Enterprise Lab Programmes 2023 – 24 Terms & Conditions

Programme Eligibility

- All registered undergraduate and postgraduate (full-time or part-time) Imperial College London students, and alumni (within three years of graduation) and Imperial College Early Career Researchers are eligible to apply to the Programme as the lead applicant. Team members can be from outside of Imperial College London.
- Applicants can apply as single applicants or as leaders of a team.
- Previous applicants, including team lead and team members who have applied to a previous year of the Programme but were *not* accepted onto the Programme are permitted to apply again with an improved idea.
- Previous applications who were accepted and participated in the Programme are only eligible to participate again if they are submitting a different project.
- *WE Innovate only -* Your team lead should identify as a woman.

Programme Participation

- Your team lead must attend all masterclasses, sessions and coaching unless i) agreed in writing with Programme Manager or ii) extenuating circumstance where Programme Manager is notified in advance.
- Team leads may nominate another team member to attend on their behalf, providing they inform the programme manager in advance. Failure to attend may result in removal from the programme.
- Each applicant must familiarise themselves with and comply with Imperial College London's [Student Intellectual Property Policy](#) and the College Intellectual Property [Policy](#) as it relates to staff members and academic inventors.
- Participants commit to giving feedback on Programme components (for example masterclasses, coaching and training) and skills development when asked by the Programme Manager and complete the formal programme evaluation at the close of the programme.
- 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 programme requirements may be removed from the programme and not be eligible to retake the programme or receive associated grants and prizes.
- You will only receive a certificate of participation if you attend at least 80% of the programme.
- Acceptance onto the programme/the awarding of prizes to staff teams working with Intellectual Property owned by Imperial College London is not an endorsement of a spinout or permission to proceed with a commercialisation opportunity by Imperial College London [or the Enterprise Division.](#)

Programme Marketing

- By taking part in the Programme, you agree 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 (e.g.: 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 receive 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 and associated social media.
- Programme participants commit to referencing their participation in the Programme in pitches, presentations/talks or online communication referencing their venture. e.g.: on their LinkedIn, website, pitch decks.

Confidentiality

i. **Working with Verified Business Coaches and Masterclass Facilitators**

In the event that you disclose confidential information to external parties, such as mentors, coaches, masterclass facilitators 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. If in doubt, please check with the Enterprise Lab team to ensure that they have signed agreements with the College.
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, Peer Mentors and Sponsors**

Through the Programme we may also introduce you to External Advisers (including programme sponsors) 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 Programme, 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.
d) Not record a conversation, for example in a 1:1 or a group activity without seeking prior permission. This is not acceptable and is illegal. 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) who is in receipt of DDA assistance as part of the College's provision may be allowed to record meetings, programme sessions and 1:1s or have the use of a note-taker.

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.

Terms and Conditions are signed by the Team Lead on behalf of the entire team. By entering the programme, the entire team is bound by the signed Terms & Conditions. This document must be signed and returned according to the instructions provided to you by the Programme Manager.

By signing below the applicant confirms their entire team has read and accepted the Enterprise Lab Programme Participation Terms & Conditions.

Full Name: Date:

Signature:

Team Name:

Team Member Names:

Enterprise Lab 2023 - 24 Code of Conduct

As users of the Enterprise Lab, you are expected to be familiar with the relevant Student Code of Conduct, College Values and Behaviours Framework and Equality, Diversity and Inclusion policies 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.

Any staff members using Enterprise Lab services are expected consider the programme an extension of their work environment and as such, conduct themselves professionally.

All participants should:

- Ensure that all information entered into 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 always show consideration for others. 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.
- 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 or to staff will not be tolerated.
- Staff users of the Enterprise Lab are expected to adhere to Imperial Values and behaviours.

The Enterprise Lab will take immediate action should a programme participant fail to adhere to the Code of Conduct. 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
- Inability to claim prize or grant funding
- 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.

[*All participating staff are subject to the College's Policies and Procedures*](#)

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 your allocated programme manager, or Head of Enterprise Lab, Sarah Ranchev-Hale, S.Ranchev-Hale@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 2AZ) 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

Full Name: Date:

Signature:

Team Name:

Team Member Names: