



Hallam Award submission policy

This policy exists to make it easier for students to complete the Hallam Award, whilst also making it easy for staff to collect and mark submissions.

All forms should be typed. This allows you to add rows to the forms as you type, meaning that you can fit in everything you want to say. Hand-written forms are often cramped, and difficult to read. This could mean you lose out on marks because we can't follow what you have written.

We will only mark what you write on your forms. Any member of Hallam Union staff could be marking your work, so be sure to explain what your activities involved. Don't assume that the markers will understand what you were doing or why you were doing it. Also remember that you can include small events such as sending emails and having conversations as activities on your log sheet.

Don't write too much. As with job applications, you want to keep the attention of the person reading your work. You should make it as easy as possible for the markers to identify what you did, and what you learned from it. The Hallam Award is not a dissertation!

You should be able to fit at least two rows (two activities) on each page of your log sheets. If you need a whole page or more for one entry, then you have written too much in the boxes. Think about re-phrasing comments, or check that you have information in the right boxes - e.g. evaluation/reflection is in the final column.

You should complete at least two key activity forms, but no more than five. Each key activity form should be no more than two sides of A4, but this is an absolute maximum. We expect most key activity forms to be only a page.

Your final report should be no more than two pages.

All forms should be submitted as hard copy. Emailed submissions have to be printed on a shared printer, which could result in some documents being lost among other work. Effort is made to minimise the risk of this happening. If you have difficulty submitting hard copies of your forms, please speak to a member of staff in advance of the deadline. We may be able to accept emailed work by prior arrangement. Unless this has been agreed in advance, we cannot be responsible for any work lost on the printer.