Supporting the ESSA audit [TEMPLATE]

**ESSA PROJECT**

European Students Sustainability Auditing

A guide for host students

[Date]



**Disclaimer**

This template was produced as part of the European Students’ Sustainability Auditing project which received funding from Erasmus+ during 01.09.2016 – 31.08.2019 (Contract number: 2016-1-UK01-KA203-024648)

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# Welcome

**Congratulations on being selected as a host student for the forthcoming audit!**

This guide aims to assist you throughout the audit process as a host student, including preparing for the audit at your university and helping you to support a successful audit by providing relevant information and advice for you. If after reading through this guide you still have questions about your role during the audit, please get in touch with the project team at your institution.

Your role as a host student

Over the course of the audit week, you’ll be assisting staff from the university and the students’ association/union to ensure the audit runs smoothly and the visiting auditors are able to complete the audit effectively.

To enable the delivery of the audit, you will be assigned to a group of visiting student auditors from [*insert name of university/universities*] for the week. Your role will be to participate in the audit in a supportive role – providing context to the visiting student auditors and contributing, in a supportive role, to the audit activities described later on in this guide.

Your role will be able to assist with providing further information and context about the university, as well as providing hints and tips about seeing the city. In addition, staff from the university and students’ association/union will provide support to visiting students, provide information for context during the audit activities, and will act as key contacts for enquiries or emergencies.

[*Insert details of any additional responsibilities arranged for host students*]

[*Insert details of any group file sharing or communication sites*] to keep track of what’s going on elsewhere in the project.

We look forward to working with you on the ESSA Project!

*[Insert names and contact details for key contacts from project team]*

Chapter heading

Insert text here. Verdana 16pt

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# The auditing timeline

This section of the guide tells you more about what will happen at each stage of the audit, and when.

*[Please adapt to match the schedule of your audit]*

|  |
| --- |
| **The auditing timeline** |
|  |

# Preparing for the audit

The ESSA project audits universities against the Benchmark Standards for University Social Responsibility (USR) that were developed as part of another EU funded project. As your university is being audited, they will be required to provide evidence they have gathered to meet criteria under the following themes:

* Research, Teaching, Support for Learning and Public Engagement
* Governance
* Environmental and Social Responsibility
* Fair Practices

You can read the full detail of the Benchmark Standards [here](https://www.essaproject.eu/resources/usr-standards).

A large number of criteria tend to refer to policies, publications, reports and other forms of written evidence. Visiting student auditors will be reviewing some of this documentary evidence before the audit, partly to check it exists but also that the content meets the criteria within the USR Benchmarks.

Some of these documents may be confidential therefore it will be important to ensure that the data is used for the purposes of the audit only and do not share any copies you may come into contact with. Documents will be marked as confidential where this applies. In some cases the documents will be translated from their original language, and some may only be available in their original language but guidance will be available for how visiting auditors can review these documents to ensure these items can still be assessed.

## *[Insert details of host student involvement in evidence collation if applicable]*

*[Insert details of any arrangements e.g. Skype calls to allow auditors to meet virtually prior to the audit]*

# The Audit week

*[Confirm the times and dates of the audit].*

Visiting Student Auditors will be reviewing documentary evidence, interviewing key stakeholders, facilitating focus groups and presenting their initial findings. This section provides essential information on the arrangements for this week, including your role in the process.

Arriving for the audit

*[Provide details of where auditors will be based for the audit, including arrival time on the first day. Where possible, please include a map of the room/building within the university].*

Key contacts

Throughout your audit experience, there will be two key contacts. Please feel free to contact us for any problems or concerns about personal matters or related to the audit process.

|  |  |
| --- | --- |
| Contact 1 | Contact 2 |
| *[Photo if possible]* | *[Photo if possible]* |
| *[Name]* | *[Name]* |
| *[Organisation]* | *[Organisation]* |
| *[Telephone/Mobile phone]* | *[Telephone/Mobile phone]* |
| *[Email address]* | *[Email address]* |

Alternative contacts

*[Please provide any other contact details that can be used by auditors for support throughout the audit week].*

Visiting students

You will be providing the Visiting Student Auditors with support throughout the audit week by providing information about the University, helping find the locations for interviews and focus groups, attending interviews, providing contextual information about higher education in your country of study and ensuring Visiting Student Auditors have an enjoyable time.

The visiting students are…

|  |  |  |
| --- | --- | --- |
| Name | University | Subject |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Schedule overview

This section provides a general overview of the audit week. *[One sentence summary of activities].*

*[Please edit the table below according to the final audit schedule – identifying the role of host students where different to the Visiting Student Auditors].*

|  |  |
| --- | --- |
| Activities overview | Host student role |
| *Day 1* | |
| * *[Meet key contacts* * *Campus visit* * *Discuss overall schedule for the audit* * *Meeting with senior staff to present overview of USR* * *Review the documentary evidence submitted]* | * *[Meet visiting student auditors* * *Attend sessions discussing overall audit schedule]* |
| *Day 2* | |
| * *[Meeting with senior staff to present overview of USR* * *Review the documentary evidence submitted* * *Identify appropriate questions for interview with key stakeholders and for focus groups]* | * *[Optional attendance of sessions, responding to queries from visiting student auditors]* |
| *Day 3* | |
| * *[Interviewing key stakeholders (including staff and students), facilitate four focus groups* * *Social event in the evening]* | * *[Attend interviews/focus groups, supporting visiting student auditors* * *Support social evening]* |
| *Day 4* | |
| * *[Interviewing key stakeholders (including staff and students) and review initial learning outcomes from the interviews and focus groups.]* | * *[Attend interviews, supporting visiting student auditors]* |
| *Day 5* | |
| * *Prepare presentation in the morning* * *Present initial findings in the afternoon to a selection of key stakeholders* * *Social event to celebrate the completion of the audit.* | * *[Attend presentation session]* |

A copy of the full schedule can be found below *[insert copy of schedule].*

# After the audit

Audit report

After the audit week is over, and once the Visiting Student Auditors are back at home, they will continue to work on a written feedback report to present the results to the relevant staff at the university being audited.

This will be an account of what the auditors observed as part of the audit and the conclusions reached.

[*Insert details on role of host students in reviewing the report and any ongoing plans for their involvement in dissemination of the findings within the university*].

Chapter heading

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