**HEAR Activity Approval Form**

The completed form should be submitted to the Secretary of the Student Experience and Welfare Committee (Jelisha Catnott, at [jelisha.catnott@brunel.ac.uk](mailto:jelisha.catnott@brunel.ac.uk))

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| --- | --- |
| Name of Proposer |  |
| College/Department/Division |  |
| Approved at Department Management Board?. | Date: |
| Activity Title (this will appear on the HEAR) max 150 characters |  |
| Activity Provider (responsible for uploading completion data) |  |
| Rationale for the activity |  |
| Activity description (this will appear on the HEAR) max 250 characters (this includes spaces) |  |
| Activity summary – maximum 250 words |  |
| **Brunel Criteria** |  |
| The activity is verifiable and endorsed by the University (and not also by another body) and participation can be verified. It is recognised that for some activities performance or quality of participation may not be able to be verified. |  |
| The opportunity and criteria for participation are clearly defined. This does not necessarily mean all students automatically have the opportunity to engage in this activity. |  |
| The activity/role is not directly part of the academic credit-bearing curriculum |  |
| The activity/role supports wider University policy and strategy (e.g. volunteering, outreach, recruitment events). |  |
| **For Student Clubs and Societies** |  |
| The position must be a named position within a recognised Union of Brunel Students activity, in accordance with the Union's constitution (or that of the relevant activity) | N/A |
| The position must be recorded in the approved version of the Committee’s constitution | N/A |
| **APPROVED BY STUDENT EXPERIENCE AND WELFARE COMMITTEE.** | Signed……………………………………..  Date……………………………………… |
| REASON IF NOT APPROVED |  |