University of Southampton ELEC6200 Policies and Guidance

As you may be aware, the University receives requests from both internal and external clients for the research project that you are undertaking for module ELEC6200, as part of your degree. As part of its obligation, the University, including the Student(s), is obliged to comply with various contractual arrangements (for external) and policies (for internal) during the project for intellectual property and confidential information. Until such intellectual property is protected, it is essential that ideas and information generated through the project are kept confidential and not released into the public domain. By accepting the project, it is the University’s responsibility to ensure that the terms are honoured by everyone involved in the project including yourself. As part of our commitment, we therefore require you to comply with the terms of this document.

When you enrolled for your studies, you agreed to be bound by the Charter, Statutes, Ordinances and Regulations of the University. Included within the general regulations are the Intellectual Property Regulations (http://www.calendar.soton.ac.uk/sectionIV/ipr.html). Section 2.5 of the IP Regulations deals with confidentiality and Section 3 deals with the ownership of intellectual property generated by staff or students of the University. A copy of the Charter, Statutes, Ordinances and Regulations of the University can be found online at http://www.calendar.soton.ac.uk.

Therefore, in consideration for you being able to undertake this Group Design Project (ELEC6200) at the University, we require you to comply with the following:

Confidentiality

You will see that under the Regulations you have certain obligations in respect of maintaining confidentiality of confidential information which may be disclosed to you during your project.

This means that you should not discuss, reveal or pass on this information to any other person or entity not working on the project without the prior consent or advice of the University supervisor. Any other person includes family, friends, and any colleague not directly involved with this project. An entity includes companies, organisations or other legally constituted bodies located in any country across the world. Effectively this will mean that the only people you are authorised to discuss the project with are your supervisor(s) and colleagues/classmates working on this project who are bound by similar obligations.

You are also required to take proper care to ensure that you do not carelessly allow the confidential information to be revealed. It is important that you do not leave documentation with confidential information lying around where unauthorised people can gain access to it and you should also be particularly careful when dealing with electronic documentation and electronic means of exchange.

University Intellectual Property

Under the University’s IP Regulations, any intellectual property (which may include, but is not limited to, improvements, designs, original works of authorship, formulae, processes, compositions of matter, computer software programs and databases) that you generate in the course of your studies belongs to the University. If in the course of your studies you generate intellectual property whether alone or in conjunction with your supervisor or another student or member of staff, the IP Regulations apply. Amongst other things, you should immediately bring any potentially new intellectual property, whether you think it has value or not, to your supervisor’s attention. You should also treat the intellectual property as confidential and behave in the same way as outlined in the confidentiality obligations set out above. Additionally, you agree to assist the University in gaining such protection for the intellectual property that the University considers appropriate and to co-operate with the University in completing any necessary legal documentation including the agreement in which you assign ownership of the intellectual property to the University.

Contractual arrangements for external partners.

For ELEC6200 projects that involve a Company(s) (or other organisation(s)) outside of the University, a standard agreement for ELEC6200 will typically be used. The agreement sets out the responsibilities of both the University research team (the academic supervisor(s), a project manager (an ECS staff member, if one), the examiners and the student team) and the external organisation (or company) and the company supervisor(s) and other named company personnel. There is a need for confidentiality of the intellectual property of the company, in the same manner as set out above for the University’s intellectual property. Should the company consider that new intellectual property is generated over the course of
the project, then any necessary legal documentation will be the responsibility of the company and the University research team will sign over the ownership of this intellectual property to the company.

I very much hope that this has helped to clarify your obligations in undertaking this project. If you have any questions or queries about your rights and obligations under this document, now or in the future, you should in the first instance discuss these with the module leader of ELEC6200.

TM, DA (RIS), 2018