**Request for approval to undertake private external remunerated professional activity**

**To be completed and submitted to your Head of Department or equivalent**

For Normal External Academic Engagement activities (e.g., external examining, European Commission grant reviewing) no specific approval is generally required, provided that the activities are not in conflict with the normal workload allocation process of the department. In any such case, the approval of the Head of Department is all that is required.

For private external professional activity during normal working hours, or for private external professional activity outside normal working hours that might reasonably be perceived to entail a conflict of interest or commitment, the approval of the relevant Faculty Dean or Vice-President is required, on the recommendation of the Head of Department or School.

The Policy on External Remunerated Professional Activity by Members of Staff of Maynooth University applies.

Approval for private external professional activity by members of academic staff will not be unreasonably withheld provided that:

* External activities do not exceed, on average, one day per five-day week in a full calendar year, up to 45 days per year, and do not interfere with the primary professional commitment to the University.
* External activities do not interfere with the performance of normal academic duties (research, teaching and service) and are recommended for approval by the Head of Department or School.
* External activities do not give rise to any conflict of interest for the individual member of staff or for the university. If a conflict of interest is identified it should be dealt with under the terms of the University’s Research and Commercialisation Conflict of Interest policy.
* The university acquires no vicarious liability, and no other detrimental consequence is identified.

**Your name:**

**Department:**

**Please provide:**

1. A brief description of the type of work that will be undertaken, and with which organisations the work will be undertaken.
2. The expected duration of the external work (i.e., number of days commitment) and over what period of time.
3. Are you aware of any potential conflict of interest with your University employment that might arise from this proposed work? If so, please refer to the Research and Commercialisation Conflict of Interest Policy as to how to proceed.

**Signed:**

**Date:**

First stage approval by Head of Department:

**Name and position:**

**Signed:**

**Date:**

Final approval by Faculty Dean or relevant Vice President (depending on reporting line)

**Name and position:**

**Signed:**

**Date:**

The final approver should submit this completed form for record keeping to the Vice president for Research at vicepresident.research@mu.ie