

University of Plymouth
Higher Education Achievement Report (HEAR)
REVISED: Institutional Protocol for Recognising Section 6 Achievements

Purpose of this Protocol

This protocol has been developed to assist academics, professional services staff and the University of Plymouth Students' Union (UPSU), in determining whether a particular award, activity or prize can be considered for inclusion in Section 6 of the [HEAR](#).

Our aims for recognising achievements in Section 6 link into the [Plymouth University Compass](#) with its four domains:

- The Critical and Creative Learner
- The Sustainable and Global Citizen
- The Competent and Confident Professional
- The Resilient and Thriving Individual

We aim to support and help develop students' intellectual and socio-cultural understanding alongside sustainable and global citizenship, to allow students to demonstrate responsibility, leadership, confidence, enterprise and resilience, as well as enabling students to contribute to their own well-being, the University and wider community.

Only completed activities will feature in a HEAR, not those underway.

Section 6 of the Plymouth HEAR records three different types of achievement detailed below:

i) Additional Awards

These are accredited (externally recognised) activities outside the curriculum. In order to be eligible items must **not** form part of the formal academic programme and must be completed on an additional basis, with oversight and verification by a Plymouth University or UPSU member of staff. Achievements will typically be externally certificated, for example the Institute of Occupational Safety and Health Award.

The institutional level [Plymouth Award](#), whilst internally accredited, is recognised as an additional award capable of being recorded in Section 6 on completion.

ii) Additional Recognised Activities

These are additional recognised activities, which represent extra achievement and/or extra learning outside the curriculum, and as such must **not** form part of the approved programme, as set out in the programme specification, including module and/or programme assessment¹. Activities must be completed during the student's period of enrolment with Plymouth University.

¹ Achievements within the curriculum are recognised in Section 4 HEAR, including placements where they are part of the formal curriculum.

Eligible Activities

In order to be eligible for inclusion an activity or achievement must fulfil **all** of the following criteria:

1. It must involve some form of active participation on the part of the student².
2. It must require the student to demonstrate a sustained commitment comprising a minimum of 8 hours activity.
3. It must be overseen and verified by a Plymouth University or UPSU member of staff (the 'key lead'). It is the responsibility of the key lead to have systems in place to monitor attendance/ engagement and active participation³. The key lead must be able to verify participation has been sufficient to confirm completion of the activity, and be able to produce evidence to demonstrate this on request.
4. It must develop and map onto one or more of the [Plymouth University Compass](#) attributes.
5. It must be included in the [Plymouth Extra Online Catalogue](#) and be inclusive, as openly available as possible and transparently promoted.
6. It must be planned and designed to be available for more than one iteration i.e. should not be a 'one-off' activity for a single group of students.

Ineligible Activities

Examples of ineligible activities that will not be recorded in Section 6 of the HEAR or included in the Plymouth Extra Online Catalogue:

- a) Direct academic activities comprising a student's programme of study
- b) Paid/formal employment (with the exception of certain key University/UPSU support roles such as student ambassadors, PALS leaders, student quality assurance representatives etc.)
- c) Activities recorded elsewhere in HEAR e.g. optional placement years
- d) Activities completed prior to and post enrolment with Plymouth University
- e) Activities undertaken externally, without the University and/or UPSU oversight

iii) University, Professional and UPSU Prizes

University, Professional and UPSU prizes, as well as UPSU colours and awards, recognising both academic and non-academic student performance can be recorded under Section 6. In order to be eligible for inclusion prizes should first be agreed by the Head of School (for academic and professional awards) or by UPSU (for student colours/awards).

For queries in relation to HEAR contact: hear@plymouth.ac.uk

² For example, passive attendance at an academic conference or seminar is not eligible but assisting in the organisation (perhaps with the programme team), presenting a paper/ poster or workshop etc. would fulfil this criterion.

³ For example, via attendance monitoring, reflective log, competence test, presentation, internal certification.