



MUASt

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

CONSULTANCY POLICY

POLICY NO. CP/16/25

CP / 16 / 25



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TITLE	MARONDERA UNIVERSITY OF AGRICULTURAL SCIENCES AND TECHNOLOGY CONSULTANCY POLICY
POLICY NUMBER	
COMPILED BY	Centre for Research and Postgraduate Studies
APPROVED BY	Council
DATE	Approval date

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1.0 PREAMBLE

Marondera University of Agricultural Sciences and Technology (MUASt) is a modern and unique institution of higher learning established through an Act (Chapter 25:29). The University is driven by the vision to be a leading global centre of excellence in the provision of technology-driven sustainable green agricultural solutions". Underpinned by its unique CORE VALUES: Excellence, Diversity, Innovation, Ethics, Ubuntu, Integrity and Sustainability; the University aims at producing globally acceptable and competent graduates grounded in agricultural, entrepreneurial and technological skills through excellence in teaching, research and extension services, innovation and industrialization.

Marondera University of Agricultural Sciences and Technology (MUASt) is dedicated to advancing knowledge and fostering innovation through research and consultancy. This policy aims to create a dynamic interface between the university and external stakeholders, facilitating the application of academic expertise to address real-world challenges in agriculture and related fields. By engaging in consultancy activities, MUASt leverages its intellectual resources to contribute to sustainable development, economic growth, and societal well-being. MUASt's mission is to be a leader in agricultural education, research, and innovation, promoting interdisciplinary collaboration and partnerships with industry, government, and community organizations. This policy outlines the principles and guidelines for consultancy engagements, ensuring they align with the university's core values of Excellence, Diversity, Innovation, Ethics, Ubuntu, Integrity and Sustainability. Through these efforts, MUASt aspires to make a significant impact on society, driving progress and innovation in agriculture and beyond. Ensure that MUASt adheres to anti-corruption circulars, policies and measures as directed to the attention of the University by other agencies of the State. The policy shall also abide to the growth prosperity and inclusive development of the country in prompting good governance buttressed by transparency, accountability, integrity and the rule of law. This policy also acknowledged the responsibility to lead by example in the fight against corruption and to ethically render services with integrity.

2.0 DEFINITIONS

- 2.1 **Consultancy** means the provision of expert advice, analysis and interpretation, which draws upon and applies the expertise and knowledge of university members of staff. Consultancy does not include activities undertaken on behalf of the University and covered elsewhere in contracts of employment i.e. research, teaching and university service.
- 2.2 **Council** means the Marondera University of Agricultural Sciences and Technology (MUASt) Council established in terms of the MUASt ACT.

- 2.3 **Outside Services** means the other ancillary and occasional use of a staff member's expertise and knowledge that is normally expected of academics, such as guest lecturing, presentations at conferences, serving on scientific advisory boards, research councils or other professional associations, or performing charitable and community work.
- 2.4 **Private Consultancy** means consultancy undertaken in the strictly personal and private capacity of the consultant with no use of the University's resources, no use of the University's name, no University insurance coverage, and no liability on the University. It is undertaken in an area outside of the academic, research or administrative expertise of the staff member for which he or she is employed by the University.
- 2.5 **Staff Member** means an academic or non-academic employee of MUASt.
- 2.6 **University** means Marondera University of Agricultural Sciences and Technology (MUASt) and in context may mean a subsidiary or affiliate designated as an appropriate entity for the conduct of consultancy activities.
- 2.7 **University Supported Consultancy** means consultancy provided through a contract entered by the University or one of its subsidiaries with a third party, in which the consultancy will be performed by a staff member within his or her area of academic, research or administrative expertise. This consultancy is supported by the University and may involve the use of University resources, such as professional indemnification insurance, intellectual property and other resources.

3.0 AIM OF THE POLICY

This policy aims to establish a structured framework for consultancy engagements that ensures alignment with MUASt's mission and values. It seeks to promote interdisciplinary collaboration, enhance the university's impact on society, and ensure that consultancy activities are conducted with integrity, transparency, and excellence.

4.0 PURPOSE OF THE POLICY

The purpose of this policy is to provide clear guidelines and procedures for the conduct of consultancy activities at MUASt. The policy sets out the principles and procedures governing Consultancy undertaken by Staff members of MUASt. The policy facilitates effective partnerships between the university and external entities, ensuring that

consultancy work is managed efficiently and ethically. This policy also seeks to maximize the benefits of consultancy for both the university and its stakeholders, fostering an environment where academic expertise can thrive and contribute to societal advancement. Staff members of the University are encouraged to undertake University supported consultancy and other similar work provided it does not conflict with the interests of the University. This is because consultancy:

- 4.1 Increases the professional and/or academic competence and experience of the staff member and provides a continuing professional education opportunity in the World outside academia and research;
- 4.2 Creates and enhances links between the University and external organisations that will aid the University in areas such as increasing research opportunities, and student recruitment and placement, and helps the University achieve its mission of knowledge transfer to improve the local and regional economies; and
- 4.3 May generate additional income for the staff member and increased funding for the University.

