

BIUST Document Control Cover Sheet




1. Document Information

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2. Document History

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V 1.1	24-08-2017	Ad-Hoc Committee On Scientific Research	Internal Review
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V 1.3	28-08-2017	DVC Research, Development & Innovation	Review & Recommendation
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V 1.7		COUNCIL	Approval

3.0 Document Sign Off:

Name	Position/ Role	Signature	Date
DENNIS SKINNER	DVC Research, Development & Innovation		21/6/2018
OHOGETSUE TOKOTO	SENATE Chair/Vice Chancellor		26/10/2018
BERNARD BODELE	Chairperson Of COUNCIL		30/10/2018

Policy Title:	UNDERTAKING PRIVATE AND CONSULTANCY WORK POLICY
Policy Number & URL:	ORDI 07.01.17
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1. Background

The Botswana International University of Science and Technology (BIUST) was established with the key mandates that include teaching and learning; research and engagement. This mandate centres on the provision of an array of national, regional and international opportunities for higher education in science, engineering and technology, and applied research. In this context, the differentiator of BIUST, which is embedded in its vision, is the strategic focus on research centred learning to stimulate knowledge-based economy. To achieve this goal the University is to create an environment that fosters problem-based learning, discovery, creativity and community engagement in pursuit of solutions to the community. This involves participation of staff in various activities such as consultancy and private work.

BIUST with its pool of knowledge, skills and capabilities occupies a central and strategic role in the development and progress of Botswana. It is expected to help support continuously the Government's national socio-economic initiatives. Participation by staff of the University in relevant private work includes undertaking consultancies, part-time professional training, board membership of private and public companies or statutory organisations and professional practice. Such private work makes an important contribution to the national effort to build up a knowledge based economy in the country. The above notwithstanding, per the BIUST statutes BIUST employees are at the service of the university on a 24 h/day basis.

Consequently, there is a need to support the development and management of increased levels of consultancy and other income generating activities by the staff of BIUST.

2. Purpose

This Policy regulates the undertaking of consultancy and private work by all University staff whether at the levels of individuals, groups, department, centre, faculty and/or other units within BIUST to ensure that such undertaking does not adversely affect the vision and mission

of the University. The Policy defines the conditions under which consultancy work can be done for external entities whether public or corporate.

3. Scope

This Policy applies to all situations when University staff is doing private work or providing a consultancy service to companies or governmental bodies or any other external client or sponsor.

4. Policy Goal

The Policy Goal is to establish a common understanding of the rights, obligations and the associated requirements for the consultancy and private work done by BIUST staff.

5. Policy Objectives

The objectives of the policy are to:

- 5.1 Stipulate the conditions under which BIUST staff can perform private and consultancy work for external entities.
- 5.2 Clarify the obligations and rights that staff has in performing the consultancy work.
- 5.3 Provide a framework for the monitoring and evaluation of consultancy activities and practices within the University.
- 5.4 Assure the quality, integrity and standing of consultancy work of BIUST

6. Policy Principles

- 6.1 Members of University staff may undertake private work provided such undertaking is done in accordance with the provisions of this Policy and the Procedures derived from this policy and the provision of BIUST statutes. It is the responsibility of the staff involved to divulge the information regarding the private or consultancy work.
- 6.2 No member of staff shall undertake any type of private or consultancy work without first seeking and obtaining the permission of the Vice Chancellor.

- 6.3 The Vice Chancellor shall have the power to grant or deny permission for consultancy and private work. In granting or denying permission, the Vice Chancellor shall consider the beneficial value of the consultancy or private work to both the university and the staff member concerned.
- 6.4 Permission granted in terms of this Policy and Procedures may be withdrawn in writing at any time by the Vice Chancellor if circumstances arise which warrant such withdrawal. The Vice Chancellor will rely on Heads of Departments or Units to control and monitor the amount of time spent on private work, and to recommend the withdrawal of permission to undertake such work, if it becomes detrimental to the member's responsibilities to the University or compromises the objects of the University.
- 6.5 A member who uses any University facilities, materials and equipment for which a specific charge has been prescribed, and/or the services of any University staff, concerning such work, the member concerned shall pay the University as prescribed under the current procedures and which shall be determined and reviewed from time to time.
- 6.6 If, during the course of such private work, there has been any change in the information given by the member at the time of applying for permission, the member shall notify the Vice Chancellor of such change in writing. Failure to notify the Vice Chancellor of changes in the information given may result in disciplinary action against the member of staff.
- 6.7 Any report that may be prepared by a member in respect of private work undertaken by him/her shall solely be the responsibility of such member. The name of the University shall not be used or associated with such a report, except with the permission of the Vice Chancellor.
- 6.8 No member of staff shall reach agreement with any person or body, public or private, which will preclude him/her or any other member of the BIUST staff from undertaking any work while still an employee of BIUST in future for any other person or public or private body.

- 6.9 When undertaking private work no member of staff shall use BIUST branding, stationery, premises and equipment for purposes of advertising.
- 6.10 BIUST work shall not be compromised for the purpose of undertaking private work.
- 6.11 Members of staff on sabbatical leave shall normally not undertake consultancies. However, case by case consideration of applications shall be allowed through a written permission of the Vice Chancellor.
- 6.12 The member of staff shall pay to the University a portion of the gross fees earned as stipulated in the current procedures which will be determined and reviewed from time to time.
- 6.13 Members of staff undergoing full-time training shall normally not be permitted to undertake private work. However, applications for permission to undertake private work shall be dealt with on a case by case basis through the Vice Chancellor's office.
- 6.14 In carrying out private work, members shall observe the ethics of their professions and those of the University at all times.

7. Policy Applicability

The policy covers all research entities and all parties involved in research for or with BIUST.

8. Policy Implementation Framework

The Deputy Vice Chancellor Research and Innovation is the custodian of this policy. This Policy will be reviewed at planned intervals.

9. Definitions of Terms

In this document, unless the context otherwise suggests:

Consultancy - means commissioned research, investigation or study requested by an external agency, organisation or person for which a fee is charged by BIUST and/or individuals employed by BIUST. Consultancies may be institutional (those undertaken by BIUST or constituent units of the BIUST).

Private work - means any work or service of whatever nature undertaken or rendered, whether for remuneration or not, for institutions, companies and persons other than BIUST and shall include research, private consultancy, part-time training, board membership and professional practice (either by running own firms, being partners, part-time employees or consultants in other firms).