



KEY

Some areas/activities are new for 2017/18, so points will not normally be awarded for activity prior to the start of the academic year 2017/18.

LEVEL

In order to recognise the variation in student involvement within some activities, and to help students identify progression routes, some activities are classified at different levels. These statements are a **guide only** to what may be expected at each level:

1

- \* Low level of minimum time commitment
- \* Some responsibility
- \* Perform allocated/tasks duties
- \* Events require no, or very little, preparation

2

- \* Medium level of minimum time commitment
- \* Increased responsibility - e.g. may be leading a team or supervising others
- \* May be involved in the planning/design of events

3

- \* Higher level of minimum time commitment
- \* High level of responsibility - e.g. leading a large team or managing complex relationships
- \* May be involved in the planning/design of large-scale events, writing proposals or recruiting volunteers

General Activities

AREA	ACTIVITY	L	COMMITMENT	POINTS (per commitment)	NOTES	FOR MORE INFORMATION	
Careers Service	Careers Service Student Staff		'Constant work' for 1 academic term	20	Constant work' will be judged on a mixture of the staff member receiving a steady number of payslips throughout the term and a total of hours worked based on their agreed hours.	Roles will be advertised when available	
	Lunchtime and twilight skills workshops		Typically 1 hour	5	Please ensure you sign in to each workshop with your name and SID number in order to receive your points.	<a href="#">Visit the Royal Holloway Careers Service website for details</a>	
	Part-time Job Role		'Constant work' for 1 academic term	10	Students will need to complete a part-time job form and have it signed by their employer each term, submitting it to the Careers Service. A minimum of 5 hours per week must be worked in order to claim points. Only applicable to enrolled students from 2017/18 academic year.	<a href="#">Confirm part-time job role by completing the form here</a>	
	Careers Moodle Course		Per 2 courses/parts	5	Two completed Moodle courses/parts are required to attain the points. Maximum 25 points across academic years.	<a href="#">Go to the Passport webpage for more information</a>	
	Professional Shadowing		1/2 - 1 day	10	Students will need to complete a reflective log and produce confirmation from the host organisation. Only available to currently enrolled students. Can only shadow at an organisation once but may shadow at different organisations. Must claim within 18 months of completing shadowing.	<a href="#">Confirm shadowing opportunity with your area leader or the Careers Service. Complete the Professional Shadowing form here</a>	
	Passport Challenges		1	1 challenge	5	Passport Challenges are awarded points as per the challenge level. Look out for challenge details on noticeboards and via email	
			2	1 challenge	10		
			3	1 challenge	15		
	Placement/Internship		Minimum 35 hours	40	Students will need to complete a reflective log and produce confirmation from the host organisation. The reflective log form and guidance is available on the Passport webpage. <b>External placements/internships only (or non-credited, approved internal placements).</b> Must claim within 18 months of completing internship/placement. Only available to currently enrolled students and not applicable to Careers Micro-Placement Scheme. You will not receive points for any placement where you also receive course credit.	<a href="#">Complete Placement form here</a>	
	Passport Ambassador		1	1 hour	1	Passport and Careers Ambassadors typically attend College open days, applicant visit days and other events, talking to current and prospective students about the Passport Award and Careers Service.	<a href="#">Ambassadors are recruited as vacancies arise.</a>
2			1 hour	2			
3			1 hour	3			

AREA	ACTIVITY	L	COMMITMENT	POINTS (per commitment)	NOTES	FOR MORE INFORMATION
Catering	Student Catering Assistant		One Session	10		<a href="#">Email Rebecca Nurse for more information</a>
	Student Shift Leader		One Session	15		
	Welcome Weekend		One Session	5		
	University Open Days		Per 2 sessions	5	Two completed open days are required to attain the points.	
	Mandatory Health & Safety Training		One Session	5	Students must complete the following three training courses to earn points: Online Food Hygiene Health & Safety (includes lifting awareness) Allergen Awareness	
	Additional Health & Safety Training		One Session	5		
CeDAS - Centre for the Development of Academic Skills	Study Abroad Voluntary Ambassadors	1	1 hour	1	Whilst studying abroad, students can take part in a number of activities as ambassadors to the College, including helping at Royal Holloway recruitment activities at the host university, writing a blog, attending Study Abroad fairs on return to Royal Holloway.	<a href="#">Email Study Abroad for more information</a>
		2	1 hour	2		
		3	1 hour	3		
	Study Abroad Scheme*		1 academic year	40	*Students can only receive these Passport points if they are not receiving academic credit from Royal Holloway for this period of study.	
	CeDAS Writing Mentor Training		One Session	5		
	PDIS Mentor		One Session	10	One Session equals one term of mentoring. Students will need to complete a reflective log at the end of their mentoring in order to obtain points.	
	CeDAS Writing Mentor		1 hour	2		
	CeDAS Maths Mentor Training		One Session	5		
	CeDAS Maths Mentor		1 hour	2		
	Global Leadership Programme		One Session	30		
	International Study Abroad Summer Schools		Typically 6 weeks	20		<a href="http://www.royalholloway.ac.uk/cedas">Visit www.royalholloway.ac.uk/cedas</a>
	CeDAS Student Helper		Variable. Points are awarded per term	10	Activities include assisting with student admissions, data collection and general admin duties.	
	CeDAS Academic English for International Students (courses)		One Session	15	In order to receive these points, students must have a minimum attendance of 75%. Points will not be awarded twice if a course is repeated. Maximum of 2 sessions per academic year.	
	CeDAS Essential Academic Writing and Communication Workshop		One workshop	5	Maximum 5 workshops per academic year	
	CeDAS Maths, Stats & Numeracy Workshop		One workshop	5	Maximum 5 workshops per academic year	

AREA	ACTIVITY	L	COMMITMENT	POINTS (per commitment)	NOTES	FOR MORE INFORMATION	
Chapel Choir	Choral Scholar - Year 1		One Session - Sept to April	80	This activity is only available to students who are successful in auditioning for the roles.  *Year 1 Choral/Organ Scholar in the previous academic year is a prerequisite for this activity.  **Year 1 and 2 Choral/Organ Scholar in the previous academic years is a prerequisite for this activity.	<a href="#">Visit the Chapel Choir website</a>	
	Choral Scholar - Year 2*		One Session - Sept to April	40			
	Choral Scholar - Year 3**		One Session - Sept to April	20			
	Organ Scholar - Year 1		One Session - Sept to April	80			
	Organ Scholar - Year 2*		One Session - Sept to April	40			
	Organ Scholar - Year 3**		One Session - Sept to April	20			
Chaplaincy	Chapel Warden		One term	30		<a href="#">Visit the Faith Support website</a>	
	Senior Chapel Warden		One term	40			
	Events Officer - Ramadan		One term	20			
	Friday Prayer Coordinator		One term	20			
	Senior Friday Prayer Coordinator		One term	30			
	Prayer Room Warden		One term	30			
	Prayer Room Warden (Half)		One term	15			
	Faith Support	1	1	1 hour			1
		2	1	1 hour			2
		3	1	1 hour			3
Special projects*		By agreement with Chaplain	10/20				
Communications & External Relations	Student Staff Member		'Constant work' for 1 academic term	20	Constant work' will be judged on a mixture of the staff member receiving a steady number of payslips throughout the term and a total of hours worked based on their agreed hours.	Roles will be advertised when available	
	Video Intern		'Constant work' for 1 academic term	20	There is currently one video intern post within the team and it will be advertised around college when available	<a href="#">Contact Abigail Parris for information</a>	
Community Action	Volunteering	1	1 hour	1	There are a huge range of volunteering opportunities available, whether you're looking for a long or short-term commitment.	<a href="#">Visit the Community Action website</a>	
		2	1 hour	2			
		3	1 hour	3			
	Volunteering Abroad*		One Session	40	*A minimum of 40 hours are required to attain the points. An additional 40 hours with the same/different organisation within one academic year receives a second set of points. Maximum of 2 sessions per academic year.		
	Volunteering Abroad - Leader*		One Session	80			
	Training		One training course	5			
	Student Staff Member		'Constant work' for 1 academic term	20	Constant work will be judged on a mixture of the staff member receiving a steady number of payslips throughout the term and a total of hours worked based on their agreed hours.		
Development and Alumni Relations	Student Staff: Caller		1 hour	1	Any student can become a caller subject to successful application and interview. Supervisors are typically postgraduate students.	<a href="#">Recruitment takes places between Welcome Week and mid-October. Look out for posters/flyers around campus or email Laura Bassani-Merron</a>	
	Student Staff: Caller Supervisor		1 hour	3			
	Student Staff Member		'Constant work' for 1 academic term	20	Constant work will be judged on a mixture of the staff member receiving a steady number of payslips throughout the term and a total of hours worked based on their agreed hours.		

