

# SHARDA UNIVERSITY

32, 34, Knowledge Park-III, Greater Noida-201310 (U.P.)

## OFFICE OF THE REGISTRAR

SU/Reg/Notification/2021/32


March 30, 2021

### Notification

The notifications (revised) regarding the 'Consultancy Policy' were issued vide notification nos. SU/Reg./notification/2019/458a dated March 19, 2019 and SU/Reg./Notification/2021/05 dated January 13, 2021.

The revised Consultancy Policy is hereby notified for all concerned.

*This bears the approval of the Competent Authority.*

  
30/3/21  
(Ashok Kumar Singh)  
Registrar

To,

- All Concerned

Copy to: (for kind information),

- Chancellor/ Pro-Chancellor/ ED
- Vice-Chancellor/ Pro Vice-Chancellor(s)
- All Deans/ Dean, Academic Affairs/ Dean, Research/ Dean, Students' Welfare
- Advisor Policy/ All Directors / PRO/ GM (Project)
- Finance Officer/ Controller of Examination/ Chief Proctor
- Medical Superintendent, Sharda Hospital
- Sr. Legal Officer/ PIO
- All OSDs/ Jt. Registrars/ Dy. Registrars/ Asst. Registrars/ AOs
- Notification file





# CONSULTANCY POLICY

2	30-03-2021	Issued for Implementation
Rev.	Date	Description
SHARDA UNIVERSITY GREATER NOIDA		Consultancy Policy



## 1. PREAMBLE

Sharda University (hereafter referred to as "SU") is an academic institution of higher learning, dedicated to excellence in teaching and research. It has, over the years, emerged as a globally reputed University. In addition to offering academic programs like Undergraduate, Post-graduate and Ph.D. to students, the University encourages its faculty, scholars, students and staff (hereafter referred to as "faculty/staff") to undertake consultancy projects given by industry, academic institutions and individual clients. In this document, the generic guidelines and the processes pertaining to consultancy projects have been outlined for information, guidance and compliance.

## 2. INTRODUCTION

Consultancy activity is an important channel through which consultant will utilize academic knowledge and expertise for common good of the society and for generation of revenue to support various programs of the university. It contributes to the development of productive relationships with clients such as industry, academic institutions, and individuals. Overall such projects will contribute to society, generate knowledge, enhance social and economic impact of the university on local and global communities, support enterprising and innovative spirit of the faculty/staff etc. In principle, SU encourages its faculty/staff to undertake consultancy projects for clients and recognizes it as a legitimate and valued activity, provided such projects are consistent with the objectives of SU, contractual responsibilities of faculty/staff. To promote consultancy, SU will provide professional and logistic support to the faculty/staff.

This Consultancy Policy will:

- provide a clear consultancy framework for all stakeholders;
- encourage and develop the University's links with industry, commerce and society;



- enhance expertise of faculty/staff;
- facilitate new research opportunities
- benefit teaching programmes;
- manage external links effectively
- ensure appropriate returns to University and faculty/staff;
- provide incentives for faculty/staff
- provide professional and logistic support through the office of Dean Research.

### 3. RATIONALE AND SCOPE

In adopting this Policy, SU seeks to formalize its consultancy activities and to ensure that faculty/staff engaging in consultancy understand their obligations and rights and give due consideration to the following:

- protecting the name and reputation of SU
- legal obligations
- taxation issues
- costing and pricing of consultancy activities

While undertaking consultancy work, faculty shall liaise with their respective Dean and Dean Research; non-academic staff shall liaise with Head of Department and the Registrar.

### 4. FRAMEWORK

#### 4.1 Research

- All references to faculty/staff shall include regular academic, non-teaching (NT), technical and emeritus faculty.
- Academic faculty/staff refers to all faculty, research scholars, students, technical faculty/staff working in Schools / Departments.
- 'Research' is the process of investigation undertaken in order to gain new knowledge and understanding. It includes work of direct relevance to the needs of commerce, industry, public and voluntary sectors; scholarship, invention, generation of ideas, images, performances, artefacts including design, where these lead to new or substantially improved insights; use of the existing knowledge in experimental development to produce new or



substantially improved materials, devices, products and processes, including design and construction. 'Research' excludes routine testing and analysis of materials, components and processes such as for maintenance of national standards, as distinct from the development of new analytical techniques. It also excludes the development of teaching materials that do not embody original research.

