UNIVERSITY OF BOLTON HIGHER EDUCATION ACHIEVEMENT REPORT (HEAR TRANSCRIPT)

INSTITUTIONAL PROTOCOL FOR SECTION 6.1

Purpose of this Protocol

This protocol has been developed to assist Academic Schools, Professional Services, the Students' Union and the Student Experience Team in determining whether a particular type of activity or achievement can be considered for inclusion in Section 6.1 of the HEAR Transcript.

Section 6.1 of the HEAR Transcript covers achievements by students not directly related to the calculation of their degree result. These achievements must be verified by the University of Bolton via the Education Committee or via a body nominated by the Committee.

Inclusion Criteria for Section 6.1

In order to be eligible for inclusion in Section 6.1, an activity or achievement must fulfil all of the following criteria:

1. The activity is verifiable and endorsed by the University of Bolton (and not also by another body) and participation can be verified, but not performance or quality of engagement.\(^2\)
2. Not be formal employment, with the exception of the following types of University/Students' Union activities or achievements, which reflect the institutional aims for Section 6.1:
   a. ambassadorial roles and student support work;
   b. course-related roles;
   c. research-related roles;
   d. sports coaching;
   e. employment experience that is part of a University-recognised programme.
3. Not be a direct part of the academic curriculum.
4. The activity is University-wide and the process for accessing the activity is clear and transparent.
5. Section 6.1 of the HEAR transcript can record details of University, Departmental or Professional Prizes that are approved by Senate and recorded in SITS.
6. Be open to all students at the University or all students within a specific academic cohort, with the exception of certain representative roles which may be restricted to ensure democratic representation of the student population as a whole.
7. Be overseen and verified by a member of staff before students have completed their academic programme.
8. Not overlap with an activity or achievement that is already recorded in the Bolton HEAR transcript.
9. Posts held after graduation cannot be included.
10. It must involve some form of active participation on the part of the student.\(^3\)

Examples of Ineligible Activities/Achievements

- Work for the University or Students’ Union retail and catering outlets.
- Activities undertaken outside the University or its Students’ Union, e.g. volunteering roles that are not offered through Bolton Volunteering; employment outside the University. N.B. External activities can, however, contribute to the attainment of the Bolton Award, and both of these can be included in the HEAR transcript.
- Activities undertaken and/or achieved before starting at the University of Bolton.
- Activities recorded elsewhere in the HEAR transcript e.g. optional placement years.

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1 The term Education Committee is therefore intended to signify either the Committee itself or an appropriate body created to act on the Committee’s behalf.
2 This may be revised at a future point should a ‘smart’ version of the HEAR Transcript be developed with the capacity to measure and record the quality of engagement with an activity. For some activities, the committee may specify a threshold level of engagement. For example, it may be determined that for volunteering to be a verifiable and substantive activity, at least ten hours must have been completed. This will be defined in the activity approval form.
3 For example, passive attendance at a conference or seminar is not eligible but assisting in the organisation, presenting a paper or workshop would fulfil this criterion. Each eligible activity will need to include specific criterion.
HEAR TRANSCRIPT GUIDANCE FOR SECTION 6.1

APPROVAL OF NEW HEAR TRANSCRIPT ACTIVITIES/ACHIEVEMENTS

The list of activities approved for inclusion in Section 6.1 of the HEAR Transcript will be reviewed annually at the Education Committee. The current list of approved activities is at: https://www.bolton.ac.uk/hear.

Staff wishing to introduce a new HEAR Transcript activity should complete a HEAR TRANSCRIPT NEW ACTIVITY/ACHIEVEMENT REQUEST FORM, which is available from: https://www.bolton.ac.uk/hear.

This form requests details of the proposed activity, including information of how the activity meets the specifications of the Institutional Protocols and requires evidence of consultation and subsequent communication with key stakeholders.

It is important that each section is completed where appropriate. Please note that the title and description will appear on the HEAR Transcript so it is important to make these clear and succinct and adhere to the maximum word count given on the form. Should you need any guidance on completion of the form please contact: hear@bolton.ac.uk.

Education Committee will make the final decision as to whether or not a proposed new activity/achievement should appear on the HEAR transcript.

Staff responsible for activities will be added to the list of HEAR transcript contacts/activity providers, and this information will be marketed via the HEAR web pages.

If an activity is not approved by the Education Committee, the staff member will be informed and given the reason why the activity was not approved.

AMENDING AN EXISTING HEAR TRANSCRIPT ACTIVITY/ACHIEVEMENT

If a member of staff wants to make minor changes to an existing activity/achievement listed in the HEAR transcript, they should complete a HEAR TRANSCRIPT ACTIVITY/ACHIEVEMENT AMENDMENT FORM, available from: https://www.bolton.ac.uk/hear/

The responsible member of staff will then make any necessary changes to the description of the activity or achievement shown on the activities and achievements list on the HEAR web pages and inform the Education Committee, if necessary.

If the suggested amendments to the activity/achievement are substantial, to the extent that a large proportion is being changed from the original proposal, the staff member should submit a HEAR TRANSCRIPT NEW ACTIVITY/ACHIEVEMENT REQUEST FORM (https://www.bolton.ac.uk/hear).

WITHDRAWAL OF AN EXISTING HEAR TRANSCRIPT ACTIVITY/ACHIEVEMENT

In the event of a member of staff wishing to withdraw an approved HEAR Transcript activity/achievement, they should complete the HEAR TRANSCRIPT ACTIVITY/ACHIEVEMENT WITHDRAWAL FORM, available from: https://www.bolton.ac.uk/hear.

The activity will then be removed from the list of HEAR Transcript activities/achievements, available at: https://www.bolton.ac.uk/hear.

The responsible member of staff will inform the Education Committee annually, for their reference, of any HEAR Transcript activities/achievements which are no longer in operation.