## **Template 6: Project Agreement for** a Collaborative Project with Business (CPB)

Prior to completing this form please read the document Appendix 1 (Page 3) ‘***Guidance for Completion of the Project Agreement for a Collaborative Project with Business (CPB)’***

A scanned copy of this form should be submitted, with signatures, as per instructions/deadlines provided by your Module Co-ordinator or Programme Director (this would normally be at least two weeks before the project start date).

**For any general enquiries please contact:** (add contact details e.g. relevant Faculty Employability Manager)

**Project Agreement**

By signing this document the Student(s), the University and the Business/s are confirming that the information provided on this form is correct and that they will abide by the principles of ***Guidance document 3,*** ***Stakeholder Responsibilities & Expectations for CPBs.*** All communications between the University and the Organisation for the purpose of the project shall be through the Representatives named below.

**THIS AGREEMENT IS BETWEEN:**

|  |
| --- |
| 1. **University of Stirling**
 |
| **Name of Faculty:**  |  |

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| 1. **The Student(s)**

**NOTE: For projects involving more than one student e.g. Group Projects, please copy and complete this table for each student undertaking the project.** |
| **Name and Student Number:** |  | **Email:** |  |
| **Module and Degree Programme:** |  | **Telephone:** |  |

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| 1. **The Organisation(s)**

**NOTE: For projects involving more than one organisation please copy and complete this table for each organisation participating in the project.** |
| **Name:** |  | **Address:** |  |
| **Type and Size:** {please indicate as appropriate} | Private |  |
| Third sector |  |
| Public |  |
| Other |  |
| Large International (≥ 250 employees)  |  |
| SME (≥ 10 - <250 employees) |  |
| Microbusiness (<10 employees); (<5 employees) |  |

**REPRESENTATIVES**

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| **The Organisation’s representative shall be:**This would typically be the person overseeing the project. |
| **Name:** |  | **Email:** |  |
| **Position:** |  | **Telephone:** |  |
| Please provide the name and contact details of a second Organisation contact in case of any issues or emergency: |  |

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| **The University’s representative shall be:**This would typically be the module coordinator  |
| **Name:** |  | **Email:** |  |
| **Position:** |  | **Telephone:** |  |

**PROJECT MANAGEMENT AND PLAN**

This should be completed by the Student, in collaboration with the Organisation and University Representatives named above.

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| **Provisional Project Title:** |
| **Project Outline:** |
| **Start Date:** |
| **Prior to the project commencing, please confirm that the following aspects have been discussed/considered by all stakeholders:**

|  |  |
| --- | --- |
|  | **Please tick to confirm** |
| **Health and safety risk assessment completed?**  |  |
| **Ethical Approval (University and/or organisation)**  |  |
| **Confidentiality**  |  |
| **If onsite, will the provider conduct at specific Covid 19 induction and provide guidelines to the student prior to the CPB commencing?** |  |
| **Intellectual Property e.g. Non-Disclosure**  |  |

 |
| **Where will the student be based when delivering this project?** | **Yes** | **No** |
| **The student will be based with the provider on their premises, all or some of the time?** |  |  |
| **The student will work in a blended way partly based on the provider’s premises and partly on a remote basis?**  |  |  |
| **The student will conduct all research and meetings with the business remotely?** |  |  |
| **Please indicate any key milestone meetings (approximate dates) that have been agreed for the duration of the project?** NOTE: It is suggested that the University, Organisation Supervisor(s) and the Student(s) all meet (physically or remotely) at least three times during the CPB. |
| **If this project is either in part or conducted completely remotely, what arrangements are in place to ensure all stakeholders (students, employer and module coordinator) are in regular communication and that the project is monitored a for progress and unexpected issues arising. Please detail if a specific platform(s) will be used to communicate: e.g. MS Teams, MS Planner, Zoom etc.** |
| **What output(s) are required by the University and when is the deadline for submission?** (e.g. a presentation, project thesis, report or research publication) |
| **What output(s) are anticipated by the Organisation and when will these be delivered?** (e.g. a copy of the thesis, report or research publication; executive summary; presentation of results)NOTE: Consideration should be given to agreed delivery dates, based on required academic submission and examination requirements.  |
| **What resources have been agreed for the project?** NOTE: This would include specific equipment, travel and subsistence (T & S) costs etc. Organisations are expected to pay reasonable T & S encountered during the project. Please ensure any payment arrangements are explicit.  |
| **Are there any specific opportunities planned to enhance the employability of the student?** (e.g. involvement in business meetings, student to present to stakeholders in the sector, involvement in public information event, remote networking etc.) |
| **Any other matters to be addressed?** |

**PROJECT AGREEMENT SIGNATORIES**

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|  | **Signatures (please use electronic signatures if unable to sign in person.**  | **Date** |
| University Representative |  |  |
| Organisation Representative |  |  |
| Student(s) |  |  |

NOTE: Please edit the signatory box to accommodate all stakeholders. Students are responsible for submission of the form, by the given date, as per instruction provided by the Module Co-ordinator/Programme Director.