5.0 GENERAL APPLICABILITY

- 5.1 This policy governs the consultancy services engaged in by staff members. The policy applies to all academic related staff members and administrative staff members.
- 5.2 Outside services are not covered by this policy and the income from such outside services is not subject to the rules on allocation between University and the Staff member.
- 5.3 The Policy does not govern consultancy performed by or on behalf of the University.
- 5.4 Consultancy report does not reflect the position of the University.
- 5.5 The policy does not cover private consultancy.

6.0 SCOPE OF THE POLICY

This policy applies to all consultancy activities undertaken by MUASt faculty, staff, and students. It encompasses a wide range of consultancy services, including but not limited to, research projects, advisory services, training programmes, and technical assistance. The policy ensures that all consultancy engagements are aligned with the university's strategic priorities and comply with relevant legal and ethical standards.

7.0 OBJECTIVES OF THE POLICY

The objectives of the policy are to;

- 7.1 Facilitate the transfer of academic knowledge and expertise to external organizations to address practical challenges and drive innovation.
- 7.2 Foster interdisciplinary collaboration within the university and with external partners to create impactful solutions.
- 7.3 Establish guidelines to ensure that all consultancy activities are conducted with the highest standards of integrity, transparency, and professionalism.
- 7.4 Ensure that consultancy activities contribute to the university's mission of promoting sustainable development and societal well-being.
- 7.5 Provide opportunities for faculty, staff, and students to engage in consultancy work that enhances their academic and professional development.

8.0 UNIVERSITY SUPPORTED CONSULTANCY

- 8.1 University supported consultancy arrangements are only permitted where the work is distinct from any project or other work undertaken on the University's behalf (in order to avoid a staff member competing for contracts with the University).
- 8.2 A staff member may only agree to provide University supported consultancy services with the written consent of the Authoriser (Chairperson/Dean/Registrar/Pro-Vice-Chancellor/Vice-Chancellor/Chairman of Council), in accordance with terms and conditions approved by the Registrar.
- 8.3 The Authoriser may only approve consultancy if the consultancy can be undertaken without detriment to the Staff member's academic, research or administrative duties, and if the consultancy will not adversely affect the workload of other Staff members.
- 8.4 A maximum of 30 days per annum may be devoted to University supported consultancy.
- 8.5 The Registrar's approval is required to ensure compliance with cost recovery guidelines, protection of the University's intellectual property (IP), and the appropriateness of contractual terms including those relating to liability and IP.
- 8.6 Charges for the use of University resources will normally be based on the full cost of the resources as determined by the Department/Faculty and agreed by the Staff member and the Authoriser.
- 8.7 When the Authoriser denies a staff member authorisation to perform the University supported consultancy, the staff member may appeal in writing to the Registrar. The Registrar will have wide discretion to resolve issues regarding

consultancy and may appoint an independent senior staff member to review the decision.

8.8 Unless justified, University supported consultancy will not be allowed in the following circumstances:

8.8.1 When the consultancy services are to support projects, such as research projects being conducted by the University; or

8.8.2 When such consultancy would contractually preclude the University or its staff from engaging in other research or other consultancy.

8.9 When the consultancy calls for the rendering of expert evidence in Courts of Law, in arbitrations, or before Parliamentary committees, the consultancy may only be undertaken with the express authorisation of MUAST Council. The University has a 'request for permission to act as an Expert witness' form which must be duly signed by the Staff member, the Authoriser and approved by the Council.

9.0 COMPENSATION FOR UNIVERSITY SUPPORTED CONSULTANCY

9.1 Income from University supported consultancy will be allocated in the following manner:

9.1.1 The University will receive 12 percent of the professional fees for managing the consultancy and providing the University's support.

9.1.2 The Department will receive 5 percent of the professional fees as an administrative fee.

9.1.3 The Faculty will receive 3 percent of the professional fees as an administrative fee.

9.1.4 The remainder, 80 percent will be paid to the Staff member (s).

10.0 IMPLEMENTATION AND PROCEDURES

10.1 The responsibility for the implementation of this policy shall lie with the Vice-Chancellor who may delegate that responsibility to another person.

10.2 The University Senate shall have wide authority and discretion, within the confines of:

10.2.1 The University Act and any regulations, ordinances or other provisions made by Council,

10.2.2 This policy,

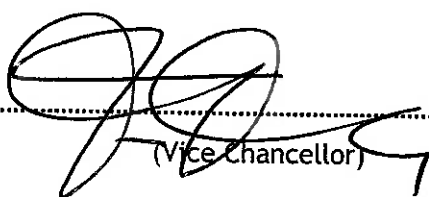
10.2.3 Any procedures established by the Finance committee, and

10.2.4 Any directions given by or on behalf of the Vice-Chancellor to adopt administrative processes, guidance, forms and interpretations necessary to effectively implement this policy and any procedures enacted.

11.0 POLICY REVIEW

This policy shall be reviewed every four (4) years.

Approved:



(Vice Chancellor)

Date:

15/07/2025