#### 4.2 Consultancy

- a. 'Consultancy' is the transfer or application of knowledge to address a client's articulated need/s. 'Consultancy' differs from Research in that it involves the application of existing knowledge and/or techniques and there is usually no academic output such as publications in academic journals or presentation in conferences.
- b. In Consultancy, the service provider produces a set of deliverables for which the client pays an agreed consultancy fee. In general, the deliverables produced are the property of the client.
- c. Normally consultancy work does not develop any new knowledge for which intellectual property rights (IPR) are required. If produced, however, the IPR shall be joint (SU and the client)
- d. In general, consultancy projects are short term with fixed time-line of about a year. However, it is possible to undertake consultancy projects spread over few years where the actual time (days) to be spent is mutually agreeable.
- e. The following categories of work are NOT included within the definition of Consultancy:
  - Research done through extramural funding.
  - Services rendered as an external examiner
  - Services rendered in teaching assignments/quality assessments
  - Giving guest lectures/presentations in conferences/seminars.
  - Services rendered as a chairperson/member in committees
  - Services rendered in broadcasting or other interactions with media
  - Appointment in public/private sector boards/ bodies
  - Academic publications including books



- Inter-institutional academic activities

#### 4.2.1 University Consultancy

University Consultancy is a contractual arrangement between the faculty/staff and the client. Under this provision, an employee or group of employees of SU offer defined professional services, to a client (external party) using / not using SU's space, equipment, services, facilities or time, on the client's articulated needs in return for a fee or some other form of remuneration. In addition to the fee, the client shall bear the cost of insurances and shall accept the liability that may arise while executing the contract. If there are any difficulties in this regard, VC of SU will take final view and decide. The faculty/staff will enter into a contract with the client on approval of the competent authority. The contract with the client is regarded as part of the normal official duty of the faculty/staff.

#### 4.2.2 Community Service Consultancy

Community Service Consultancy is a specific category of University Consultancy that covers any agreement that results in service to the local community. Faculty/staff engaging in Community Service Consultancy will be covered under the standard "University Consultancy Approval Process" as well as the "Contractual Terms and Conditions"

#### 4.2.3 Private Consultancy

Private Consultancy is defined as an arrangement for the provision of professional services, where the faculty/staff operates in a strictly private capacity, outside normal contractual duties/obligations to SU and beyond working hours, without using SU space, equipment, services, or facilities.

In case of private consultancy the University shall NOT have any liability and shall NOT be made a party to the Consultancy.

Following rules apply to the private consultancy:

- the individual is the contracting party;
- the University does not accept any liability for the work carried out;
- the University has no obligation under the Health and Safety at Work Act for work conducted;
- the individual shall not use any of the University's facilities, nor in any way use the University's premises;
- the individual must ensure that there is no conflict with the interests



- or confidentiality obligations of the University.
- The individual shall not do the private consultancy during the university timing.

## 5. UNIVERSITY CONSULTANCY APPROVAL PROCESS

All consultancy activities potentially pose concerns in respect of liability and other such risks for both the Consultant and the University. It is imperative that faculty/staff members involved in consultancy ('the Consultant'), whether working on behalf of SU or on Private Consultancy, comply with the notification and approval procedures outlined in this Policy so that the University can:

- protect its integrity and reputation, ensuring public accountability and quality of work.
- ensure that work to be undertaken is consistent with the terms and conditions of SU's IPR policy without conflict of Interest.

### 5.1 Contractual Terms and Conditions

- Consultancy work must be within the faculty/staff member's field of expertise, be relevant to teaching or research and must not interfere with their normal duties.
- To engage in consultancy the faculty/staff should submit a detailed proposal and take approval from the HoD, School Dean and Dean Research. The Non-academic faculty/staff shall take approval from the concerned HOD and the Registrar.
- The amount of time permitted for members of faculty/staff to undertake University Consultancy shall be determined by the HoD, recommended by Dean of the School and approved by the Dean (Research), with due regard for the protection of teaching, research and administrative commitments as also taking into account the University's principles of workload distribution. For members of non-academic faculty/staff the time permitted to undertake Consultancy shall be determined by the Registrar based on recommendation made by the Head of Division.



- University Consultancy activities shall be coordinated, managed and administered by Dean Research.
- With the exception of Community Service Consultancy, all fees for Consultancy work must be priced according to the guidelines set out in section 5.2 and confirmed by Dean (Research).
- Client shall provide insurance coverage to the faculty/staff for the project execution.
- A faculty/staff shall have access to the all the University services, including financial and legal.
- Faculty/staff shall report to the reporting officer in the first instance if there are any issues. If it remains unresolved even after expiry of two weeks, the faculty/staff will bring it to notice of the VC in writing through Dean (Research). In this context, the decision of Vice Chancellor shall be final.

## 5.2 Pricing and other conditions for University Consultancies

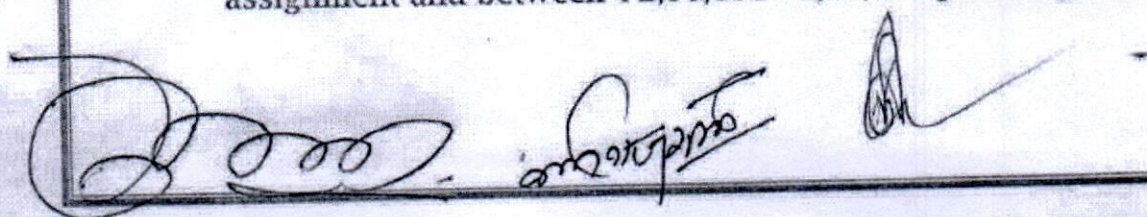
Office of Dean Research shall advise the faculty/staff on all aspects of pricing (including current daily rates) and will negotiate with the client along with faculty/staff on behalf of the University.

The fee to be levied for each consultancy shall be on a 'case-to-case basis'

Following factors should be included while pricing for consultancy:

- Faculty/staff-time, full commercial rates for the work and GST if any;
- Full costing of access to equipment and facilities;
- Contingent expenses, e.g. travel-cost, materials, any other consumables, etc.
- Any other costs incurred for work done in university premises involving non-SU personnel;
- Insurance at the standard rates stipulated by the publically funded agencies e.g. LIC, GIC, NIC etc.

5.2.1 For Consultancy Contracts valued less than ₹ 2,00,000 per assignment and between ₹ 2,00,000 - 5,00,000 per assignment.





Consultancy contracts valued of less than ₹ 2,00,000/- and also between ₹ 2,00,000/- 5,00,000/- per assignment including Community Service Consultancy are of short- duration, the Dean of the School and Dean research will be recommending and approving authorities respectively. The faculty/staff shall diligently fill Internal Consultancy Approval Form (Appendix I), the SU Pro-Forma Consultancy Agreement (Appendix II) for the recommendation of the Dean of the School. The Dean of the school will be the authorized signatory for entering into the Agreement. After due endorsements by the Dean and the client, a copy of the Agreement should be sent to IQAC, Dean (Research), Registrar and Finance Officer for reference and records.

In case of any issue with the client, the faculty/staff shall involve Dean (Research) in negotiation and drafting of the final consultancy contract.

While signing the contract, the Dean of the School shall certify that:

1. The faculty/staff member has the necessary expertise to perform the work.
2. There is no conflict between the Consultancy work proposed and the faculty/staff member's responsibilities.
3. The faculty/staff can satisfactorily perform their teaching, research and other responsibilities, while undertaking the consultancy.
4. Use of University resources and facilities, if any, has been fully declared and approved.
5. Proposed work has been examined from financial angle and the costing has been done suitably.

