**HEAR: application for inclusion**

The HEAR application for inclusion would enable new initiatives to be added to the list of approved activities contained in section 6.1 of the HEAR (currently listed at <http://www.dmu.ac.uk/dmu-students/your-student-experience/hear/list-of-recognised-activities.aspx>).

The application process would be:

1. Complete the online application form. (Forms can be submitted throughout the year. Those submitted after 18th April will join the list of activities to be considered for the next academic year.)
2. The online application form gets submitted to [HEAR@dmu.ac.uk](mailto:HEAR@dmu.ac.uk)
3. Applications would be considered by the HEAR Working Group (Lucy Madahar, Jon Lees, Caitlin Bloom)

* Either at set times per year (perhaps monthly or termly)
* Or on an ad-hoc basis

1. The Working Group would either physically meet (if we decide to review applications at set times of year) or could assess applications via online correspondence (if we decide to review applications on an ad-hoc basis)
2. Once approved,

* the applicant is informed
* the process for verification is clarified with the applicant
* the applicant is required to provide text copy in order to produce web page content
* the HEAR IT system is updated
* the list of HEAR approved activities is updated on the website
* Updated list is disseminated to staff and students

1. If the application is not approved,

* The applicant is informed of the reason, actions are recommended if it is felt that the HEAR inclusion criteria can be met with a few modifications

Below is a draft of the online application questions:

|  |  |
| --- | --- |
| Name of applicant | Text box |
| Job title | Text box |
| Department | Drop down of departments and faculties |
| Date of application | DD/MM/YYYY |
| Name of project/initiative nominated for HEAR inclusion | Text box |
| Description of the project/initiative | Text box |
| The activity can be verified by the University | Drop down of Yes, No |
| Describe the systems/processes used to verify the activity | Text box |
| Please answer one of the 3 statements below   1. The activity is open to all students at DMU 2. The activity is open to students from a specific academic cohort 3. The activity is restricted to certain representative students | Tick box against the 3 statements |
| Describe the cohort of students that this activity will be open to | Text box |
| The activity is directly part of the academic credit-bearing curriculum | Drop down of Yes, No |
| The activity is a DMU recognised employment/employability scheme | Drop down of Yes, No |
| The activity will be completed and verified before the students have completed their academic programme | Drop down of Yes, No |
| Please provide any additional information in support of your HEAR inclusion application | Text box  Need function to also enable attachments |
| Submit your application | Submit button to [HEAR@dmu.ac.uk](mailto:HEAR@dmu.ac.uk) |
| Next screen to confirm submission | Applicant taken to page which confirms that their application has been submitted and will now be considered by the HEAR Working Group |

**Lucy Madahar**

**January 2014**