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# Dear student activities committee members,

As representatives of your activities, your role is a vital one in ensuring student activities operate effectively and offer something for everyone, and that students have a voice to feedback about shaping their student experience. We hope you enjoy your committee role as part of a student activity. Please try to complete and update this report as the year goes on and document all your successes or reflections as a committee member. This will then need to be submitted in March for us to approve your committee member position. This can be completed for every year you are a committee member and not just when you are in your final year.

# About this report

# It is useful to keep a record of co- and extra-curricular activities and reflect on these experiences. A lot of students also find it helpful for their professional development. Keeping such records can help when applying for internships, jobs, or further education. Employers will often ask you to give examples of activities that have developed your skills, e.g. give an example of a situation where you have communicated well.

# Filling in this form is the last step in the student activity committee roles Enhanced Transcript Pathway and will help you reflect on and demonstrate your work and achievements in this role.

This report should be used to showcase that you have not only understood your role, but also what you have learned and achieved.

**Please read all the instructions carefully before filling out the report.**

**What happens after my submission?**

# If you have completed and met all the other criteria in the previous steps of this pathway, and your report is sufficient, we will recommend you for enhanced transcript recognition.

You will receive a notification via Career Connect once your submission has been reviewed to let you know if your report is sufficient for your role to be recognised. The AUSA Activities Team might contact you if more information is needed regarding your submission.

If you have any questions or need help with completing this form, please do not hesitate to contact the AUSA Activities Team at activities@abdn.ac.uk.

To find out more about the enhanced transcript, please visit [this page](https://www.abdn.ac.uk/students/student-life/infohub-3010.php#panel3223).

1. **Evidence Section**

Please try to include and update with a schedule of meetings that your activity organised along with showing which ones you attended. Each participant must have attended at least 50% of the meetings to pass the Enhanced Transcript program. It is a good idea to update this as you go along so you can keep track and reflect on the progress your committee made throughout these meetings.

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| Proof of attending committee meetings |
| Date of committee meeting | Attended (yes or no) |
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1. Responsibilities and Activities Section

Please list activities you participated in that were relevant for you as a committee member and fill in the information below.

Please try to include as many relevant activities as possible as this can be something you go back to in the future to remind you of your experiences and successes. Obviously, we do not want this to take up too much time so if you have lots to share try pick out the ones that were most successful or where you learnt the most. Sometimes it can be a great section to use when writing up CV’s or using in interviews.

\*\* Examples of activities: organising workshops, gathering feedback from students/members, committee meetings, organising an event, social media activity (make sure to add in about the planning time for this too), organising training or sessions for your activity and any other activities or projects that you have worked on over the year

It would be good to include some additional evidence of the activities in the form of an attendance list, meeting minutes, pictures, explanations, reflections or feedback from fellow activity members.

Please note that due to the quantity of enhanced transcript recognition applications received, we will be unable to accept reports that do not include evidence. If you do not provide evidence, your submission will be marked as “not met the criteria”.

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| Date | Activity | 1. How did you contribute? 2. What did you learn / achieve? 3. What was the most applicable skill in this activity?  |
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**Part 3 – Committee role**

**(Not assessed, but extremely valuable for AUSA and future committee members).**

We would love to hear your feedback on the following aspects and processes of being a committee member:

* training delivered via AUSA skillshub or from the AUSA staff where relevant and other resources (if you are in a Teams, did you find these useful)
* committee positions development plans / workshops
* communication and support from AUSA
* any other feedback that you may have.

Furthermore, we suggest you reflect on your own overall experiences as a committee representative. We would be really interested to hear about your experience representing your student activity in this return to activity year.

* how beneficial did you find this program? (Think of the benefits of reflecting and keeping record of what you have achieved)
* was it easy to follow?
* What improvements could the activity and AUSA make to make the experience better if any?

Your views on different aspects of the role and experiences give us invaluable feedback, helping AUSA improve the role and review the available resources for the next academic year.

Please provide your answer below:

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**Part 4 – Only complete if you are applying through president pathway**

As a president, it is extremely important to ensure both yourself and your committee are meeting your DP aims and objectives. Please reflect by going through the following questions.

What was your biggest achievement as president this year?

Did you and your committee meet most of your goals for the year? If yes, what were the key ones? If no, why what were the challenges?

What key skills do you think you have developed as a president of a student activity? Do you think these will help you in future employability?

What are your overall thoughts and experiences as president of an activity?

Thanks for completing the report! Once you have submitted this and completed the other parts of the program, we will look to confirm this ASAP. It is tough to set a timeline at this stage due to the number of applications we receive.

As always, if you have any questions, please email activities@abdn.ac.uk.