TERMS AND CONDITIONS OF THE AWARD FOR MASTER’S DISSERTATION PRIZE

# Before you apply

1. You **MUST** have been enrolled at a UK-based university at the time your dissertation was submitted to the Examination Board. Your application WILL NOT be considered without such an affiliation.
2. Proof of student status at the time of the submission of the dissertation is requested to complete the application.
3. The application pack includes a) Declaration of Interest form to be completed and submitted by the student, b) a Supervisor Form to be completed and returned by the supervisor.
4. **Both forms and supporting documents are requested by 5PM on the closing date.**
5. **Cash Awards are limited to £500 at the discretion of the Outreach Committee. The award also includes 1 year Student membership to BIPS.**

# Awarding of the prize

1. The award is conditional to the submission of a) the final graduation certificate attesting that the student has graduated, b) the final transcript showing the mark for the dissertation.
2. The award will be transferred to the recipient’s UK bank account.
3. BIPS aims to transfer the award by the end of the financial year (31 March) during which the prize has been awarded.

# Project Ethics

1. BIPS has a zero-tolerance policy towards bribery and corruption and is committed to acting fairly and with integrity in all of its business dealings and relationships and to implementing and enforcing effective systems to counter bribery. Grant award-holders are required to comply with BIPS’ Anti-Bribery Policy, copied in full on the pages 3-6.

# Dissemination

1. Recipients of the award might be invited to present their research either a BIPS Webinar or a BIPS Grantees’ Workshop.

## ACKNOWLEDGEMENT

**I have read the conditions of the awards of BIPS grants and undertake to comply with them.**

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| --- | --- |
| Name: |  |
| Date: |  |
| Signature: |  |

# Ethical Practice Policy

The British Institute for Persian Studies (BIPS) is governed by the following principles:

* We are an apolitical, multi-ethnic, religiously neutral organisation, committed to non- discriminatory treatment of others in all aspects of our work. We operate in accordance with the [Equality Act;](https://www.gov.uk/equality-act-2010-guidance)
* We respect and celebrate diversity;
* We encourage academics and educators to conduct their work with an awareness of ethical issues;
* We foster dialogue and decision-making through consensus;
* We support and collaborate with individuals and organisations who strive to contribute to research and public education about Iran; and
* We believe in working to enable Iranians to reclaim their histories, cultures and identities.
* We expect compliance with BIPS’ anti-bribery policy.

The ethical standards which apply to BIPS activities (including research, teaching, consultancy, outreach, and fundraising work) arise from the basic principle that such activities should neither include practices which directly impose a risk of serious harm nor be indirectly dependent upon such practices. Serious harm includes, for example, failure to respect the interests of human beings and damage to items of cultural value or the natural environment. Ethical practice also requires that the use of individuals’ personal data is fully justified and that statutory controls and codes of practice are observed at all times.

# Anti-Bribery Policy

The British Institute for Persian Studies (BIPS) is committed to promoting and maintaining the highest level of ethical standards in relation to all of its business and charitable activities.

BIPS has a zero-tolerance policy towards bribery and corruption and is committed to acting fairly and with integrity in all of its business dealings and relationships and implementing and enforcing effective systems to counter bribery.

## Purpose and scope of Policy

This Policy sets out BIPS’s position on any form of bribery and corruption and provides guidelines aimed at:

* ensuring compliance with anti-bribery laws, rules and regulations, not just within the UK but in any other country within which BIPS may carry out its business or in relation to which its business may be connected;
* enabling employees and persons associated with BIPS to understand the risks associated with bribery and to encourage them to be vigilant and effectively recognise, prevent and report any wrongdoing, whether by themselves or others;
* providing suitable and secure reporting and communication channels and ensuring that any information that is reported is properly and effectively dealt with;
* creating and maintaining a rigorous and effective framework for dealing with any suspected instances of bribery or corruption.

This Policy applies to all permanent and temporary officers or employees of BIPS (including any of its associated persons, which includes the grantees). All associated persons are expected to adhere to the principles set out in this Policy.

## Legal obligations

The UK legislation on which this Policy is based is the Bribery Act 2010 and it applies to the BIPS’s conduct both in the UK and abroad.

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

It is an offence in the UK to:

* offer, promise or give a financial or other advantage to another person (i.e. bribe a person), whether within the UK or abroad, with the intention of inducing or rewarding improper conduct;
* request, agree to receive or accept a financial or other advantage (i.e. receive a bribe) for or in relation to improper conduct;
* bribe a foreign public official.

You can be held personally liable for any such offence.

It is also an offence in the UK for an employee or an associated person to bribe another person in the course of doing business intending either to obtain or retain business, or to obtain or retain an advantage in the conduct of business, for BIPS. BIPS can be liable for this offence where it has failed to prevent such bribery by associated persons. As well as an unlimited fine, it could suffer substantial reputational damage.

## Policy statement

All employees and associated persons are required to:

* comply with any anti-bribery and anti-corruption legislation that applies in any jurisdiction in any part of the world in which they might be expected to conduct business;
* act honestly, responsibly and with integrity;
* safeguard and uphold the BIPS’s core values by operating in an ethical, professional and lawful manner at all times.

Bribery of any kind is strictly prohibited. Under no circumstances should any provision be made, money set aside, or accounts created for the purposes of facilitating the payment or receipt of a bribe.

BIPS recognises that industry practices may vary from country to country or from culture to culture. What is considered unacceptable in one place may be normal or usual practice in another. Nevertheless, a strict adherence to the guidelines set out in this Policy is expected of all employees and associated persons, including grantees at all times.

## Under BIPS Policy it is unacceptable to:

* + give, promise to give, or offer a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;
	+ give, promise to give, or offer a payment, gift or hospitality to a government official, agent or representative to ‘facilitate’ or expedite a routine procedure;
	+ accept payment from a third party that you know or suspect is offered with the expectation that it will obtain a business advantage for them;
	+ accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by us in return;
	+ retaliate against or threaten a person who has refused to commit a bribery offence or who has raised concerns under this policy;
	+ engage in activity in breach of this policy.

If in doubt as to what might amount to bribery or what might constitute a breach of this Policy, refer the matter to the General Manager.

In summary, it is not acceptable to give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given, or to accept a payment, gift or hospitality from a third party that you know or suspect is offered or provided with the expectation that it will obtain a business advantage for them.

## Record keeping

All accounts, receipts, invoices and other documents and records relating to dealings with third parties must be prepared and maintained with strict accuracy and completeness. No dealings must be kept “off the record” to facilitate or conceal improper payments.

## Sanctions for breach

A breach of any of the provisions of this Policy may result in a criminal offences under the Bribery Act 2010.

As far as associated persons are concerned, a breach of this Policy could lead to the termination of the grant agreement.