



KEY

Some areas/activities are new for 2018/19, so points will not normally be awarded for activity prior to the start of the academic year 2018/19.

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

In order to claim points for ANY of the activities below, you must be a registered student and the academic year commenced.

General Activities

AREA	ACTIVITY	L	COMMITMENT	POINTS (per commitment)	NOTES	FOR MORE INFORMATION	
Academic Services	Student Helper	1	One Hour	1		Contact Robert Young	
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. Submit at the END of each term for points.	Confirm part-time job role by completing the form here	
	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.	Go to the Passport webpage for more information	
	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.	Confirm shadowing opportunity with your area leader or the Careers Service. Complete the Professional Shadowing form here	
	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. External placements/internships only (or non-credited, approved internal placements). Must claim within 18 months of <u>starting</u> 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.	Complete Placement form here	
	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.	Ambassadors are recruited as vacancies arise.
			2	1 hour	2		
3			1 hour	3			

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Careers Service	Employer in Residence Course		One Session	1	Students are invited, via email, to complete the feedback form. Only 1 form per employer will be accepted.	
	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.	Email Child.org Certificate
	Skills Workshop		Typically 1 hour	5	Maximum 5 workshops per academic year	Visit the Royal Holloway Careers Service website for details
Catering	Student Catering Assistant		One Session	10		Email Rebecca Nurse for more information
	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.	Email Study Abroad for more information
		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		Visit www.royalholloway.ac.uk/cedas
	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>	Visit the Chapel Choir website	
	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		Visit the Faith Support website	
	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	Contact Abigail Parris for information	
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.	Recruitment takes places between Welcome Week and mid-October. Look out for posters/flyers around campus or email Laura Bassani-Merron	
	Student Staff: Caller Supervisor		1 hour	3			
	Departmental Student Helper		1 hour	1			
	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.		
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.	Email Susan Jewitt for details	
	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			
	Social Club Outing		One Session	10	No limit on the number of attendances		

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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.	Email the Computer Centre for more information
	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	Visit the IT Training webpage for more details
	IT Trainer		1 hour	3	This paid activity is only available to students who are successful in applying for the position.	Email the Computer Centre for more information
	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		Visit the Library website for details
	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.	Contact Imogen Tedbury
	Picture Gallery Short Talks Volunteer		One Session	5	This activity is only available to students who are successful in applying for the position.	
	LUAG Member		1 academic year	40		Visit the Library website for details
	Information Literacy Award		One Session	5		
	Exhibition Volunteer		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		This scheme is coordinated by the Students' Union. Please contact them for further information
	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		

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Model UN	DipSoc Harvard/World MUN		1 academic year	40	One session per academic year. Only awarded to students who are successful in applying for the position	This scheme is coordinated by the Students' Union. Please contact them for further information
	DIPSoc MUN Director / DIPSoc MUN Deputy Director		One Session (typically Nov - June)	40		
Outreach, Recruitment & Widening Participation	Brightside Training		1 Session	5		
	Brightside E-Mentor		1 Session	40		
	Student Ambassador Training		One training course	5	Only one training course per year will earn points	Student Ambassador recruitment normally takes place in October each year. For more information email the Student Ambassador Office
	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		Visit the Peer Guides page on eCampus for details of the scheme
	Peer Guide	1	1 hour	1		
	Senior Peer Guide	3	1 hour	3		
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.	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.
	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.	Visit the Sports Volunteering website
		2	1 hour	2		
		3	1 hour	3		
	Coaching/Officiating Course		One Session	5		
	Varsity		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		
	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.	
Student Staff: Staff meetings		Attend one meeting	2			

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Student Life	RH100		One Session	5		Email Gunther Sandro for more information
	TEDx Committee Member		1 academic year	40		
Students' Union	Student Union Education Committee Member		1 academic year	40	Once per academic year	Visit the Students' Union website
	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	40		
	Departmental Representative		1 academic year	30		
	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		
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			
Programme Approval Panel		One Session	10	One complete panel session, including preparation. Available to Departmental Representatives only.	VP Education	
Volunteering	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.	Visit the Volunteering website
		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	Maximum 5 courses per academic year		

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Volunteering	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.	Visit the Volunteering website
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.	
Departmental Activities						
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).	Visit the School of Biological Sciences website
		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		
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. 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		
Computer Science	Departmental student helper	1	1 hour	1	This activity is only available to Undergraduates studying in the Computer Science department.	Email the Computer Science department to find out more
		2	1 hour	2		
		3	1 hour	3		
	UROP Placement		Minimum 35 hours	40		

