after graduation cannot be included. For example, students undertaking a full or part time role as a UMSU sabbatical officer during their studies, or though a formal interruption of their studies may have their activity recorded. Students undertaking such roles after the completion of their undergraduate programme of study will not have this activity recorded.

**Guidance Notes on the STELLIFY AWARD Criteria**

The STELLIFY AWARD consists of three elements, Make a Difference, Understanding the Issues that Matter and Step Up and Lead. Make a Difference and Understanding the Issues that Matter both have clear criteria for which activities will count towards the STELLIFY AWARD. Step up and Lead covers a wide range of activity and is also an area where new activities are likely to be generated by Schools/Faculties/SU, hence its inclusion on the HEAR activity approval form. Criteria 9-13 represent the Step Up and Lead criteria for inclusion of an activity in the STELLIFY AWARD.

All activities which count towards the STELLIFY AWARD including Step up and Lead roles will also need to meet the standard criteria for the HEAR.

**Approval**

Completed forms should be sent to the [Stellify@Manchester.ac.uk](mailto:Stellify@Manchester.ac.uk) email address, which is managed by ASESD. HEAR activities will be approved by the Student Success and Development Manager and the Head of ASESD. Activities which potentially meet the criteria for inclusion in the STELLIFY AWARD as Step up and Lead verified activities will be forwarded to the STELLIFY AWARD Operations Group for consideration.

**A7 HEAR Additional Activities Approval Form, February 2025**