



**Board of Trustees
One-Page Summary - Template**

AGENDA ITEM NO.	12
TITLE	Student Hubs MoU Renewal
AUTHOR	Phil Power & John Winters
EXECUTIVE SUMMARY	This paper seeks to update the Board of Trustees on progress with the development of the Union's Community Volunteering Scheme and recommends the adoption of a revised Memorandum of Understanding with Student Hubs for the forthcoming academic year.
PURPOSE	The Board of Trustees at their meeting in May 2013 agreed the operating principles for the Union's Community Volunteering Scheme, now operating under the banner of Community Connections. At the same time our Memorandum of Understanding with Student Hubs was renewed for another academic year, with the requirement for an annual review agreed.
RISK IMPLICATIONS	No major risks with the future of this work have been identified.
FINANCIAL IMPLICATIONS	There are no new financial commitments which are necessitated by the renewal of the MoU with Student Hubs.
LEGAL REVIEW REQUIRED?	No
DECISION/ACTION REQUIRED	To renew the Memorandum of Understanding with Student Hubs with the minor amendments as given in Appendix C.

Student Hubs Memorandum of Understanding Renewal for 2014/15

Executive Summary

This paper seeks to update the Board of Trustees on progress with the development of the Union's Community Volunteering Scheme (operating under the banner Community Connections) and the role Student Hubs have played over the past year.

This paper recommends the adoption of a revised Memorandum of Understanding with Student Hubs for the forthcoming academic year with a small number of minor amendments, mainly to reflect current terminology.

Community Connections

At their meeting in May 2013 the Board of Trustees agreed to a recommendation to develop the Union's Community Volunteering Scheme (Community Connections) along two board strands:

- One off volunteering opportunities organised by the Union which engage students in a one off project, offering a range of different opportunities but on a regular basis
- Volunteer brokerage where the Union place students into volunteering opportunities with partner organisations.

The operating principle of Community Connections is that any opportunity offered through the scheme is local to Imperial's campuses and/or student conurbations. Various Union groups offer very successful overseas volunteering opportunities, devised themselves or through interaction with partners and these activities have remained within the Projects classification. The operating model for Community Connections as agreed in May 2013 is given in appendix A.

Community Connections was officially launched in February 2014 during the national Student Volunteering Week, information about the scheme and the current opportunities is available online at imperialcollegeunion.org/activities/volunteering

Community Connections relies on building and sustaining partnerships with local, community and national organisations (which operate locally) who can provide engaging and meaningful volunteering opportunities to our members. These should be opportunities that enhance our member's existing skills and draw on their expertise, or provide them with opportunity to develop new skills and have new experiences.

Through Community Connections to date, we have advertised one-off and on-going volunteering opportunities, working with our partners to coordinate and deliver Mass Volunteering opportunities engaging 5, 10 and 20+ members at a time in a fun and rewarding volunteering activities. Every partner organisation has been invited to exhibit for free at the Volunteering Fair we hosted in October 2013, and at the fair planned for October 2014.

At the time of writing, 43 organisations had registered their interest in Community Connections and 31 have signed partner agreements. We have advertised 41 different volunteering openings via Community Connections, many of which were seeking multiple

volunteers. As such, volunteering opportunities open through Community Connections so far stands at 545.

The figures quoted here do not include openings and opportunities of students in Student Hubs' activities. Work is planned with Student Hubs to accurately capture the number of opportunities they make available to our students for the 2014/15 academic year, using our system as the advertising portal. This year we have recorded 270 individual students as participating in one of Student Hubs' core volunteering programmes. Student Hubs remains a key partner in providing volunteering opportunities for Community Connections.

Memorandum of Understanding with Student Hubs

In December 2011 the Union established a partnership with Student Hubs to offer volunteering opportunities to students within the ethical, environmental and social entrepreneurship spheres. The partnership is governed by a Memorandum of Understanding which facilitates Student Hubs the opportunity to operate within the Imperial College Union banner, enjoying the same benefits as many of our student groups and having desk and office space available in the Union Building. The Memorandum of Understanding is annually renewable, the last review being made at the Board of Trustees' meeting in May 2013.

