

**Higher Education Achievement Report (HEAR)
Management Group
Constituted November 2017**

Terms of Reference

1. To plan, implement and manage the introduction, ongoing maintenance and development of the HEAR at the University, including timings, processes, systems, student and staff awareness, communications and support.
2. To monitor, review and propose changes to the above in the light of experience and wider University development objectives and national HEAR activities.
3. To review and respond to HEAR management information annually, as recorded by the designated officer in an annual report.
4. To recommend changes and enhancements to HEAR systems, processes and resources in response to (2) and (3) above.
5. To approve proposals to verify new activities for inclusion in Section 6.1 'Additional Recognised Activities' of the HEAR.
6. To periodically review the range and type of activities verified for Section 6.1 and the criteria for gaining recognition to ensure that 6.1 protocols continue to be fair, consistent and reflective of wider institutional aims.
7. To agree and implement a quality assurance process for verification of 6.1 activities.
8. To agree and implement a process for responding to student complaints and appeals in respect of the HEAR and to determine the outcomes of such where they cannot be resolved locally.
9. To advise and support institutional staff in their delivery of the HEAR.

Membership

1. Dr Paul Birkett, Senior Policy Advisor, Standards & Enhancement Office (Chair)
2. Julie Bateman, Head of Careers and Employability
3. Ged Clarke, Academic Group Co-ordinator - Standards, Enhancement & the Learner Experience, Institute of Management
4. Emma Donohue, Bolton Award Project Officer, Careers and Employability
5. Claire Ford, Data Integration & Reporting Analyst, SDM
6. Allison Gallacher, Lecturer in Sport, School of Sport & Biomedical Sciences
7. Janet Galligan, Interim General Manager, Students' Union
8. Cath Gilbert, Management Information Analyst, Student Data Management
9. Aymen Mohamed, Senior Administrator, Student Data Management
10. Dr Marie Norman, Head of Learning Enhancement & Student Engagement, Student Experience
11. Student Member (one year term)
12. Students' Union President (one year term)

Reports to: Education Committee

Frequency of meetings - at least once per term in the first instance.