

**UNIVERSITY
OF
SWAZILAND**

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**Consultancy & Training Centre (CTC) Policy
Guidelines and Staff Procedure for Staff carrying
out Consultancy, Contract Research and Short-term
Training Courses at the University of Swaziland**

**UNISWA
CONSULTANCY
PROCEDURES**

UNIVERSITY OF SWAZILAND
CONSULTANCY AND TRAINING CENTRE
POLICY GUIDELINES AND PROCEDURE FOR STAFF CARRYING OUT
CONSULTANCY, CONTRACT RESEARCH, AND SHORT TERM
TRAINING COURSES AT UNISWA

PREAMBLE

The University of Swaziland in pursuit of its objective of assisting in the transmission and increase of knowledge and in the stimulation of intellectual life in the country, encourages the initiative of all levels of staff to be engaged in private remunerative work such as Teaching, Commissioned Research and Consultancy and Training. The University also encourages all levels of staff to participate in community service. Against this background, the UNISWA Consultancy and Training Centre (CTC) was created with a mandate to generate income for the development of the University along business principles.

DEFINITIONS

For purposes of clearly stating the position of the University of Swaziland, avoiding any confusion, misunderstanding or misinterpretation, the terms, or expressions, private remunerative work, consultancy, contract/commissioned research shall have the meaning outlined below:-

(a) Contract Work:

This shall mean work which is explicitly undertaken in a private capacity in terms of a personal contract or agreement with a client, whereby the proceeds accrue to the member of staff as taxable income.

(b) Consultancy:

This shall mean the provision to another external or internal organization or individual of expert advice, counsel and or recommendation or other service based on a professional training and experience of the staff member which is provided or conducted outside the normal duties of the staff member and for which staff member will be compensated by the client organization or individual within or outside the University.

(c) Contract/commissioned Research:

This shall mean specified research activities funded by an outside body and carried out in accordance with a formal agreement or contract. The external organization usually has specified rights with regard to some of the outcomes of the research.

(d) Private Remunerative Work:

This shall mean Contract Work, Consultancy and Contract/Commissioned Research.

PROCEDURES

The engagement of staff members in consultancy and other activities under the CTC shall be governed by the following procedures:

- (a) Individuals, Heads of Departments, Deans and Directors may have informal discussions with prospective clients for consultancy work, contract research or short term training courses.
- (b) Formal discussions should be held between the staff member, the prospective client and the Director of CTC.
- (c) The staff member should make a written request to the Vice Chancellor to undertake consultancy or any other remunerative work.

- (d) The request made by the staff member should normally be in advance of the work to be done and it should state the nature and scope of the work to be executed, starting and ending time, the amount of money involved, and whether University facilities will be used.
- (e) The Vice Chancellor in consultation with the CTC Director, the Head of the relevant Department and the Dean of the Faculty will determine if the staff member's engagement in such work will not compromise his/her discharge of University duties.
- (f) After adequate consultations, the Vice-Chancellor makes a written approval.
- (g) The Director of CTC makes final negotiations on the contract and the Registrar shall be signatory on behalf of the University. The Director of CTC may serve as witness thereof.
- (h) In the case of urgent requests made by clients, the Director of CTC shall receive and accordingly action all such requests, but consultations with the Head of Department shall not be dispensed with. Notwithstanding the urgency of any requests made by a client, it shall be necessary to obtain the Vice-Chancellor's approval in writing before undertaking any work.
- (i) In case of clients coming through the CTC, the CTC shall initiate the procedures by identifying a staff member whose expertise is in the area required and then proceed with the relevant administrative procedures.
- (j) In case of requests to mount short courses, proposals or requests should include the following:
 - an outline of the syllabus including qualification structure;

- an assessment of available expertise;
- an assessment of the likely demand for the programme, and a description of the target group;
- intended duration of the programme.

ETHICS

- a) Staff members should report all private remunerative work to the Vice Chancellor through the Director of CTC.
- b) Staff members should accept full responsibility for the performance of the contract and other matters related to the work they are contracted to do and agree that they will at all times indemnify and keep indemnified the University against all actions, claims, demands, costs and expenses arising out of the work they are contracted to do.
- c) Staff members should always be aware that the academic requirements of their Departments take precedence over any claim for time for private remunerative work activities.
- d) Collaboration with clients to negotiate for deflated charges for purposes of possible kickbacks constitutes a crime with penalty.
- e) Quality of the product of work undertaken under CTC should always be emphasized as not to compromise the academic excellence of the University.
- f) Before any assignment is subcontracted to a third party approval should be obtained from the Director of CTC. In subcontracting to a third party staff agree that the third party will at all times indemnify and keep indemnified the University against all actions, claims, demands, costs and expenses arising out of the work they are contracted to do.
- g) It is best to avoid research or consultancy work where there is an apparent conflict of interest for this may compromise the integrity of the University and jeopardise future partnerships.
- (h) The privacy and wishes of clients should be respected at all times.

TERMS AND CONDITIONS OF SERVICE 17.1 & 17.2

17.1 Professional consulting may only be undertaken with the written permission of the Vice Chancellor who shall be entitled to prohibit a member from undertaking work which in his/her opinion may interfere with efficient discharge of the staff member's duty to the University. In granting permission to a staff member to undertake professional consulting the University shall require that it receives fifteen (15%) of the remuneration and may attach other conditions to its consent. However, if a professional consultancy involves a contract of twenty thousand *Emalangen* (E20,000.00) or more, a staff member shall be charged a levy of 25% (20% to the University pool plus 5% levied to the Department of the staff member).

17.2 All professional consulting shall be registered with the University.