

HEAR Procedures and Processes

Process for approving, amending or withdrawing HEAR extra-curricular activities

Approval of new HEAR activities

Activity providers wishing to introduce a new HEAR activity should complete a 'HEAR Extra-curricular activity approval form' (form A7) which is available from the Teaching and Learning Support Office (TLSO) website - <http://www.tlso.manchester.ac.uk/teaching-and-learning/hear/>

This form requests details of the proposed activity including information of how the activity meets the specifications of The Manchester Protocols. Guidance notes on these protocols are included at the bottom of the approval form.

The form should be returned to the TLSO who will then present the new activities to the Teaching and Learning Group (TLG) who will decide whether or not they should appear on the HEAR in accordance with the Senate agreed protocols.

Once an activity is approved, TLSO can set up the activity in Campus Solutions and the provider will be informed of the TLG decision along with their activity code and the process for uploading the details to students' transcripts in Campus Solutions. TLSO is responsible for uploading a number of specific activities onto a student's transcript within Campus Solutions (such as Outstanding Academic Achievement Awards and Peer Mentoring) while the activity provider is responsible for uploading details of the majority of other activities.

The providers of new approved activities will be added to the TLSO list of HEAR contacts/activity providers and an updated list should be sent to the Student Services Centre in case of any queries. New activities should also be added to the list of extra-curricular activities listed on the HEAR page of the TLSO website.

If an activity is not approved by TLG, the activity provider will be informed and given the reason why the activity was not approved according to the protocols provided.

Amending existing HEAR activities

If an activity provider wants to make minor changes to an existing extra-curricular activity listed in the HEAR, they should contact TLSO with details of the suggested amendments by using the email template for amendments, provided on the HEAR page of the TLSO website (see Appendix A below). TLSO will then make any necessary changes to the description of the activity shown on the activities list on the HEAR page of the TLSO website and inform TLG, if necessary,

If the suggested amendments to the activity are substantial, to the extent that a large proportion of the activity is being changed from the original activity approved, the activity provider should submit a new 'HEAR Extra-curricular activity approval form' (form A7) to apply for the approval of a new activity.

Withdrawal of an existing HEAR activity

In the event of an activity provider wishing to withdraw an approved HEAR extra-curricular activity, they should complete the email template for withdrawals provided on the HEAR page of the TLSO website (see Appendix B below).

TLSO will then make arrangements to remove the activity from the list of extra-curricular activities provided on the HEAR page of the TLSO website.

TLSO will inform TLG of any HEAR activities which are no longer in operation for their reference.

Appendix A

Email template for amendments to existing HEAR extra-curricular activities

Dear TLSO,

As the activity provider for the following approved HEAR extra-curricular activity, we would like to notify you of a minor amendment to the approved activity.

Title of the approved extra-curricular activity:

Name of the activity provider:

Proposed amendments taking place to the activity: (please state the main changes taking place)

Date of amendment taking place:

Please explain whether the activity still meets each of the Manchester Protocols 1 to 5, and at least one of Protocols 6, 7 or 8, as stated on the HEAR Extra-curricular activity approval form (form A7):

From – name of staff member submitting the amendment request:

Appendix B

Email template for the withdrawal of existing HEAR extra-curricular activities

Dear TLSO,

As the activity provider for the following approved HEAR extra-curricular activity, we would like to notify you of the withdrawal of the activity.

Title of the approved extra-curricular activity:

Name of the activity provider:

Reason for the withdrawal of the activity:

Date of withdrawal of the activity:

From – name of staff member submitting the amendment request: