

QUEEN'S UNIVERSITY BELFAST

PRINCIPAL STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

KNOWLEDGE TRANSFER PARTNERSHIPS AND BUSINESS NETWORKS

The purpose of KTP is to stimulate innovation in industry through collaborative partnership. The employment of a KTP Associate is designed to further this purpose by providing an opportunity for appropriate individuals to work for a period in a business environment. While no guarantee is or can be given it is hoped that in some cases the initial experience may lead to an offer of employment by the business partner. The University itself will not extend the period of employment beyond the periods allowed for under the Partnership.

1.
 - a) **Name of Employer:** Queen's University Belfast
 - b) **Name of Employee:**
2.
 - a) **Post Title:** KTP Associate
 - b) **Awarding Body:** -----
3.
 - a) **Date of Appointment:**
 - b) **Continuity of Employment:** For the purpose of defining "continuity of employment" as required by legislation:
 - (i) the date of the start of your period of continuous service with Queen's University Belfast is .
 - (ii) employment with any other University or employer is not counted as continuous service with this University.
 - c) **Fixed-Term Contract Expiry Date:**
4. **Place of Work:** The appointment is to the staff of the University but you will be based at
5. **Remuneration:** Appointments are made on behalf of the Vice-Chancellor, by letter, showing salary on commencement.
 - a) **Salary:** £ per annum.
 - b) **Incremental Date:** It is intended that your salary shall, during your appointment, reflect current industrial/business salary levels in the sector within which the host company operates, and your performance on the KTP Programme. From time-to-time, it will be reviewed by the partners associated with the KTP Programme.
 - c) **Method of Payment:** Salary is payable monthly in arrears into a bank account nominated by you.
 - d) **Additional Payment(s):** Not applicable.
6.
 - a) **Hours of Work:** KTP Associates are required to work such number of hours as is necessary to carry out the duties of the post. KTP Associates are required to operate in conformity with normal working procedure and hours of work for employees at the appropriate level within the host company. You will be informed of these normal working hours by arrangement with the company supervisor.

7. **Holidays:**
- a) **Annual Holidays:** The annual leave entitlement will be determined by the host company.
 - b) **Other Holidays:** Not applicable.
8. **Sickness and Industrial Injury Pay:** Available from the [People and Culture website](#).
9. **Superannuation:** You will be automatically enrolled into the Universities Superannuation Scheme (known as USS). This scheme is considered an appropriate qualifying scheme under the Pensions Act 2008. Further details are available from the Pensions Office, Finance Directorate.
10. **Trade Unions and Collective Agreements:**
- a) **Trade Unions:** The following Trade Unions are recognised by the University but may not be recognised by the host company:
University and College Union (UCU);
Northern Ireland Public Service Alliance (NIPSA);
Unite the Union (Unite).
 - b) **Future Changes:** Future changes to your Conditions of Employment resulting from the procedures for revision will be automatically binding on you. Details of any such changes will be notified to you in writing.
11. **Grievance and Disciplinary:** Details of the Grievance and Disciplinary procedures are available from People and Culture. As you will be based primarily at the premises of the host company you will be expected to abide by any relevant rules, procedures or provisions of the host company and not to act in a manner which is inconsistent with the purposes of the host company or which gives rise to friction with the host company's staff, customers, suppliers and other contacts. Any alleged breach of the host company's disciplinary code will be dealt with under the University's disciplinary procedures.
12. **Maternity Leave:** Available from the [People and Culture website](#).
13. **Special Leave:**
- a) **Paternity, Family Responsibility/Compassionate Leave, Adoptive Leave, Health and Safety of Pregnant Employees:** Available from the [People and Culture website](#).
 - b) **Jury Service:** Members of staff called for jury service will receive full pay during absence from the University for this purpose.
 - c) **Auxiliary Forces:** A member of staff, who is a member of the Territorial or Auxiliary Forces, the Army Volunteer Reserve, or the Royal Irish Regiment, and is called up for a period of service or annual training, will, after consultation with the Head of the Knowledge Transfer Centre, usually be granted reasonable paid leave for this purpose in addition to the normal holiday entitlement.
 - d) **Leave of Absence:** Members of staff on contracts are not normally entitled to leave of absence.
14. **Other Information:** Associates will be expected to abide by the general regulations governing the employment of staff as are laid down and from time-to-time amended in general codes of conduct.

During employment, Associates will receive appropriate supervision and training according to the needs of the project and their own professional development.

Associates will be invited to comment on their performance which will be assessed by their supervisors at approximately 6 months and again 18 months after the start of their contract.

Performance during the contract will be reviewed on this basis.

The academic supervisors will be _____ and your company supervisor will be _____.

At agreed intervals, and shortly before the end of the contract, Associates will be required to submit written reports on the work they have carried out during their appointment.

- 15. Termination of Employment:** Employment is terminable on either side by giving notice in writing or by giving payment in lieu of notice. The amount of notice to be given varies with the length of continuous service as follows:

Length of Service	Employer	Employee
Less than 5 years	1 month's notice	1 month's notice
5 years but less than 9 years	2 months' notice	2 months' notice
9 years or more	3 months' notice	3 months' notice

Notice of termination of employment by members of staff is required to be given to the Head of Knowledge Transfer Centre and the Human Resources Director.

Employment may be terminated summarily by the University and the Company in the event of gross misconduct.

If, for any reason, the host company shall terminate the arrangement with the University, or shall refuse permission for the KTP Associate to attend at its premises or to carry out work as envisaged under the scheme when it is clear to the University that this is the position of the host company, the University will undertake, where appropriate and subject to the outcome of any disciplinary process, to redeploy the Associate until the end of the contract. Where redeployment is not possible, the University may terminate the employment giving one month's notice in writing or by giving pay in lieu of notice on the basis that it is no longer possible for the Associate to operate and effectively carry out the intended functions.

- 16. Enrolment for Higher Degree:** An Associate may, subject to the approval of the relevant Faculty, be enrolled as a part-time student. Fees for enrolment are the responsibility of the Associate.

- 17. Technical and Commercial Development, Inventions, etc:** The Company's policy is in accordance with Common Law and the Law of Copyright, whereby the results of work done by Associates, and confidential information obtained by them in the course of their work, belong to the Company. Associates make written reports to the Company on their work and of inventions and technical and commercial developments. Where appropriate, the Company will take all steps necessary to protect such inventions and developments by patents or other suitable means.

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