



# Start-Up Workspace Benefits and Support Package

## Introduction

1. This document is for students and graduates who sign an agreement with the University of Leicester to access facilities through a private office or co-working space (<https://le.ac.uk/enterprise/equipment-facilities/workspaces>).
2. It outlines the benefits and support the start-up businesses are able to access from the University of Leicester throughout the duration of the signed agreement.

## Conditions of access

3. The conditions of accessing the benefits and support package should be done in line with the University's Dignity and Respect policy: <https://le.ac.uk/about/making-a-difference/edi/dignity-respect>
4. Users are expected to treat fellow start-up workspace users, University staff, and visitors with respect and courtesy, avoid disruptive behaviour that may disturb others in the start-up workspace and maintain a professional and inclusive environment, free from discrimination or harassment when engaging with anyone who is offering benefits or a support service.
5. Any violation of university policies or misconduct may result in immediate termination of the agreement and further actions as appropriate.

## Package of benefits and support

6. The table below outlines the suite of benefits and support that students and graduates with a signed agreement for Start-Up Workspace can access. It is subject to change and any amendments, both additions and deletions, will be communicated to all users with a current signed agreement.

### Benefits

Support	Description
Dedicated university advisor	<p>Dedicated point of contact at the University to act as an adviser to maximise connection, utilise the benefits and support available plus triage areas of need or work through requests.</p> <p>Starting recommendation to meet monthly but more frequently if required.</p>
Exposure and profile	<p>On signing an agreement to access the Start-up Workspaces, the university will:</p> <ul style="list-style-type: none"> <li>• List the business on its website, including the name and study details of the entrepreneur and a link to the business website.</li> <li>• Produce an internal and external press release covering details of the business.</li> </ul>
Access to Start-Up Workspaces	<p>Dedicated office space for student and graduate entrepreneurs in the Start-Up Workspaces worth approximately £1000 annually.</p>
Access to other university facilities free of charge	<p>Access to request and book other university facilities for free to undertake business related activity where agreed by the University, subject to availability. This includes spaces at Brookfield and Space Park Leicester meeting rooms (limited to 3 bookings, for up to 10 people).</p>
Access to an entrepreneurial community	<p>Each entrepreneur and their business may offer skills, expertise, products and services to others within the University's Start-Up Workspaces community. Feel free to ask others for help.</p> <p>Those that are willing to offer help are listed below (to be added by each user):</p>

	<ul style="list-style-type: none"> <li>• Technical development work can be provided by LaunchPad AI with a 10% discount.</li> </ul> <p>Speak with the dedicated university advisor to support introductions where required. There is also a WhatsApp group entrepreneurs can join to communicate with each other.</p>
Recruit and build your team	Guaranteed opportunities to recruit students and/or graduates to work for your business including funding to cover salary costs when meeting eligibility criteria. These opportunities will be communicated by the dedicated university advisor.
Event attendance discount rate	Heavily discounted rates to exhibit at university events and activities through the Careers and Employability Service such as Recruitment Fairs and Students Union such as Freshers, for example at a fee of £25 per event. These opportunities will be communicated by the dedicated university advisor.
Leicester Startups membership	University to cover cost of a Leicester Startups membership worth £120 annually. Speak with the dedicated university advisor to arrange joining the membership.  <a href="https://www.leicesterstartups.com/join/">https://www.leicesterstartups.com/join/</a>
Access to University Gym	Current students and recent graduates (of up to 2 years) can access the University Gym facilities at discounted rates. Full details, information and how to join can be found when clicking the link below:  <a href="https://le.ac.uk/sports/membership">https://le.ac.uk/sports/membership</a>
University Car Parking Pass	Discounted rates are offered to entrepreneurs at a similar rate to that of staff. Subject to availability, a cost of £48 per year can be offered. Speak with the dedicated university advisor to request.  <a href="https://parking.le.ac.uk/#home">https://parking.le.ac.uk/#home</a>
PAM Wellbeing	We understand how emotionally draining setting up and running your own business can be. Therefore, you may wish to use our free and confidential helpline on 0800 882

	<p>4102, to support you with personal problems that can affect your work life, home life and general wellbeing.</p> <p>If you prefer typing over talking, you can also access the live chat service via the App and portal at <a href="http://pam-assist.co.uk">pam-assist.co.uk</a>.</p> <p><b>Organisation code: UoL</b></p> <p>You are encouraged to also speak with your dedicated university advisor regularly.</p>
Business and public liability insurance	<p>As a current registered student, the University will underwrite start-up businesses depending on its stage of development and registration:</p> <ul style="list-style-type: none"> <li>• At the stage of forming and exploring an idea.</li> <li>• At the stage of testing if registered as a sole trader.</li> </ul> <p>If a current student registers their business as a limited company or begins to trade by offering or selling products or services, business insurance must be purchased and will be required to be evidenced.</p> <p>Graduates running a start-up business are required to hold their own business insurance.</p>

**Support provision**

Support	Description
Exclusive events and business pitch opportunities	Invited to attend and speak at university events which is within the area of the business or as a student/graduate entrepreneur through dedicated university advisor.
Schedule of workshops	A series of workshops covering key topics and themes across start-up businesses will be scheduled and led by experts within their field.
Space related funding applications	Space Park Leicester (SPL) provides dedicated support in identifying and applying for funding opportunities relevant to the space sector. This includes offering guidance on crafting proposals, connecting student and graduate start-ups with relevant grants, and leveraging SPL’s network of industry and governmental contacts to enhance funding success rates.

