

**The criteria for recognising co-curricular and extra-curricular activities within the DMU  
HEAR Section 6.1**

Criteria	Explanation
The activity is verifiable by the University	<ul style="list-style-type: none"> <li>The University has a system in place which can evidence the activity undertaken. This will usually be a DMU/DSU initiative which can be formally recorded and quality assured</li> </ul>
The activity is open to all students 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	<ul style="list-style-type: none"> <li>There should be no restrictions or limitations on which approved/recognised activities students can undertake. Exceptions will include: <ul style="list-style-type: none"> <li>Activities which are open to a specific academic programme cohort, such as Mooting open Law students only</li> <li>Activities within the DSU which require specific characteristics to represent certain groups of students,</li> </ul> </li> </ul>
The activity is not directly part of the academic credit-bearing curriculum.	<ul style="list-style-type: none"> <li>Activities which are accredited within the curriculum will be listed in the academic transcript section of the HEAR.</li> <li>Activities which have a module code will be listed in the academic transcript section of the HEAR</li> <li>All activities appearing in the HEAR section 6.1 will be classed as co-curricular or extra-curricular and <b>not</b> result in receiving academic credits or be allocated a module code</li> </ul>
The activity is a DMU/DSU organised opportunity which recognises the students' employability skill development.	<ul style="list-style-type: none"> <li>Only DMU/DSU organised opportunities will be recognised in the HEAR. For example, Unitemps and Square Mile.</li> <li>In order for students to actively participate in an activity to develop their employability skills, all approved activities must have a minimum duration of four hours.</li> <li>Students undertaking formal employment outside of a DMU owned scheme will not be able to receive recognition for this activity.</li> <li>However, the development of a Skills Award, in which the student can undertake their own work experience and link it to reflective practice and evaluation, will enable students to have this type of employment activity recognised within the Skills Award. The Skills Award will be recognised by the HEAR as it will be classed as a DMU recognised scheme</li> </ul>

Criteria	Explanation
<p>The activity should normally be completed and verified before students have completed their academic programme.</p>	<ul style="list-style-type: none"> <li>• All activities must be undertaken whilst the student is currently enrolled and completed before the formal end of their academic programme. For final year students, this means that the activity must be completed before the relevant Programme Assessment Board has met.</li> <li>• Activities which over-run the end of an academic programme will not be counted. Activities cannot be counted if undertaken as a graduate.</li> <li>• Students who are suspended from their course will not be able to include employability activities on their HEAR which were undertaken during their suspension.</li> </ul>

In order for a new activity to be approved, it must meet all of the above criteria. Please request the 'new activity request form' by emailing [HEARActivityRequests@dmu.ac.uk](mailto:HEARActivityRequests@dmu.ac.uk). Your request will be reviewed by the HEAR operations team and you will be notified by email of the outcome.

If you have any questions about a new activity, please email [HEARActivityRequests@dmu.ac.uk](mailto:HEARActivityRequests@dmu.ac.uk).

HEAR Operations  
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