

EP: Guidelines for Collaborations

This document provides some guidelines for collaborators that want to work with MBA teams on the Entrepreneurship Project (“EP”). This is a course project where MBAs develop a business plan and learn about the process of identifying opportunities and turning them into potentially viable ventures.

Partnering on this project has advantages on both sides.

Oxford students get to;

- Meet and work with highly qualified MBAs.
- Gain insights into how to develop entrepreneurial ideas.
- Experience the business school environment.
- Attend (if they wish) all the lectures, workshops and presentations that are part of the project.
- Meet people that could be part of your future team/business who complement your current team’s skills.

EP teams may choose to nominate up to two Oxford Collaborators (OCs). These collaborators may work with the MBA students on their business plan and presentation, they may contribute their ideas and share their intellectual property (subject to their agreement), and they may work with the MBAs on researching and elaborating the business opportunity. OCs must be students, faculty or staff that are currently associated with the University of Oxford.

MBA students get to;

- collaborate with a broad spectrum of entrepreneurial-minded Oxford students.
- work on real innovative ideas and new technologies.

Each EP team will consist of 5 MBA students; teams of 4 MBAs will be considered under special conditions but no other team size will be accepted. MBA teams may also work with external collaborators (ECs) who may contribute ideas and networks for business plans.

Team formation process

To provide a brief overview, an EP team can nominate at most two Oxford Collaborators. They may also nominate up to three External Collaborators, or they may propose an established company or organization as an External Company. All Oxford Collaborators and External Collaborators require approval from the instructor team.

We expect there to be significant demand for working on a project and projects will be selected by the MBAs on the basis of both the quality of the proposed idea and the interests of the MBA students. Don’t worry if your project isn’t selected as there are plenty of other opportunities to come into the Entrepreneurial Centre and talk to us about your ideas.

Personal online postings for collaborators

All potential OCs and ECs are invited to submit a personal online posting on the Team Formation portal. The document should be in pdf format, using the following format:

- Page 1:
 - Name
 - Contact details
 - Your status and affiliation at Oxford
 - (e.g., DPhil in Chemistry, 2nd year, Merton College)
 - One short paragraph of what you hope to get from the MBA team
 - One short paragraph about what you commit to contribute, especially in terms of your own time commitment, and what ideas or IP (if any) you are bringing into the project.
 - Your choice up to 3 keywords about your main areas of interest from the list at the end of the document
- Page 2:
 - A one page CV or short bio
- Page 3:
 - 1 paragraph about your relevant skills and ambitions for an entrepreneurial career. This is a short statement of what you hope to do in the entrepreneurial realm, what skills you can bring to it.
 - 1 paragraph about what kind of business areas you are most passionate about. If you have a specific idea that you would like to pursue during or after your studies, you are welcome but not required to describe it here.

These need to be submitted to Natalie Berge at Natalie.berge@sbs.ox.ac.uk by:

17th November.

Expectations for the collaboration

Accepted OCs are welcome to attend all of the lectures, workshops and presentations in the EP. All of this is free of charge but not obligatory! Accepted ECs can only attend the final presentation if they wish, although they will be there as observers, not to answer questions. OCs and ECs will not be assessed and do not receive any course credit or formal course recognition. However, they can get useful insights from the assessors' comments related to their idea. Moreover, the MBA students will be assessed on the work they perform. This means that during the assessed presentations, only the MBA students can talk and respond to questions. It also means that each team needs to keep track of what contributions were made by the MBAs versus the OCs and ECs. This breakdown will be reported in the final report.

To facilitate cooperation with teams, all MBAs and collaborators are advised to read the hand-out called "Guidelines for sharing ideas." MBAs and collaborators are expected to remain in contact throughout the duration of EP. However, there can be different levels of involvement by collaborators. MBA students and collaborators should therefore define

some clear expectations up-front about the type and frequency of interactions and also any issues around sharing IP.

Some projects might not make it to the final stage and the MBAs can choose to change projects if the idea does not take shape in the way that was planned: in these circumstances the project will wrap-up for the relevant OCs/ECs involved. Please remember, there are plenty of other opportunities and events that take place in the Launchpad and Entrepreneurship Centre with which you can get involved where you can share your ideas, look for people to work with and/or ask for support. Accepted OCs and ECs are expected to remain available and involved until the end of the EP, unless it is mutually agreed to terminate the collaboration.

Key Dates

Guest Lecture and Information Sessions:

Friday 21st November

16.00 - NaturalMotion: From Lab to Exit
Torsten Reil – CEO & Founder

17.30 – Information Session

Wednesday 26th November

18.00 – Kim Pickin: Story Museum

18.30 - Information session

Team Formation Mixer

Monday 1st December – 18.00

In order to attend the team formation event you will first need to be invited to join by one of the MBA teams.

We look forward to meeting you and hearing all about your ideas!