



Higher Education Achievement Report (HEAR) FAQs

What is a HEAR?

The Higher Education Achievement Report (HEAR) provides a single record of your undergraduate academic and other achievements during your time at the University. It is a formal, electronic document which provides a detailed picture of your achievements which are verifiable by the University throughout your time at Abertay including: academic work, certain extra-curricular activities, prizes, employability awards, voluntary work and offices held in students' association societies. You are also able to share your HEAR securely with employers, employment agencies and other universities.

What are the differences between a HEAR, a CV and an e-portfolio?

The HEAR is an electronic University-verified document which makes it distinct from a personal CV. The HEAR does not replace your CV but is intended to complement it. The HEAR is also different from your e-portfolio which, like your CV, is not verified by the University. Your HEAR contains all information that was previously contained in an academic transcript plus details of any agreed additional achievements undertaken during your time at Abertay. It adheres to a template, including the European Diploma Supplement (EDS).

When is the HEAR coming into place at Abertay?

The HEAR is officially launching in January 2015 and the first HEARs will be awarded to students graduating in July 2015. HEAR-verifiable achievements prior to this January e.g. academic grades, prizes, Principals' Award etc, will also be included in your HEAR. Upon graduation, you will receive a degree certificate in addition to your electronic HEAR.

What information is contained in the HEAR?

The HEAR is divided into a number of sections. The following text is adapted from the [national HEAR website](#). **Section 1. Information identifying the holder of the qualification**, contains all of your relevant personal information: name, date of birth, student ID number etc. **Section 2. Information identifying the qualification** confirms the name of the qualification gained and the title it confers. **Section 3. Information on the level of the**

qualification clarifies the level of qualification through confirming length of study and access requirements. **Section 4. Information on the contents and results gained** outlines the degree programme's contents, results gained and the overall degree classification of the final award. For students who will graduate from July 2016 this will include your Grade Point Average (GPA) – see <https://intranet.abertay.ac.uk/media/GPA%20Booklet.pdf> for more information. **Section 5. Information on the function of the qualification** says whether or not the qualification confers professional status on the holder (applicable to many, but not all, Abertay degrees). **Section 6. Additional information**, is a critical part of the HEAR and this section is the key differentiator between a HEAR and traditional academic transcript. It is intended to provide a rich picture of student's wider achievements which can be verified by the University. **Section 7. Certification of the HEAR** is the formal authentication of the HEAR (University stamp). **Section 8. Information on the national higher education system** provides a web reference to a description of Scotland's national higher education system.

A full list of all HEAR-verified achievements offered by the university is available here:

<http://www.abertay.ac.uk/media/HEAR%206.1%20for%20students.docx> .

What does a HEAR look like?

An example of how an Abertay HEAR will look is available here:

http://www.abertay.ac.uk/media/Final%20HEAR%20sample%20-%20Stewart%20HEAR_edit_v2.pdf

How do I access my HEAR?

You will be sent an e-mail explaining that HEARs need to be accessed via Gradintel. The e-mail will contain a link to the Gradintel website, where you will be asked to activate their account by setting up a user name and password. You will have the option of adding other contact information. You will have access to your formative HEAR once it is uploaded by Registry.

The formative HEAR will be updated periodically during each academic year e.g. after assessment boards.

Registry will send reminder e-mails to students who don't activate their Gradintel accounts by a certain date (tbc)

Can I exclude any parts of my HEAR?

Yes. Once your activities in section 6.1 of the HEAR have been recorded and verified you have the option to exclude them from your HEAR in the University Services section of your Gradintel account. This must be completed prior to the generation of your Final HEAR.

Can I receive HEAR recognition for additional achievements?

The University cannot generally verify activities that take place outside the University, e.g. part-time work. However, the [Principal's Award](#) for employability is included in the HEAR, which allows you to use and get reward for work-related skills and achievements, including certain external activities.

What happens if I don't have any achievements listed in section 6.1, Additional Information?

Not all students will have achievements listed in section 6.1. In such cases, this section will be blank. If you have other achievements that the University cannot verify, you are encouraged to include details of such additional achievements in other documentation such as your CV, e-portfolios and job application statements.

When will my HEAR achievements be recorded?

Your achievements will be added to your HEAR as soon as they are verified in your student record, held by the University. For academic achievements, these will not be added until after the Final Assessment Boards at the end of the academic year. Other HEAR achievements can be recorded during the academic year, when they have been completed and verified. You can check your HEAR at any time by logging into your Gradintel account – but remember that it will be updated at key times of the year, and so additions won't always be visible immediately.

How can the HEAR be used for my future development?

The HEAR can be used in a variety of ways to aid your employability. As a student at Abertay, there is a wealth of opportunity to develop academically and through a whole range of extra-curricular activities. Our new [Abertay Attributes framework](#) articulates the benefits an education at Abertay provides and used in conjunction with the HEAR, provides a helpful set of prompts to increase self-awareness and help you assess your strengths and areas for possible future development. You can browse the range of HEAR-verifiable achievements offered by the university e.g. [The Principal's Award](#) for employability or those offered by the Students' Association: <http://www.uadsa.com/main-menu/hear> .

You can choose to share it with staff, support services (e.g. [Academic Support](#) or the [Careers Development Centre](#)) or even your peers and seek their feedback or advice on your progress. You will be encouraged during your course at Abertay to engage with and reflect upon your "in progress" HEAR with associated learning activities provided.

You can share it with employers and perform searches using your Gradintel account, thereby increasing your chances of finding the right job for you. But, remember that the HEAR complements and does not replace a CV or your own e-portfolio and you are encouraged to keep these up to date.