

Graduate Attributes Volunteer Portal Guide

Created August 2025

For any questions related to this guide, please email activities@st-andrews.ac.uk

The volunteer recognition scheme monitors, acknowledges and rewards the hard work and commitment of volunteers making a difference within the St Andrews community. Students can sign up to the scheme via the Graduate Attributes Portal, where they can log their volunteering hours and projects. Students who have their volunteering efforts formally recognised on their Higher Education Achievement Report (HEAR) and are formally recognised at our Volunteer Celebration event at the end of Semester Two. Thank you for all your hard work volunteering – St Andrews wouldn't be the same without you!

Award Levels



Why log volunteer hours?

By logging your hours, you can:

- Work towards the above awards which will appear on your Higher Education Achievement Report (HEAR) transcript.
- Have a record of achievements and reflections. This is perfect to draw on when writing cover letters, tailoring your CV and preparing for interviews

- Attend our Volunteer Portal Awards, which are held at the end of the academic year to recognise the hard work of our volunteers.
- Access exclusive volunteer discounts and perks!

Deadline for Logging Hours

To have enough time for the team to approve your volunteer hours for them to be included on your HEAR transcript, please adhere to the below deadlines. These are strict deadlines and hours submitted after this deadline, while they will be reviewed, will not be done so in time to be included on your HEAR transcript for that year. It is always recommended that you submit your hours as soon as possible, ideally weekly, as then if they are rejected you will have time to review them and reupload with additional evidence.

What projects can I log?

The St Andrews Volunteering Awards aims to recognise volunteering benefits the local community. This includes any voluntary work done for Union Networks, such as the Disabled Student Network or Saints LGBT+, AU Sports Clubs, being on the committee of a **Union Affiliated** society, student representation, such as Class Rep or School President, and other SVS volunteer projects, such as volunteering with local Scout or Brownie groups. These projects can all be found on the volunteer portal. If you think there's a project that should be on the portal that isn't currently, please get in touch with the activities team via activities@st-andrews.ac.uk.



Please note that if you are logging an activity as part of a society, your specific society's name will not appear in the portal. Instead, please go to 'Your Union' and then choose the category that you think best describes your society, from Society: Academic, Activities, Arts, Charity/Volunteering, Cultural/Religious, Political or Wellbeing/Community.



Logging Volunteer Hours



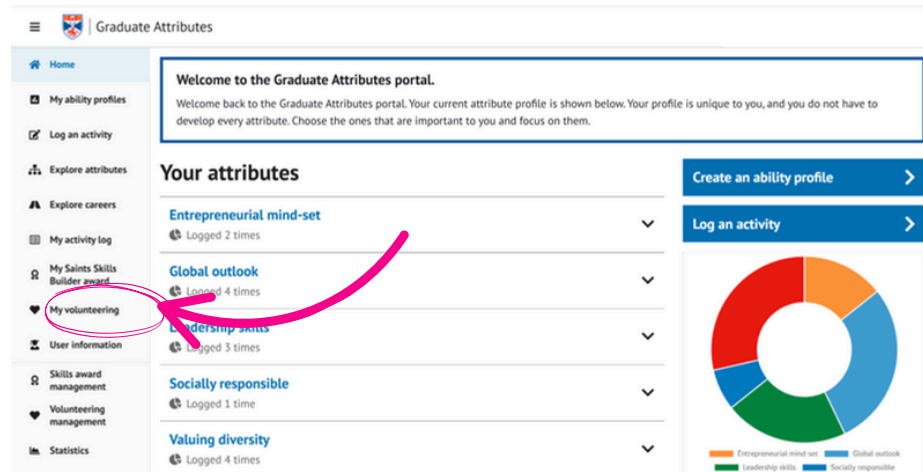
You must be signed up to a project and approved by an administrator before you can log volunteer hours!



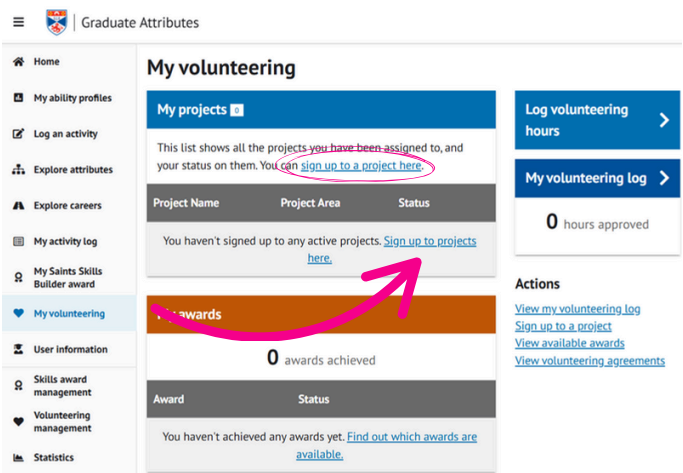
The Volunteer Portal has been merged with the Graduate Attributes portal.

