



UCL Academic Manual 2020-21

Chapter 4: Assessment Framework for Taught Programmes

Annex 4.5

# Higher Education Achievement Report Guiding Principles

The following guiding principles have been established for inclusion in a student's higher Education Achievement Report (HEAR):

- 1) If participation in an achievement is paid, it will not be included in HEAR, unless the role is 'ambassadorial' for UCL.
- 2) In general the threshold of 20 hours commitment is required for an achievement to be included in a HEAR, although there will be exceptions to be considered on a case-by-case basis.
- 3) For societies/ clubs/groups etc., only three role holders will be included in a HEAR. These role holders must be specified by the stakeholder for each activity. A 'member'/'participant' of a society etc. is not of sufficient merit for inclusion in a HEAR. However Laws 'Moot Winners' will be included in a HEAR.
- 4) Achievements which students take part in which are organised/managed by non-UCL bodies are out of scope of a HEAR as they cannot be verified by UCL.
- 5) Scholarships/bursaries will only be included in a HEAR if they are based on academic merit, not hardship. Where they are based on a combination of academic merit and hardship, they will be included in a HEAR.
- 6) Where an achievement may be organised/managed by a stakeholder, the achievement will be owned by the verifying party which will link students to the activity on Portico for a HEAR.
- 7) Where volunteering activity is currently managed by a Department/Division, the Department/Division will link students to the achievement on Portico for the HEAR. Departments/Divisions could, however, seek advice from the VSU about coordinating voluntary activity.
- 8) Work related activity, including internships, placements and paid work can be recognised where the work-related activity is pre-approved by the Faculty or UCL Careers and is directly applicable and relevant to the learning outcomes of the

student's programme of study enables the student to gain valuable employability skills.

9) Where an achievement takes the form of a competition, only the winner will be included in a HEAR.

10) For Prizes, the amount a prize is worth will not be included in a HEAR.