



Capital University of Science & Technology

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POLICY FOR CONSULTANCY & EXTERNAL PROFESSIONAL WORK

1 Purpose

- 1.1 The University comprehends the value of its faculty/staff undertaking consultancy for outside bodies. Consultancy is an important channel through which knowledge and expertise can flow to and from businesses and other external agencies and therefore contributes to the development of growing and productive relationships with these bodies. Faculty/staff involved in design/supervision/consultancy role with industry will ensure that the university gets due benefits as potential outcomes of the consultancy such as:
 - a. Increased level of research capacity, primarily more PhD students and related activity
 - b. Applied Research at MS and PhD level
 - c. Increased Industry engagement
 - d. Students Funded FYP's
 - e. Student internships
 - f. Student Job Placements
- 1.2 This document defines procedures that are to be used for management of consultancy activities and service works, in a way which ensures these profits while protecting the interests of both University and its faculty/staff in a manner which reflects appropriate professional standards.
- 1.3 This policy is projected to provide the information required to undertake consultancy work in accordance with the University's approved procedures.
- 1.4 The policy is only applicable to consultancy services given by the University faculty/staff to industries, visiting lectureships at other universities does not fall in the scope of this policy.

2 Consultancy

- 2.1 Consultancy is defined as the provision of any advice, information, training, acting as subject matter expert for an external organization or other such professional service for a fee. The policy does not apply to the following areas as these are not considered in consultancy.

- a) External examiner duties
- b) Authorship of, or royalties from, the publication of books
- c) The dissemination of primary knowledge (i.e. education) – i.e. a Faculty's core teaching or teaching related activities.
- d) Reviewing publications
- e) Appearances in the media
- f) Voluntary duties for the society such as related to but not limited to HEC, Regulatory Councils (PEC etc.), IEEE, IMECH and ACM.

3 University Consultancy

- 3.1 Such consultancy in which a member of faculty/staff provides a consultancy service to a third party in the course of his/her employment with the University and where the nature of the task arises naturally from, and is related to, his or her University employment. A task involving at least one of the following is defined as university consultancy:
- a) Use of any University facilities or staff (including the time of the member of staff undertaking the consultancy)
 - b) Use of any kind of university resource in carrying out the work
 - c) Legal liability lies, in whole or in part, with the University
- 3.2 As a guideline, up to 30 days per annum may be spent on University consultancy activities. However, this may be increased by obtaining written approval from the Vice Chancellor. All University consultancy contracts must be negotiated and dealt with through the Office of Research, Innovation & Commercialization (ORIC).
- 3.3 The concerned faculty/staff member will ensure that there is a certain benefit to the university in terms of tangible outcomes as mentioned in clause 1.1. The achieved outcomes will be duly intimated to ORIC after the conclusion of the consultancy.

4 Services

- 4.1 The provision of analytical, testing or other services for third parties involving any use of University facilities, equipment, IT networks, and staff resources. For the purposes of these procedures, all such work should be regarded as similar to university consultancy and be regulated as such.

5 Approval

- 5.1 In order to protect the university from legal and financial risk, and to ensure transparency and consistency of treatment for all faculty/staff who may engage in consultancy activity, all university consultancies may be negotiated through ORIC office. An agreement in form of an MoU should be signed between the university and the client/sponsor prior to consultancy work.

6 Intellectual Property Rights

- 6.1 All the rights and titles in the intellectual property devised or created by a faculty/staff member of the university in the course of his/her project shall be shared mutually by the University and concerned client/sponsor in accordance with the mutually signed MoU.
- 6.2 Faculty/staff seeking consultancy should ensure the ownership principles of CUST Faculty Handbook Section 5.2.4.
- 6.3 All consultancy proposals should be passed to the Head of Department in the first instance. The Head of Department in consultation with the ORIC office will make the decision to accept or decline the proposal.
- 6.4 In seeking approval, the individual should also disclose any outside activity, relationship or interest (including any financial interest), which might give rise to conflict of interest.

7 Duration & Extent

- 7.1 Where approval is given to undertake consultancy or service work, a member of faculty/staff should not spend more than stipulated time during semester on the consultancy.
- 7.2 It is the responsibility of the Dean of Faculty or the Head of Department to ensure that the proposed consultancy does not conflict, in nature or extent, with the University duties of the member of faculty/staff concerned.

8 Income Sharing

- 8.1 After the deduction of any direct costs and expenses the standard division of the income is as follows:

| University Consultancy | |
|------------------------------------|-----|
| Individual member of faculty/staff | 70% |
| University | 30% |

9 Summary of Principles

| | University Consultancy |
|---|---|
| Head of Department and ORIC permission obligatory | Yes |
| Declaration of interests required | Yes |
| Use of University name, equipment, facilities | Yes |
| Permitted working days | 30 days per annum (Can be extended by prior approval from VC) |