

## **Terms and Conditions**

### **General**

1.1 The Alumni Fellowship Programme (referred to in these terms and conditions as "the Programme") is operated by Nottingham Trent University (referred to in these terms and conditions as "NTU").

1.2 Taking part in the Programme is voluntary but in doing so you agree to comply with the requirements set out in these terms and conditions, NTU's [Computer Use Regulations](#) and NTU's Mentor Guide and to act within the associated Code of Conduct.

1.3 These terms and conditions set out what NTU expects from you in your role as Alumni Fellow.

1.4 You warrant that any information you provide NTU about you to enable you to participate in the Programme will, for so long as you remain in the Programme, be honest legal and accurate. It is your responsibility to inform NTU of any material changes to the information you have provided in applying to participate in the Programme.

1.5 NTU reserves the right to refuse any application to join the Programme.

1.6 You agree to abide by NTU's reasonable instructions or requests in respect of any activity you undertake as an Alumni Fellow.

1.7 The regularity and frequency of contact between you and NTU will be decided between you and NTU when the activities you choose to become involved in are approved by NTU.

1.8 You agree to act in the role of Alumni Fellow solely for the benefit of NTU and its community, and undertake not to use the role to promote or serve the commercial or personal interests of any other organisation or individual or to derive personal financial gain for yourself.

1.9 You agree to avoid conflicts of interest when acting in the role of Alumni Fellow and agree to inform NTU immediately if any actual or potential conflict of interest should arise.

2.0 You accept that NTU may ask for feedback on the Programme and your role within the Programme from those with whom you participate (including mentees where you are involved in mentoring).

2.1 NTU expects you to behave in a manner which is acceptable to our standards and within social norms.

2.2 You will not be reimbursed for out-of-pocket expenses incurred in connection with you undertaking the activities as part of the Programme.

### **Special Terms and Conditions for Mentoring**

2.3 You agree to attend a compulsory induction session for mentors prior to commencing any mentoring activity

2.4 If you undertake mentoring as part of your activities in the Programme NTU will map you with a mentee who has been identified as suitable for your expertise and specialism. However, you will have the opportunity to decline the suggested mentee.

2.5 You agree not to make decisions on behalf of your mentee or to demand that he/she takes decisions.

2.6 You agree that you will respect the confidentiality of all dealings with your mentee.

2.7 You agree to treat your mentee with respect and consideration with due regard to any ethical principles.

2.8 You agree to have no more than two mentees at any one time.

### **Intellectual Property**

2.9 All copyright, trademarks, patents, design rights and other intellectual property rights relating to materials of NTU shall remain and shall be the sole property of NTU or its licensors.

3.0 You are not permitted to use NTU's logo or any of NTU's materials without the prior consent of NTU.

### **Confidentiality**

3.1 In the course of undertaking the role of Alumni Fellow, you may have access to confidential information of NTU and information relating to NTU's students. NTU expects you to not use or disclose such information to any person either during your time as an Alumni Fellow or at any time afterwards.

### **Liability**

3.2 NTU shall not be liable to you in connection with these terms and conditions for any losses that are not a reasonably foreseeable consequence of our actions, save that this shall not exclude any liability to you for personal injury or death resulting from our negligence. Your statutory rights are not affected by these terms and conditions.

3.3 You agree to compensate NTU in full for any losses suffered by NTU or claims or legal proceedings brought against NTU arising from your non-compliance with these terms and conditions of the Scheme.

3.4 It is your responsibility to ensure you have the time, motivation and work-life balance to undertake the activities as part of the Programme.

### **Force Majeure**

3.5 NTU is not liable for any breach of these terms and conditions that results from a matter beyond its reasonable control, including acts of God, fire, explosion, lightening, war, flood, industrial disputes, extremely severe weather or acts of local or central government or other competent authorities.

### **Term and Termination**

3.6 Subject to clause 3.7 and 3.8, your engagement as an Alumni Fellow shall expire 36 months from the date upon which your application is accepted by NTU, unless extended for a further period by mutual agreement.

3.7 During the term of your participation as an Alumni Fellow either you or NTU may terminate your participation in the Programme by providing one month's written notice of the decision to terminate. If you wish to resign from the Programme, please contact us as soon as possible, either by email or mail to Nottingham Trent University, 50 Shakespeare Street, Nottingham, NG1 4FQ.

3.8 NTU may remove you from the Programme without notice if at any time you are considered by NTU to not be engaging with the Programme or in material breach of these terms and conditions or the code of conduct.

### **Governing Law**

3.9 These terms and conditions are subject to English Law and the exclusive jurisdiction of the English courts.