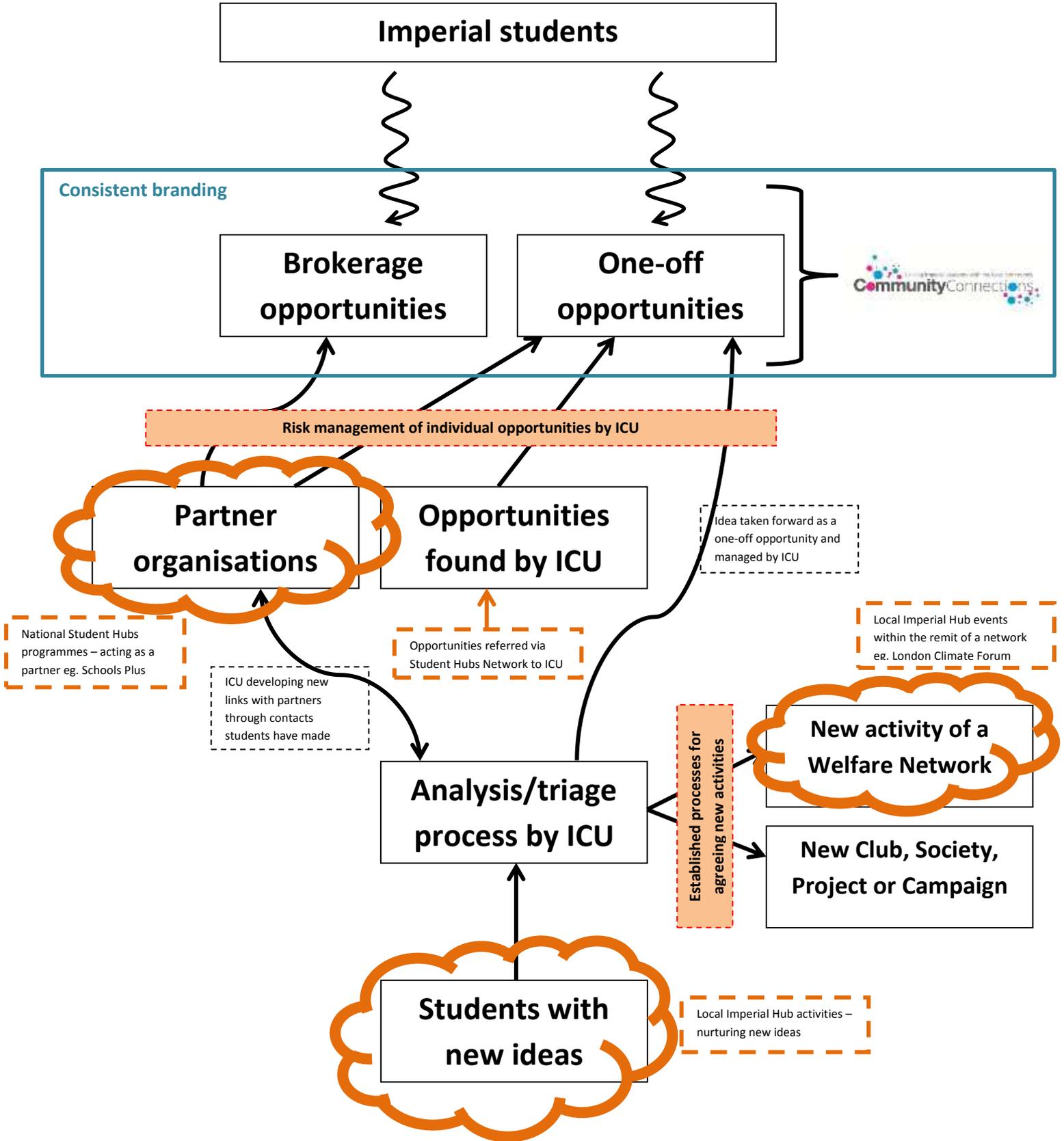
The relationship with Student Hubs has cost the Union virtually nothing since it was established. A variety of activities and initiatives have been undertaken by the Imperial branch of Student Hubs (Imperial Hub) over the past year, the key successes are contained within the Imperial Hub Impact Report (Appendix B). Two specific areas of management of the relationship with Student Hubs have been undertaken over the past year: the staff support for the Imperial Hub Manager is now provided by the Student Development Manager and regular operational meetings are held which include the relevant sabbatical officers. Furthermore the Imperial Hub Advisory Committee has been established (which is a requirement of the Memorandum of Understanding), with John Winters (Student Trustee) as the Chair.

A number of minor changes to the Memorandum of Understanding are proposed, these are outlined in Appendix C:

- Updated references from Community Volunteering Scheme to Community Connections
- Added in specific references to compliance with the Union's Health & Safety, Students Aged Under Eighteen and Equal Opportunities policies
- Clarifying arrangements for use of rooms

Recommendations

1. To note the annual Impact Report from Imperial Hub, Appendix B.
2. To renew the Memorandum of Understanding with Student Hubs with the minor amendments as given in Appendix C.



Imperial Hub Impact Report 2013/14

As Imperial Hub's President I oversaw the growth and development of Imperial Hub as we went in to our second year.

We are working to effect a culture change at Imperial College so that students believe that they have the power and potential to shape a better world and are inspired to take action. To this end we successfully reached out to over 2700 students, planned numerous events and activities to engage students and empowered them to act on pressing local and global issues.

Being President this year has allowed me to work with a team of passionate students and develop and carry out my own initiatives to bring about social change. I am extremely proud of our committee's many successes and in particular our fortnightly series of talks, The Series, which inspired many students to take action on a wide variety of social issues.

It's been a great year, and I hope that you'll enjoy reading about the positive social impact that students at Imperial College have achieved to date.

Hana Janebdar, President

Imperial Hub is transforming students' engagement with social and environmental challenges in their local and global community: facilitating more students to do more, more effectively and for longer. We are part of Student Hubs, a national charity with the mission to mainstream student social action in UK universities – inspiring socially active citizens for life.

We **inspire** students to shape a better world; **connect them to opportunities to make a difference** during their time at university, and **support them to become civic leaders** in their future lives and careers.

This year we have been consolidating and expanding our work with students around social, environmental and community issues. Most notably, we've developed and piloted two new programmes to allow us to continue to engage more Imperial students:

- A new Technology for Good programme to play to the strengths of the Imperial student body for social change.
- The Social Innovation Programme in partnership with Imperial College Consultancy Society to provide more skills-based volunteering opportunities.

This report sets out our progress to date from October 2013 against our key outcomes of **more students, doing more, more effectively, for longer**.

1387

have attended an event, conference or training session

373

community volunteers

2720

students receive our newsletter 'The Week'

OUR TEAM

Imperial Hub is a group of young people with the passion, skills and determination to change the way students and universities think about society and their role within it. We're led by a student committee who are selected at the end of the second term each year.

Committee positions allow students to take action on the issues that they care most about and inspire their peers to shape a better world - at university and beyond. This year our dedicated student committee organised two conferences, attracting over 400 delegates and led local projects and campaigns. They are trained and supported by Imperial Hub staff to ensure that they can create maximum social impact.

There were 10 students on the committee this year, all of whom gave up several hours a week to inspire and engage their peers.

Being on the Imperial Hub committee has been an incredible experience. I had the opportunity to participate in really diverse activities, and learn a huge amount about social and environmental issues, event planning, and fundraising. And during all of that I could really count on the support of the Hub staff and the help of the other committee members. I would definitely recommend it to anyone wanting to make a difference!

Hugo Paquet, International Development Coordinator



Our staff team:

Imperial Hub has three staff members with extensive experience of student social action and campaigning. They support the student committee, providing training and guidance and ensure that Imperial Hub's activities remain sustainable.



Ruth Whincup
Imperial Hub Manager



Rachel Tait
Imperial Hub
Projects Officer



Laura Harrison
Imperial Hub
Programmes Officer

THEORY OF CHANGE

Imperial Hub believes that students have the power and potential to shape a better world: if we empower and inspire more students to become socially active and aware during their formative years at university, then they will create positive social change both now, and in the future.



Everything that we do at Imperial Hub is motivated by achieving our four key outcomes:

- **More students** involved in social action, creating a culture change at Imperial so that student-powered social change is the norm, not the exception;
- Students **doing more** - not just attending conferences but turning inspiration into action to make a real difference;
- Students acting **more effectively** to plan, run and evaluate their projects so that they create greater positive social impact;
- Students engaging with social action **for longer**, both during their university careers and after they graduate.

To ensure that we are creating maximum social impact, we run a range of activities on a variety of issues so that there is something for everyone. These issue areas can be broadly defined as: Local Action, Environment and Sustainability, Social Enterprise, International Development, Technology for Good and Social Impact Careers.

IMPACT

CONFERENCES AND TALKS: inspiring the next generation of leaders

This past academic year has seen the continued success of our conferences with a second London Climate Forum and International Development Conference. In the Summer Term we will also be running Emerge London, a social enterprise conference that focuses on enterprises tackling some of London's most pressing issues.

This year's London Climate Forum attracted over 320 delegates for a day-long conference addressing the issue of Climate Change. The line-up showcased a range of perspectives, including those of Professor Sir Brian Hoskins, Director of the Grantham Institute for Climate Change and David Hone, Chief Climate Change Advisor at Shell. The aim of our conferences is to inspire students to take action on the issues under discussion so we were pleased that 94% of students who gave us feedback said that the conference made them feel more motivated to engage, 83% said that they felt better equipped to take action on Climate Change, and 83% also reported that they planned to take action as a direct result of the conference.

This year's International Development Conference was run in partnership with SOAS Hub to broaden the conference's reach and to allow students to network with those from different academic disciplines. The conference was themed on the role of youth in International Development, including talks from Daniela Papi and the Chair of Raleigh International, Marie Staunton CBE. As a result of the conference, 90% of attendees said that they felt more knowledgeable about International Development issues, and 45% said that they planned to take further action.

Later this term we will be running Emerge London, a social enterprise conference that will be showcasing the social enterprises that are working to tackle some of the most pressing issues in London. Our focus on action will take the form of practical workshops designed to give delegates the skills to improve and act on their own enterprise ideas.

We have also run The Series this year, which aims to inform and inspire students about a range of social and environmental issues. Amongst the themes were:

- The effects of the humanitarian crisis on children in Syria, led by the NGO Syria Relief
- Measuring the consumer's carbon footprint with MyEcoCost, an EU funded project

92%

of event attendees feel more knowledgeable

76%

of students have plans to take action after an event

On planned action:

After the forum I met up with others who attended, and we're now establishing an advocacy group

LCF 2013 delegate



London Climate Forum 2014. Photo: Zestin Soh

I learned a lot about International Development and this helped shatter my preconceptions. I'm going to take action on what I've learned by doing more research into the problems specific developing countries face, so that I can find an issue I can be passionate about and can help in a meaningful way.

IDC 2014 delegate



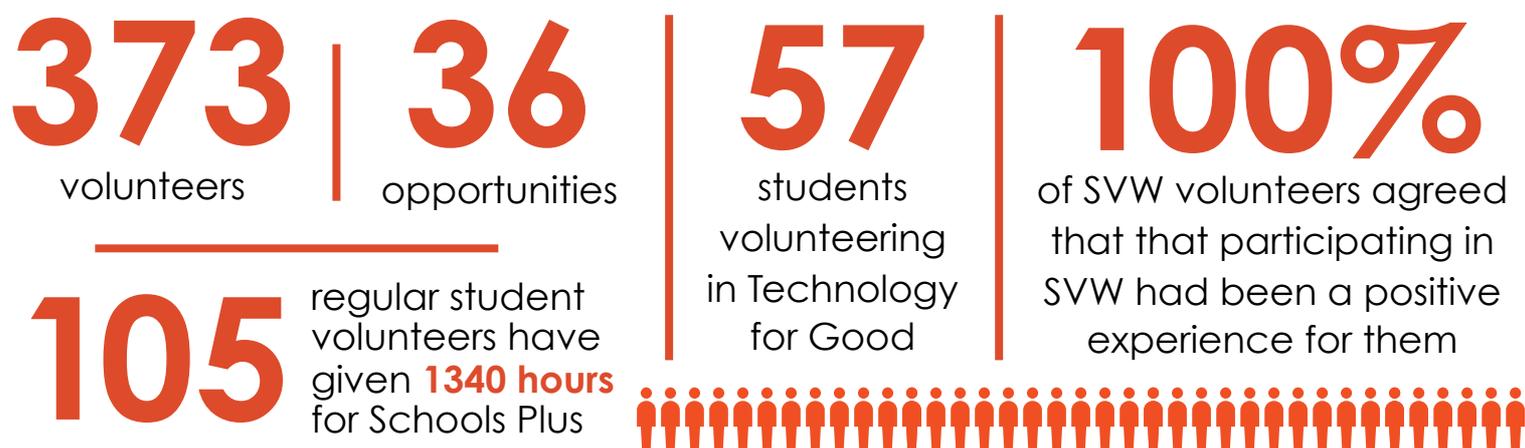
London Climate Forum 2014. Photo: Zestin Soh

Local Action

We have continued to expand our volunteering programmes this year, both by providing new opportunities within the Schools Plus programme, and by developing completely new projects that have been tailored to the needs and interests of Imperial students. Over the past two terms a total of 373 students volunteered across 36 projects and opportunities. The increase in numbers from last year shows that more students are engaging with and taking action on social and environmental issues at Imperial.

A particular success this year was our close collaboration with Imperial College Union on Student Volunteering Week. We trained and supported a student committee to work alongside the Union, organising a range of events and publicity to celebrate volunteering and raise awareness of the volunteering opportunities that exist at Imperial. The week was a success and saw 6 off-campus volunteering events attracting over 30 volunteers, 43% of which hadn't volunteered before during their time at Imperial. 86% of SVW volunteers said that participating in SVW has made them more likely to volunteer again in the future.

We also continued to provide support to student groups that coordinate volunteering, particularly through processing Disclosure and Barring Services checks and offering child protection advice to student groups.



LinkAges was launched as a programme after a short pilot last year.

The LinkAges programme aims to build a community around volunteering with older people, which is often achieved by individuals befriending elderly people at risk of isolation. LinkAges provides training and support for student volunteers whilst breaking down barriers to volunteering by providing students with DBS checks and one-off activities which they can undertake while their check is processed.

We have forged links with 5 organisations to add value to their services and have supported 21 students to volunteer with older people in the local area. So far this year they have volunteered 47 hours.

Schools Plus provides Imperial students with the opportunity to help young people facing educational disadvantage in London through tutoring to improve school pupil's knowledge, interest and confidence in their studies.

Our pilot last year showed e-tutoring to be a less impactful intervention than in-person support so this year we have focused our efforts on growing the number of projects available to support 6 schools and 12 community organisations across London. 105 students volunteered 1340 hours.

We have also enhanced the training provided to Schools Plus tutors by partnering with **Teach First** to offer students the tools to increase their positive impact on the community as well as skills to increase their employability. *To see a more detailed Schools Plus report, please email projects@imperialhub.org*

Being here with Imperial students really helps. They're close to our age and we can really relate to them. It's not that long since they did school exams so it's really useful to find out how they revised for them. Coming here has not just helped with the learning side of things; the students [volunteers] have also given me lots of advice on applying to good universities like Imperial.

GCSE pupil at City Circle

Coding opportunities have really taken off this year as part of our new Technology For Good programme.

We run 7 **Code Clubs**, weekly afterschool clubs for 9-11 year olds in Scratch, Java and Python, and a monthly **Coder Dojo** which sees up to 40 8-12 year olds come to Imperial to learn how to code.

Both have seen a huge increase in popularity; Code Club has expanded from 3 primary schools and 7 volunteers last year to 5 schools and 2 community organisations and 14 volunteers this year who have volunteered 112 hours to date.

Our Coder Dojo has been so successful that we have partnered with Westminster Academy to run a second monthly session that will specifically target 8-12 year olds in the disadvantaged communities in Westminster.

We have also incubated the student-led **Technoporters** project, which matches students with charitable organisations to allow them to build a strong web presence and increase their reach and impact. The Technoporters students are currently working to a brief set by the small charity Students Against Depression.

We also piloted the **Social Innovation Programme** - a new opportunity that allowed students use their interest and skills in business to help social enterprises. We partnered with Imperial Consultancy Society to train 6 students and support them to deliver suggestions based on a brief set by the Camden-based social enterprise Castlehaven.

Following the success of the pilot, we hope to expand this programme next year.

The volunteers were great, my son really enjoyed the event. He learned python and kept working on his resources/environments game when he got home and the next day. The volunteers really got him interested and excited about the game/project, and he enjoyed the fact that it was quite challenging. He definitely wants to go to another Imperial Coder Dojo event.

Parent of Coder Dojo attendee

Great inspiring venue, helpful & attentive volunteers, nice range of activities, accessible to all levels. Really, really impressive that you guys give up your Saturday afternoon to help the next generation. Thank you so much!

Parent of Coder Dojo attendee

I would definitely recommend for other community groups to participate in the Social Innovation Project. The student consultants explored & produced a report on potential social enterprise opportunities for our organisation and were productive, diligent, well supervised and well supported throughout.

Castlehaven Community Association

The project was really organized and we could help plan the possible future of Castlehaven despite the limited time frame. This allowed us to present a big picture of the possible enterprises that Castlehaven can develop.

Ching Hong Tan, student.

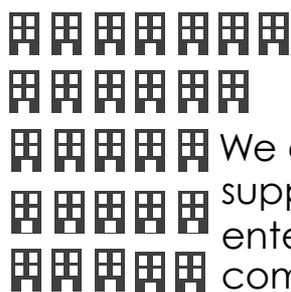
Incubation

This year also saw a renewed focus on incubating social enterprises and student projects. Supporting student social enterprise allows students to create sustainable solutions to social problems. Encouraging students to develop their own projects also allows them to create further opportunities to engage their peers and get more students involved in tackling social and environmental issues.

We secured a further £10,000 from UnLtd and Imperial Create Lab to award to student social enterprise which will be distributed to 5 ventures that have come through the Create Lab's Venture Catalyst Challenge. We will continue to support these ventures as they start to spend their funds.

After an overwhelming number of student social enterprise applications to the Venture Catalyst Challenge (30+) we identified an opportunity to provide support for those social enterprises which were not accepted on to the programme. We ran an incubation bootcamp, which was attended by 13 teams, and a further three training sessions. The demand for this support has been so high that we will continue to run sessions during the summer term.

We have also continued to provide support to the social enterprise teams that were awarded funding last year, bringing the total number of social enterprise teams that we actively support up to 22.



We are supporting 22 enterprises this year compared to 8 last year.



55

people have attended our social enterprise training sessions.

This [social enterprise incubation] programme has broadened the scope for my start up idea and has helped me analyse my idea from a point of view which I oversaw previously. I have attended three guest lectures and it has helped me to gain knowledge regarding sustainable business and how to tackle financial problems.

Jayashree Prakash, Master's Student, Business School



Incubation Case Studies

Two of the most successful student-led projects that we incubated this year were Speakers for Schools Plus, run by Dilshad, a first year PhD student, and a School Business Project run by Lily Le, a Biology Master's student.

