Summer Acclerator 2022
Terms and Conditions and Code of Conduct

Once you have carefully read through the terms and conditions as well as the code of conduct please sign. Please note that without your signature you will be unable to participate in the Programme.

Eligibility

- All registered undergraduate and postgraduate (full-time or part-time) Imperial College London students, and alumni within three years of graduation (graduated no earlier than 2019) are eligible to apply to the Programme.
- Undergraduate and Masters students must be registered students throughout the duration of the Programme.
- PhD students must be registered as Imperial College students at the point of the application deadline on the 19 January 2022.
- Applicants can apply as single applicants or as leaders of a team.
- Previous applicants: students who have applied to a previous year of the Summer Accelerator but were *not* accepted onto the Programme are permitted to apply again with an improved idea. However, students who were previously accepted and participated in the Programme are only eligible to participate again if they are submitting a different project.

Programme Participation
- Your team lead must attend all masterclasses and sessions unless i) agreed in writing with Programme Manager or ii) extenuating circumstance where Programme Manager is notified in advance.
- Each applicant must familiarise themselves with and comply with Imperial College London's [Student Intellectual Property Policy](#).
- Participants must commit to completing feedback surveys or attending feedback meetings on Programme components (for example masterclasses, coaching and training) and skills development.
- At all stages of the Programme, the judging panel's decision is final, and no correspondence will be entered into.
- Participants who fail to complete the program requirements may be removed from the Programme and not be eligible to retake the Programme or receive any prizes or grant funding.
- You will only receive certificate of participation if your team attends 90% of Programme content.
- Imperial College London retains the right to disqualify applicants from participating or receiving a prize if there are reasonable ground to suspect that the participant is in breach of the eligibility and terms and conditions.
- Imperial College London reserves the right to cancel or suspend the programmed or amend the rules without notice.

- Imperial College London shall not be liable for any loss, damage or injury suffered by any participant entering this Programme.
- During the Programme you will not record a conversation or workshop, for example in a 1:1 or a group activity without seeking prior permission. There are however exceptions, mostly related to the Disability Discrimination Act (DDA). A participant with a statement of, for example, dyslexia (this may also apply to some other disabilities) may be allowed to record meetings, Programme sessions and 1:1 or have the use of a note-taker.
- You will not engage in any conduct which causes harm to students, alumni, staff and external speakers or sponsors.
- Any prizes and grants awarded will be transferred via BACS transfer to the Team Lead only following the completion of the necessary forms.

Programme Marketing
- By taking part in the Programme you are agreeing that you will participate in any associated media activities and that you are providing consent and authorisation for the use of any marketing materials obtained during the duration of the Programme (eg: photographs or quotes).
- Imperial College London reserves the right to publish the names and photographs of the Programme participants, and prize winners may be required to participate in post-Programme appearances and publicity (including press releases and speaking at further events).
- By taking part in the Programme participants agree to participate in marketing and promotional activities relating to the Summer Accelerator and associated opportunities.
- By taking part in the Programme participants agree to receiving email communications from the Imperial Enterprise Lab directly relating to the Programme and to associated opportunities.
- When requested, participants will provide appropriate information about their project for publicity purposes, and bear the responsibility of ensuring their Intellectual Property is protected in these instances.
- By submitting pitch videos, participants agree to these being posted publicly on the Imperial Enterprise Lab website, affiliate sites and associated social media.
- Programme participants commit to referencing their participation in the Summer Accelerator in pitches, presentations/talks or online communication referencing their venture. For example, on their LinkedIn, website, pitch decks.

Confidentiality

i. **Working with Business Coaches, Peer Mentors, Masterclass Facilitators and Sponsors**

In the event that you disclose confidential information to external parties, such as mentors, coaches, masterclass facilitators or sponsors it is important that your confidential information is protected. This protection can be captured in the agreements that College signs with these third parties on the basis that you provide your express consent solely for this purpose. Please sign at

the bottom of this document if you consent to College signing on your behalf solely for confidentiality obligations owed to you by third parties, such as mentors or coaches.
Please be aware that this does not mean that College will defend or fund any claims that you may bring for alleged breaches of confidentiality by any third party.

ii.   Working with External Advisers

Through the Summer Accelerator 2022 we will also introduce you to External Advisers for advice and signposting information. These are volunteer roles which are not bound by any agreements with the university to protect confidential information. By signing at the bottom of this document you are agreeing that you take sole responsibility for protecting your confidential information in meeting with these individuals.

iii.   Maintaining Confidentiality

As a participant of the Summer Accelerator 2022, I agree to maintain the confidentiality of other participants' information. Confidential information includes any information that is imparted by a participant that is:
   a) provided in documentary/ model or any other tangible form, including any copies;
   b) provided in oral form and any note recording the disclosure; and
   c) marked or otherwise designated to show expressly or by necessary implication that it is imparted in confidence.

By entering the Programme, applicants are indicating their agreement to be bound by these terms and conditions.

Code of Conduct

As users of the Enterprise Lab, you are expected to be familiar with the Student Code of Conduct and to conduct yourself with due regard to the College's good name and reputation, and the rights of others. As such, we would like to take an opportunity to remind you whether it be online or in person, you should adhere to and uphold the standards of behaviour you would expect of your fellow Enterprise Lab users or Programme participants.

All participants should:

- Ensure that all information entered in to Programme applications forms is honest and accurate
- Make the effort to attend all Programme activities and fully prepare for each session.
- Participate constructively in Programme activities. Self-expression is welcomed but this should not include disruptive gestures, offering observations unrelated to the discussion taking place or domination of the discussion.
- Communicate with staff and fellow Programme participants with civility and respect.
- Not engage in any conduct which causes harm to students, alumni and staff.
- Act with integrity at all times and do not violate another person's dignity, or create an intimidating, hostile, degrading or offensive environment for that person.
- Conduct yourself sensibly and show consideration for others at all times. Violent, aggressive, drunken, destructive or other undesirable behaviour will not be tolerated. This includes sexist, racist, homophobic or similar behaviour.
- When engaging with external consultants, mentors and experts in residence, act with professionalism and integrity at all times.
- We encourage you to use social media to promote your involvement on our Programmes, but you are expected to use social media responsibly. The use of social networking sites (e.g. Facebook, LinkedIn, Twitter, Whatsapp, WeChat), whilst providing a positive way for people to interact online, has also increased the opportunity for media communications to have an impact on the College and you. Whilst the College does not centrally moderate your use of such technology, it does require you to adhere to all applicable College policies and guidance. Any offensive or inappropriate messages sent to other Programme participants will not be tolerated.
- Staff users of the Enterprise Lab are expected to adhere to Imperial Values.

Copying and Sharing Programme Materials

A wide range of materials, such as recorded masterclasses, and slide presentations, are made available to Programme participants while at Imperial. These (in general) are owned by Imperial College London and as such are protected by UK Copyright Law. While you are encouraged to use them to support your learning and development, you do not have the right or permission to make these available to others. Therefore, you should not upload Programme materials to websites or share them on social media.

The Enterprise Lab will take immediate action following community breaches. In the first instance, this will be escalated to the Director of Entrepreneurship and possible sanctions may include:

- Access to the Enterprise Lab space and its services revoked.
- Removal from a Programme
- Disqualification from a competition
- Ineligibility to apply for future Programmes.
- Mediation between affected parties

The College will take immediate disciplinary action if any member of staff or Programme participant is threatened or abused, either physically or verbally.

If you have further suggestions in relation to standards of participant behaviour, please contact your Programme Manager.

Complaints Policy

We are committed to responding to any problems that you have with any of our services, in a timely and helpful way.

Students, Alumni, Academics, Professional Staff and External partners may make known any complaints by the following means:

- Verbally to the member of staff dealing with them
- By emailing Euan.bell@imperial.ac.uk
- In writing, in person or by email to the Director of Entrepreneurship (Ben Mumby-Croft, Director – Entrepreneurship, Imperial College London, 544 Sherfield Building, South Kensington Campus, London, SW7 B.mumby-croft@imperial.ac.uk

Complaints will be handled quickly and positively. In the first instance the member of staff involved will attempt to deal directly with any complaint as it arises. If the complaint is resolved satisfactorily the member of staff will make a written note of the complaint (along with the original notification if in writing) which will be logged in the complaints file held by the Programme Administrator.

- Where a complaint cannot be immediately resolved it will be referred to Director of Entrepreneurship. This should be done directly by the member of staff involved with an accompanying written report of the complaint and actions taken so far.
- In the event that the complaint cannot be resolved by the Director it will be referred to the Director of Enterprise who will investigate the complaint in line with the College's policies and procedures.
- A written record will be made of any complaints and actions taken, along with notice given to other staff, which will be held by the Programme Administrator as above.