

UNMC Standard Operating Procedures

Executive Education

This SOP comes into effect from 1st January 2013. Any Executive Education run after this date must have followed this SOP.

1. Executive Education can be offered in one of two forms:
 - a. Education which is carried out on behalf of the University of Nottingham. In this case, the name/logo of the University of Nottingham can be used to advertise the event and any certificate awarded can state the affiliation with the University of Nottingham. UNMC costs associated with this type of activity will be recovered through a flat rate of 20% of any surplus.
 - b. Education which is carried out as private consultancy. In this case, the name/logo of the University of Nottingham cannot be used to advertise the event and any certificate awarded cannot state any affiliation with the University of Nottingham. UNMC costs associated with this type of activity will be recovered through an agreed budget with the consultant. Using this mechanism, you are not covered by University insurance and you must make your own arrangements.

It would normally be expected that (a) is used as this provides more exposure to UNMC, enables us to return this activity in MyRA etc. If (b) is your chosen delivery route, a strong case must be presented. We reserve the right to insist that (a) is used.

Both types of Executive Education are subject to being declared as external working (see point 7).

2. The courses that are delivered must be non-award bearing. That is, they cannot lead to the award of a University of Nottingham degree certificate.
3. Classes cannot consist of both award bearing students (award bearing students includes post-graduate students (e.g. Masters by Research, PhD etc.)) and non-award bearing students. Executive Education must only comprise students participating in Executive Education.
4. It is possible to include courses that we usually teach as part of our degree programmes (but not for private consultancy, where no university material can be used). If existing courses are included, and the assessment follows the recognised guidelines, then the person who completes this module could use it to APL/APEL from our degree programmes. However, if they exercise this right they must pay the difference between the fee that they paid for the Executive Education and the normal cost of the module. When calculating the original cost of the course, it should be done taking into account any other training that was also received. That is, the original cost should be a ratio of the entire training that was received.
5. Executive Education would normally be a bespoke course that is run in response to a specific request from an external company.
6. It is possible for the personnel attending the course to receive a “*Certificate of Achievement*” or a “*Certificate of Participation*” but this document must not suggest that they have received a formal qualification from the University of Nottingham. Standard templates for these certificates are available on the University web site [exact URL is still to be advised].

7. Staff members who undertake teaching as part of UNMC Executive Education, for which they receive payment, must declare this as external consultancy, using the standard procedure.
8. The maximum amount that can be paid to UNMC staff for Executive Education is RM 2400 per day. This is the maximum per day for ALL training, not the maximum per person. The maximum cost should be pro-rata so, for a half day training course, the total payable is RM 1200. For the purposes of pro-rata calculation, a day should be considered as eight contact hours. Preparation, assessment etc. is considered to be included in this amount. That is, the maximum of RM 2400 per day is for contact hours, with no other payments being made.
9. If external personnel are employed as trainers, you should endeavour to limit their pay to a maximum of RM 400 per contact hour (additional payments should not be made for preparation, assesment etc.). The maximum of RM 400 per hour is considered as an upper limit for high value courses, with lesser value courses being paid at a reduced rate. If it is not possible to secure the required services at the maximum rate, permission should be obtained from the Dean by providing a justification.

Alternatively an honorarium can be made, up to a maximum of RM 1000 per day. This maximum should be pro-rata. For a half day course, for example, the maximum will be RM 500 per day. For the purposes of pro-rata calculation, a day should be considered as eight contact hours

10. Where there is a third party involvement in the offering of Executive Education programmes, the work carried out by the 3rd party and the payment details must be clearly documented, and signed off by the Dean. If the risk is being borne by the University and there is third party involvement, it is expected that the 3rd party will be paid a proportion of course fees and not a fixed amount.
11. Administrative staff cannot be paid a fee for Executive Education training, but they are entitled to time off in lieu, or overtime payments, if they are required to work outside of their usual office hours.
12. All UNMC staff (excluding consultancy) should be paid through the payroll system, so that we can monitor payments, ensure tax is paid etc.
13. A budget should be prepared for each event. This, along with a sign off form, should be presented to the Dean for authorisation. The sign off form and a budget spread sheet¹ is available on the Research and Knowledge Transfer web site.
14. Once the Dean has signed off the event, a copy (form and budget) should be sent to the Research Support Office so that they are able to capture each event that we run for various reporting purposes.
15. An overhead is payable to UNMC for the use of their facilities (e.g. administrative staff, photocopying, etc.). This is non-negotiable and fixed at 20%.
16. Any other surplus can be used by the School/Department and/or Faculty, at the discretion of the Dean.
17. At the end of each project, an actual budget should be prepared and be submitted to the Research Support Office. The spread sheet¹ can be downloaded from the Research and Knowledge Transfer web site. The final budget should be accompanied by a sign of sheet (available from the Research and Knowledge Transfer web site) and (copies of) receipts supporting all expenditure.
18. Any contravention of the above procedures will be treated as gross misconduct.

- ¹ The spread sheet that we have made available on the Research and Knowledge Transfer web site contains two tabs (Budget and Actual). They are actually the same (with just a different print header), so you could copy the budget to create the actual to save re-entering information [the actual URL is still to be advised].