Dilshad set up Speakers for Schools Plus after tutoring with Schools Plus last year. He felt that the academic support that Imperial students were providing would benefit from inspiring sessions led by alumni in exciting careers to raise pupils' aspirations. With the help of Imperial Hub, Speakers for Schools Plus will be running in 3 schools this summer and will see 15 recent alumni volunteering across 5 sessions.

After interning with the charity Teach A Man To Fish last summer, Lily was keen to use the skills of Imperial students to help schools across the Commonwealth run an enterprise challenge with their pupils. The aim of this challenge is to help create additional income for the schools and teach the pupils valuable business skills. After seeking advice from Imperial Hub she and her team recruited and trained 30 students who have been mentoring schools around the world via Skype and email.



Skills & Leadership

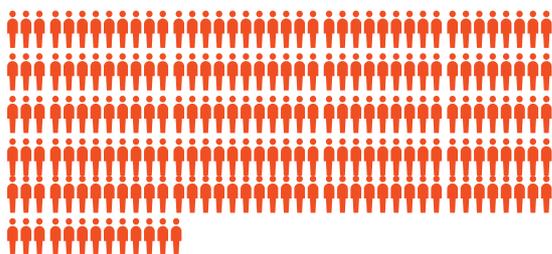
Providing students with skills and leadership opportunities is key to us achieving our mission of short- and long-term social change.

To support student development we give students extra responsibility through Project Coordinator roles. Through Schools Plus and Code Club we have trained and supported 35 students to manage their fellow volunteers, liaise with schools to arrange their own sessions and evaluate the impact of their projects. We also provide training as part of our volunteering programmes and for all conference committees.

We also recognise and reward those students that demonstrate a commitment to social action and leadership through the Social Leadership Award. Completion of the award requires volunteering, work experience in the third sector, training and attending issue-led conferences. This is a very competitive and prestigious award; only 1 student completed it last year. This year 39 students have signed up to work towards achieving it and we expect about 5 to complete it.



training sessions that reached out to



233
students



I've gained so many amazing experiences and skills... I would never have gotten my summer internship if it wasn't for the experience and skills I'd gained during my time as Schools Plus Coordinator.

Sibi Chandar, Schools Plus Coordinator



Social Impact Careers

Promoting a path to a sustainable career is a key way for us to achieve our mission of getting students involved with social and environmental issues for longer.

Student Hubs' Social Impact Internship scheme saw 18 Imperial students placed in third sector organisations last summer and a further 6 have been accepted for the scheme this year. Whilst the number of Imperial students accepted on to the programme decreased, demand for the programme from Imperial students has become ever more competitive - 56 students applied this year compared to 39 last year, showing that there is an appetite from Imperial students for careers in the third sector.

Since our launch in 2012
we have placed **21**
social impact interns in third sector
organisations



Integration with the community

Imperial Hub works in close partnership with Imperial College Union. This has allowed us to collaborate on a number of events and campaigns, including Student Volunteering Week and a volunteering fair that took place in October. We are also listing our volunteering opportunities on the Community Connections website and are actively promoting Imperial Plus to our volunteers to help them gain accreditation for their volunteering.

To ensure that we're tackling the social and environmental problems that are most relevant to the Imperial community we have also set up a new Advisory Board with the Union's support. This will enable a range of stakeholders from the Union, College and the local community to input in to Imperial Hub's plans four times a year.



103

Imperial Hub volunteers are
working towards Imperial Plus
certificates or accreditation



LOOKING FORWARD

Imperial Hub has come a long way in the past year, and we hope to continue to build on our past success. We've just recruited a new and passionate committee who will bring a fresh perspective to social issues, and we're confident that their efforts will continue to attract a diverse range of students to get involved with even more opportunities and make an even greater social impact.

Next year our main focus will be on expanding the range of issues that we focus on, consolidating our existing programmes and developing new partnerships to increase the impact of our work.

Tackling more issues

As part of our efforts to engage more students with social issues we have two new projects in mind which we hope to develop;

- We will add Health to our range of issue areas to engage more Medical students in social action beyond their degrees;
- We will also hope to start a new volunteering programme to run fun activity days for young children who come from troubled families.

Consolidating our existing programmes

We hope to continue the success of our existing conferences and programmes next year. In particular we want to focus our efforts on:

- Improving our Technology for Good offering by growing the volunteering opportunities available and by running more technology-themed talks;
- Working with more students and social enterprises through our Social Innovation Programme.

New partnerships

We also hope to develop new partnerships in College and the local community. In particular we will be working more closely with College and the Imperial College Business School to:

- Deliver a more comprehensive social enterprise programme that engages a broader range of students with social enterprises and supports them to make their ideas a reality;
- Run Skills for Sustainability, a programme that we're currently designing with College to help reduce its environmental footprint and give students the practical skills to run audits in College.