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Energy and Sustainability	Energy and Sustainability Ambassador	1	1 hour	1	Promote campus wide understanding and representation, through e.g. events and promotions of the Royal Holloway approach to Sustainability in the areas of; bio-diversity, carbon management, recycling and water conservation.	<a href="#">Email David Haygarth for more information</a>
		2	1 hour	2		
		3	1 hour	3		
	Research Project		One project	10	Work with the Estates team in specific research areas of sustainable campus management.	
The Disability & Dyslexia Services (ESO)	Student Helper		1 hour	1	Student Helpers provide a range of support to students with disabilities or specific learning difficulties, such as note-taking in lectures or collecting study resources.	<a href="#">Email Susan Jewitt for details</a>
	Student Helper Meeting		One meeting	2		
	Student Helper Training		One training course	5		
	Training Day		One Session	5		
	Assistive Software Workshop		One Session	5	Maximum 5 workshops per academic year	
	Careers Skills Workshop		One Session	10	Workshops last 2 hours No limit on number of attendances	
	Unistart Helper		One Session	5		
	Student Social Club		One Session	5	No limit on the number of attendances	
	Social Club Outing		One Session	10	No limit on the number of attendances	
IT Services	Laptop and Mobile Support		50 hours	80	This paid activity is only available to students who are successful in applying for the position and complete a trial period. The hours of work during a trial period will be counted towards the 50 hours needed for a complete session.	Vacancies for these roles are advertised as they arise.
	PC Lab checker		30 hours	30	This paid activity is only available to students who are successful in applying for the position.	<a href="#">Email the Computer Centre for more information</a>
	IT Skills session		One Session	5	There are a wide range of short skills sessions available to help you brush up on your IT skills	<a href="#">Visit the IT Training webpage for more details</a>
	IT Trainer		1 hour	3	This paid activity is only available to students who are successful in applying for the position.	<a href="#">Email the Computer Centre for more information</a>
	IT Training Assistant		1 hour	2	This paid activity is only available to students who are successful in applying for the position.	
Library, Archives and Art Collection	Student Staff training		Up to half-day training	5		Vacancies for these roles are advertised as they arise.
	Student staff: Supervisor		'Constant work' for 1 academic term	20	'Constant work' will be judged on a mixture of the staff member receiving a steady number of payslips throughout the term and a total of hours worked based on an average of their colleagues' hours in that area.	
	Student Staff position: Stock Management Assistant		'Constant work' for 1 academic term	10		
	Student Staff position: Information Assistant		'Constant work' for 1 academic term	15		
	Student Staff: Staff meetings		Attend one meeting	2		
	Library Acquisitions: Processing new library materials		Constant work' for 1 academic term	20		<a href="#">Visit the Library website for details</a>
	Library Skills training session		One Session	5		
	Archives Repackaging Volunteer		1 hour	1		
	Picture Gallery volunteer		One term	10	This activity is only available to students who are successful in applying for the position.	<a href="#">Contact Laura McCulloch</a>
	LUAG Member		1 academic year	40		<a href="#">Visit the Library website for details</a>
	Student-Led Focus Group Member		One Session	5		

