Policy on: Industry Liaison

October 2024

Perspective	Community Engagement & Outreach		
Policy Owner	Director of Industry Liaison		
Developed By	Asail Al Rawahy		
Approval Body	College Board		
Policy History	**First Introduced**	**Review Date**	**Effective Date**
Important Dates	2018	29.09.2024	02.10.2024
Review Cycle	Every 3 years		
Email	ilo@mcbs.edu.om		
Document No	MCBS-P-SP5-092 v2		

Revision			
	Date	**Revised By**	**Major Changes**
Revision 1	29.09.2024	Tarfah Al Suleimany	Name and Procedure change
Revision 2			
Revision 3			

1. Statement.

This policy is hereby developed to outline the College's interactions with the industry with regards to student internships and all collaboration between the academia and industry such as the delivery of in-class lectures by professionals from the industry, site visits to the industry.

2. Policy Purpose.

2.1 Assist students to learn better based on input received from the industry.

2.2 Facilitate internship placements for students

2.3 Strengthen the relationship between the College and various industries to improve academic learning through practical exposure.

2.4 Facilitate the integration of industry expertise in the curriculum and encourage feedback for continuous program development.

2.5 Support faculty members by organizing guest lectures and site visits, ensuring the academic offerings remain aligned with current industry needs and trends.

3. Definitions and Abbreviations.

3.1 Guest Lecture: When a professional from the industry is invited by a member of the faculty to give their students a lecture to achieve various objectives and learning outcomes.

3.2 Heads of Departments (**HoDs**): Members of the faculty who are heading entire departments, for example the HoD of Business & Economics Department.

3.3 DSA: Department of Student Affairs

3.4 Industry: The workplace which includes the private and government sectors as well as civil society

3.5 Site Visit: A visit by the faculty and students to an industry partner to achieve various objectives and learning outcomes.

3.6 PPE: Personal Protective Equipment

4. Stakeholders.

This policy applies to: Students, Faculty, and Staff of MCBS

5. Procedures.

5.1 Guest Lectures

5.1.1 Stage 1: Faculty determine that they would like to host a guest lecturer during their class.

5.1.2 Stage 2: If the faculty require assistance in identifying a guest lecturer, they should send an email to ILO with details of key point of contact for the industry, learning outcomes and potential date for the lecture.

5.1.3 Stage 3: ILO may then recommend a guest lecturer to the faculty.

5.1.4 **Stage 5**: The faculty or ILO should contact the guest lecturer and coordinate a visit.

5.1.5 **Stage 7**: The faculty should prepare a report on the event.

5.2 Site Visit

5.2.1 **Stage 1**: The faculty identifies the need for a site visit.

5.2.2 **Stage 2**: If the faculty requires assistance in identifying a site, they need to send an email to ilo@mcbs.edu.m

5.2.3 **Stage 3**: The faculty or ILO should contact the site owners and coordinate a visit**.**

5.2.4 **Stage 4**: Academic department should coordinate with the facilities department for transportation to and from the site only if required.

5.2.5 **Stage 6**: Students should provide feedback on the visit.

5.2.6 **Stage 7**: The faculty should prepare a report on the visit

5.2 Liaising with the Industry

5.5.1 **Stage 1:** Faculty or departments identify opportunities for collaboration, such as guest lectures, internships, site visits, or research partnerships.

5.5.2 **Stage 2**: Department of Student Affairs (DSA) receives requests and determines alignment with institutional goals.

5.5.3 **Stage 3**: The ILO maintains an updated database of industry partners and points of contact.

5.5.4 **Stage 4**: Develop Memoranda of Understanding (MOUs) or agreements to outline roles, responsibilities, and expectations of both parties.

5.5.5 **Stage 5**: Use findings to improve future interactions and inform strategic planning.

6. Roles and Responsibilities.

6.1 Faculty

- Communicate with ILO in advance to arrange for guest lectures, site visits, or internships.
- Clearly fill out the Terms of Reference (ToRs), learning outcomes, and objectives for proposed collaborations.
- Identify the need for site visits or other activities and ensure alignment with course objectives.
- Supervise students during site visits or guest lectures to ensure active participation.
- Prepare post-activity reports detailing the outcomes and any recommendations for improvement.

6.2 Department of Student Affairs (DSA)

- Coordinate and organize all collaboration activities in a timely and efficient manner.
- Maintain a database of industry contacts and regularly update potential partnership opportunities.
- Act as the primary point of contact between the College and industry representatives.
- Provide logistical support, including arranging transportation, ensuring compliance with safety requirements, and managing communication with stakeholders.
- Collect feedback from all parties and prepare evaluation reports to enhance future collaborations.

6.3 Students

- Actively participate in guest lectures, site visits, and other industry-related activities.
- Provide feedback on the effectiveness and relevance of activities.
- Adhere to safety guidelines and maintain professional behaviour during interactions with industry representatives.

7. References.

The development of this policy has, in a contextualized manner, benefited from the following documents:

1. Industry-Academia Collaboration Guidelines, Stanford University, USA.
   https://ico.stanford.edu/stanford-researchers/agreement-types/collaboration-agreements

2. Best Practices for Internship and Industry Engagement, National University of Singapore, Singapore. https://rvrc.nus.edu.sg/rvrc-programme/industry-engagement/

3. Policies for Industry Liaison and Partnerships, Sultan Qaboos University, Oman.
   https://www.squ.edu.om/qao/Policies-and-Procedures