



**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  |  |
|--------------------------------|-------------------------------|---|-------------------------------------|-------------------------|--|---|--|
| Academic Services              | Student Validation Panel      |   | One Session                         | 10                      | One complete panel session, including preparation  | <a href="#">Contact Marina Beck</a>   |  |
|                                | Student Helper                | 1 | One Hour                            | 1                       |  | <a href="#">Contact Robert Young</a>  |  |
| 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   |  |
|                                | 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. <b>Submit at the END of each term for points.</b>  | <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 starting 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>  |  |
| Careers or 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   |
|---|---|---|---------------------------------------|-------------------------|--|--|
| Careers Service                                       | Charity Apprentice  |   | 1 year                                | 80                      | Complete the Child.org Charity Apprentice scheme which runs for one full year. Scan and send in your completion certificate to claim your points. Available from 2017/18 academic year.  | <a href="#">Email Child.org Certificate</a>                                  |
|   | Lunchtime and twilight skills workshops                     |   | Typically 1 hour                      | 5                       | Maximum 5 workshops per academic year  | <a href="#">Visit the Royal Holloway Careers Service website for details</a> |
| 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:<br>Online Food Hygiene<br>Health & Safety (includes lifting awareness)<br>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                       |  | <a href="#">Visit www.royalholloway.ac.uk/cedas</a>                          |
|   | 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                      |  |  |
|   | 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                      | <p>This activity is only available to students who are successful in auditioning for the roles.</p> <p>*Year 1 Choral/Organ Scholar in the previous academic year is a prerequisite for this activity.</p> <p>**Year 1 and 2 Choral/Organ Scholar in the previous academic years is a prerequisite for this activity.</p> | <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                      |   |  |   |
|                                     | Founders Choir                   |                            | One Term                            | 10                      |   |  |   |
| 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                       |   |  |   |
|                                     | Departmental Student Helper      |                            | 1 hour                              | 1                       |   |  |   |

| AREA                                     | ACTIVITY   | L | COMMITMENT                          | POINTS (per commitment) | NOTES   | FOR MORE INFORMATION   |
|--|--|---|-------------------------------------|-------------------------|---|--|
| Development and Alumni 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.  | <a href="#">Recruitment takes places between Welcome Week and mid-October. Look out for posters/flyers around campus or email Laura Bassani-Merron</a> |
| 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<br>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                      |   |  |
|  | Library Acquisitions: Processing new library materials |   | Constant work' for 1 academic term  | 20                      |   |  |
|  | Student Staff: Staff meetings                          |   | Attend one meeting                  | 2                       |   | <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 Session                         | 5                       | This activity is only available to students who are successful in applying for the position.  | <a href="#">Contact Laura McCulloch</a>  |

| AREA   | ACTIVITY   | L         | COMMITMENT                          | POINTS (per commitment)   | NOTES   | FOR MORE INFORMATION  |
|--|--|-----------|-------------------------------------|---|---|---|
| Library, Archives and Art Collection           | LUAG Member                                      |           | 1 academic year                     | 40  |   | <a href="#">Visit the Library website for details</a>   |
|  | Information Literacy Award                       |           | One Session                         | 5   |   |   |
|  | Student-Led Focus Group Member                   |           | One Session                         | 5   |   |   |
|  | Exhibitions Micro-Placement                      |           | One Session                         | 30  | This activity is only available to students who are successful in applying for the position.  |   |
| 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   |   |   |
|  | Brightside Training                              |           | 1 Session                           | 5   |   |   |
| Brightside E-Mentor                            |  | 1 Session | 40                                  | One session per academic year. Only awarded to students who are successful in applying for the position |   |   |
| 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   |   |



| AREA                 | ACTIVITY   | L           | COMMITMENT                              | POINTS (per commitment) | NOTES  | FOR MORE INFORMATION                                      |
|----------------------|--|-------------|---|-------------------------|--|---|
| 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  |   |
|                      | Varsity  |             | 1 hour                                  | 1                       |  |   |
|                      | Student Staff induction training                                     |             | Complete two required training sessions | 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. |   |
|                      | Student Staff: Staff meetings  |             | Attend one meeting                      | 2                       |  |   |
| Student Life         | TEDx Committee Member  |             | 1 academic year                         | 40                      |  | <a href="#">Email Gunther Sandro 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<br>Once per academic year   |   |
|                      | Departmental Representative  |             | 1 academic year                         | 20                      | Can also be a Course Rep<br>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                       | Maximum 5 workshops per academic year  |   |
| Mystery Shopper      |  | One Session | 5                                       | Once per academic year  |  |   |
| Coaching Course      |  | One Session | 5                                       |                         |  |   |

| AREA                              | ACTIVITY   | L                           | COMMITMENT                          | POINTS (per commitment) | NOTES  | FOR MORE INFORMATION  |  |
|-----------------------------------|--|-----------------------------|-------------------------------------|-------------------------|--|---|--|
| Students' Union                   | 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.                         | <a href="#">Visit the Students' Union website</a>               |  |
|                                   | 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. |   |  |
| <b>Departmental Activities</b>    |  |                             |                                     |                         |  |   |  |
| AREA                              | ACTIVITY   | L                           | COMMITMENT                          | POINTS (per commitment) | NOTES  | FOR MORE INFORMATION  |  |
| Biological Sciences               | 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                      |  |   |  |
|                                   | Classics   | Departmental student helper | 1                                   | 1 hour                  | 1  |   | These activities are only available to single or joint honours students studying in the Classics Department.<br><br>Classics promotion activities should be discussed and agreed with Dr Richard Hawley            |
| 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  |   |  |

| AREA  | ACTIVITY  | L               | COMMITMENT                          | POINTS (per commitment) | NOTES  | FOR MORE INFORMATION   |  |
|---|---|-----------------|-------------------------------------|-------------------------|--|--|--|
| Computer Science                                | 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                      |  |  |  |
| Drama and Theatre Studies                       | 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                       |  |  |  |
|   | 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   |  | <a href="#">Visit the Department of Earth Sciences page here</a> |
|   | 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  |  |  |



| AREA   | ACTIVITY                                     | L      | COMMITMENT       | POINTS (per commitment) | NOTES  | FOR MORE INFORMATION   |
|--|--|--------|------------------|-------------------------|--|--|
| 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.  | <a href="#">Contact Selena Ou for more information</a>       |
|  | 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="#">Visit the Economics Passport Page here</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<br>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 Buddying                   |  | 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> |
|  | Departmental student helper                  | 1      | 1 hour           | 1                       |  |  |
|  |  | 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                                      | Departmental Student Helpers                 |        | 1 hour           | 1                       |  | <a href="#">See the Department of Geography website</a>      |
|  | Geography Placement (non-course credited)    |        | Minimum 35 hours | 40                      |  |  |
|  | AVD and Open Day Helpers                     |        | 1 hour           | 1                       |  |  |
|  | Geography Careers Skills Workshops           |        | 1 workshop       | 5                       | Points will be given for the first 5 workshops attended in an academic year  |  |
|  | GeogSoc Committee Member                     |        | 1 academic year  | 40                      |  | <a href="#">Visit the GeogSoc Facebook page here</a>         |
|  | Royal Geographical Society Ambassadors       |        | 1 hour           | 1                       |  |  |

| AREA    | ACTIVITY  | L      | COMMITMENT                    | POINTS (per commitment) | NOTES  | FOR MORE INFORMATION   |  |
|---------|---|--------|-------------------------------|-------------------------|--|--|--|
| 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                       |  |  |  |
|         | Maths department outreach days                        |        | 1 day (including preparation) | 10                      |  |  | These activities are available to students on UG and PG Maths programmes (with some restrictions). |
|         | 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                        |  |  |

| AREA                        | ACTIVITY  | L | COMMITMENT                                 | POINTS (per commitment) | NOTES  | FOR MORE INFORMATION  |
|-----------------------------|---|---|--|-------------------------|--|---|
| 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> |
|         | SEPnet/Research Placement                       |   | Minimum of 35 hours | 40                      | Student must not receive any academic credit for placement                |   |
|         | IOP Speaker                                     |   | One Session         | 5                       |   |   |
|         | IOP Conference Attendee                         |   | One Session         | 10                      |   |   |
|         | Physics Professional Course Attendee            |   | One Session         | 10                      |   |   |
|         | DIAMON / ORION / CERN / NPL Away Day            |   | One Session         | 10                      |   |   |
|         | Physics Careers Skills Workshop/Seminar         |   | One Session         | 5                       | Maximum 5 workshops per academic year                                     |   |
|         | Leading Tutoring Sessions                       |   | One Session         | 3                       |   |   |
|         | Mandatory Health & Safety Training              |   | One Session         | 5                       | Maximum 5 training courses per academic year                              |   |
|         | Additional Health & Safety Training             |   | One Session         | 5                       | Maximum 5 training courses per academic year                              |   |
|         | Homework Marking/Proofreading                   |   | One Session         | 4                       |   |   |
|         | SEPnet Career and Outreach Ambassador/Assistant |   | 1 hour              | 1                       |   |   |
|         | Physics Outreach Days                           |   | One Session         | 10                      | To include all preparation and attending a full day                       |   |
|         | Departmental student helper                     |   | 1 hour              | 1                       |   |   |

| AREA                                 | ACTIVITY                                    | L           | COMMITMENT   | POINTS (per commitment)  | NOTES  | FOR MORE INFORMATION                                      |
|--------------------------------------|---|-------------|--------------|--|--|---|
| 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  |  |   |
|                                      | PIR Challenges                              | 1           | One Session  | 10   | Only available to PIR students   |   |
|                                      |   | 2           | One Session  | 20   |  |   |
|                                      |   | 3           | One Session  | 30   |  |   |
| 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   |  |   |



| AREA   | ACTIVITY   | L           | COMMITMENT                          | POINTS (per commitment) | NOTES  | FOR MORE INFORMATION                                    |
|--|--|-------------|-------------------------------------|-------------------------|--|---|
| 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.<br><br>Open to any student. Must attend a minimum of 75% of two term course to obtain points.                  | <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                                  |                         |  |   |
| Languages for All                                    | One Session                                      | 10          |                                     |                         |  |   |
| 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. |   |