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Library, Archives and Art Collection	Exhibitions Micro-Placement		One Session	30	This activity is only available to students who are successful in applying for the position.	<a href="#">Visit the Library website for details</a>
Model UN	LIMUN		1 academic year	20		<a href="#">This scheme is coordinated by the PIR society, click here to visit their web page</a>
	Model UN Ambassador role		One Session (typically Nov - June)	40		
	DipSoc ULMUN		1 academic year	10		
	DipSoc Oxford/Cambridge/Cardiff MUN		1 academic year	20		
	DipSoc Harvard/World MUN		1 academic year	40		
	DIPSoc MUN Director / DIPSoc MUN Deputy Director		One Session (typically Nov - June)	40		
Outreach, Recruitment & Widening Participation	Student Ambassador Training		One training course	5	Only one training course per year will earn points	<a href="#">Student Ambassador recruitment normally takes place in October each year. For more information email the Student Ambassador Office</a>
	Student Ambassadors*	1	Minimum 30 hours	20	*20 points will be awarded for the first 30 hours worked, after which students will earn 1, 2 or 3 points per hour depending on the level of the activity.	
		2	Minimum 30 hours	20		
		3	Minimum 30 hours	20		
	Senior Student Ambassadors**	3	Minimum 30 hours	30	**30 points will be awarded for the first 30 hours worked, after which students will earn 3 points per hour	
	Voluntary Outreach	1	1 hour	1		
		2	1 hour	2		
3		1 hour	3			
Peer Guides	Peer Guide Training		One training course	5		<a href="#">Visit the Peer Guides page on eCampus for details of the scheme</a>
	Peer Guide		1 academic year	10		
Premises Team	Student Post Room Assistant		'Constant work' for 1 academic term	10	Constant work' will be judged on a mixture of the staff member receiving a steady number of payslips throughout the term and a total of hours worked based on their agreed hours.	Vacancies for these roles are advertised as they arise.
Residential Support	Residential Support Team*		1 academic year	40	*20 points will be awarded if a further academic year is completed.	<a href="#">Email to find out more about the role of RSAs. Please note that recruitment for RSAs takes place every March for the following academic year.</a>
	Engagement and Leadership at Social Events		One Session	5		
	Residential Support Training		One training course	5	Approved courses only	
Royal Holloway Sport	Sports volunteering	1	1 hour	1	Types of volunteering include fitness, sport, community, school and media.	<a href="#">Visit the Sports Volunteering website</a>
		2	1 hour	2		
		3	1 hour	3		
	Sports Activator		1 hour	1		
	Social League Volunteer		1 hour	1		
	Sports Scholar		One Session-Sept to April	20	This activity is only available to students who meet the eligibility criteria	
	Student Staff induction training		Complete two required training sessions	5		

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Royal Holloway Sport	Student Staff position		'Constant work' for 1 academic term	10	'Constant work' will be judged on a mixture of the staff member receiving a steady number of payslips throughout the term and a total of hours worked based on an average of their colleagues' hours in that area.	<a href="#">Visit the Sports Volunteering website</a>
	Student Staff: Staff meetings		Attend one meeting	2		
Student Life	TEDx Committee Member		1 academic year	40		<a href="#">Email Carolyn Wishart for more information</a>
Students' Union	Student Union Education Committee Member		1 academic year	40	Once per academic year	<a href="#">Visit the Students' Union website</a>
	Student Opportunities Committee Member		1 academic year	40		
	Equalities Committee Member		1 academic year	40		
	Club/Society Committee Member or Media Outlet Board Member		1 academic year	40		
	Course Representative		1 academic year	20		
	Faculty Representative		1 academic year	20*	*If already a Course Rep, an additional 10 points only Once per academic year	
	Departmental Representative		1 academic year	20	Can also be a Course Rep Once per academic year	
	Half year Club/Society Committee Member or Media Outlet Board Member		One half academic year	20		
	NUS Delegate		One Session	10		
	Media Outlet Member		1 academic year	10	Once per academic year	
	Senior Production Crew		One Session	20		
	SU Volunteer	1	Per hour	1		
		2	Per hour	3		
	Student-Led Workshop - Presenter		One Session	3		
	Outstanding Contribution Award		One Award	20		
	Individual Recognition Award		One Award	10		
	Training/Advice/Careers/Development Workshop		One workshop	5	Maximum 5 workshops per academic year	
	Society/Club Careers Skills Workshop		One Session	5	Points will be given for the first 5 workshops attended in an academic year	
	Mystery Shopper		One Session	5	Once per academic year	
	Coaching Course		One Session	5		
Student Staff Position		'Constant work' for 1 academic term	20	'Constant work' will be judged on a mixture of the staff member receiving a steady number of payslips throughout the term and a total of hours worked based on an average of their colleagues' hours in that area.		
Supervisor Student Staff Position		'Constant work' for 1 academic term	25			
Duty Manager Student Staff Position		'Constant work' for 1 academic term	30			
Available to all Areas	Special Recognition for outstanding contribution		Nomination by Area Leader / Manager	5	Special recognition may be awarded at the Area Leader's discretion when a student has gone above and beyond the normal expectations of the activity or role, for example by demonstrating a high level of innovation or leadership skills.	

