**Undertaking Work on Behalf of a Client**

During your years at IADT, you may be asked to work on behalf of a client (an external individual or company). We support such activities, provided they do not interfere with your studies, but for everyone’s protection we ask that certain procedures are followed.

If you wish to undertake work for a client for which you will be paid and which will be carried out in part or in full on IADT premises, or using IADT equipment, you must make an application in writing to your Head of Faculty for approval. The application must demonstrate that the proposed work does not interfere with your study course.

We must also be satisfied that no liability attaches to IADT in connection with proposed work. Where the use of IADT computing facilities is intended, particular attention must be paid to the conditions attaching to software licences, which in some cases stipulate a restriction to educational use.

The application should contain the following particulars:

* Full details of the nature and extent of the work.
* The name and address of the client.
* An estimate of the duration of the work.
* A list of all IADT equipment or materials to be used in the execution of the work.
* An estimate of the costs associated with the production of such work.
* Details of any copyright implications that might arise.

Your Head of Faculty will consider your application and notify you in writing whether approval has been granted, either conditionally or otherwise, and what conditions, if any, are attached to such approval.

When an application has been approved, you will be personally responsible for payment to IADT for equipment, materials and other such services as may be used in connection with the execution of the commissioned work. The fees and costs shall be determined by your Head of Faculty.