Consultancy in technology	For a reduced fee, access to SPL’s team of space technology and engineering experts, student and graduate start-ups can receive bespoke consultancy on technological development, market entry strategies, and feasibility studies. SPL can also facilitate mentorship programmes, providing insights from experienced professionals in the space industry.
Testing validation and manufacturing facilities access	SPL can offer state-of-the-art facilities for the testing and validation of space technologies, including cleanrooms, environmental test chambers, and additive manufacturing equipment.  Student and graduate start-ups can utilise these resources at discounted rates, allowing them to validate and iterate their products within a professional space environment, expediting development and ensuring industry compliance.
Rentable lab spaces	At a reduced fee, student and graduate start-ups can have access to rentable lab at SPL, providing them with the infrastructure to scale their operations. These spaces are equipped with essential amenities and are situated within a collaborative ecosystem, fostering innovation and facilitating partnerships with other companies and researchers on-site.
Funding and investment opportunities	Through the dedicated university advisor, opportunities to pitch and bid for funding and investment will be communicated when known.

**Wider support**

Support	Description
Legal Advice Clinic	Our Leicester Law School students are trained to give legal advice, closely supervised by qualified solicitors, in the following areas; contract, consumer law, employment, family, housing, probate and wills, intellectual property, incorporation of companies, shareholder agreements and company administration.  <a href="https://le.ac.uk/law/about/legal-advice-clinic">https://le.ac.uk/law/about/legal-advice-clinic</a>

<p>Entrepreneur in Residence</p>	<p>This structured support service offers you the opportunity to discuss your entrepreneurial plans, whether this is simply exploring skills needed to become an entrepreneur, initial exploratory ideas, start-up business planning or reviewing existing business development.</p> <p><a href="https://le.ac.uk/school-of-business/working-with-business/entrepreneurs-in-residence">https://le.ac.uk/school-of-business/working-with-business/entrepreneurs-in-residence</a></p>
<p>Services for Business</p>	<p>Wider support to businesses which may include;</p> <ul style="list-style-type: none"> <li>• Access to apprenticeship levy transfer;</li> <li>• CPD programmes and courses;</li> <li>• Research consultancy;</li> <li>• Knowledge transfer partnerships.</li> </ul> <p><a href="https://le.ac.uk/enterprise">https://le.ac.uk/enterprise</a></p>
<p>Library access</p>	<p>Alumni wishing to join will need to apply for access to the library by completing the form from the link below:</p> <p><a href="https://le.ac.uk/library/using/joining">https://le.ac.uk/library/using/joining</a></p>
<p>Print Services</p>	<p>Print Services is at the forefront of technology offering multi-colour printing. Our clients are internal departments, students, external individuals and businesses. We work to strict SLA for deadline and quality ensuring client satisfaction.</p> <p><a href="https://le.ac.uk/print-services">https://le.ac.uk/print-services</a></p>
<p>Alumni benefits and services</p>	<p>As a Leicester alum you are entitled to a free lifelong membership of our Alumni community including a broad range of benefits and services.</p> <p><a href="https://le.ac.uk/alumni/join-us/benefits">https://le.ac.uk/alumni/join-us/benefits</a></p>
<p>Alumni Discount on course fees</p>	<p>You may be entitled to a discount of 20% of new course fees, check eligibility and apply at the link below:</p> <p><a href="https://le.ac.uk/study/postgraduates/fees-funding/scholarships-discounts/alumni">https://le.ac.uk/study/postgraduates/fees-funding/scholarships-discounts/alumni</a></p>

## Your commitment

7. In accessing the suite of benefits and support, we ask that users are advocates of the University in growing awareness of the provision to other student and graduate entrepreneurs and wider entrepreneurial eco-system and support network.
8. Through the university advisor, you will be invited to attend events and share your entrepreneurial journey and current business activity with students, graduates and local businesses. Whilst there is no minimum requirement or expectations, it is hoped that users accessing the Start-Up Workspaces and benefitting from the support provision are willing to commit to encouraging and supporting others.

## Points of contact

9. The University welcomes feedback, views and opinions from all Users who have access to the Start-Up Workspace at the University of Leicester. All suggestions for feedback and improvement should be sent to [careerhelp@leicester.ac.uk](mailto:careerhelp@leicester.ac.uk)
10. If you are an organisation that would like to offer a benefit or support service to student and graduate entrepreneurs, please contact [careerhelp@leicester.ac.uk](mailto:careerhelp@leicester.ac.uk)