AREA	ACTIVITY	L	COMMITMENT	POINTS (per commitment)	NOTES	FOR MORE INFORMATION
<b>Departmental Activities</b>						
AREA	ACTIVITY	L	COMMITMENT	POINTS (per commitment)	NOTES	FOR MORE INFORMATION
<b>Biological Sciences</b>	Departmental student helper	1	1 hour	1	These activities are only available to students studying within the School of Biological Sciences (with the exception of Rare Disease day activities).	<a href="#">Visit the School of Biological Sciences website</a>
		2	1 hour	2		
		3	1 hour	3		
	Rare Disease Day: Volunteer		One event (including preparation)	5		
	Rare Disease Day: Activity Director		One event (including preparation)	10		
	Rare Disease Day: Volunteer Coordinator		One event (including preparation)	20		
	Science Festival activities volunteer	1	1 hour	1		
		2	1 hour	2		
		3	1 hour	3		
	Bioscience Taster Day volunteer		1 day	5		
	The Scientists' Scribe Editor		'Constant work' for 1 academic term	30	'Constant work' will be judged on a mixture of the staff member receiving a steady number of payslips throughout the term and a total of hours worked based on an average of their colleagues' hours in that area.	
The Scientists' Scribe Regular Contributor		'Constant work' for 1 academic term	10			
<b>Classics</b>	Departmental student helper	1	1 hour	1	These activities are only available to single or joint honours students studying in the Classics Department.  Classics promotion activities should be discussed and agreed with Dr Richard Hawley	<a href="#">Contact Dr Richard Hawley for more information</a>
		2	1 hour	2		
		3	1 hour	3		
	Classics Promotion: Performance		One event (including prep)	5		
			One event (including prep)	10		
			One event (including prep)	20		
	Classics Promotion: General	1	1 hour	1		
		2	1 hour	2		
3		1 hour	3			
Classics Careers Skills Workshops		One workshop	5	Maximum 5 workshops per academic year		
<b>Computer Science</b>	Departmental student helper	1	1 hour	1	This activity is only available to Undergraduates studying in the Computer Science department.	<a href="#">Email the Computer Science department to find out more</a>
		2	1 hour	2		
		3	1 hour	3		
	UROP Placement		Minimum 35 hours	40		
<b>Drama and Theatre Studies</b>	Student Workshop committee position		1 academic year	40		<a href="#">See Department of Drama, Theatre and Dance for further information</a>
	Senior Production Crew (Producer, Director, Stage Manager, Musical Director) in a Student Workshop production		1 production	5		
	Midnight at the Boilerhouse Production (Director/Producer or other role)		1 production	5		

AREA	ACTIVITY	L	COMMITMENT	POINTS (per commitment)	NOTES	FOR MORE INFORMATION
Drama and Theatre Studies	Midnight at the Boilerhouse Production (Actor or other role)		3 productions	5		
	Acting or other production role in Student Workshop productions		3 productions	5		<a href="#">Membership of Student Workshop is open to all students studying in the Department of Drama, Theatre and Dance. For details visit the Student Workshop website.</a>
	Student Actor/Training Workshops		1 Workshop	5	Maximum 5 workshops per academic year	
	Departmental student helper	1	1 hour	1	These roles are available to students studying in the Department of Drama, Theatre and Dance	<a href="#">See Department of Drama, Theatre and Dance for further information</a>
		2	1 hour	2		
		3	1 hour	3		
	Moodle Coordinator		'Constant work' for 1 academic term	10	'Constant work' will be judged on a mixture of the staff member receiving a steady number of payslips throughout the term and a total of hours worked based on an average of their colleagues' hours in that area.	
Drama, Theatre & Dance Careers Skills Workshops		1 workshop	5			
Fire Officer Training and role		1 academic year	5			
Earth Sciences	1 Day Field Trip Demonstrating		One Session	5	Available to PGR students only	
	Departmental Student Helpers		1 hour	1		
	LyellSoc Committee Member		1 academic year	40		
	Earth Sciences Careers Skills Workshop		One Session	5	Points will be given for the first 5 workshops attended in an academic year	
Economics	Tutoring first and second year students		1 hour	2	This activity is only available to students in years 2 or 3 of UG Economics programmes as well as MSc Students.	
	Departmental student helper	1	1 hour	1	This activity is only available to Undergraduates & MSc students studying in the Economics department. Departmental student helpers also need to be part of the College's Student Ambassador Scheme.	<a href="#">Contact Selena Ou for more information</a>
		2	1 hour	2		
		3	1 hour	3		
	Survival Statistics		One Session	15	Students must attend a minimum of 75% of all workshops to receive points. Students can only complete this activity once.	
	Student First Ambassador		1 hour	2	Available to all students	
	Student First Internship		One Internship	40	Available to all students Minimum of 35 hours to be completed	
	Away Day (One Day)		One Session	10	Points will be given for the first 5 attended in an academic year	
	Focus Group		One Session	5		
	Case Study Workshop		One Session	10	Students must attend a minimum of 75% of all workshops to receive points. Students can only complete this activity once per term	
	Coding Workshop		One Session	5	Points will be given for the first 5 workshops attended in an academic year	
	Course: Working in the Finance Industry		One Course	20	Students must attend a minimum of 75% of all workshops to receive points. Students can only complete this activity once per term	
	Economics at Work		One Session	5	Students may attend this workshop once per academic year	
	Economics Careers Skills Workshops		One Session	5	Points will be given for the first 5 workshops attended in an academic year	
Student Recruitment Budding		1 hour	1			
English	Departmental Careers Skills Workshop		One Session	5	Points will be given for the first 5 workshops attended in an academic year	<a href="#">Visit the Department of English website here</a>



