



Student Contests and Industry- Sponsored Projects

Policy AA012

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Responsible Administrator: Vice President for Academic Affairs

Responsible Office: Academic Affairs

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Policy Statement

Student contests and industry-sponsored student projects, competitions and collaborations are essential and important components of teaching and learning at FIT, and as such, support the college mission and strategic plan goals. These activities support FIT's commitment to applied learning, providing opportunities for students to engage in research, critical thinking and problem solving, in combination with business and real-world situations and timelines in a professional environment. Together with industry critiques, mentoring and recognition, students are provided with opportunities to engage with professionals in the field under the guidance of the faculty.

Reason for the Policy

The purpose of this policy is to ensure the educational value of the contest or industry-sponsored projects; to protect the rights of the student; and to protect the interests of the college.

Who is Responsible for this Policy

- President or President's designee
- Vice President for Academic Affairs
- Vice President for Communications and External Relations
- Vice President for Development
- Vice President for Finance and Administration
- Vice President for Human Resource Management and Labor Relations
- General Counsel
- Coordinator of Student Contests and Industry-Sponsored Projects

Who is Affected by this Policy

- Students
- Faculty
- Deans
- Senior Administrators
- External industry sponsors

Definitions

N/A

Principles

This policy shall apply only to those works created pursuant to student contests and industry-sponsored student projects, competitions and collaborations which are created in the course of a student's academic activities at FIT, whether linked to a specific course or major or interdisciplinary among majors or open to the college's students generally. It shall not apply to (a) any research or creative project sponsored by a governmental, corporate, non-profit or other sponsor which involves the use of FIT resources to a degree not ordinarily available to the college's faculty or students, as contemplated by the FIT Copyright Policy or (b) any work by a student which shall be considered to be part of a project contemplated by (a) above or which is otherwise considered to be a work for hire. The President of FIT, or his or her designee, shall have the exclusive right to determine whether or not this Policy applies to any particular student project, competition or collaboration or the product thereof.

- **Contracts and other Agreements with Contest or Project Sponsors**

Contracts and/or other agreements between the college and industry sponsors are required for all student contests and industry-sponsored student projects, competitions and collaborations administered through FIT.

Contracts and/or agreements **will not** be signed until the terms and conditions are reviewed to ensure the following:

- The contest/project has educational value;
- FIT's brand/image is supported and protected;
- The students' rights are protected;
- FIT's financial, legal, and other interests are protected; and
- Contest parameters are clearly articulated.

Terms and conditions must be submitted for review within a reasonable established timeline as set forth by FIT and must contain language that will allow FIT to assess the above.

- **Authority**

Authority for all contracts and agreements related to student contests and industry-sponsored student projects, competitions and collaborations is assigned to the President or his/her designee. Prior to signature, contracts and other agreements must be reviewed by the senior administrators in the following divisions to ensure that conditions set forth in the contract are in compliance with contest guidelines and are in the best interest of the students and the college:

- Academic Affairs for educational value, relevancy, and compliance with guidelines and NASAD standards;
- Communications and External Relations for marketing and public relations and adherence to brand requirements;
- General Counsel for legal implications and to ensure that student rights and college interest are protected;
- Finance and Administration for financial impact on the college and the student; it will also be reviewed for impact on the facilities;

- Human Resource Management and Labor Relations to determine if faculty stipends are appropriate; and
 - Office of Development to determine if other relationships with the contest sponsor current exist.
 - **Signature**
The President and the Treasurer and Vice President for Finance and Administration are the only individuals authorized to sign contracts and/or agreements related to contests or industry-sponsored projects. Contracts or agreements must be signed by the contest or project sponsor prior to signature by FIT. All contracts and agreements covered by this policy must be signed by both parties prior to the effective date of the contract.
- **Student Awards/Ownership**
In accordance with the college Copyright Policy, students are the sole owners of works created as a result of participation in student contests and industry-sponsored student projects. Students are eligible to receive prizes or monetary awards in connection with their participation in such contests or industry-sponsored projects. The amount of these awards is determined by the contest or project sponsor. Compensation to students for the purchase of the rights to their work must conform to college Guidelines and Standards set forth by the National Association of Schools of Art and Design (NASAD).
 - **Assignment of Rights and Waivers**
While students are the sole owners of their work, there are some cases where contests or industry-sponsored projects require students to relinquish the ownership of rights to their work to the college or to the contest/industry sponsor as a requirement for participation. In these instances, students are required to sign an Assignment of Rights and Waiver (consent form), in which they acknowledge that they are relinquishing their rights:
 - To know, before or after, if the college or sponsor is using their work;
 - To approve the college's or sponsor's use of their work; and
 - To sell their work to anyone else in the future.
 In addition, students may be required to waive any privacy rights to the work that they create in connection with a student contest or industry-sponsored student project, competition or collaboration. Students who do not wish to waive their rights, must achieve the learning outcomes of the course but will not be required to share their work with the industry sponsor.
 - **Royalties**
All royalties that result from the sale of student work created in connection with a student contest or industry-sponsored student project, competition or collaboration during and after the time they are enrolled at FIT belong to the participating students.
 - **Post-Graduation**
Any agreement regarding the ownership of student work created in connection with a student contest or industry-sponsored student project, competition or collaboration after the student graduates from FIT will be negotiated between the student and the industry sponsor.

