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| London School of Hygiene and Tropical Medicine |
|  |  |
| *Name* |  |
| *[Name and address of student – can put c/o department]* |  |
|  |  |
| *Date* | Internal LSHTM reference number |
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| London School of Hygiene and Tropical Medicine  Keppel Street  London WC1E 7HT |
| croencro |
| Tel: +44 (0) 207 XXX XXXX |
| Eml: xxxxx@lshtm.ac.uk |
| http://www.lshtm.ac.uk/ |

Dear *[insert name of student]*

**Research Studentship in [*insert department's name*] with [*insert sponsor's name*]**

I write in respect of your position as a Research Student in the [*insert the department's name*] of the London School of Hygiene and Tropical Medicine (the “School”).  You are to participate in a Research Project entitled[*insert the project's title*] outlined in the agreement between the School and [*insert the full name of the sponsor*], reference [*insert number (plus sponsor’s ref if applicable)*], under the supervision of [*insert the name of the PI*](“the Agreement”).

A copy of the Agreement is enclosed. Please read this letter and the Agreement carefully. The Agreement requires that everyone participating in the project must abide by its terms. In particular, I would like to draw your attention to the following clauses of the Agreement:

[*Sole*][Clause [*insert Clause number*] Intellectual Property ("IP"): In keeping with School Policy, IP generated by students from externally funded research is owned, at least initially, by the School. This enables the School to protect and exploit the IP on its and your behalf. The School may do so directly or through its subsidiary. If any revenue is received through the commercial exploitation of project related IP you will be rewarded as an inventor in accordance with the School’s revenue sharing arrangements, details of which can be found at [insert hyperlink].

[*Sole-Sole-Joint please check the joint terms carefully*] [Clause [*insert Clause number*] Intellectual Property ("IP"): In keeping with School Policy, IP generated by students from externally funded research is owned, at least initially, by the School. This enables the School to protect and exploit the IP on its and your behalf. The School may do so directly or through its subsidiary. This remains true for IP you create solely, or that which you create with your supervisor during this Research Project. However, we have agreed in this Agreement that any IP jointly created by the School’s employees will be jointly owned by the School and [*the Sponsor*]. This means that the School ability to commercially exploit any jointly owned IP [is restricted][is subject to the consent of [*the Sponsor*]. If any revenue is received through the commercial exploitation of the IP this will be shared with [*the Sponsor*] and you will be rewarded as an inventor in accordance with the School revenue sharing arrangements, details of which can be found at [insert hyperlink].

[*Sponsor owned*][Clause [*insert Clause number*] Intellectual Property ("IP"): Any intellectual property ("IP") created solely or jointly by the School’s employees and students during the Research Project shall be owned and exploited by the [*the Sponsor*] but the School retains the right to use the IP internally for research and teaching. [However, in return for this transfer of IP and on commercialisation of the IP, [*the Sponsor*] shall pay the School a share of the revenue generated. If any revenue is received you will be rewarded as an inventor in accordance with the School’s revenue sharing arrangements, details of which can be found at [insert hyperlink].

Clause [*insert Clause number*] Confidentiality: The Agreement contains restrictions on the use and disclosure of both the School’s and [*the Sponsor*]'s Confidential Information (as defined in the Agreement). These provisions bind both you and your supervisor during the term of the Agreement and for [3/5/7/10] years thereafter, whether you remain at the School or not. The provisions prohibit you from disclosing [*the Sponsor*]'s Confidential Information or using it otherwise for purposes other than this Research Project for the above period. For the avoidance of doubt, you must also keep confidential the School’s Confidential Information.

Clause [*insert Clause number*] Publication: this Agreement contains provisions which govern your, and your supervisor's, publication of the results of your research on this Research Project. Before you publish any results, you must comply carefully with the provisions of this Clause. Please note that this Clause does not restrict you from submitting your thesis, being examined, or being awarded your degree, subject to your abidance of the procedures outlined in clause X relating specifically to thesis review, submission and examination.

If during the course of yours studies any IP is generated by you or you are directly involved in the generation of any IP, the School may require that you enter into further agreements with the School or its fully owned subsidiary setting up a formal assignment of the IP and revenue share terms, if applicable, in accordance with the School’s IP policy.

Before the project can proceed, the Agreement must be signed by you, your supervisor (*amend as applicable*) and by a School’s signatory. Therefore, you need to agree that you have been informed of, and shall abide by, the provisions of the Agreement by signing and dating this letter where indicated below. A copy of this letter is enclosed. Please sign both copies and return one to the School’s representative at the address on this letterhead. Subject to the next paragraph, please also sign the enclosed copies of the Agreement and request your supervisor to sign them before returning the documents with this letter *(if applicable!).* Please keep a copy of the Agreement for your records / A fully executed copy of the Agreement will be made available to you in due course.

If you would like further advice on the contents of the Agreement or this letter, we encourage you to seek independent legal advice at your expense.

All the other terms and conditions that govern your studentship are as stated by the relevant policies of application to the School students, of which you have been informed.

Yours sincerely,

Signatory name

Job Title

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I, [*insert name of student*] have read and understood the Schedule Agreement and attached Appendix referred to above (having had any of my questions answered). In consideration of the School entering into the Schedule Agreement, I agree to abide by its provisions. At the School’s expense, I agree to do all things and sign all documents necessary to vest the results of, or intellectual property developed or relating to, the research project outlined above in the School and/or the Sponsor as applicable.

Signed.............................................                 Date........................................