

WE Innovate 2027: Terms & Conditions and Code of Conduct

These terms and conditions apply to WE Innovate (the “**Programme**”). By applying for the Programme, applicants and participants agree to be bound by the following terms and any other applicable instructions notified by us. Details specific to the Programme are displayed on our website: [WE Innovate | Imperial Enterprise Lab](#)

The Programme will be run by the Imperial College of Science, Technology and Medicine, acting through the Enterprise Lab of Imperial College London, South Kensington Campus, London SW2 7AZ.

Programme Eligibility

To be eligible for the Programme:

- Applicant team leads must be legally recognised as female (as defined under the Equality Act 2010). Team members can identify as other genders or none.
- Applicant team leads must own at minimum 25% equity or an equal share of equity if the team consists of more than four team members;
- Applicant team leads must not have previously participated as team lead in the WE Innovate or Althea-Imperial Programme;
- Applicants must be a current registered undergraduate, post-graduate or Early Career Researcher at Imperial College London, or must have graduated within the last two years.
- Applicants may apply as single applicants or as leaders of a team of no more than 5 individuals.

In entering the Programme, applicants confirm that they are eligible to do so and that that all information submitted is true, current and complete. Imperial reserves all rights to disqualify an application if information submitted is found to be fraudulent, generated by AI without permission, incorrectly completed, or conduct is contrary to the spirit or intention of the Programme.

Imperial does not accept responsibility for applications or entries that are lost, mislaid, damaged or delayed in entry or submission, regardless of cause, including, for example, as a result of any equipment failure, technical malfunction, systems, satellite, network, server, computer hardware or software failure of any kind.

Decisions by the Programme judging panel are considered final and no correspondence will be entered into.

Programme Participation

In order to validly participate in the Programme, participants must:

- Attend all coaching, masterclasses, grand final showcase and KTH entry and exit coaching unless: i) agreed in writing with the Programme Manager; or ii) extenuating

circumstances which have been notified to the Programme Manager in advance prevent attendance;

- Familiarise themselves with and comply with Imperial's [Intellectual Property Policy for students](#) and [Intellectual Property Policy for staff](#); and
- Commit to giving feedback on programme components (e.g. masterclasses, coaching and training) and skills development when asked by the Programme Manager;

together the “**Programme Requirements**”.

Participants who fail to complete the Programme Requirements may be immediately removed from the Programme and are not eligible to retake the Programme.

Participants will only receive a certificate of participation if they complete the Programme Requirements and attend at least 90% of masterclasses and coaching in total. Participants understand that failure to attend 90% of Phase 1 masterclasses and coaching in total may impede progress to the next Phase of the Programme. Participants may be restricted to additional Enterprise Lab support e.g. XiR if they do not attain a certificate of participation.

At all stages of the Programme, the judging panel's decision is final, and no correspondence will be entered into.

Changes to Team Composition and Incorporation

In addition, applicant team leads must:

- Inform the Programme Manager in writing as soon as reasonably practicable, and in any event within 7 days, of any change to their team composition, including the addition of any new team member and the departure of any existing team member.
- Inform the Programme Manager in writing if any individual who was listed as a team member on the original Programme application is, at any time during the Programme, no longer part of the team.
- Inform the Programme Manager in writing as soon as reasonably practicable, and in any event within 7 days, if the team incorporates a company or other legal entity in connection with the project submitted to the Programme; or any existing company connected with the project undergoes a material change of status (including, without limitation, a change of company name or registration number).

Programme Marketing

- By taking part in the Programme, participants agree that they will participate in any associated media activities and provide consent and authorisation for the use of any marketing materials obtained during the duration of the Programme (e.g. photographs or quotes).
- Imperial reserves the right to publish the names and photographs of participants, and prize winners may be required to participate in post Programme appearances and

publicity including press releases and speaking at further events. Imperial will retain the right to any media and materials produced.

- By taking part in the Programme, participants consent 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 and associated social media.
- Programme participants commit to referencing their participation in the WE Innovate Programme in pitches, presentations/talks or online communication referencing their venture. For example, on their LinkedIn, website, pitch decks.
- Any personal data relating to participants will be used solely in accordance with current UK data protection legislation and will not be disclosed to any third parties without prior consent. Imperial College London's privacy policy shall apply to any data collected in connection with this competition and can be found online at [Privacy Notice | Imperial College London](#).

Confidentiality

i. Working with Business Coaches, 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. Masterclass facilitators and pitch coaches are not bound by 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.**

ii. Working with External Advisers

Through the WE Innovate programme Imperial 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 WE Innovate, you 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.

Programme Conduct

As users of the Enterprise Lab, participants are expected to be familiar with the [Student Code of Conduct](#) and to conduct themselves with due regard to Imperial's good name and reputation, and the rights of others. As such, Imperial 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 participants. All participants must:

- Ensure that all information entered into applications 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 themselves 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.
- 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. However, a participant with reasonable adjustments may be permitted to record meetings, programme sessions and 1:1s, or have the use of a note-taker.
- Aim to use social media to promote their involvement on the Programme, but 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 Imperial and participants. Whilst Imperial does not centrally moderate use of such technology, it does require participants to adhere to all applicable [university policies and guidance](#). Any offensive or inappropriate messages sent to other participants will not be tolerated.
- Staff users of the Enterprise Lab are expected to adhere to [Imperial Values](#).

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

Copying and Sharing Programme Materials

A wide range of materials, such as recorded masterclasses, and slide presentations, are made available to participants while at Imperial. These (in general) are owned by Imperial and as such are protected by intellectual property 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 being revoked;
- Removal from the Programme;
- Disqualification from the competition;
- Ineligibility to apply for future Programmes;
- Mediation between affected parties; and
- Further disciplinary action under Imperial's applicable procedures.

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

Complaints Procedure

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
- 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) at 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.

General

- Insofar as is permitted by law, Imperial will not in any circumstances be responsible or liable to compensate any applicant/participant or accept any liability for any loss,

damage, personal injury or death occurring as a result of entering the Programme except where it is caused by our own negligence. Your statutory rights are not affected.

- Participants agree to fully indemnify and hold Imperial harmless against any and all claims, liabilities, damages, losses, or expenses (including reasonable legal fees) arising out of or in connection with any alleged or actual infringement of intellectual property rights by applications/projects undertaken during the Programme, including but not limited to Imperial's use, reproduction, or display of work as part of the Programme or associated promotional activities.
- If there is any reason to believe that there has been a breach of these terms, Imperial may, at its sole discretion, exclude participants from participating in the Programme. Imperial also reserves the right to hold void, suspend, cancel, or amend the Programme for participants where it becomes necessary to do so (including in cases of alleged misconduct).
- Unless otherwise specified in writing, in the event that participants are required to travel to take part in the Programme, they are responsible for making their own arrangements.
- These terms shall be governed by English Law and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

By entering the Programme, applicants and participants are indicating their agreement to be bound by these terms and conditions. This document must be signed and returned according to the instructions provided to you by the Programme Manager.

By signing below you confirm that you have read and accepted the terms:

Details

- ☐ Full Name _____
- ☐ Venture Name _____
- ☐ Team Members Name 1 _____
- ☐ Team Members Name 2 _____
- ☐ Team Members Name 3 _____
- ☐ Team Members Name 4 _____
- ☐ Team Members Name 5 _____

Team Lead Signature