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English	Departmental student helper	1	1 hour	1		<a href="#">Visit the Department of English website here</a>	
		2	1 hour	2			
		3	1 hour	3			
	Blog		One Session	5			Points will be given for the first 5 blogs produced in an academic year
	Video Blog/Vlog		One Session	5			Points will be given for the first 5 video blogs produced in an academic year
	Library Super-User Workshop		One Session	5			Points will be given for the first 4 workshops attended in an academic year
	Library Super-User Workshop Completion Bonus		One Session	5			If 4 Library Super-User Workshops are completed, this bonus will be added to the student's passport record
	Away Day (One Day)		One Session	10			Points will be given for the first 5 attended in an academic year
	Focus Group		One Session	5			
	Library Super-User Trainer		1 hour	3			
	Library Super-User Training Assistant/Designer		1 hour	2			
Geography	Geography Careers Skills Workshops		1 workshop	5	Points will be given for the first 5 workshops attended in an academic year	<a href="#">See the Department of Geography website</a>	
	GeogSoc Committee Member		1 academic year	40		<a href="#">Visit the GeogSoc Facebook page here</a>	
	Royal Geographical Society ambassadors		1 hour	1			
History	Departmental student helper	1	1 hour	1		<a href="#">Visit the Department of History website for details</a>	
		2	1 hour	2			
		3	1 hour	3			
	History Department Teaching Placement Scheme		One Session	15			
	History Departmental Careers Skills Workshops		1 workshop	5			Points will be given for the first 5 workshops attended in an academic year
ISG	ISG Event Organisation - Contributor		One Session	5		<a href="#">Contact Michelle Gates for more information</a>	
	ISG Event Organisation - Leader		One Session	10			
	ISG Internal Seminar		One Session	5			Points will be given for the first 5 seminars attended in an academic year
	Attending Industry related seminars		One Session	5			Points will be given for the first 5 seminars attended in an academic year
	Outreach Days		1 day (including preparation)	10			
	Attending a Royal Holloway hosted professional course		One course	10			
	Committee Representative		1 academic year	10			
	Homework Marking/Proofreading		One Session	4			
	Departmental student helper	1	1 hour	1			
		2	1 hour	2			
		3	1 hour	3			
Maths	Departmental student helper	1	1 hour	1	These activities are available to students on UG and PG Maths programmes (with some restrictions).	<a href="#">Visit the Mathematics home page for more information</a>	
		2	1 hour	2			
		3	1 hour	3			

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Maths	Maths department outreach days		1 day (including preparation)	10	These activities are available to students on UG and PG Maths programmes (with some restrictions).	<a href="#">Visit the Mathematics home page for more information</a>
	Leading Tutoring Sessions		1 hour	2	These activities are available to students on UG and PG Maths programmes (with some restrictions).	
	Homework Marking/Proofreading		One Session	4		
	Maths Careers Skills Workshop		One Session	5	Points will be given for the first 5 workshops attended in an academic year	
Media Arts	Health and Safety Training		One Session	5	These activities are open to Media Arts students only.	<a href="#">Email Keith Buckman for more information</a>
	Professional Skills Training		One Session	5	Points will be given for the first 5 training workshops attended in an academic year	
	Risk assessment training		Complete the 3 modules on Moodle	5	These activities are open to Media Arts students only.	
	Short film production (via PPS)		Individually completing a 5-10 minute film	15		
			Jointly completing a 5-10 minute film	10		
			Completing a less than 5 minute film	10		
	Filming a live event		Filming one event	5		
	Editing/Post-Production		One Session	5		
	Submission to a film festival or film competition		One successful entry	5		
	Crew member on a non-academic production		One production credit	5		
	Having a video featured on the Showcase channel		One successful video	5	Points will be given for the first 5 videos added in an academic year	
	Voluntary creative contribution to a short film (not academically credited)		One production credit	5	This activity is open to any student.	
	Acting in another student's film production (academic or approved PPS)		One production credit	5		
Departmental student helper		1	1 hour	1	These activities are open to Media Arts students only.	
		2	1 hour	2		
		3	1 hour	3		
Music	Departmental student helper	1	1 hour	1		
		2	1 hour	2		
		3	1 hour	3		
	IFY Mentor		One Session	10		
	Orchestra Member		One Session	20	Points awarded for one academic year in orchestra	
	Careers Skills Workshop		One Session	5	Points will be given for the first 5 workshops attended in an academic year	
	Student Committee Representative		1 academic year	10		
	Concert helper		1 hour	1	Music students are preferred for this role but others will be considered.	
	Music ensemble committee membership		1 academic year	20		

AREA	ACTIVITY	L	COMMITMENT	POINTS (per commitment)	NOTES	FOR MORE INFORMATION
Physics	PhysSoc Committee Member		One Session	10	One Session equates to one term. Maximum of 3 sessions per academic year.	<a href="#">Contact Gill Green for more information</a>
	Departmental student helper		1 hour	1		
Politics and International Relations	1 day National Conference Delegate		One Session	10	This activity is only available to Undergraduates studying within the Politics and International Relations department.	<a href="#">Email Sarah Sanders for more information</a>
	Multiple day National Conference Delegate		One Session	20		
	Departmental student helper	1	1 hour	1		
		2	1 hour	2		
		3	1 hour	3		
Academic Families Committee/Buddy		One Session	10	This activity is only available to Undergraduates studying within the Politics and International Relations department.		
Psychology	Departmental student helper	1	1 hour	1	These activities are only available to students studying in the Psychology department	Details are available on the Psychology Moodle
		2	1 hour	2		
		3	1 hour	3		
	Experiment Participation		One Session	1	One Session equates to one 30 minute experiment	
	Skills Bootcamp		One Session	5	Points will be given for the first 5 skills bootcamps attended in an academic year	
	Meet our Grads		1 hour	1	Annual career event	
	Psychology Careers Skills Workshops		One workshop	5	Points will be given for the first 5 workshops attended in an academic year	
School of Management	School of Management Career Skills Workshop		One Session	5	Points will be given for the first 5 workshops attended in an academic year	<a href="#">School of Management website</a>
	YIB Blog		One Session	5	Available to YIB students only. Points will be given for the first 5 blogs written in an academic year	
	YIB Video Promotion		One Session	5	Available to YIB students only. Points will be given for the first 5 videos produced in an academic year	
	YIB Buddies		1 hour	1	Available to 4th year YIB placement students to return to mentor other YIB students only.	
	YIB Promoter		One Session	5	Available to YIB students only. Points will be given for the first 5 events in an academic year	
	YIB Presenter		One Session	5	Available to YIB students who present at an event involving external businesses.	
	School of Management Student Ambassador*	1	1 hour	1	*This activity is only available to single honours Management students.	<a href="#">Email Justin O'Brien for more information</a>
		2	1 hour	2		
		3	1 hour	3		
	Management Champions	1	1 hour	1		<a href="#">School of Management website</a>
		2	1 hour	2		
		3	1 hour	3		
	School of Management Buddies		One Session	10		
School of Modern Languages, Literatures and Cultures	Departmental student helper	1	1 hour	1	This activity is only available to Undergraduates studying within the School of Modern Languages, Literatures and Cultures.	<a href="#">Email Sarah Midson for more information</a>
		2	1 hour	2		
		3	1 hour	3		
	Public Speaking Course		One Session	10		
	Department Training Day		One Session	10		

AREA	ACTIVITY	L	COMMITMENT	POINTS (per commitment)	NOTES	FOR MORE INFORMATION
Available to all Areas	Special Recognition for outstanding contribution		Nomination by Area Leader / Manager	5	Special recognition may be awarded at the Area Leader's discretion when a student has gone above and beyond the normal expectations of the activity or role, for example by demonstrating a high level of innovation or leadership skills.	