

## CONSULTANCY AND EXTERNAL ENGAGEMENT POLICY

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### 1. Policy Statement

This policy provides a framework in the matter of consultancy and external work undertaken by full-time staff(s) at British University Vietnam, hence after BUV.

BUV is committed to knowledge exchange with the prospect of delivering impact and creating value. To support this, BUV encourages its staffs to undertake consultancy and external work with industries, organisations, government and community, within the stipulations of this policy. Such external engagement is believed to enhance the reputation of BUV, enhance the research capacity of its staffs, support BUV's commitment to contribute to economy and community, and also generate some additional revenue for BUV itself and (or) for its staffs.

### 2. Scope

This policy applies to all consultancy and external works undertaken by full-time staff(s) of BUV and does not apply to matters relating to assigned teaching duties, research and development, student support, consultancy internal to BUV, and conferences and seminars to disseminate research findings. It also does not apply to activities undertaken as the normal spare time activities of a citizen such as those associated with voluntary membership.

### 3. Definitions

- A. 'Policy' refers to the Consultancy and External Engagement Policy.
- B. 'Consultancy' refers to the provisions of professional advice or assistance with problem solving. It does not involve the generation of new knowledge or original investigation or research.
- C. 'University consultancy' refers to the provision of expert advice and services for a financial remuneration, to external clients by a BUV staff in areas of his/her expertise as an employee of BUV. This involves at least one of the following:
  - (i) use of BUV name and (or) logo
  - (ii) use of BUV staff in the normal and contracted working hours
  - (iii) use of BUV facilities including the time of the staff undertaking

consultancy, correspondence and contact through BUV

- (iv) in absence of professional indemnity insurance (PII) for the activity undertaken in private consultancy
- (v) any consultancy which the staff wishes to undertake as a University consultancy.

- D. 'Private consultancy' refers to the provision of expert advice and services for a financial remuneration, to external clients by BUV staff in areas of his/her expertise but undertaken privately.
- E. 'External work' refers to activities, whether or not remunerated, which BUV staff carries out within or closely related to his/her field of expertise and which are in addition to the teaching, research, and other requirements of BUV appointment.
- F. 'Academic staff' refers to an individual who is employed on a full-time basis by BUV and is assigned to undertake teaching and learning activity at BUV, or for BUV, or in the work of BUV.
- G. 'Chief Academic Officer' refers to the Chief Academic Officer of BUV.
- H. 'Vice-Chancellor' refers to the Vice-Chancellor and President of BUV.
- I. In the case of obscurity, it should be referred to the Research Committee.

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

BUV staff(s) may undertake university consultancy in accordance with clause 3(C).

##### **4.1 Approval process**

If a BUV staff member wishes to undertake a university consultancy, they shall discuss any proposed work with his/her line manager and shall complete 'University Consultancy Approval Form' (see appendix A) to request a formal approval. The line manager shall forward the form to the Research Committee for its review. The Research Committee will provide its opinion on the proposed university consultancy and forward the form to the Chief Academic Officer (CAO) for formal approval.

##### **4.2 After approval**

Once a university consultancy is approved by the Chief Academic Officer (CAO), it will receive the full support of BUV in terms of using its facilities, professional indemnity insurance cover, as well as legal, taxation, marketing, and business support.

However, a contract must be in place between BUV and the client before any work is started. The Research Committee in support of Compliance Office will work closely with the lead staff and the client to ensure that all legal aspects of the work are understood by both parties and formalises the contract. The contract will be signed between the Research Committee on behalf of BUV and the client.

The Research Committee will share a copy of the contract with the Finance Department for necessary actions on billing, payment, and tax related matters, and the line department of the staff(s) involved in the university consultancy to apportion his/her/their time contribution as a part of the allocated workload as per employment contract at BUV.

### **4.3 Pricing**

The BUV staff who is approached to undertake university consultancy must seek guidance from the Research Committee on appropriate pricing of the activity. Normally, the pricing should be equal to the higher of the full economic cost (FEC) of the time of the staff member, or the relevant market rate.

Full economic cost (FEC) is a break-even revenue that recovers the total cost including direct costs, indirect costs, and overhead costs of the activities related to university consultancy.

In case, the offered price is not likely to recover FEC, the lead staff shall discuss the matter with the Chief Academic Officer (CAO) prior to undertaking the university consultancy. The Chief Academic Officer (CAO) may use his/her discretion whether to approve it or not.

### **4.4 Payment**

The staff(s) involved directly in university consultancy will be paid according to BUV financial policy. BUV will pay to these staff members only after receipt of payment from the relevant client.

