

HEAR – Additional Achievements Approvals/Additions

The Higher Education Achievement Report (HEAR) provides a certified record of a student's experience at St Andrews including details of the programme, the award, student engagement and academic achievements as well as additional achievements including prizes, medals and awards.

In order for an additional achievement to be added to the HEAR

1. It has to be an approved academic or non-academic activity of sufficient significance; and,
2. Individual student performance in the approved activity has to be both measurable and verifiable (e.g. as the result of competition).

Additional achievements to be added to the HEAR may be requested by students or members of staff and Registry will co-ordinate the approval process with the VPLT and provide the necessary support and advice.

The University recognises achievement in two ways on the HEAR:

1. By adding an individual entry
2. By aggregating achievements in the St Andrews Award or one of its constituent strands

In general, additional achievements can be categorised as either co- or extra-curricular.

Co-curricular Activities

As a rule these would be added individually as Registry is informed by a school officer (usually Head of School, Director of Teaching or Exams Officer), eg, poster presentations or the presentation of an abstract as part of postgraduate or undergraduate participation at a conference. On the whole this information will be provided by the School either through an electronic collection tool or by email to curriculum@st-andrews.ac.uk.

Extra- curricular Activities

Certain recognised bodies have delegated authority to notify Registry of individual agreed additional achievements to be added to the HEAR. These bodies currently include Sports Centre, Music Centre, and Students' Association. The list of agreed bodies and achievements will be maintained and further extended with Registry support.

For Undergraduate students, most extra-curricular activities will already be noted and recognised within the St Andrews Award. Students requesting the inclusion of additional activities will be advised to explore this route through the Awards Office in the Careers Centre. Where the additional activity is not deemed valid for inclusion, the Awards Office can advise on alternative ways for a student to present the information.

Deadlines

Deadlines for inclusion apply to all HEAR additional achievements and these will be circulated by Registry in advance of the June and November graduations.

Appeals

Where an award is not deemed to meet the two criteria laid out above and a student wishes to appeal this decision, requests for appeal should be submitted to the Deans for a final decision.

Examples:

Co-curricular

Academic prizes, awards and medals

Competitive academic scholarships

Poster presentations at academic conferences or abstracts for undergraduate taught postgraduate students

Principal's Medal

Extra-curricular

St Andrews Award (one or more of the individual strands):

- Contributing to university life
- Giving to others
- Working for your future
- Extending your horizons

Music awards

Sports awards (blues)

Significant students' awards like the John Honey Award

University awards for non-academic achievements

Careers Professional Development Certificate

Note that attendance at or membership of committees, societies and events does not in itself merit individual inclusion on the HEAR.

Illustration of HEAR Additional Achievement approvals process

