

**LIST OF CRITERIA FOR RECOGNISING CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES  
TO BE INCLUDED WITHIN THE DMU HEAR SECTION 6.1**

Criteria	Explanation
The activity is verifiable by the University	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
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	<p>There should be no restrictions or limitations on which approved/recognised activities students can undertake. Exceptions will include:</p> <p style="padding-left: 40px;">Activities which are open to a specific academic programme cohort, such as Business and Law placements open to Business and Law students only</p> <p style="padding-left: 40px;">Activities within the DSU which require specific characteristics in order to represent certain groups of students, such as a mature student representing the needs of mature students within the DSU</p>
The activity is not directly part of the academic credit-bearing curriculum.	<p>Activities which are accredited within the curriculum will be listed in a different section of the HEAR related to academic programme activities.</p> <p>All activities appearing in the HEAR section 6.1 will be classed as co-curricular or extra-curricular and not result in receiving academic credits</p>
The activity is not formal employment, with the exception of employment experience that is part of a DMU recognised scheme	<p>Only DMU recognised employment schemes will be recognised in the HEAR. For example Unitemps and Frontrunners.</p> <p>Students undertaking formal employment outside of a DMU scheme will not be able to receive recognition for this activity. However, the development of an Employability 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 Employability Award. The Employability Award will be recognised by the HEAR as it will be classed as a DMU recognised scheme</p>
The activity should normally be completed and verified before students have completed their academic programme.	<p>All activities must be undertaken whilst the student is currently enrolled and completed before the formal end of their academic programme.</p> <p>Activities which over-run the end of an academic programme will not be counted.</p> <p>Activities cannot be counted if undertaken as a graduate.</p> <p>Students who are suspended from their course will not be able to include employability activities on their HEAR which were undertaken during their suspension</p>