## **5. Private consultancy**

No private consultancy or external work shall be carried out without BUV's prior knowledge and formal approval. It will be the responsibility of individual staff to ensure that s/he has appropriate permission for any private consultancy or external work s/he wishes to do, and that work is undertaken in accordance with the procedures set out in this policy. Failure to declare external work, or where BUV becomes aware of external work being undertaken without appropriate approval may result into disciplinary action appropriate to the risk placed upon BUV.

### **5.1 Approval process**

#### **5.1.1 Academic staff**

A BUV academic staff member who wishes to undertake private consultancy and (or) external work, shall complete the 'Private Consultancy Approval Form' (see appendix B) and shall submit to the Chief Academic Officer (CAO) for a formal approval. In the case of Chief Academic Officer (CAO), the 'Private Consultancy Approval Form' shall be submitted to the Vice- Chancellor.

#### **5.1.2 Non-academic staff**

A BUV non-academic staff member who is appointed in the Department of Student Services and (or) Department of Student Experience and wishes to undertake private consultancy and (or) external work, shall complete the 'Private Consultancy Approval Form' (see appendix B) and shall submit to the Chief Academic Officer (CAO) for a formal approval via respective line manager. In the case of line manager, the 'Private Consultancy Approval Form' shall be directed to the Chief Academic Officer (CAO).

A BUV non-academic staff member who is appointed in other departments than Academic Services and Student Experience and wishes to undertake private consultancy and (or) external work, shall complete the 'Private Consultancy Approval Form' (see appendix B) and shall submit to the Chief Operating Officer (COO) for a formal approval via respective line manager. In the case of line manager, the 'Private Consultancy Approval Form' shall be directed to the Chief Operating Officer (COO). In the case of the Chief Operating Officer (COO), the 'Private Consultancy Approval Form' shall be submitted to the Vice- Chancellor.

## **5.2 Approval authority**

The Chief Academic Officer (CAO) and the Chief Operating Officer (COO) will have authority to approve or deny the formal approval request of BUV staffs in their line departments; and the Vice-Chancellor will have authority to approve or deny the formal approval request of the Chief Academic Officer (CAO) and the Chief Operating Officer (COO), for private consultancy and (or) external work. They may delegate their authority where appropriate.

They will take into account of several factors for consent including, but not limited to-

- (i) whether staff's involvement in private consultancy and (or) external work is in the wider interest of BUV
- (ii) whether such involvement would benefit the staff in the form of widening knowledge, research capacity and (or) experience in the field of his/her expertise
- (iii) whether staff would be able to complete the committed activity before his/her compulsory retirement or completion of his/her employment contract with BUV
- (iv) whether staff's time commitment to such involvement is significantly below the workload allocated to the staff as per his/her employment contract with BUV.
- (v) This provision is a privilege, and not a right.

## **5.3 External works that carry automatic approval**

The following activities are regarded as sufficiently central to the work of academic staffs to carry automatic approval. That means, these activities are automatically granted, but all activities shall be discussed with the line managers and the staff still

needs to follow approval process. Moreover, staff's time commitment to these external work(s) must be less than the workload allocated to the staff as per his/her employment contract with BUV.

- a. authorship of academic books, articles, and papers
- b. invited lectures, seminars, and presentations at other higher education institutions, international organisations, government institutions, professional bodies, academic and industry sponsored conferences
- c. reviewing papers for scholarly journals
- d. supervising external PhD works
- e. occasional media appearances or contributions in the capacity of academic expert
- f. other activities at the discretion of the Vice-Chancellor and (or) the Chief Academic Officer (CAO)

#### **5.4 External works that are not permitted**

A BUV academic staff member must not undertake the following activities as external work:

- a. paid private tuition or any other type of paid work or business from currently enrolled students at BUV
- b. undertaking of paid teaching responsibilities at any other institution
- c. acceptance of paid external work from companies/institutions/organisations, etc. who may have a direct or indirect pecuniary interest in a decision or action for which the BUV staff member is responsible.

#### **6. Eligibility**

All the staffs who have full-time employment contract with BUV are eligible to apply for undertaking consultancy and external work(s).

#### **7. Time spent on consultancy**

- a. The maximum allowable number of days for consultancy activity is 45 working days per academic year and subject to the approval of the authority officer as mentioned in clauses (4.1) and (5.2).
- b. In circumstances where consultancy activity is likely to exceed 45 working days, and the activity can be shown to be strategic for BUV, then the authority officer as mentioned in clauses (4.1) and (5.2) may extend the approval days to complete the activity.
- c. There is no time bound for non-academic staffs to undertake consultancy and external work(s), however such activity shall be undertaken outside the

allocated working hours, and such activity shall not affect the working performance of the staff at BUV.