



The
University
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HEAR.

Higher Education
Achievement Report

New 6.1 Activity Proposal Process

Last updated: 29 April 2015

Thank you for your interest in proposing a new activity or award for inclusion in Section 6.1 of the HEAR. If you have any queries about the **New 6.1 Activity Proposal Process** outlined below, please email hear@shef.ac.uk. Please note that if you are interested in verifying a University, Professional or Departmental Prize, or a University scholarship, you should contact hear@shef.ac.uk directly – you do not need to complete the New Activity Proposal Process.

1. First, please read the **Institutional Protocol for Section 6.1**, available to download at: <http://www.sheffield.ac.uk/hear/policy>. This document outlines the general criteria which all prospective HEAR-verifiable activities must meet, in order to be proposed for inclusion in Section 6.1 of the HEAR.

2. If you are happy that your activity meets the criteria listed in the Institutional Protocol for Section 6.1, please submit the **New 6.1 Activity Proposal Questionnaire** (Stage 1 of the New 6.1 Activity Proposal Process), available at bit.ly/NewActivityQuestionnaire. This questionnaire will ask you to provide key information about the activity, including why the activity should be included in the HEAR, and what measures of student achievement/engagement you plan to use to verify the activity.

3. Once you have submitted the New 6.1 Activity Proposal Questionnaire, the HEAR Coordinators will consider your responses (please allow two weeks from the date of submission), and advise you as to whether or not your proposal is suitable/ready for consideration by the HEAR Advisory Board.

4. If your proposal is suitable/ready for consideration by the HEAR Advisory Board, HEAR Coordinators will liaise with you to complete Stage 2 of the New Activity Proposal Process: to develop provisional activity verification protocols using the Word Document template provided. Protocols include key details such as:

- a. the level(s) of engagement that can be recognised;
- b. the criteria for gaining recognition;
- c. the activity title(s) and description(s) that will be displayed in the HEAR itself.

5. If your proposal is **not** currently suitable for consideration by the HEAR Advisory Board, HEAR Coordinators will provide you with an explanation and advise you where appropriate.

6. Submitted activity verification protocols will be considered at the next HEAR Advisory Board Meeting (held twice a year in July/August and November/December). The deadline for submitting protocols is approximately three weeks before an upcoming meeting. The next deadline is published at: <http://www.sheffield.ac.uk/hear/section-6-1/new-activities>.

7. Members of the HEAR Advisory Board will vote for one of three possible outcomes:

- a. Approving the protocol with no amendments requested;
- b. Approving the protocol but with some amendments requested;
- c. Rejecting the protocol.



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8. HEAR Coordinators will inform you of the decision made by the HEAR Advisory Board, and any protocol amendments requested where relevant. If your proposal is approved, HEAR Coordinators will subsequently provide you with further guidance and information about verifying activities for Section 6.1 of the HEAR.