

## Work Project Agreement / Partnership Agreement

Intended as guidance

### Agreement

This 'agreement' is designed to prompt all parties to consider project requirements, the responsibilities of each party, to ensure understanding on the principles of the project, and ensure these have been adequately covered to the satisfaction of all.

This agreement can be used as a more formal document and therefore is to be signed by the organisation, student and university supervisor following your project preparation where initial project outlines are refined and where input from all parties has been agreed. Your project preparation can include (but is in no way limited to), development of the following:

- Project title
- Names and responsibilities of the three parties including supervisory input
- Deadlines for delivery
- Nature of delivery (location(s), number of hours expected, format of output)
- Project ownership and IP issues
- Confidentiality agreement / data handling guidelines as appropriate

### Responsibilities

This schedule sets out the respective responsibilities and terms and conditions for delivery of the project (**project title**) by the student (**student name**) for the organisation (**organisation name** and contact details) over the period (**start date**) to (**end date**). The project will be supervised on behalf of the University by (**supervisor name** and contact details).

### The Project

The student will undertake a supervised research project of up to (usually) 3 months in duration in collaboration with the organisation.

- It is agreed that the student will carry out the project for the organisation as part of his/her study at the University.
- If applicable, an interim meeting or report shall be undertaken, at a date mutually agreed with the student, the university supervisor and the organisation, in order to assess the progress of the project.
- In order to fulfill the requirements for academic credits, the student must complete their Project and produce a final product in line with the course requirements as set out in the relevant handbook.

V 5 (Oct 2013)

## **1. Responsibilities of the Student**

- Delivery of the project in the format determined either by the Programme requirements or as agreed after discussion between relevant parties.
- Attendance at the organisation's premises and other locations, as required, in order to complete the project.
- Compliance with all legal workplace standards as advised by the organisation relating to quality assurance, environmental standards, health & safety, etc.
- Awareness of any issues relating to confidentiality, data protection, and intellectual property rights.
- If not based in the workplace, the student should be aware that they may be expected to attend meetings as part of their project, to ensure delivery is on track with the organisation's expectations.

## **2. Responsibilities of the organisation**

- To provide a supervisor to act as main point of contact for the student.
- To provide on-site day-to-day supervision of the student; or
- To provide a suitable number of hours or guidance meetings during the contract period.
- To provide the student with an induction and relevant training, where applicable.
- If based in the workplace, ensure that the student is made aware of and complies with all standard workplace regulations relating to quality assurance, environmental standards, health & safety, etc.
- To provide appropriate liability and insurance cover.
- To monitor the student's project inputs on an on-going basis, whilst ensuring that the project remains exclusively the work of the student
- If applicable, engage with the university supervisor to provide feedback / scores to form part of the student's final assessment.
- To identify where there should be edits or non-disclosure of any information in the final report.
- To contact the university supervisor immediately, if there is a problem, complaint or grievance.

- The student is not allowed to complete any tasks for the organisation during the contracted period, excepting those which directly contribute to delivery of the titled project. In cases where other tasks are being undertaken, the student must be paid in accordance with statutory UK law / minimum wage legislation.
- Provision of expenses – the organisation, in discussion with the university supervisor, may be required to meet some expenses associated with the project / incurred by the student during project delivery (i.e. additional travel and subsistence) / expenses associated with data collection and purchase. This is to be discussed at the project preparation stage.

### **3. Responsibilities of the University Project Supervisor**

- To review the project scope with the organisation to ensure it meets academic requirements and learning outcomes.
- To engage with the student during delivery of the project as noted in the course handbook - monitoring progress, ensuring the student is on track to deliver the final project, and offering appropriate guidance.
- To engage with the organisation in cases where deemed appropriate to ensure successful delivery of a valid academic final project, or in the case of concerns, where issues have been brought to their attention by the student or organisation.

### **4. Other Responsibilities applicable to all parties**

#### **Project Ownership and Intellectual Property**

- After discussion it will be defined whether the ownership of the project, final report and any associated intellectual capital will be held by the student or the organisation.

#### **Data Management**

- The organisation is responsible for indicating which data sources and information provided are confidential and should be suppressed in the final report, allowing the student sufficient time to amend the project output accordingly.
- Confidential data provided by the company should be marked as such when provided to the student.
- The student in conjunction with the university supervisor will be responsible for appropriate sourcing and referencing of data, and handling commercially sensitive or confidential data in accordance with any required standards imposed by the organisation.

#### **Liability**

- It is recognised that there will be instances where the original project plan may change throughout the project life cycle. Such delays and changes need to be discussed with the student and if required, the university supervisor as soon as possible to avoid further

delays and possible project failure. Unforeseen and extenuating circumstances do happen, but it is essential that the organisation and student seeks to avoid these where possible. If the project cannot be completed, and following discussions a new project cannot be designed and undertaken in the time period, the student and the university cannot be liable if the organisation's deadlines are not met and the idealized project outcome cannot be achieved.

The organisation has a duty to manage the student's delivery to ensure they receive their intended outputs from the project as agreed in the initial project plan.

## **Agreement and Signatures**

Signed for on behalf of the university:

Student's name:

Signature:

Date:

University supervisor name:

Signature:

Date:

Signed for on behalf of the organisation:

Organisation name:

Supervisor name:

Supervisor position:

Signature:

Date: