**Request for Approval for Academic Staff to undertake Private Consultancy Activity external to UCC**

Private consultancy activities that require approval are defined as engagements that are relevant to the academic and professional expertise and interests of the member of staff in terms of their employment with the university.

Other external activities which are not related to the staff member’s expertise and employment in the university are beyond the scope of this policy.

# All members (permanent and temporary) of the Academic Staff are required to request approval *in advance* of engaging in external remunerated activities. Staff members should ensure that Private consultancy work creates no reputational risk for the University.

# *Completed forms must be signed by the Head of School and returned to the OVPRI in advance of undertaking any external remunerated activity.*

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff No.** |  | **Name** |  |
| **Department/School** |  | **Grade** |  |

**2. Details of external consultancy and directorships to be undertaken in the academic year for which approval is requested**

|  |  |
| --- | --- |
| **Private Consultancy**  ***not covered by University Indemnity policy*** | **Client/Summary of work** |
|  |  |
|  |  |
|  |  |

**3. Time commitment and remuneration**

|  |  |
| --- | --- |
| **Estimated total number of days involved** | **days** |
| **Estimated income** | **€** |

**4. Details of any professional or other insurance carried in order to cover risks arising from professional liability and to indemnify the university.**

|  |
| --- |
|  |

**5. Declaration**

In line with our current [Conflict of Interest Policy](https://www.ucc.ie/en/ocla/policy/conflict-of-interest/policy/) I am not aware of any conflict of interest that might arise between my full-time appointment with UCC and my external commercial or professional activities as outlined above. I confirm that the activities described above meet the criteria under which such activities may be approved, as follows:

* The activities are related to my academic and professional interests
* They do not interfere with my performance of normal academic duties
* Consultancy activities in total do not exceed 20% of working time. Remuneration is possible only

for work undertaken outside the normal working day, under current Public Sector Pay policy.

* They do not give rise to any conflict of interest for myself or for UCC
* The university is not acquiring any vicarious liability as a result of my undertaking of these activities.

Signature (Staff member): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**6. Confirmation**

*I confirm that the external activities listed above do not interfere with the performance of normal academic duties by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

*My confirmation does not imply responsibility for the delivery of the project but relates entirely to potential conflict with the delivery of the staff member’s University duties*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (HOS)