**HEAR QM Extra Proposal Protocols and Guidance Notes**

Section 6.1 of the Higher Education Achievement Report (HEAR) is used to record activities completed by a current student which do not contribute to the calculation of their degree and do not already appear elsewhere on their HEAR. It serves as a way to for employers to get an overview of a students’ skills, knowledge and experience gained from activities beyond their academic studies whilst at university. You can find out more about QM Extras on our [staff information webpage](http://www.arcs.qmul.ac.uk/students/sec/gradintelligence-account-/hear-transcript/qm-extras-staff/) including details of activities already approved, deadlines and FAQs.

Below are some guidance notes which should be referred to when completing the QM Extra proposal form. Please be advised that you are not required to re-submit your proposal form on a yearly basis as, once approved, HEAR recognition will be in effect until you inform us that the activity is no longer running or you want to cease recognition.

Please complete one form per QM Extra:

1. A ‘QM Extra’ is our term for an activity which covers all additional awards, additional recognised activities and university/school/institute prizes which can be recorded in section 6.1 of the HEAR. The QM Extra title is the headline that will be displayed and is limited to a maximum of 80 characters, including spaces. Please note, we may respond to you with some feedback or suggestions if your title is too similar to another QM Extra.

**Example title:** QTaster Participant

1. The QM Extra description will appear on the HEAR and is limited to a maximum of 230 characters, including spaces. Please ensure this gives prospective employers a clear overview of the student’s experiences and skills developed.

**Example description for a QTaster Participant:** Increased awareness of graduate roles, career options and labour market knowledge by attending a series of interactive employer visits. Developed commercial awareness, organisation, networking and career-decision making skills.

1. The QM Extra must correspond to one of the three categories identified in the national HEAR implementation guidance [www.hear.ac.uk](file://fs1.qm.ds.qmul.ac.uk/prs-rcs/STUADMIN/HEAR/HEAR%206.1/www.hear.ac.uk), namely:
* **‘Additional Awards’** (accredited performance outside the academic curriculum, e.g. non-degree accredited modules / courses / training programmes);
* **‘Additional Recognised Activities’** (unaccredited activities which represent achievement and/or learning);
* **‘University, School / Institute Prizes’** (awarded for extracurricular or non-academic achievement)
1. The QM Extra must support one or more of the four Going for Gold strategic pillars, which are: Excellence in Education, Student Engagement, Student Employability and Learning Environment. More information about the Going for Gold pillars can be found on our website: <http://connected.qmul.ac.uk/gfg/>
2. Ordinarily, students should not receive financial remuneration, with the exception of the following types of University/Students’ Union activities or achievements:
* **Ambassadorial roles and student support work;**
* **Course related roles;**
* **Research related roles;**
* **Leadership related roles;**
* **Sports coaching**
1. A QM Extra must not be a formal part of a student’s degree or a taught postgraduate programme, or be credit bearing.
2. A QM Extra should be open to all students across the University or all students within a specific academic cohort.
3. The additional award / recognised activity must have been commenced, concluded and be able to have been verified within the duration of the degree programme in accordance with an agreed framework which outlines the process for completing the activity or achievement in terms of objective, quantifiable outcomes or achievements, and is made accessible to students and staff via the [HEAR website](http://www.arcs.qmul.ac.uk/students/sec/gradintelligence-account-/hear-transcript/). All verifications must be submitted to ARCS before the start of the Semester 3. If this is not possible then you must provide further information in section 3.1 of the proposal form.
4. Criteria for additional recognised activities must involve either:
* Sustained and regular commitment over a minimum of one semester, **AND/OR**;
* A minimum of 10 hours to be completed before verification occurs within the same academic year, **AND/OR**;
* Require students to complete an additional task (e.g. submission of a reflective journal).

Which is coherent with an activity classed under one of the QMUL attributes listed above.

**Example criteria for a QTaster Participant:** For participation in QTaster to appear on the HEAR transcript, students must:

* **Criteria 1:** Attend 4 visits to the offices of employers over the course of a semester;
* **Criteria 2:** Attend 2 careers education sessions on campus (introductory session and career development training) over the course of semester;
* **Criteria 3:** Submit a reflective journal outlining their learning from the programme.
1. All current undergraduate and postgraduate taught students are eligible for a HEAR excluding MBBS students and those on non-award bearing programmes such as Associates, Pre-Sessional, Summer School and Exchange students. Postgraduate Research students are not eligible.

**Once completed, please submit your form to** **HEAR@qmul.ac.uk**

All QM Extra proposals will be submitted to the Education Quality and Standards Board (EQSB) for approval. You will be notified of the outcome within due course.

**HEAR QM Extra proposal form**

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| **Section 1. Proposer’s details** |
| 1 | Name of Proposer |  |
| 2 | Job Title |  |
| 3 | Department / School / Institute |  |
| 4 | Contact Email |  |
| 5 | Date |  |

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| **Section 2. The QM Extra** |
| 1 | QM Extra Title:This will appear on the HEAR, maximum **80 characters*****(see guidance note 1)*** |  |
| 2 | QM Extra Description:This will appear on the HEAR, maximum **230 characters*****(see guidance note 2)*** |  |
| 3 | Which HEAR category does this QM Extra fall under?***(see guidance note 3)*** | [ ]  Additional Award[ ]  Additional Recognised Activity[ ]  University, School / Institute Prize |
| 4 | Which Going for Gold strategic pillar does your QM Extra support?***(see guidance note 4)***  | [ ]  Excellence in Education[ ]  Excellence in Student Engagement[ ]  Excellence in Student Employability[ ]  Excellence in Learning Environment |
| 5 | Is this a paid role? If yes, which exceptional category does it fall under?***(see guidance note 5)*** | [ ]  Yes – Ambassadorial roles and student support work[ ]  Yes – Course related roles[ ]  Yes – Leadership related roles[ ]  Yes – Research related roles[ ]  Yes – Sports coaching[ ]  No |
| 6 | Is the QM Extra part of the academic credit-bearing curriculum?***(see guidance note 6)*** | [ ]  Yes[ ]  No |
| 7 | Who is the QM Extra open to? ***(see guidance note 7)*** | [ ]  Open to all students across QMUL[ ]  Open to students within a specific academic cohort (please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| 8 | Which academic year should the QM Extra first be recorded on the HEAR? | *(e.g. 2022/23 or 2023/24)* |
| 9 | Activity website / QMplus link (if applicable) |  |

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| **Section 3. Verification** |
| 1 | Can verification be completed before the start of Semester 3? ***(see guidance note 8)*** | [ ]  Yes[ ]  No (please give the reason why and confirm when you will be able to provide the list of students who are eligible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| 2 | What does the student need to do for this QM Extra to be recorded on their HEAR? Please list your criteria.***(see guidance note 9)*** | *(Add or delete criteria as necessary)*Criteria 1:Criteria 2:Criteria 3: |
| 3 | Is this QM Extra overseen by a member of staff or a nominated individual (who is not a current QMUL student)? | [ ]  Yes [ ]  No |
| 4 | Who will verify that the student has met the criteria for the QM Extra to be recorded in their HEAR and how will this data be captured (e.g. QMplus submissions, registers, local spreadsheets) | Name:Job title:Email:Method(s) of verification: |

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| **Section 4. For Completion by ARCS Only** |
| Received by ARCS | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Recommended to EQSB | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Approved by EQSB | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Once completed, please submit your form to** **HEAR@qmul.ac.uk**