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Drama and Theatre Studies	Student Workshop committee position		1 academic year	40		See Department of Drama, Theatre and Dance for further information
	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		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.
	Student Actor/Training Workshops		1 Workshop	5	Maximum 5 workshops per academic year	See Department of Drama, Theatre and Dance for further information
	Departmental student helper	1	1 hour	1	These roles are available to students studying in the Department of Drama, Theatre and Dance	
		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	Visit the Department of Earth Sciences page here
	Departmental Student Helpers		1 hour	1		
	LyellSoc Committee Member		1 academic year	40		
	Lyell Scholarship		One Session	40		
	Open Day/AVD Volunteer		One Session	5		
	Research Group Assistant		One Session	10	Available to UG students only	
	Geological Society Volunteer		One Session	5	Available to UG/PGT students only	
	Back to School Talk		One Session	5	Available to UG/PGT students only	
	Schools Mailshot		One Session	5	Available to UG/PGT students only	
	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.	Contact Selena Ou for more information
	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.	Visit the Economics Passport Page here
		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		

AREA	ACTIVITY	L	COMMITMENT	POINTS (per commitment)	NOTES	FOR MORE INFORMATION
Economics	Focus Group		One Session	5		Visit the Economics Passport Page here
	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	Visit the Department of English website here
	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		See the Department of Geography website
	Geography Placement (non-course credited)		Minimum 35 hours	40		
	AVD and Open Day Helpers		1 hour	1		
	Exhibitions & Festival Helper		1 hour	2		
	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		Visit the GeogSoc Facebook page here
	Royal Geographical Society Ambassadors		1 hour	1		
History	Departmental student helper	1	1 hour	1		Visit the Department of History website for details
		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	

AREA	ACTIVITY	L	COMMITMENT	POINTS (per commitment)	NOTES	FOR MORE INFORMATION
ISG	ISG Event Organisation - Contributor		One Session	5		Contact Michelle Gates for more information
	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			
Law	Departmental student helper	1	1 hour	1		Visit the Law home page for more information
Maths	Departmental student helper	1	1 hour	1	These activities are available to students on UG and PG Maths programmes (with some restrictions).	Visit the Mathematics home page for more information
		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	
Media Arts	Health and Safety Training		One Session	5	These activities are open to Media Arts students only.	Email Keith Buckman for more information
	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		

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Media Arts	Voluntary creative contribution to a short film (not academically credited)		One production credit	5	This activity is open to any student.	Email Keith Buckman for more information	
	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	Email the Music department to find out more about these roles and how to get involved		
		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			
Physics	PhysSoc Committee Member		One Session	10	One Session equates to one term. Maximum of 3 sessions per academic year.	Contact Gill Green for more information	
	SEPnet Placement / Departmental Internship		Minimum of 35 hours	40	Student must not receive any academic credit for placement. A reflective log will need to be completed by the student and confirmation obtained from the host organisation.	Complete Placement form here. Forms must be returned to Gill Green, not the Careers Service	
	Conference Speaker		One Session	5	IOP / SEPnet / National	Contact Gill Green for more information	
	Conference Attendee (full day)		One Session	10			
	Conference Attendee (half day)		One Session	5			
	Physics Professional Course Attendee		One Session	10			
	Diamond / Culham / NPL (and other) trips		One Session	10			
	Physics Careers Skills Workshop / Industry Related Seminar		One Session	5	Maximum 5 workshops per academic year		
	Marking		One Session	10	One session equates to marking coursework for one term. For PG students only		
	Mandatory Health & Safety Training		One Session	5	Maximum 5 training courses per academic year		
	Qualified First Aider		One Session	20	Attended St John Ambulance (or similar) and fully qualified First Aider. One session equates to one term		
	Work Shadowing		One Session	5	One session equates to a half or full day shadowing. A short reflective log and confirmation of shadowing by host organisation must be obtained.		Complete the Professional Shadowing form here. Forms must be returned to Gill Green not the Careers Service
	SEPnet Career and Outreach Ambassador / Assistant		1 hour	1			Contact Gill Green for more information

AREA	ACTIVITY	L	COMMITMENT	POINTS (per commitment)	NOTES	FOR MORE INFORMATION
Physics	Training Workshop		One Session	5	Maximum 5 training courses per academic year	Contact Gill Green for more information
	Physics Outreach Days		One Session	10	To include all preparation and attending a full day. Maximum of 2 sessions per academic year.	Contact Gill Green for more information
	Departmental student helper		1 hour	1		
	Demonstrating		One Session	10	One session equates to demonstrating on a course for one term. For PG students only	
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.	Email Viviane Schroeder for more information
	Multiple day National Conference Delegate		One Session	20		
	Departmental student helper	1	1 hour	1		
		2	1 hour	2		
		3	1 hour	3		
	Student Library Monitor		One Session	10		
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	School of Management website
	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.	Email Justin O'Brien for more information
		2	1 hour	2		
		3	1 hour	3		
	Management Champions	1	1 hour	1		School of Management website
		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.	Email Sarah Midson for more information
		2	1 hour	2		
		3	1 hour	3		
	Public Speaking Course		One Session	10		
	Department Training Day		One Session	10		
	Focus Group Member		One Session	5		
	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.	