

University of Plymouth
Higher Education Achievement Report (HEAR)
Institutional Process and Guidelines
for Approving and Expanding Section 6

i) To add an Additional Award or Additional Recognised Activities

- Requests to add these can be made by contacting:
plymouth-extra@plymouth.ac.uk
- Information about the activity, including an identified key lead, will be requested.
- Proposals will be appraised for their suitability in terms of:
 - 1) Adding to the Plymouth Extra On-line Catalogue; and
 - 2) For recording in Section 6 of the HEAR, by being assessed against the criteria set out in the Plymouth University Protocol for recognising Section 6 achievements
- Once approved, extra-curricular activities will be added to the Catalogue by the Plymouth Extra Administrator, who will also note whether the activity has been approved for inclusion in Section 6 or not.
- For verifiable Section 6 activities, the key lead will be responsible for monitoring engagement and for confirming student achievement with the Plymouth Extra Administrator plymouth-extra@plymouth.ac.uk who will in turn notify Data Support. Processes for confirming student achievements with respect to UPSU activities, colours etc. will be agreed and set up directly with UPSU.

ii) To add a University, Professional or UPSU Prize

- For academic (non-UPSU) prizes, once agreed by the Head of School, the relevant Senior Programme Administrator (SPA) in Faculty Office must be provided with all relevant details.
- The SPA must alert Data Support and the Awards & Exams Office so any new prize can be linked to a student on Unit-e after the prize has been confirmed and awarded at the relevant Award Board.
- UPSU colours/ awards will be awarded according to UPSU operating procedures and added to the HEAR before the end of May each year.

For queries in relation to HEAR contact: hear@plymouth.ac.uk For queries in relation to Plymouth Extra contact: Plymouth-extra@plymouth.ac.uk
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