



UNIVERSITY OF DAR ES SALAAM

# **University Consultancy Policy and Operational Procedures**

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## Abbreviations and Acronyms

CB	College Board
CCE	Centre for Continuing Education
HEI	Higher Education Institutions
ICT	Information Communication Technology
IPR	Intellectual Property Rights
M&E	Monitoring and Evaluation
MAC	Members of Advisory Committee
NGOs	Non Governmental Organizations
PDP	Professional Development Programme (courses)
UCB	University Consultancy Bureau
UDSM	University of Dar es Salaam

## GLOSSARY

**Consultancy:** The provision of expert advice and work which, while it may involve a degree of analysis, measurement or testing, is crucially dependant on a high degree of intellectual input from Higher Education Institutions (HEI). Such work is usually paid for at a market rate, and may deliver stronger Intellectual Property (IP) rights to the business client than would apply in a collaborative research relationship. Consulting activities include the following:

- a) **Problem Solving:** This can apply to a wide range of areas, from economic or business management to politics, engineering, education, etc. Typical examples of "problem solving" consultancy services include feasibility studies that need possible solutions from the university; standard data analysis; market or opinion surveys; design and supervision of projects; provision of professional advice; design of new equipment and machinery; impact assessment of industrial sites or processes, etc.
- b) **Contracted Research:** Contracted research is research that originates from a specific request by a client (company, individual or organization), the costs of which are paid for by the client. Contracted research is distinguished from formal consultancy and service to industry/public by the fact that the contracted research involves basic and/or applied research.

- c) **Professional Development Programme (PDP)**: Training related services can take two major forms: Tailor-made services to clients entailing needs assessment, development of curricula, programmes and materials, delivery of training, monitoring or evaluation of the training for a specific client or group of clients. The services may relate to short or long courses, including academic programmes for schools or tertiary training institutions. Consulting units also do engage in tailor made training services.

The other forms of services are open training. Clients may sponsor staff or individuals may just pay to attend open courses, which are advertised by the offering institution. Not all consulting units offer open training services.