



# WE Innovate

# Terms and Conditions

## Code of Conduct

As users of the innovation spaces and resources at QUB, you are expected to be familiar with the [Student Code of Conduct](#) and to conduct yourself with due regard to the University's good name and reputation, and the rights of others as well as adhering to [Queen's University Belfast's Core Values](#). Whether online or in person, you should adhere to and uphold the standards of behaviour expected of your fellow programme participants.

### All participants should:

- Ensure that all information entered in programme application forms is honest and accurate.
- Make the effort to attend all programme activities and fully prepare for each session.
- Participate constructively in programme activities. Self-expression is welcomed but should not include disruptive gestures, unrelated observations, or domination of discussions.
- Communicate with staff and fellow programme participants with civility and respect.
- Not engage in any conduct that causes harm to students, alumni, and staff.
- Act with integrity at all times and not violate another person's dignity or create an intimidating, hostile, degrading, or offensive environment for that person.
- Conduct yourself sensibly and show consideration for others at all times. Violent, aggressive, drunken, destructive, or other undesirable behaviour will not be tolerated. This includes sexist, racist, homophobic, or similar behaviour.
- Engage with external consultants, mentors, and experts in residence with professionalism and integrity at all times.



- Not record conversations (e.g., in 1:1 or group activities) without seeking prior permission, except as permitted under accessibility provisions (e.g., for participants with disabilities).
- Use social media responsibly. While encouraged to promote your involvement in the programme, inappropriate messages or offensive communication will not be tolerated.

### **Copying and Sharing Programme Materials**

Programme materials, such as recorded masterclasses and slide presentations, are owned by Queen's University Belfast and are protected by UK Copyright Law. You may use them for personal learning and development but do not share or upload them externally.

### **Consequences of Community Breaches**

Breaches of the code of conduct may result in:

- Revocation of access to programme resources or spaces.
- Removal from the programme.
- Disqualification from competitions.
- Ineligibility to apply for future programmes.
- Mediation between affected parties.

The University will take immediate disciplinary action if any staff or participant is threatened or abused, physically or verbally.

If you have further suggestions regarding participant behaviour standards, please contact the Programme Manager.

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### **Complaints Policy**

We are committed to addressing any problems promptly and effectively.

Complaints may be made by:

1. Speaking directly to the staff member involved.
2. Emailing the Programme Manager, Kat Maguire: [kat.maguire@qub.ac.uk](mailto:kat.maguire@qub.ac.uk)
3. Emailing the Acting Head of Innovation Programmes, Sharon Morgan Young: [s.morgan@qub.ac.uk](mailto:s.morgan@qub.ac.uk)

Complaints will be recorded, escalated as necessary, and handled in accordance with University policies and procedures.



## Programme Participation

- Your team lead must attend all coaching sessions, masterclasses, the final showcase, and entry/exit coaching unless:
    - i) Agreed in writing with the Programme Manager.
    - ii) Due to extenuating circumstances, with prior notice to the Programme Manager.
  - Participants must familiarise themselves with and comply with [QUB's Intellectual Property Policy](#).
  - Participants must provide feedback on programme components (e.g., masterclasses, coaching, training) when requested.
  - Failure to meet programme requirements may result in removal from the programme.
  - Participants must attend at least 90% of masterclasses and coaching sessions to progress through the programme phases.
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## Programme Marketing

- By participating, you agree to take part in programme-related media activities and consent to the use of photographs, quotes, and other materials for marketing purposes.
  - QUB reserves the right to publish participant names and photographs. Prize winners may be asked to participate in additional publicity activities, such as press releases or speaking at events.
  - Participants agree to acknowledge their involvement in the programme in professional or public settings, such as LinkedIn profiles, pitch decks, or presentations.
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## Confidentiality

### Working with Business Coaches and Masterclass Facilitators

When disclosing confidential information to mentors, coaches, or facilitators, participants may rely on agreements between QUB and these third parties. Participants must provide express consent for QUB to sign agreements on their behalf solely for confidentiality obligations. QUB does not assume liability for breaches of confidentiality by third parties.

### Working with External Advisers, Peer Mentors, and Sponsors

External advisers are not bound by agreements with QUB. Participants are responsible for protecting their confidential information when engaging with these individuals.

### Maintaining Confidentiality

Participants agree to maintain the confidentiality of other participants' information.

Confidential information includes:



- Documents, models, or tangible items marked as confidential.
- Information provided orally and recorded in notes.
- Any information that is explicitly or implicitly disclosed in confidence.

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### **Acknowledgement**

By signing this document, the applicant confirms their entire team has read and accepted the Queen's University Belfast Innovation Programme Terms and Conditions. The signing team member accepts responsibility on behalf of their entire team.

**Participant Signature:** \_\_\_\_\_

**Team Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

