



ST. PAUL'S UNIVERSITY

**POLICY ON SHORT TERM SEMINARS AND
CONSULTANCY**

ACADEMIC POLICY NO. 008 OF 2011

2011

1. Preamble

St. Paul's University, in pursuance of its Strategic Plan, is keen on creating a motivated working environment for its staff to in continue education in view of enabling them to offer their best to the University and also realize their own professional development hence the current policy.

2. Name

The name of the policy shall be "Short-Term Trainings, Conferences and Consultancies (Hereinafter "the Policy").

3. In-house training – St Paul's shall arrange training within the campus in cases where such training is required. Such training will be for a few days/weeks or taken on par time basis. St Paul's will fund and meet the cost of such training. Departments are encouraged to conduct in house trainings.

4. Short term courses – staff may be granted study leave for short term courses to a maximum of one year. Such a course must be relevant to the employee's job description and career. To qualify for such a course,

4.1 The employee must have served a period of not less than two years after probation

4.2 He/she should be recommended by the head of department and or dean of the faculty

4.3 The staff development committee shall determine the contribution of the university towards the training subject to availability of funds

4.4 After the completion of a one year course, the employee will be bound to serve the university for a period of not less than two years or pay back the amount spent and the interest.

4.5 The employee shall sign an affidavit with the university lawyer

4.6 There shall be a link with the employee to follow up on the progress

4.7 The employee must ensure successful completion of the course undertaken failure to which the study contract shall be deemed terminated

4.8 The same rules will apply for any part time courses

5. **Conferences** – staff are encouraged to attend conferences in their disciplines sent by the university and privately invited. The following are the guidelines for conferences
 - 5.1 With availability of funds, Paul's can fund an employee/employees to attend at least conferences locally and or international.
 - 5.2 Employees who are able to arrange for independent funding to attend both local and international conferences will be allowed to do so as long as they get approval in good time to avoid interruption of teaching and other duties
 - 5.3 Funds for domestic conferences shall be in accordance with the provisions for local travel as provided in the terms and conditions of service at St Paul's.
 - 5.4 For international conferences, where employees are sent by the university, in addition to the air fare, conference fees and accommodation, the employee shall be funded with per diem depending on availability of funds as stipulated in the Human Resource Manual.
 - 5.5 For private conferences, the invited will seek permission to attend and meet all the travel and accommodation expenses and out of pocket will be met by the employee.

6. **Consultancies** – St Paul's encourages employees to seek independent consultancies and research grants in their areas of expertise. The university may also win such grants and consultancies and require employees to carry out the work. In such cases the following will apply
 - 6.1 When the consultancy has been independently sought by the employee but using the name of the university and time, then the university will retain 30% of the money earned
 - 6.2 In cases where the consultancy or grant is sought by the university, the employee shall be given 70% of the money earned.
 - 6.3 Employees are encouraged to work with students whenever they have such consultancies and research grants.

7. **Staff Development Committee** – this committee will deal with all matters related to staff development and it shall comprise of the following:
 - 7.1 All DVC's in the university
 - 7.2 Deans of faculties and Directors of Centers and Institutes
 - 7.3 Human Resource Manager
 - 7.4 A representative of the St. Paul's University Academic Staff Association (SPUASA)

REVIEW OF THE POLICY

This policy shall be reviewed as need arises.

REFERENCE OF THE MINUTES

The policy was adopted by the senate on 5th May 2011, the 29th University Senate Meeting.

AUTHORIZATION

Council Chairman:

Name: _____

Signature: _____

Date: _____

Official Stamp