#### 5.2.2 For Consultancy Contracts valued above ₹ 5,00,000/- per assignment.

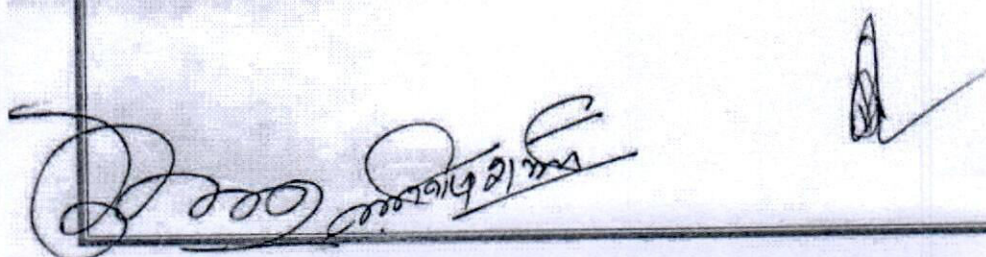
Generally consultancy contracts valued above ₹5,00,000/- per assignment are of longer duration of at least a year and could involve several faculty/staff members, departments, schools etc. Dean (Research) shall review, negotiate and approve such projects. Dean (Research) shall resolve issues of schedule of work, IPR for individuals, determining overheads etc. The faculty/staff in-charge of projects shall fill required forms for approval by the reporting authority and Dean (Research). The Dean Research or his authorised nominee shall be the authorised signatory. SU's Internal Consultancy Approval Form needs to be adhered to for large-



- to avoid liabilities associated with the insurance, warranties and guarantees to clients (or to negotiate their limitation);
- to ensure that the University's IPR issues are assessed, and where appropriate protected, before any publication;
- to be sure that in the event of litigation, the University will have all the relevant contractual documentation on file so that the University's ability to answer such litigation is not weakened by inadequate terms and conditions of contract, or a lack of documentation;
- to arrive at and obtain appropriate fee.

#### 5.4 Financial and Revenue Sharing Procedures

After the administrative approval by the concerned authority, the proposal should be got cleared by the Finance/Accounts to see it from the financial angle. In case of any difficulty, the VC will take a final view. Each approved University Consultancy shall be managed through a separate account which will be opened by the Finance Department upon request from the faculty/staff undertaking consultancy on the recommendations of the HoD/School Dean and Dean (Research), or the HoD/Registrar, as the case may be. Based on the specific request made by the faculty/staff, the Finance Department shall generate invoices in the name of the client. Payment by the client shall be in line with the standard payment terms of SU, with deductions on account of taxes (wherever applicable). Faculty/staff should ensure that all relevant costs are recovered from the client and deposited into the account in a timely manner. On completion of the project, the concerned Faculty/staff, HoD and the Dean of School shall notify to the Dean (Research) in writing that all expenses for the project have been accounted for. Consultancy fee disbursement to the faculty/staff and SU, shall be carried out after successful auditing of accounts. Dean (Research) then shall notify the Finance Office to close the account on examination of utilization certificates (vide Section 4.4).

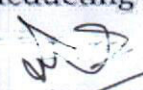




## 5.5 Distribution of Consultancy Income

### 5.5.1 In case of University Consultancy Projects

#### 5.5.1.1 Consultancy up to ₹2,00,000/-

SU seeks to incentivize the faculty/staff that include faculty, non-teaching faculty/staff, students and scholars who worked on the project. For consultancies up to ₹2,00,000/- the revenue sharing ratio of 90: 10 will be applicable on the net income i.e. after deducting (defraying) all the costs incurred by the University, if any, . Thus 90 % of the net income shall be given to the faculty.

#### 5.5.1.2 Consultancies ranges between ₹2,00,000 ₹5,00,000/-

For consultancies ranges between ₹2,00,000 ₹5,00,000/- the revenue sharing ratio of 80:20 will be applicable on the net income i.e. after deducting (defraying) all the costs incurred by the University, if any, and further deduction 20% overheads. Thus 80 % of the net income shall be given to the faculty.

The faculty shall have an option of contributing 50% of the above income to an account designated and controlled by the Finance Officer and available to the respective faculty for Professional Development and Research. Under this option, to encourage Professional Development of the faculty, the University will contribute a matching amount to the above Professional Development Fund.

This Fund can be used to support professional development of the faculty member for any expenditure related to

- a. research including buying any research equipment, computer hardware or software
- b. payment of fellowship to scholars / post-doctoral fellowships,
- c. attending conferences / seminars,





- d. journal publication / processing charges
- e. hospitality to professional guests,
- f. teaching activities like procurement of books / journals and
- g. development of office space.

Finance Officer shall administer the Sharda University Professional Development Fund (SUPDF) as a separate account.

Faculty can access the funds with the permission of HoD, School Dean and Dean (Research)/VC.

#### 5.5.1.3 Consultancies more than ₹5,00,000/

For larger or more complex consultancies, the income distribution will be agreed on a 'case-by-case' basis after discussions involving the faculty/staff, HoD, Dean and Dean (Research) and approved by VC. In case of consultancy projects of cost more than ₹5,00,000, the revenue sharing ratio of 70:30 will be applicable on the net income i.e. after deducting (defraying) all the costs incurred by the University, if any, and further deduction of 20% overheads. Thus 70 % of the net income shall be given to the faculty.

#### 5.5.2 In case of private Consultancy Projects

Private Consultancy (refer to section 4.2.3) shall not be processed through Sharda University. However, concerned faculty/staff shall report to the Dean of the School and Dean (research) though HoD, all the details, including financial, of the consultancy work before undertaking the same and shall submit a report in this regard after its completion. The faculty/staff shall maintain a separate account for the consultancy in RBI recognized bank. Since the University is involved indirectly, the revenue sharing ratio of 90:10 will be applicable on the net income ie after deducting 20% overheads on the consultancy amount. Thus 90 % of the net income shall be given to the faculty.

The faculty/staff, shall deposit 10% of the net income into the account of SU before submission of the audited utilization certificate to the client.

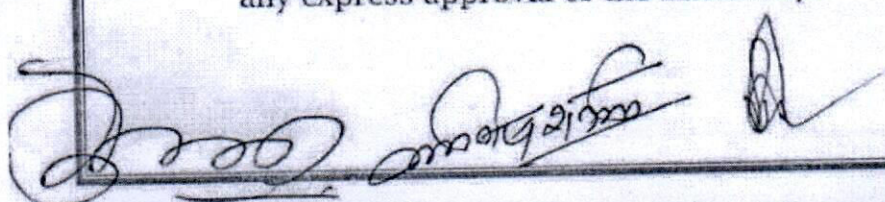


The faculty/staff should ensure that there is no conflict or potential for conflict with the interests of the University. Following conditions apply

- The University has the right to ensure that Private Consultancies are undertaken without detriment to the member of faculty/staff's capacity to discharge their core duties;
- In undertaking a Private Consultancy, the member of faculty/staff must make clear to the client that they are not acting on behalf of the University; this should be done in writing, using a letter similar to the example given in **Appendix III** and a copy thereof must be lodged with the faculty/staff member's Head of the Department/School;
- A member of faculty/staff undertaking a Private Consultancy shall not use the University name, logo, intellectual property, services, facilities, equipment in any way
- A member of faculty/staff undertaking a Private Consultancy is not covered by the University's Professional Insurance policy and (or) any other work-related insurance policies. The faculty//staff may make provision for such matters in the consultancy agreement with the client;
- The University has no legal contractual responsibility towards any Private Consultancy;
- It is the faculty/staff's responsibility to account for any income tax, GST or any other taxes due to the appropriate tax authorities on the amount earned from Private Consultancy work.

## 6. CONFIDENTIALITY

Due care will be taken by SU to maintain confidentiality and discretion regarding confidential information received from the Client, including but not limited to results, reports and identity of the Client. Likewise, the client will also ensure that the confidential information received from the University shall not be shared with any third party without any express approval of the University.





## 7. COMPLIANCE

Dean (Research) shall have responsibility for disseminating details of SU's Consultancy Policy to faculty through HoDs and School Deans. The HoDs/Director HR and Registrar shall disseminate details to non-teaching faculty/staff. The School Deans and HoDs will have responsibility at local level for ensuring compliance with the Policy and will work with Dean (Research) to promote appropriate consulting activities in their respective disciplines.

The individual faculty/staff member is responsible for complying with the terms of this Policy. Failure to disclose, or obtain formal approval for, consultancy shall be treated as indiscipline and be subjected to the University's standard disciplinary procedures. Furthermore, the University's insurance and public liability shall not extend to those individuals found to be undertaking Private Consultancy.

## 9. POLICY REVIEW

The University shall review this policy from time to time to ensure that its terms are relevant and appropriate to the prevailing circumstances as also the best interest of the University as well as the faculty/staff.

## 10. TERMINATION

The consultancy project work may usually be terminated by either party by giving the other party a notice period of 30 days, which may vary according to the specific of the consultancy agreement entered into between the parties. However, in case of the termination of the agreement the both parties shall meet residual obligations, if any, in connection with the project.

## 11. LIABILITY:

Sharda University shall not be held liable for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control (*Force Majeure*). The



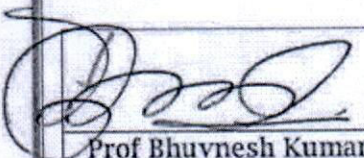
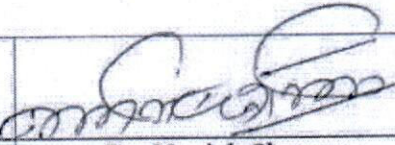


liability, if at all any, of Sharda University shall be limited to the funds received for the project.


## 12. INTELLECTUAL PROPERTY RIGHTS:

All rights pertaining to any intellectual property generated/created/invented in the due course of the project, will be the joint property of Sharda University and the Client. The terms and conditions regarding transferring/assigning/selling these rights to the Client shall be governed by a separate written and agreed to document, if required.

## 13. RESOLUTION OF DISPUTES

Any disputes arising out of the project shall be amicably settled by Sharda University and the Client. Any unsettled disputes may be subject to resolution as per the Indian Arbitration and Conciliation Act, 1996. All legal disputes will be heard and settled within the jurisdiction of the courts in Gautam Budh Nagar, U.P only.

 Prof Bhuvnesh Kumar Dean, Research	 Dr. Manish Sharma Associate Professor, Department of Physics, SBS&R, Member IQAC	 Prof. V. P. S Arora Professor Emeritus (School of Business Studies)	 Prof. Girish Jammigumpula Director-IQAC
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Approved by VC 12/01/2021



## APPENDIX ISU CONSULTING INTERNAL APPROVAL FORM

Name:

Academic Title:

School/Centre/Unit:

Head of School:

Name of Client plus contact details of client:

Proposed duration of Consultancy:

Percentage time to be allocated to Consultancy:

Approximate consultancy contract value (excl. VAT): ₹

Brief description of Consultancy work to be undertaken:

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I confirm that the Consultancy work I am about to undertake with this client has been fully declared including requirements for access to University facilities, space, or equipment.

I acknowledge and have read and understood the University policy on *Conflict of Interest*, and confirm that I have no other activities, responsibilities or ownership entitlements that might lead to a conflict of interest situation.

*Signature:*

Date:

*Counter-signed by Dean of School (for academic staff) or Head of Department (for non-academic staff):*

Date:

*Counter-signed by School Dean (for academic staff) or Chief Operations Officer (for non-academic staff):*

Date:

*COPY OF SIGNED FORM TO BE KEPT BY FACULTY OR DEPARTMENT OFFICE AND DEAN RESEARCH.*



APPENDIX II

PRO-FORMA CONSULTANCY CONTRACT FOR CONTRACTS  
UP TO AND INCLUDING ₹ 5,00,000

This Consultancy Agreement effective \_\_\_\_\_, ("Effective Date") is between Sharda University

University (the "University") and the party set out in the Schedule (the "Company").

WHEREAS: the University has agreed to make available the Consultant (as identified in the Schedule) to provide consultancy services for the Company.

IT IS HEREBY AGREED as follows:

1. The University will make available the Consultant to provide consultancy services ("Services") for the Company during the period, and for the maximum number of days, specified in the Schedule.
2. All confidential information disclosed to the University by the Company shall be kept confidential and governed by a separate confidentiality agreement to be entered into by the university and the company which sets out the scope of the confidentiality obligations and circumstances when compulsory or statutory disclosure may occur.
3. The Company will pay for the Services at the daily rate set out in Schedule (plus GST at the prevailing rate) and will reimburse the University promptly on demand for all travel, accommodation, subsistence, and other reasonable expenses incurred in providing the Services. The University shall invoice for the Services according to the schedule specified in the Schedule. Such invoices shall be payable within thirty days from the date of the invoice.
4. The University gives no warranty in relation to the Services (including any warranty as to whether the use of the results of the Services will infringe any third party rights), or the uses to which the results of the Services may be put by the Company or their fitness or suitability for any particular purpose or under any special conditions notwithstanding that any such purpose or special conditions may be known to the University. The Company acknowledges that it has satisfied itself on the foregoing matters and use of the services and the results thereof is entirely at its own risk. All conditions and warranties, express or implied, arising under statute or common law, are hereby excluded.



5. The University shall not be liable to the Company for any indirect, consequential or special losses or any loss of profits (direct or indirect) arising directly or indirectly from the University's breach of this Agreement or from any liability arising out of the subject matter of this Agreement even if the Company has advised the University of the possibility of those losses arising, or if such losses were within the contemplation of the parties. Notwithstanding the foregoing, nothing in this Agreement limits or excludes the University's liability for death or personal injury caused by its negligence, or for fraud or for any sort of liability that, by law, cannot be limited or excluded.
6. The University may by written notice terminate with immediate effect this Agreement if the Consultant ceases to be employed by the University or otherwise becomes unable to deliver the Services.
7. The court in Gautam Budha Nagar (UP) shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement.

Signed by the parties' authorised signatories on the date set out above.

By and on behalf of the University:

By and on behalf of the Company

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

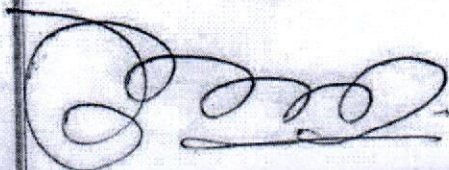
Title: \_\_\_\_\_

This is the Schedule referred to in the attached Consultancy Agreement



## COMPANY DETAILS

S. No.	Item	Details
	Company Name:	
	Name and contact details of primary contact:	
	Company Number and place of incorporation (if relevant):	
	Address:	
	Consultant: [insert name of the Consultant]	
	Description: insert brief description of the services to be provided	
	Period: [insert period services are to be provided for, including start and end date]	
	Maximum No. of Days: [insert maximum number of days services are to be provided during the period]	
	Price: [insert total price of the Consultancy]	
	Schedule of Invoicing: [insert invoice pattern, e.g. monthly, 50% of signature with 50% on completion]	



### APPENDIX III

#### Example of a letter to an outside party clarifying the nature of a Private Consultancy

The member of staff undertaking a Private Consultancy must make it clear in writing to the client that the consultancy is being performed in a private capacity. A copy of this letter countersigned by the Company's authorised signatory must be lodged with the Dean of School or office of dean research.

A suitable letter for this purpose (which must not be on University stationery) would be:

"Date [insert]

Dear name [insert]

Title of Consultancy [insert]

With reference to our previous discussions and correspondence, I must point out that whilst my employer, Sharda University, permits its academic staff to undertake private consultancy assignments; nevertheless, once its approval has been given it exercises no control or supervision over the actual performance of the work. Consequently, the University cannot accept responsibility for the work I do or the advice which I give in connection with it.

Please acknowledge receipt of the letter.

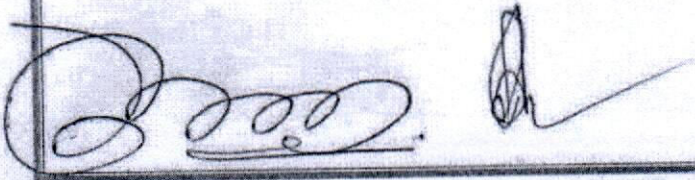
Yours faithfully"

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[Employee name]

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[Company signatory name]





APPENDIX IV  
PRIVATE CONSULTING DECLARATION FORM

Name:

Academic Title:

School/Centre/Unit:

Head of School/Department:

Name of Client:

Proposed duration of Consultancy:

Brief description of Consultancy work to be undertaken:

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I declare that the Consultancy work I am about to undertake with this client will be conducted entirely on my own time and without recourse to any facilities, space, equipment, research data or results of the University.

I further declare that there is no conflict of interest with XXXX University/Institute and that my client is aware that I acting in an entirely private capacity and that I cannot make any representations concerning SU intellectual property

I understand that I am not covered under the XXXX University/Institute public liability and professional indemnity insurance policy.

Signature:

Date:

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I am satisfied that [Name] is undertaking this work in an entirely private capacity and that there is no conflict with his/her contractual obligations to SU.

Name:

Signature of Head of School/Department:

Date:

*COPY OF SIGNED FORM TO BE KEPT BY FACULTY OR DEPARTMENT OFFICE  
AND THE OFFICE OF THE DEAN RESEARCH.*

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke.