



## APPLICATION TO UNDERTAKE EXTERNAL AND CONSULTANCY WORK

1. Please complete all sections under Part I.
2. Please ensure that you have read the '*Policy and Procedure for External and Consultancy Work Undertaken by Staff*' document.
3. Staff are subjected to an annual limit of 52 working days for time spent on External and Consultancy Work AND six-months basic salary for total remuneration from such works.
4. If the proposed Consultancy Work involves more than one staff (academic or support staff), each staff is required to apply separately.
5. The application must normally be submitted at least **one month** before the work is to take place. Applications submitted later than this will only be considered if it can be shown that the work is urgent and important.

### PART I – APPLICATION

#### **A. Staff member's particulars**

Name			
Current post			
Programme Area		Faculty/School	

#### **B. Client organization particulars**

Name			
Address			

<b>C. Details of the External or Consultancy Work</b>	
Is this application for External or Consultancy Work ? <input type="checkbox"/> External Work <input type="checkbox"/> Consultancy Work	
Title of External or Consultancy Work :	
Brief description of the Work ( <i>Please attach the proposal paper</i> )	
Benefits of the Work to the University	
Role of applicant	<input type="checkbox"/> Principal Consultant <input type="checkbox"/> Consultant <input type="checkbox"/> Co-ordinator <input type="checkbox"/> Support staff
Period of Work:	From: Click or tap to enter a date. To: Click or tap to enter a date.
Total time (hours) spent by the applicant <b>during</b> office hours	
Total time (hours) spent by the applicant <b>outside</b> office hours, if applicable and substantive	
Total number of days equivalent to be spent on the Work by the applicant ( <i>One working day = 7.5 hours</i> )	

Details of approved External and Consultancy Work undertaken this year by the applicant (*excluding this application*):

No.	Title of External or Consultancy Work	Period		Approved number of working days spent on the Work	Remuneration received for the Work (B\$)
		Start	End		

**D. Use of University resources**

Itemise university resources / facilities that will be used (*use a separate sheet if necessary*) :

**E. Involvement of other staff members, if any**  
(*to be completed by the Principal Consultant only*)

No.	Name	Faculty/School	Post	Role in the Work	Hours spent on the Work

<b>F. Summary of proposed fee chargeable to the client</b> <i>(Please attach detailed costing of the work with this application)</i>			
<b>Cost item</b>	<b>Multiplier</b>	<b>Sub-total (\$)</b>	
Consulting staff fee			
All reimbursable costs	1.0		
Proposed price to the client (\$)			
Proposed all-in daily rate (\$/day) or training fee (\$/participant)			
<b>G. Proposed client payment schedule</b>			
<b>H. Declaration</b>			
<p>I confirm that the details provided in this application provide an accurate description of the work to be carried out, including its duration and the time to be spent on it.</p> <p>I will not hold the university, its officers, or any of its full-time or part-time staff (including student assistants) responsible or liable in any way for, and that no right of action shall arise from, any loss or damage (including, without limitation, personal injury or property damage) caused by or sustained as a result of my providing the consultancy services, whether through:            (i) neglect on the part of the University, its officers or any of its full-time or part-time staff (including student assistants); of (ii) otherwise.</p>			
Signature of applicant:		Date:	Click or tap to enter a date.

**PART II – RECOMMENDATION BY THE PROGRAMME LEADER**

Comments by the Programme Leader:

I support the application

I do not support the application

Signature of Programme  
Leader:

Date:

Name of Programme Leader:

**PART III – RECOMMENDATION BY THE DEAN**

Comments by the Dean:

I support the application

I do not support the application

Signature of the Dean :

Date:

Name of the Dean :

**PART IV – FOR BURSAR’S OFFICE**

Applicant’s basic salary:	
Maximum allowable remuneration per year :	
Total remuneration paid to the applicant from previous External and Consultancy Works in the current year :	

**PROPOSED DISBURSEMENTS**

<b>Reimbursed costs to the University (B\$)</b>	<b>Consulting Staff Fee charged to the client (100%)</b>		
	University fund (10%)		
		Sub-total (B\$)	Applicant (B\$)
	Faculty/School fund (30%)		
	Consulting staff (60%)		
Signature of Bursar:		Date:	

**PART V – APPROVAL BY THE VICE-CHANCELLOR AS CHAIR OF THE EXTERNAL AND CONSULTANCY WORK COMMITTEE**

<input type="checkbox"/> The application is approved	<input type="checkbox"/> The application is not approved
Comments:	
Date of External and Consultancy Work Committee meeting (if any):	
Signature :	Date: