

## **OP1: Workflow on Application for Consultancy, Investigational Work and Professional Practice at HKBU**

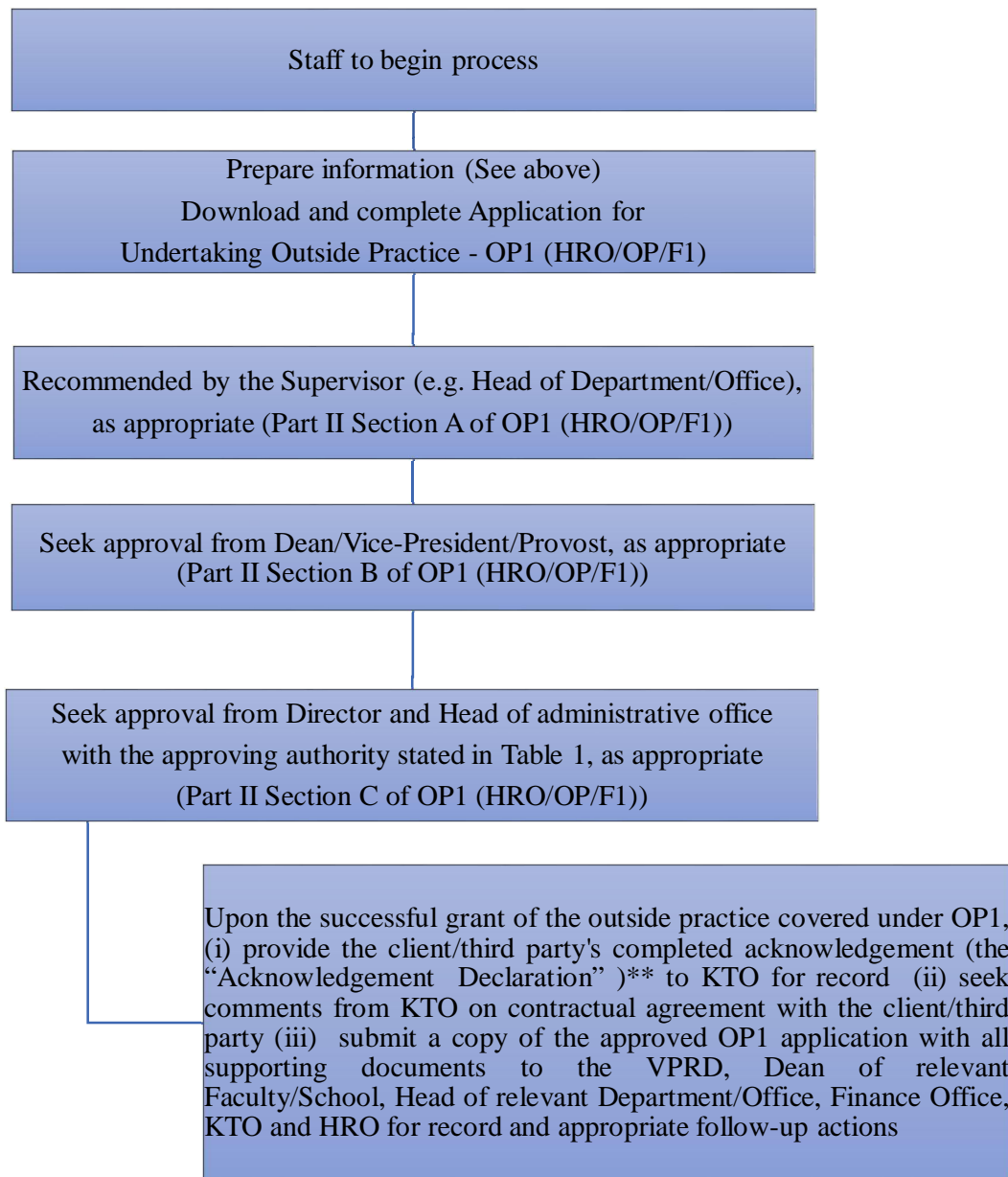
In order to apply for University's permission for an Investigator (staff/ department / centre) to conduct Consultancy, Investigational Work and Professional Practice, the staff member concerned must provide clear and complete information in respect of the following:

1. The nature of the outside practice;
2. The name of the client/ third party;
3. The estimated time and duration to be spent on such work in terms of working hours/ days and number of months/ years to complete the project;
4. The Fee/ income to be derived from the work and the proposed budget;
5. The reason for undertaking the project, in terms of how it will contribute to the Investigator's effectiveness in teaching and research work at the University or in the promotion of knowledge transfer by the University;
6. A declaration of any actual, potential or perceived conflict of interest arising from the Investigator's participation in the project;
7. A project proposal highlight;
8. Any supporting documents from the client/third party (e.g. an invitation letter)

Prior approval should be sought for undertaking outside work/activities. The approving authority for outside practice covered under OP1 is as follows (**Table 1**):

<b>Applicant</b>	<b>Budget of work project</b>	<b>Approving authority*</b>
Staff in Faculties/Schools/Academy and administrative offices	> HK\$1M	P/VC
	HK\$0.5M to HK\$1M	Provost/VP/AVP(E)
	< HK\$0.5M	Dean/Director and Head of administrative office
Deans/Director and Heads of administrative offices	> HK\$1M	P/VC
	≤ HK\$1M	Provost/VP/AVP(E)
Provost/Vice-Presidents (VPs) and Associate Vice- President (Engagement) [AVP(E)]	Any value	P/VC
President and Vice- Chancellor (P/VC)	Any value	Council Chairman

\*In accordance with the reporting relationship



\*\* “Acknowledgement Declaration” set out below, as required by the University before commencement of work:

“The Undersigned acknowledge that one of your staff <name of the Investigator> (the appointee) who may from time to time be requested to perform certain consultancy, investigational or professional work for us will not be considered by us as our employee but as an independent contractor, to the intent that you will be under no vicarious liability to us or anyone else in respect of anything done, omitted or suffered by the appointee in the course of such work and we understand that in consideration of this acknowledgement you will permit him/her to undertake any suitable work requested by us.”;

Remarks: Applicant should inform KTO of any variation (e.g. project duration, manpower, approved budget), the successful completion of the approved project and the status of the project in every year.