

## QUALITY STUDENTS' UNIONS VERIFICATION LETTER OF AGREEMENT AUTUMN/WINTER 2023

### AGREEMENT

This Section outlines the agreement between your organisation and NUS Charity regarding verification of Quality Students' Unions in Autumn/Winter 2023.

Quality Students' Unions consists of two parts. Part A is a framework to help unions ensure they are compliant with their statutory obligations. Part B is a framework to help unions work to best practice, recognising where they are and helping them see how they can improve.

### 1. SERVICE PROVISION

- Verifications will be managed and delivered by NUS Charity and volunteers from the student movement.
- The QSU framework has been developed by NUS Charity and is available free of charge to members of NUS Charity on NUS Connect.
- Part A verification: NUS Charity will verify Part A free of charge on demand. We will aim to check your submission and provide feedback within 5 working days of being notified. However, during busy periods this may take longer. We will always notify you of any delays.
- Part B verification: We will aim to get your SharePoint ready and available to you after the return of your Letter of Agreement to us, so you can start submitting your evidence ahead of your verification.
- NUS Charity will set timelines, collect Part A and Part B submissions and recruit, and upskill verifiers.
- Unions must have completed the Part A section of QSU, and the supporting evidence must be up to date.
- Self-assessments and evidence will be uploaded to a SharePoint folder provided to each union.
- NUS Charity will allocate a verifier (and where possible an observer) to each union for their verification.
- The date and time for each verification will be arranged between the union and verifier.
- Verifications will be carried out virtually via Microsoft Teams, unless an in-person verification is requested.
- Unions will receive a written verification report to share and use, within 4 weeks from the verification taking place. If the union requires the report by a specific date, the Union must communicate this to the team at NUS Charity and verifiers at the earliest opportunity, at which

point this will be reviewed. If an alternative or earlier date can be accommodated this will be communicated to the Union.

## **2. COSTS AND INVOICING**

- The cost of Part B in Autumn/Winter 2023 survey is £900 plus VAT.
- If an in-person verification is requested, any associated travel, accommodation and subsistence costs will need to be covered in full by the union. This charge will be passed on as a separate charge once bookings have been made.
- In the case of a students' union/association failing to submit their evidence to be verified in the agreed timeline for Part B, the students' union/association will lose their payment and will have to apply again next year.
- You can either receive an invoice from NUS Group which must be paid in full within 30 days or you can be billed via NUS Central Billing, where this arrangement already exists with your union.

## **3. DATA PROTECTION AND CONFIDENTIALITY**

- The SharePoint folder will be password protected and accessible by NUS, the union, and verifier.
- Information given as evidence will not be used for any other purpose than assessment against the QSU criteria.

## **4. TIMING AND DEADLINES**

- Please submit Part A evidence to NUS by Friday 29<sup>th</sup> September 2023.
- NUS will verify this by Monday 16<sup>th</sup> October. If we anticipate this taking longer, we will notify you.
- Please submit Part B evidence and self-assessments by Tuesday 31<sup>st</sup> October 2023.
- Verifications will take place in November 2023/January 2024.

I would be grateful if you could sign this agreement to confirm your participation as set out above.

Please sign on the following page, scan it and return it to [qsu@nus.org.uk](mailto:qsu@nus.org.uk). The signature must be provided by a budget holder or senior manager.

## **AGREEMENT**

### **QUALITY STUDENTS' UNIONS VERIFICATION AUTUMN/WINTER 2023**

Our students' union would like to have a verification of Quality Students' Unions (Part A and Part B).

I have read the description of services and agree to the terms and conditions stated above.

**Signature:**

**Name:**

**Job Title:**

**Students' Union:**

**Date:**

Please indicate below how you would like to be charged for this verification, and your PO number for invoicing.

**Invoice** ☐

**Central Billing** ☐

**PO Number**