Management Studies Tripos (MST) student project terms

In order to ensure that all your Management Studies Tripos projects run smoothly, professionally and to mutual advantage, please note the following terms, under which our projects are undertaken.

- Projects are undertaken by students of the University of Cambridge as part of their Management Studies Tripos programme. As students are not employees of the University of Cambridge, the University of Cambridge cannot enter into Agreements on your behalf, nor can we take any liability for your actions.
- Certain information provided by host organisations may be of a sensitive or confidential nature and accordingly students are required to sign and abide by the terms of the attached confidentiality agreement. Completed agreements must be returned to the Programme Administrator before commencement of your project.
- Projects are undertaken as part of an educational programme and are examined by supervisors and examiners appointed by the University of Cambridge. The supervisor's role is to offer help, advice and constructive criticism and to attend your final presentation. All supervisors and examiners are bound contractually and in common law to keep confidential any confidential information disclosed to them in the supervision and examination of the projects.
- Projects are student educational projects and should be seen in this context. The work does not constitute professional advice and no warranties are given regarding the information presented. Neither the student authors nor Cambridge Judge Business School and its faculty can accept any liability for the consequences of any action taken as a result of or in reliance on the work, or any recommendations made in or inferred from the work.
- All intellectual property rights created by students ("IPRs") are owned by students in accordance with and subject to the University's Intellectual Property Regulations. For the benefit of our project partners, students grant to the host organisation a non-exclusive, irrevocable, perpetual licence to use and sub-license for use all IPRs in the work undertaken and the deliverables (including, for the avoidance of doubt, copyright in reports and presentations) for all purposes. The students further grant to the University a non-exclusive, irrevocable, perpetual licence to use and sub-license for use all IPRs in the work undertaken and the deliverables (including, for the avoidance of doubt, copyright in reports and presentations) for the purpose of assessment, research and teaching. Students are reminded that where their reports or presentations contain confidential information of the host organisation, they may not publish or otherwise disclose that confidential information other than to Cambridge Judge Business School faculty for the purpose of assessment. Students are advised to contact the host organisation if they are unsure whether any aspect of their report or presentation constitutes confidential information.
- Students must not incorporate host organisation branding into their reports or presentations without written permission from the host organisation.
- Please ask your project host if there are any specific procedures you are required to follow before incurring and/or claiming out of pocket expenses. All agreed out-of-pocket expenses incurred in the

execution of the project must be met by the host organisation and paid within 30 days of completion of the project.

- All host organisations must assign a named sponsor, who will be available over the duration of the project to advise and guide the students. The sponsor is expected to attend the students' presentation and give feedback to the academic supervisor on the conduct of the work.
- Students should follow the guidelines for group work given in the Management Studies Tripos student handbook and behave professionally and ethically at all times. You are expected to make every effort to perform the project to the best of your ability.
- You are expected to treat your clients and your team-mates with respect and courtesy, and to discuss and agree your working arrangements with your student team and your hosts. You should keep appointments, be punctual, and notify your hosts, team members and your university supervisor if you have any periods of illness or absence.
- If you are required to collect information from other organisations, you must declare your association with Cambridge Judge Business School and with the host organisation whilst you are asking for this information.
- If you are in doubt about the ethicality of any action that you are considering or are being asked to perform, you should consult your academic supervisor or project co-ordinator. If you remain concerned, you should contact the Management Studies Tripos Director, Dr Benn Lawson.

Please sign below to confirm that you have read and understood and agree to the project terms, and return it to the Programme Administrator.

Management Studies Tripos

I have read and understood and, in consideration of my permitted participation in the Management Studies Tripos (MST) Project, agree to be bound by the above terms.

Name: .....

Signature:.....

Date:.....