AGREEMENT TO PARTICIPATE IN THE UNIVERSITY OF SOUTHAMPTON: BUSINESS INNOVATION PROGRAMME

Thank you for expressing an interest in the Business Innovation Programme. This document sets out the terms on which the programme operates. Please complete the details at the bottom of this form, sign it and return it to employ@southampton.ac.uk, along with a Business Innovation Client form setting out details of your proposed project (‘the Project’).

Aims of the Programme

The Business Innovation Programme enables local businesses and not-for-profit organisations to task ambitious students with a business issue and receive inspiring solutions to overcome these. For students, it offers an opportunity to gain invaluable experience of working on a real-life business issue put forward by a local business or not-for-profit organisations.

The Project

Details of the Project are to be set out in the Business Innovation Client form. During the Project, the details of the task may be varied by agreement with the allocated student team. Any substantial change should be approved by the Careers and Employability Service.

Start date for the Project

The Project will commence 4th February 2019 and will last for a period of 6 weeks, not including student vacations.

Project

What the University will do

The University will:

- Select a group of students to work on the Project
- Arrange for students to attend a mandatory training course before the Project commences
- Provide for students to receive support during the course of the Project from the University’s Careers and Employability Service
- Use all reasonable endeavours to ensure that the students complete the Project

What your organisation is asked to do

You will:

- Submit a Business Innovation Client Form to us for approval, containing a brief/overview of the project/business issue you want the students to address
- Provide students with the necessary information they will require to complete the Project
- Have an initial meeting with your student team and provide continued ad hoc support to students via email, telephone and face-to-face communication as required throughout the duration of the Project
- Allow the student team a period of 6 weeks (excluding student vacations) to complete the Project
- Attend the student presentation and final report submission, along with representatives from the University of Southampton Careers and Employability Service
Other terms

These provisions are designed to ensure that the programme runs smoothly and that any issues can be quickly identified and resolved.

1. Any concerns about the conduct of any student during or after the completion of the Project should be drawn to the attention of us as soon as possible.
2. You should take appropriate steps to ask students to sign any confidentiality agreement that is necessary to protect your business information and the University accepts no responsibility for this.
3. At the conclusion of the Project, the report becomes your property but you agree that the students may use an anonymised version to demonstrate the work that they have done to any prospective employer.
4. The Project may be cancelled at any time up to 21 days before the start date set out above. After the start date, it may not be cancelled and the students will complete it and submit their report.
5. We agree that any dispute over the Project, your participation in the Business Innovation Programme or these terms, may be referred to mediation.

If you are happy to proceed with the Business Innovation Programme on the terms set out above, please sign and date the form below and return it to employ@soton.ac.uk as soon as possible.

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation Name:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>