

Guidance for Completion of the Project Agreement for a Collaborative Project with Business (CPB).

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 as well as legal protection. Such projects provide many mutual benefits and it is recognised that they enhance the students' employability and business awareness.

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. Projects may be based off campus i.e. at the Organisation and their field sites, or at the University, or a mixture of the two. CPBs are typically undertaken by individual students in collaboration with an Organisation, although in some degree programmes, can be undertaken by groups of students. All students are supported by a University Representative, typically the academic supervisor. A CPB can also be undertaken with more than one organisation and academic supervision. If there are two or more University or Organisation representatives (supervisors), then it is suggested that one is given responsibility for overall management with respect to the University and/or Organisation representation or that the form is amended e.g. by copying the relevant Representative and Signatory tables. 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, including Appendix 1, Quality Commitment for Collaborative Projects with Business, provides a framework to meet national guidelines for best practice, and academic quality and standards including the <http://www.qaa.ac.uk/quality-code>. The Project Agreement is used to refine initial project outlines, to set expectations, to agree the key parameters and any outputs of the project. It aims to ensure that all parties develop a transparent understanding of roles, responsibilities, governing regulations and outcome requirements before the project work commences. This ensures that requirements align with both the Organisations needs, that of the student's degree programme and the University.

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 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).

There is the option to use the form:

- When, although no formal output is required by the Organisation, all stakeholders consider that their collaboration will benefit from a formal agreement.

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 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 Appendix 1, should be adopted and considered at this point.

A member of the Organisation should be nominated as the Organisation Representative (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 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. Legally binding Non-Disclosure and Intellectual Property Agreements will have to be prepared with advice from Research and Innovation Services (RIS) Email: researchdevelopment@stir.ac.uk.

This Project Agreement should be completed and ultimately signed by the nominated Organisation Representative(s), the Student(s) and the University Representative (typically the 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.

Further Information

Information, on taught postgraduate CPBs can be obtained through Making the Most of Masters¹, see www.stir.ac.uk/mmm. The website includes Case Studies, Student Guides and other resources which may be applicable to CPBs at all levels. Further enquiries can be made by emailing MMMStirling@stir.ac.uk.

¹ Acknowledgement is given to the Making the Most of Masters (MMM) Project, from which this documentation is adapted. MMM was funded by the Scottish Funding Council (2011-2017).