Having seen all the wonderful things the Hub has done this past year, I am really excited to be Imperial Hub President and have the chance to build on them. I am looking forward to the coming year and working with the committee to achieve all the amazing things we are planning.

Fatima Iftikiha, incoming President

Memorandum of Understanding

Between
Student Hubs
and
Imperial College Union, hereby referred to as **ICU**
for

The **affiliation** of Students Hubs to ICU in order to allow Student Hubs to assist ICU with providing students at Imperial College London with charitable, social, environmental, social action, social enterprise and ethical opportunities, as per the terms below. The activities of Student Hubs within ICU will be primarily undertaken through Community Connections and be subject to an agreed set of approval guidelines.

Start date: 01 June 2014

This Memorandum of Understanding supersedes any other which has previously been agreed.

Agreement:

ICU and Student Hubs enter into this continued agreement in the spirit of partnership and will jointly review the terms, conditions, duties and responsibilities at least one month before the anniversary of commencement.

Agreement Rationale:

ICU places value upon engaging students with charitable, social, environmental, enterprise and ethical issues. It also recognises that it could benefit from supplementary expertise, resources, and capacity to undertake these activities to achieve maximum impact.

Student Hubs is fully (and solely) focused on undertaking these activities. As part of a network of similar affiliated groups in universities across the country it has both experience and contacts on a national level to facilitate best practice work. Furthermore, it holds a substantial network of local and national third-sector contacts. Finally it has also identified several effective methods of engaging and supporting socially and environmentally focused students and student groups, creating a community of aware and socially active students who are making a positive difference whilst at University.

Student Hubs and ICU share an ambition for Imperial College having a thriving community of active and engaged students, who are passionate about environmental and social issues both in London, the UK and abroad. ICU and Student Hubs believe it is critical that we work together so as to achieve this ambition.

ICU's Remit & Responsibilities:

- An ICU Deputy President, the ICU President and the Community Action Group Chair will sit on Student Hubs' Advisory Board to ensure that it acts in accordance with ICU's mission and values. The Board will meet at least once per term and be facilitated by ICU.
- The ICU Student Development Manager and Membership Services Manager will sit on the Student Hubs' Advisory Board to ensure continuity.
- ICU will provide Student Hubs with access to services as detailed in Appendix 1.
- ICU will recognise the Student Hubs (i.e. use of the Student Hubs logo or verbal recognition) whenever it is referring to Student Hubs activities.

- ICU will provide desk space for dedicated members of staff employed by Student Hubs within its main offices, the number to be agreed on an annual basis with the Union's Senior Management Team.
- The ICU Student Development Manager will be the day-to-day point person for any staff members employed by Student Hubs to work at ICU. An ICU Deputy President and the ICU Student Development Manager will be involved in the selection process for any staff members employed by Student Hubs to work at ICU.
- ICU reserves the right to stop any activity or opportunity offered by Student Hubs in either the planning or execution phases.

Student Hubs' Remit & Responsibilities:

- Student Hubs will support, facilitate, promote and resource ethical activities, including campaigning activities in this arena, primarily through Community Connections and individual activities will be subject to an agreed set of approval guidelines.
- Student Hubs will comply with ICU's policies and procedures, in particular those pertaining to the operation of Clubs, Societies & Projects, Health & Safety, Students Aged Under Eighteen and Equal Opportunities.
- Student Hubs will host events for students interested in the environment and sustainability, local action, rights and development, educational disadvantage, social impact careers, social enterprise, technology for good and health.
- Any activities in these areas will form part of the activities of the Union's Welfare Networks and developed in consultation with the appropriate Welfare Officer.
- Student Hubs will provide support to student groups with a social, environmental and/or ethical focus who wish to develop new volunteering opportunities. New opportunities are subject to approval by ICU through set mechanisms.
- Student Hubs will place the appropriate branding for Community Connections on its website and on any materials associated with the scheme. Student Hubs will use appropriate ICU branding as required by ICU for promoting other opportunities.
- Student Hubs will provide individual students involved in Student Hubs activities with appropriate training and development opportunities.
- Student Hubs will provide information and internships on ethical careers.
- Student Hubs will organise and undertake CRB checks (and other checks determined by current or new legislation) which are necessary for activities, events or campaigns it is undertaking.
- Student Hubs will ensure the activities, events and campaigns it organises comply with relevant Health & Safety Legislation and the safety policies of ICU and/or Imperial College.
- Student Hubs will ensure suitable insurance is in place for the activities it is undertaking, and that the details of this cover is available to those students who are involved.

Student Hubs will not:

- Run events, campaigns or activities in conflict with ICU's, its constituent parts' or its Clubs, Societies or Projects' events, campaigns, welfare networks or other activities. ICU events, campaigns or activities will take precedence over Student Hubs events, campaigns or activities in any instance where a conflict arises.
- Undertake fundraising activities for other charities which are in conflict with those being undertaken by ICU, its various RAG operations or its Clubs, Societies or Projects.

8 May 2014

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- Run any volunteering activity that infringes on or duplicates the remit of constituent parts of Imperial College London.
- Bring the name of Imperial College London or Imperial College Union into disrepute.

Financial responsibility:

ICU will be financially responsible for all the activities and responsibilities outlined in the “ICU Remit & Responsibilities”.

Student Hubs will be financially responsible for all the activities and responsibilities outlined in the “Student Hubs’ Remit & Responsibilities”.

Confidentiality

Both parties will clarify for each other any information made available through the course of this contract that they deem confidential.

Both parties agree not to divulge confidential information to others unless it is required in order to carry out their contractual duties.

Confidential information remains the property of the ICU / Student Hubs and, as such, should not be given to third parties, without written permission, either during or after termination of the contract.

Termination

For the avoidance of doubt in the event of any delay, hindrance, prevention or other frustration by reason of force majeure, neither party to this contract shall thereby be held to be in breach of this contract or be held liable to the other for any injury, damages or loss arising directly wherefrom.

ICU shall reserve the right to terminate the MOU with Student Hubs with a notice period of three months if:

1. It considers that by the acts or omissions of Student Hubs the credibility of ICU is compromised
2. Student Hubs infringes the laws, rules or regulations of England
3. Student Hubs fails to comply with its responsibilities
4. Student Hubs misappropriates ICU funds, equipment or materials
5. Student Hubs commits any material breach of his/her duties or obligations under the Contract
6. Any resource commitments made available to Student Hubs are no longer viable in the wider context of ICU’s work
7. It considers the activities of Student Hubs to no longer fit with the strategic direction of ICU

Student Hubs shall reserve the right to terminate the MOU with ICU with a notice period of three months if:

It considers that by the acts or omissions of ICU the credibility of Student Hubs or its member organisations is compromised

1. ICU infringes the laws, rules or regulations of England
2. ICU fails to comply with its responsibilities
3. ICU misappropriates Student Hubs funds, equipment or materials
4. ICU commits any material breach of his/her duties or obligations under the Contract
5. It considers the activities of ICU to no longer fit with the strategic direction of Student Hubs

Dispute Resolution

In the event of a decision being required on whether a Student Hubs activity, campaign or event is in conflict with an ICU event, campaign or activity the ICU President and Membership Services Manager shall be consulted who shall make a final decision.

In the event of a dispute between the parties to this MOU, a discussion will take place between the Student Hubs and the ICU members of the Student Hubs Advisory Board with a view to reaching an agreed solution.

Agreement

SIGNED by for and on behalf of ICU	SIGNED by for and on behalf of Student Hubs
SIGNED by for and on behalf of ICU	SIGNED by for and on behalf of Student Hubs

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Memorandum of Understanding - APPENDIX 1

Between
Student Hubs
and
Imperial College Union, hereby referred to as **ICU**
for

The **affiliation** of Students Hubs to ICU in order to allow Student Hubs to assist ICU with providing students at Imperial College London with charitable, social, environmental, social action, social enterprise and ethical opportunities, as per the terms below. The activities of Student Hubs within ICU will be primarily undertaken through Community Connections and be subject to an agreed set of approval guidelines.

Start date: 01 June 2014

This Memorandum of Understanding supersedes any other which has previously been agreed.

Appendix:

This appendix sets out the services that ICU will provide to Student Hubs in order to support their activities. Some services provided to ICU and its constituent parts are provided by Imperial College. Rules and procedures established by Imperial College may prevent ICU being able to fully honour the items detailed below, but ICU will champion the need to do so with relevant parties should this situation arise.

ICU will endeavour provide the following services to Student Hubs:

- ICU will provide Student Hubs with access to the general services provided to ICU's Clubs, Societies & Projects where practicable within the restrictions set by Imperial College.
- Use of rooms within the Union Building for activities directly connected to Imperial Hub activities, use of spaces for wider network activities may be chargeable.
- Space within the Community Volunteering Scheme presence at Freshers' Fair.
- Access to stands at other relevant fairs, though these may be chargeable.
- Access to publicity channels which are available to ICU Clubs, Societies & Projects at the same costs in cases where charges are applied.
- Information about the role of Student Hubs within Community Connections correspondence with new students where appropriate
- Information about Student Hubs within the Community Connections section on the ICU website.
- Phone lines (charges to be made), internet access and minimal storage space.
- Availability of basic colour printing facilities (charges to be made).
- General support, championing and recognition of the work of Student Hubs in providing valuable services and opportunities to Imperial students primarily within the framework Community Connections.

Student Hubs will pay for any additional services at the same rate as ICU Clubs, Societies or Projects.