

## 7.0 CONSULTANCY POLICY

This policy outlines the framework, by which UCSI can provide flexible opportunities for staff to undertake consultancy work, the expectations, when and how such work may be undertaken. This policy does not include any provision for personal consultancy undertaken in the staff capacity.

This policy also sets out UCSI's role in support of staff engaging in consultancy work and is a general guideline of how the consultancy activity will be managed by the University.

### TERMS USED IN POLICY

**University** UCSI University

**Consultancy** Professional Work carried out on behalf of a third party utilizing knowledge expertise of members of staff and may or may not include the use of facilities and University resources. Detailed definitions is contained in section 2.0

**Consultant** Members of UCSI staff involved in carrying out Consultancy

**Consultancy Fee** Amount received by the Consulting staff for his/her professional services per project and does not include any direct and service costs incurred in carrying out the consultancy projects.

## 7.1 OBJECTIVES

7.1.1 Encourage academic staff participation in consultancy work which brings opportunities and benefits to the University, its academic staff and clients.

7.1.2 Encourage cooperation and collaboration between the University, the public sector and private sector/industry to keep abreast of developments and innovations in industry and the profession.

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## 7.2 IMPLEMENTATION

7.3.4.5 The production of commissioned artwork, software or musical composition;

7.3.4.6 Paid formal programs including short courses, workshops etc.

7.3.5 What constitutes consultancy:

7.3.5.1 Academic staff engaging in work and services undertaken by a team

7.3.5.2 May or may not involve use of University facilities, spaces, resources or infrastructure where relevant, costs may be charged

7.3.5.3 Consultancy must not establish real or potential conflict of interest with the University in any form

7.3.5.4 Staffs are to be given professional indemnity insurance policy engaging Company (third party) to cover potential damages or losses that may arise as a consequence of his/her involvement in the consultancy work.

Conditions:

1. Any activities that may constitute a conflict of interest with the terms of employment are prohibited.
2. Consultancy must not, impinge on the academic staff member's duties as set out in the job description contract unless prior approval from the Dean is obtained.
3. Staff may be involved in unpaid community or recreational activities that are not related directly to their professional commitment to UCSI in such circumstance, this policy does not apply.

## **7.4 PERMISSION FOR CONSULTANCY WORK**

7.4.1 Employees appointed to academic teaching and research positions on tenured term are eligible to undertake consultancy work and are subject to the terms outlined in this policy where formal approval has been granted.

7.4.2 Approval for academic to be involved in and carry out consultancy work is required in the form of written approval from the Faculty or with the Dean's approval.

7.4.3 Conditions for consideration;

7.4.3.1 Does not interfere or adversely affect the academic staff's ability to perform his/her teaching and other official duties;

7.4.3.2 Capacity to widen the knowledge and experience of academic staff in his/her specialized field;





- 7.6.2.4 Sign a letter of indemnity with the University regarding any liability arising from any party in carrying out consultancy work; and
- 7.6.2.5 Ensure that there is no conflict of interest with University interests when undertaking Consultancy and must not make use of University facilities, logo, name, and resources unless duly declared and disclosed.

**Note:**

Staff involved in consultancy work is not allowed to surrender his/her right or sub-contract his/her consultancy work.

## 7.7 INTELLECTUAL PROPERTY RIGHTS

7.7.1 Intellectual property rights arising from the consultancy work shall be subject to:

Relevant provisions on employee inventions or copyrightable works under Patent Act 1983 and Copyright Act 1987;

In accordance with the National Intellectual Property Policy (NIPP) and Intellectual Property Commercialization Policy for Research and Development funded by the Government of Malaysia (June 2009) prepared by the Ministry of Science, Technology and Innovation (MOSTI); and

In line with the Malaysian Code of Responsible Conduct in Research

Per MOSTI Policy, 3 key issues to be considered in deciding ownership of IPR include whether:

Invention created during employment

Invention commissioned by the employer

Invention made use of employer resources

Source: Ramli, N. and Zainol, Z.A., 2014. Intellectual Property Ownership Model in Academia: An Analysis. *Journal of Intellectual Property Rights*, 4(4), 46-64. [DOI: 10.1080/16742131.2014.944146](#)



- 7.10.1 The University reserves the right to the policy at any time but all on-going consultancies shall not be affected. This is only applicable to confirmed staff.
- 7.10.2 Where consultancy work undertaken is duly declared, the University shall not be held responsible for the lecturer when consultancy work is done outside the University.
- 7.10.3 Staff member undertaking consultancy work shall be accessible to the University's full range of services including financial and legal advice and on-going support.








