



# MUAST

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MARONDERA UNIVERSITY  
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

## Consultancy Policy

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<b>Policy Owner</b>	Vice Chancellor
<b>Policy Administrator</b>	Bursar
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<b>Accompanying documents</b>	Terms of Reference for the Consultancy Policy for Marondera University of Agricultural Sciences and Technology
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<b>Web address of this policy</b>	<a href="http://www.muast.ac.zw">http://www.muast.ac.zw</a>



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## 1. Definitions

*Consultancy* means the provision of expert advice, analysis and interpretation, which draws upon and applies the expertise and knowledge of university members of staff. Consultancy does not include activities undertaken on behalf of the University and covered elsewhere in contracts of employment i.e. research, teaching and university service.

*Council* means the Marondera University of Agricultural Sciences and Technology (MUASt) Council established in terms of the MUASt ACT.

*Outside services* means the other ancillary and occasional use of a staff member's expertise and knowledge that is normally expected of academics, such as guest lecturing, presentations at conferences, serving on scientific advisory boards, research councils or other professional associations, or performing charitable and community work.

*Private Consultancy* means consultancy undertaken in the strictly personal and private capacity of the consultant with no use of the University's resources, no use of the University's name, no University insurance coverage, and no liability on the University. It is undertaken in an area outside of the academic, research or administrative expertise of the staff member for which he or she is employed by the University.

*Staff member* means an academic or non-academic employee of MUASt.

*University* means Marondera University of Agricultural Sciences and Technology (MUASt) and in context may mean a subsidiary or affiliate designated as an appropriate entity for the conduct of consultancy activities.

*University supported consultancy* means consultancy provided through a contract entered by the University or one of its subsidiaries with a third party, in which the consultancy will be performed by a staff member within his or her area of academic, research or administrative expertise. This consultancy is supported by the University and may involve the use of University resources, such as professional indemnification insurance, intellectual property and other resources.

## 2. Introduction

The purpose of this policy is to set out the principles and procedures governing Consultancy undertaken by Staff members of MUASt. Staff members of the University are encouraged to undertake University supported consultancy and other similar work provided it does not conflict with the interests of the University. This is because consultancy:

- 2.1 Increases the professional and/or academic competence and experience of the staff member and provides a continuing professional education opportunity in the World outside academia and research;
- 2.2 Creates and enhances links between the University and external organisations that will aid the University in areas such as increasing research opportunities, and student recruitment and placement, and helps the University achieve its mission of knowledge transfer to improve the local and regional economies; and
- 2.3 May generate additional income for the staff member and increased funding for the University.

### **3. General applicability**

- 3.1 This policy governs the consultancy services engaged in by staff members. The policy applies to all academic related staff members and administrative staff members.
- 3.2 Outside services are not covered by this policy and the income from such outside services is not subject to the rules on allocation between University and the Staff member.
- 3.3 The Policy does not govern consultancy performed by or on behalf of the University.
- 3.4 The policy does not cover private consultancy.

### **4. University supported consultancy**

- 4.1 University supported consultancy arrangements are only permitted where the work is distinct from any project or other work undertaken on the University's behalf (in order to avoid a staff member competing for contracts with the University).
- 4.2 A staff member may only agree to provide University supported consultancy services with the written consent of the Authoriser (Chairperson/Dean/Registrar/Pro-Vice-Chancellor/Vice-Chancellor/Chairman of Council), in accordance with terms and conditions approved by the Registrar.
- 4.3 The Authoriser may only approve consultancy if the consultancy can be undertaken without detriment to the Staff member's academic, research or administrative duties, and if the consultancy will not adversely affect the workload of other Staff members.
- 4.4 A maximum of 30 days per annum may be devoted to University supported consultancy.
- 4.5 The Registrar's approval is required to ensure compliance with cost recovery guidelines, protection of the University's intellectual property (IP), and the appropriateness of contractual terms including those relating to liability and IP.
- 4.6 Charges for the use of University resources will normally be based on the full cost of the resources as determined by the Department/Faculty and agreed by the Staff member and the Authoriser.
- 4.7 When the Authoriser denies a staff member authorisation to perform the University supported consultancy, the staff member may appeal in writing to the Registrar. The Registrar will have wide discretion to resolve issues regarding consultancy and may appoint an independent senior staff member to review the decision.
- 4.8 Unless justified, University supported consultancy will not be allowed in the following circumstances:
  - 4.8.1 When the consultancy services are to support projects, such as research projects being conducted by the University; or
  - 4.8.2 When such consultancy would contractually preclude the University or its staff from engaging in other research or other consultancy.
- 4.9 When the consultancy calls for the rendering of expert evidence in Courts of Law, in arbitrations, or before Parliamentary committees, the consultancy may only be undertaken with the express authorisation of MUA ST Council. The University has a 'request for permission to act as an Expert

witness' form which must be duly signed by the Staff member, the Authoriser and approved by the Council.

## **5. Compensation for University supported consultancy**

5.1 Income from University supported consultancy will be allocated in the following manner:

- 5.1.1 The University will receive 12 percent of the gross income as a fee for managing the consultancy and providing the University's support.
- 5.1.2 The Department will receive 5 percent of the gross income as an administrative fee.
- 5.1.3 The Faculty will receive 3 percent of the gross income as an administrative fee.
- 5.1.4 The remainder, 80 percent will be paid to the Staff member.

## **6. Implementation and procedures**

- 6.1 The responsibility for the implementation of this policy shall lie with the Vice-Chancellor who may delegate that responsibility to another person.
- 6.2 The University Senate shall have wide authority and discretion, within the confines of:
  - 1) The University Act and any regulations, ordinances or other provisions made by Council,
  - 2) This policy,
  - 3) Any procedures established by the Finance committee, and
  - 4) Any directions given by or on behalf of the Vice-Chancellor to adopt administrative processes, guidance, forms and interpretations necessary to effectively implement this policy and any procedures enacted.

## **7. Policy Review**

This policy shall be reviewed after 2 years from the date of approval (to allow for a quick review of the policy), thereafter it will be reviewed every three (3) years in consultation with all the relevant offices and stakeholders.