Policy Code	Policy Name	
DAU 4-12	**University Consultancy Services Policy**	
Responsible Executive	**Current Revision Date**	**Next Revision Date**
- Center for Entrepreneurship, innovation, and knowledge transfer (CEI&KT). - Dean of colleges - HR Directorate	10/2023	10/2027

1. Policy Purpose

This policy aims to regulate how university consultancy services are provided.

2. Policy Scope:

This policy is applied to all consultancy services.

3. Policy Statement

DAU always supports the faculty members to get involved in knowledge sharing activities and services to businesses, governmental organizations, and non-profit governmental and private sectors. This is in accordance with DAU's mission statement as well as future strategies to diversify the income. All faculty members are encouraged to contact reputable individuals/companies/institutions to offer a knowledge transfer service. These consultancy services should be initiated by the faculty members and nominated "Independent faculty member consultancy".

Independent faculty consultancy where the faculty member does not need the use of university name. For special cases in which the faculty consultant requires the use of the university resources additional fees may apply.

Also, these activities can contribute to the Faculty Members' professional development and enhancement of faculty members academic expertise, establishing and maintaining professional contacts, associations, and relationships, and developing opportunities for sponsored research.

Consultancy projects are defined as distinct from activities that form part of research and other conventional academic activities. This Policy does not cover activities funded with the main aim of undertaking research.

Examples of conventional academic activities that are excluded from this Policy:

- Lecturing.
- Research Assessment or Evaluation panel memberships.
- Knowledge Transfer Partnerships (KTP's).
- Teaching Quality Assessment.
- Refereeing and reviewing papers, books or grant applications.
- External Examining
- Credit bearing training projects.

The Center for Entrepreneurship, Innovation and Knowledge Transfer (CEIKT) will provide all the necessary support in this regard. This support shown as follows:

- All faculty members who are employed full time at DAU are eligible to get involved in externally funded research and consultancy assignments.
- It is desired that the project undertaken under these arrangements must have clearly defined and attainable objectives, budgets, and timelines, as well as contingencies for completing the projects even if funding sources have been exhausted. This is a MUST to maintain DAU brand image.
- All consultancy projects will be carried out or supervised by a Lead delegated by DAU for the specific Consultancy Project.

- The project leader should identify which current faculty member of DAU would be a part of the team, alongside additional staff if required, and in what percentage of the project funds and for how long.
- The CEI&KT has the primary responsibility for the administrative oversight of proposals for consultation projects. The CEI&KT shall support applications if they satisfy criteria outlined in the Procedures stated in this Policy.
- Given the sensitive nature of certain projects, faculty members who intend to be involved in consultancy work shall not try to undertake product development consultancy work to avoid potential patent issues and legal implications of the faulty product.
- The maximum allowable number of days for Consultancy activity is Thirty days per financial year, at the discretion and subject to the approval of the college Dean, the CEI&KT and the HR Directorate. In circumstances where Consultancy activity is likely to exceed Thirty days and the activity can be shown to be strategic for the university, then, with the agreement of college Dean, CEI&KT, and the DAU vice dean, permission will be granted for the extra days Consultancy activity.

This policy sets out clear guidelines within which Consultancy activity can be undertaken by university faculties and These guidelines are presented in the following part.

4. Policy Procedure

All proposed consulting activities (while employed by the University) must receive prior review and approval through the appropriate channels (College Dean, CEI&KT, and HR Directorate) to ensure that they present no conflicts of interest and do not diminish the quantity and quality of professional services rendered to the University as part of the faculty member's normal duties and responsibilities.

The authorization required for a Consultancy project and the procedures to be followed are:

- When a Consultancy opportunity is identified by the faculty member the client for a clear statement of requirements (SOR) for the project should be specified.
- The faculty member should discuss the potential benefits, requirements, and opportunities of the project with his/her dean to get his approval.
- A Consultancy Service.docx form must be completed and approved by the college dean, CEI&KT, HR Directorate and the University Vice President. The details of the Consultancy project should be entered fully on a Consultancy Approval Form.
- If research facilities are to be used to perform the project, the approval of the Consultancy Approval Form by DAU's vice president is an additional requirement.
- After getting the necessary approvals of the Consultancy Approval Form, this form will be sent to the legal department at the university to review a Consultancy Services Agreement with the client.
- The first 25% of gross total external consultancy funds shall be allocated as DAU's cost recovery. The remaining 75% of the total of the externally earned funds shall cover the remuneration of the project lead and team members, administrative support, student workers (if any) and other overheads.
- This agreement should specify the names of faculty members performing the projects, their duties, and their financial rights.

5-Related Policies/ Documents/ Forms

Consultancy Service.docx

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1st issue of the policy