- Faculty Stipends**
 Faculty may be eligible to receive stipends in connection with their work with students who participate in student contests or industry-sponsored student projects, as long as the contest or project is not part of the normal requirements for a class. Criteria for determining the amount of the stipend will be developed by the Vice President for Academic Affairs in collaboration with the Office of Human Resources.
- Record Retention**
 Digital or hard copies of signed contracts will be maintained in the Office of the General Counsel for a period of time as dictated by the college's record retention policy. Waivers and other signed documents will be maintained in the Office of Academic Affairs where overall responsibility for oversight and implementation of the record retention process for contests and industry-sponsored projects resides.

Responsibilities

N/A

Procedures

- Developing A Proposal**
 All student contests and industry-sponsored projects require a clearly articulated proposal that outlines specific requirements listed in Section III of FIT's Contests and Industry-Sponsored Project Guidelines (see Related Documents).
 The sponsor will prepare a written proposal that demonstrates the sponsor's commitment to FIT's "Contest and Special Project Objectives" in Section III of the "Guidelines" document. The proposal will fully document all aspects of the project and will include, at minimum, the following information (see Related Documents, Attachment A: Proposal Form for Student Contests and Industry-Sponsored Projects):
 - Description of the contest or project theme, including goals and objectives;
 - Description of contest/project rules/guidelines and itemization of submissions to be judged;
 - Description of judging criteria;
 - General composition of the judging panel (No member of the judging panel may be a member of the faculty of the department participating in the contest);
 - Timetable for contest or project that takes into consideration FIT's academic schedule and includes any promotional and marketing communications activity;
 - Contact information for the sponsor's liaison with the College;
 - Contact information for the sponsor's in-house public relations and marketing representative or outside public relations and marketing consultant, or both;
 - Description of ways sponsor plans to interact with students during the project, and
 - Description of the sponsor's financial support for the contest or project, including details on award amounts, faculty stipends, costs of materials and resources for student use, promotion and marketing and all other sponsor-covered expenses.
- Approvals**
 Once a proposal has been reviewed and approved by the FIT department chair and the FIT dean of the respective school, it is reviewed and approved by Academic Affairs, Communications and External Relations, Foundation and Development, the Office of the General Counsel, and

Finance and Administration (see Related Documents – Proposed Sign-off Sheet: Contests and Special Projects).

After a proposal has been accepted, FIT will prepare an agreement between the college and the sponsor for signature. Contracts are required for all such projects.

- **Public Relations and Marketing**

All promotional plans that relate to the contest or special project must be coordinated and approved by FIT's Division of Communications and External Relations (CER). Minimum advance notice for review of plans or materials is seven (7) working days; notice for filming on campus is ten (10) working days; and notice for related special events is fifteen (15) working days.

Violations

Any alleged violation of this policy will be brought before the Vice President for Academic Affairs. If it is determined that a violation of a contract or of this policy has occurred, the contest or project will be halted until corrective action is taken.

Sanctions for FIT employees for violations of this policy may include discipline, up to and including termination of employment for employees. Students found in violation of this policy will be disciplined in accordance with the Student Code of Conduct, which could include separation from the college.

For Bargaining Unit employees, any disciplinary action will be held in accordance with the Collective Bargaining Agreement. For employees not in the Collective Bargaining Unit, the Vice President for Human Resource Management and Labor Relations or their designee(s) will review the violation and may make a recommendation to the President to take such administrative action, including, but not limited to, disciplinary action such as dismissal, demotion, reassignment, suspension, reprimand, removal of privileges, or training.

Related Policies

- [Intellectual Property](#)
- [Records Retention and Disposition](#)

Related Documents

- [FIT Student Contests and Industry-Sponsored Projects Proposal Guidelines](#)
- [FIT Student Contests and Industry-Sponsored Projects Proposal Form](#)
- [Guidelines and Standards of the National Association of Schools of Art and Design](#)
- [Records Retention and Disposition Schedule MI-1](#)

Contacts

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