

## **HEAR – School and Faculty Guidance**

### **Responsibility lies with the School for the following;**

1. Uploading any School owned prizes/awards/activities onto a student's record in Campus Solutions by the end of June, in order for this to be included in their degree transcript. The TLSO will advise all school contacts of the final upload date annually (this will usually be the same date as that for exam board data).
  - Please note there are separate instruction forms on how to go about doing this – these have been sent to School Contacts.
2. Creating New Prizes and Awards in Campus Solutions. These do not need to be approved by the TLSO; therefore the school can be responsible for their input.
  - Please note there are separate instruction forms on how to go about doing this – these have been sent to School Contacts.
3. Making any amendments to the Prizes/Awards/Activities which the School owns
  - Please note there are separate instruction forms on how to go about doing this – these have been sent to School Contacts.

### **Information which School needs to relate to TLSO;**

1. To submit a new activity the A7 Form (HEAR Additional Activities Approval Form) needs to be sent to the Teaching and Learning Support Office.
2. Activities can be submitted all year round. An email is also sent out on a yearly basis – around early Jan requesting that any new activities be sent to the TLSO.
3. Activities are approved annually by the Teaching and Learning Group - normally this will take place around March – in order that they can be included in that year's degree transcripts.
4. Once the activity has been approved it will be inputted into Campus Solutions by the TLSO and the award ID number will be sent out to the relevant contact.
5. Schools/Activity owners are responsible for uploading any Activities on to a student's degree transcript, unless this has been specified otherwise. An email reminder will be sent out by the TLSO in May to remind School's that this information needs to be uploaded.

### **Plan Achievements**

Schools are responsible for uploading the Plan Achievement for a programme as part of the Programme Approval Process – there is separate guidance for this.

Please note when uploading Plan Achievement data to Campus Solutions please **do not** copy and paste the text as this formats incorrectly in Campus Solutions and causes errors to appear when the HEAR is produced.