1. Follow the link to the Graduate Attributes Portal: <https://www.st-andrews.ac.uk/graduate-attributes>

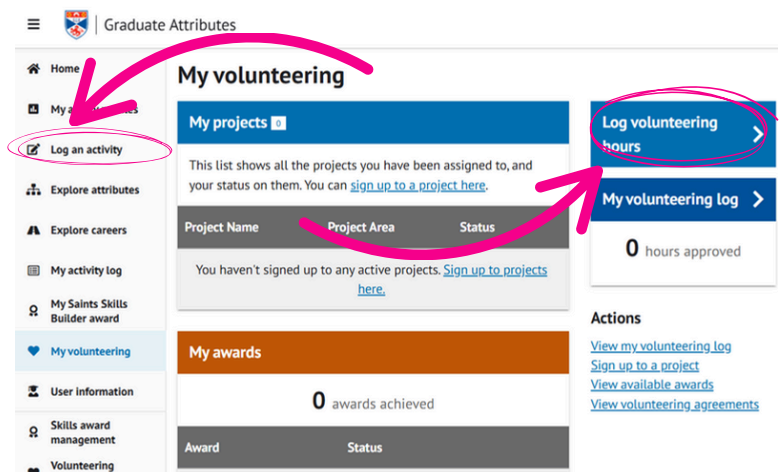
2. Click on 'My volunteering' on the left-hand panel. Here you can view your volunteering log, available awards and volunteering agreements.



3. Click on 'sign up to a project'. Here you can select the project you are logging hours for – there's plenty to choose from! You will need to be approved by an administrator to be signed up to the project before you can log and have them approved.



4. Click 'Log an activity' on the panel on the left-hand side or 'Log volunteering hours' if you're on the My volunteering section.



5. Input the date of the activity and choose the type. For societies, this is extra-curricular. For activities such as School President or Class Rep, this is co-curricular. There is more information about each log type on the portal. You are able to back date activities by two years.

6. Tick the box for 'I want to log volunteer hours for this activity'. You can then select the activity type from the drop-down menus below and write a description of the volunteering. If you wish to use the STAR framework (situation, task, action, result), you can select that, and it will give you space for each section. You will then need to choose up to five Graduate Attributes that you developed as part of this volunteering activity.

7. You can then select the project that you want to log the hours for (see step 3!). Please add the start and end date, and the total number of minutes / hours you are logging for this entry.

8. You then need to upload evidence (see more information in the next pages) and choose up to five relevant Graduate Attributes.

9. Done! It will now show as 'not approved'. Once someone from the Union has reviewed your log, it will either be 'approved' or 'rejected'. Please bear in mind that during busy times it can take a while for hours to be reviewed, so we **strongly recommend** logging weekly, as they can be reviewed quickly and avoid a build-up in the system!

10. Once you have reached the threshold number of hours for an award, you are required to write a short reflective piece about your volunteering.

Log an activity

Step 1: When and what are you logging?

Log date

Log type

☐ Curricular

Use this option to log skills, attributes and volunteering hours which are developed via direct engagement with the academic curriculum.

☐ Co-curricular

Use this option to log skills, attributes and volunteering hours which are developed through engaging with University-led activity, but outside of the academic curriculum.

☐ Extra-curricular

Use this option to log skills, attributes and volunteering hours which are developed through engaging with activity which sits outside of the University.

[More information about log types](#)

Log an activity

Step 2: Log details and attributes

☒ Volunteering

☐ I want to log volunteering hours for this activity

Activity type
Select the type of activity you are logging.
Please select one of the following...

Description of activity
Give a short description of the activity you did, and any volunteering involved. You could use [the STARR framework](#) to describe the activity.
☐ Use the STARR framework to describe this activity

1500 characters remaining

What attributes did you develop?
Select up to 5 options that apply. For more information about an attribute, hover over it.

☒ Entrepreneurial mind-set

☐ Confidence and adaptability

Log an activity

Step 3: Log volunteering hours

Project
Select the volunteering project you are logging hours for. You need to have signed up for it already and be marked as active.
Choose a project...

Start date
[Empty field]

End date
[Empty field]

Length (hours)
0:00

Volunteering evidence
This could be an email conversation, a screenshot of a meeting or similar. PDF/JPG/PNG file only.
Drop files here to upload

Save

Volunteer Evidence

This is where students occasionally encounter problems and have their hours rejected. To approve hours, there must be clear evidence of the volunteering. Some of our top tips:

Events:

- Advertising material for the event
- Photos of you at the event
- A sign-up sheet / rota for the event
- A screenshot of a personal calendar with the event
- Photos of the set up/clean up – this is particularly useful if it was a long set up/clean up
- Confirmations with venues about timings

Meetings:

- Teams calendar invites / calendar screenshots
- Committee Meeting Minutes – especially when they include the start and end time, and attendance (which all committee minutes should!)