**Appendix 1: Guidance for Completion of the Project Agreement for a Collaborative Project with Business (CPB)**

1. **Introduction**

The Project Agreement is intended to facilitate a successful Collaborative Project with Business (CPB), and ensure that University of Stirling students and business collaborators are provided with positive experiences, clear processes and clarity of expectations.

1. **Context**

A Collaborative Project with Business (CPB) is a piece of work undertaken by University of Stirling students e.g. a dissertation or consultancy project, with a business organisation (public, private, third sector, etc.) that is assessed as part of the degree programme.

All students are supported by a University Representative, typically the module coordinator. The Organisation will not be involved in the assessment of the project, but may be involved in the process e.g. presentations.

The Project Agreement for a CPB, is underpinned by the University’s Work Placement and Project Policy, and the UK Quality Code, Advice and Guidance: Work-Based Learning[[1]](#footnote-1). The Project Agreement is used to:

* Refine initial project outlines, to set expectations, to agree the key parameters and any outputs of the project.
* Ensure that all parties develop a transparent understanding of roles, responsibilities, governing regulations and outcome requirements before the project work commences.
* Ensures that requirements align with both the Organisations needs, that of the student’s degree programme and the University.
1. **When to Use of the Project Agreement**

The **form must be used** when:

* Both the University and the Organisation requires outputs from the project.
* Students are based in the Organisation or its wider premises/field sites/remote working as part of their CPB.

There is **no requirement to** use the form when:

* Organisations offer students advice/mentorship for their project without the need for any formal outputs. In this scenario it is likely that the student and any University staff, will meet the organisation as visitor(s).
1. **Completion of this form**
* Prior to using the Project Agreement, Programme/Module Coordinators should state who the form will be submitted to and by what deadline. This information should be added to the first page of the Agreement. They may also wish to consider whether any other relevant material should be submitted alongside this form. For example many programmes require a more detailed project proposal.
* Once a project has been agreed in principle and student(s) confirmed, the project will need to be refined and detailed planning undertaken to ensure it is achievable and meets the requirements of the University and the collaborating business organisation(s) in the given timelines. This Agreement, including this guidance, should be adopted and considered at this point.
* A member of the CPB provider organisation should be nominated as the Supervisor/Mentor and act as the main point of contact for the University. This person will also take responsibility for the supervision and support of the Student(s) towards delivery of the project. Academic supervision will be undertaken by a member of University staff (the University Representative) to ensure that the project is realistic, meets the academic requirements and is delivered.
* All parties should be aware of deadlines and the desire to enhance student employability in line with the mission of the University of Stirling’s Employability Strategy. Arrangements for aspects such as Health and Safety, Confidentiality, Intellectual Property and Ethics may take some time to organise and will need to be considered and agreed in advance of the project start date.

The Research Ethics and Integrity website - <https://www.stir.ac.uk/research/research-ethics-and-integrity/> provides information on the procedures for ethics.

1. Legally binding Non-Disclosure and Intellectual Property Agreements will have to be prepared with advice from Research and Innovation Services (RIS) where appropriate. Module coordinators and the placement provider need to discuss this and if needed, send enquiries to the following email addresses: researchdevelopment@stir.ac.uk and contracts@stir.ac.uk.

1. This Project Agreement should be completed and ultimately signed by the nominated CPB provider organisation representative(s), the student(s) and the university representative (typically the module co-ordinator or academic research supervisor). Students are responsible for submission of the form to the designated person(s) assigned by the Programme/Module Coordinators by the given date shown on the front page. This should be before the start of the project. The Project Agreement represents the entire understanding between the parties and supersedes all other promises or arrangements. For multiple students and/or organisations, the form can be adapted by copying and pasting relevant tables as required.

Each programme will have different timelines and the Project Agreement is aimed to ensure that required outcomes are delivered in realistic timeframes. After the project, stakeholders may be requested to complete an evaluation of their experience and complete a Case Study for marketing purposes.

1. **Further Information**

Information on the University of Stirling’s Work Placement and Project Policy (WPPP) is available here.

1. UK Quality Code, Advice and Guidance: Work-Based Learning, 2018. <https://www.qaa.ac.uk/quality-code/advice-and-guidance/work-based-learning> [↑](#footnote-ref-1)