Admin:

- Use a time-tracking app like 'Toggl' (free to download or use on browser!). This tracks the amount of time you spend on tasks. This is particularly useful for things like researching, event organisation, email admin and those other laptop-based tasks that are otherwise hard to have evidence for! You can then upload a summary for the week of the time spent on these tasks
 - For example, you could track how long you spend sorting/replying to emails, or how long it takes you to write the weekly email
- Copies of weekly emails – this helps justify if one week had a particularly long email compared to another

Weekly Commitments:

- Screenshot of a personal calendar with the event.
- Texts with team members confirming attendance.
- Photos of events and activities.

Top Tips for Logging

- Log weekly! This will be easier and quicker for us to approve, and you will be able to provide a clear breakdown. This quick feedback also allows you to adapt your logging style if required.
- Provide an hour-by-hour breakdown when logging more than one hour at a time.
 - For example: Example Society Bake Sale: 5 hours
 - I spent 30 minutes creating this graphic (attached as evidence) to advertise the bake sale.

- I then spent 1 hour baking banana bread and cookies (attached photo of baking)
- I then manned the stall outside the Union from 10am until 12 noon (attached photo of the stall or rota)
- I then spent 30 minutes counting the cash with the Treasurer and dropped this off at the Cash Office (receipt or photo)
- Use time tracking browser extensions like Toggl to track time spent at meetings or doing volunteer admin.
- Use an online calendar to track your time spent volunteering by attending events – just sending a screenshot of a general schedule won't be accepted, it needs to tie you specifically to the volunteering.
- If you have questions – reach out to us at activities@st-andrews.ac.uk and we can provide you with support, guidance and suggestions.

What can be logged

Please note that this is not meant to be an exhaustive list. If you have any questions about the suitability of an activity, please contact activities@st-andrews.ac.uk

- Attending Committee Meetings or meeting related to representative roles.
- Setting up or cleaning up after events.
- Manning a stall for Fresher's or Refresher's Fayre.
- Teaching / instructing at a Give-it-a-Go session
- Creating graphics and other advertising material for events
- Being the designated Sober Rep at an event
- Union Training
- SVS projects

What cannot be logged

- Non-Union affiliated volunteer projects unfortunately are unable to be recognised through this project. This includes external volunteering that is not a recognised SVS (St Andrews Voluntary Service) project.
- EGMs/AGMs unless you are the President, Secretary or Treasurer, as those roles are required to deliver a report.
- Attending events when you are not actively helping to run it does not count towards volunteering hours, unless you are the designated Sober Rep / MC / similar role. You must be able to prove an element of activity that goes beyond just attending the event.
- Socials cannot be logged unless you are the designated Sober Rep.
- Time spent travelling to and from events does not count.

Log and Evidence Examples

Project and Activity

Societies: Activities – Magic Society Committee Meeting

Hours Logged

45 minutes

Description

I attended the Magic Society Committee meeting as part of my role as Ordinary Magician Member and discussed our plans for our end of year spectacle. This improved my event organisation skills as I had to feed back what the various venues I had contacted had provided as quotes to the rest of the committee.

Evidence

- Minutes from the meeting with the start and end time, with names of attendees



Project and Activity

Societies: Cultural/Religious - Fresher's Fayre Preparation and Stall for Haggis Society

Hours Logged

6 hours

Description

I spent one hour creating 3 different Canva graphics (each one took 20 minutes) to advertise our Fresher's events. I then helped set up the Fresher's Fayre stall at 9am and manned the stall until 2pm. This pushed me out of my comfort zone as I had to approach and speak to lots of people about what the society does. I found this daunting at first, but after the first hour it became much easier. I am glad that I pushed myself to be more outgoing as it helped us to get more signups.

Evidence

- X3 Canva graphics
- Photo of Fresher's Fayre / sign-up sheet



Project and Activity

Hall Committees: University and Whitehorn Hall – Serving at Free Bar

Hours Logged

2 hours

Description

I helped serve drinks at the 'white lies' themed free bar from 8pm to 10pm. This was a good opportunity for me to introduce myself to the first-year students, as it is important for my role as Wellbeing Officer for Old Wing that students feel they can approach me.

Evidence

- Screenshot of the bar rota
- Photo of the event



Project and Activity

School President – Sorting Inbox and Replying

Hours Logged

2 hours 10 minutes

Description

I sorted through my inbox on Monday and replied to emails that needed replying to. This took an hour and a half. On Tuesday I had more emails to sort through as there was feedback from the second hear cohort about exams. This took 40 minutes. I've attached a toggl screenshot as evidence, and my sent box from Monday. This helped me to prepare for the week ahead and manage overlapping deadlines.

Evidence

- Toggl screenshot of time spent sorting inbox
- Screenshot of 'sent' items, showing timestamped email replies