



university of  
groningen

# Income from third parties and additional activities

This leaflet will explain what you need to know and the steps you need to take if you receive income from third parties (in an official capacity) or from carrying out additional activities.



## Income from third parties

The general rule when receiving income from third parties **in an official capacity**, is that the income is owed to the UG (see [Article 1.15](#) of the Collective Labour Agreement for Dutch Universities (CAO)). This covers income from activities such as giving lectures, workshops or advice. See also [VSNU leaflet in Dutch](#).

If you have an opportunity to generate income from third parties in your official capacity as a member of UG staff, you must take the following steps:

- 1 Notify your manager and involve the financial controller about this income.
- 2 Discuss what the income can or should be spent on. This could perhaps be a future research project for you or your research group.

## Additional activities

The UG encourages its staff members to carry out additional activities, in the form of sharing knowledge, providing services to society, or by doing something that helps another person.

The general rule is that additional activities are allowed, as long as those activities do not interfere with the work being performed by the staff member and/or at the University (see [Article 1.14](#) of the Collective Labour Agreement for Dutch Universities (CAO)). It is important to avoid conflicts of interest or damage to the UG's reputation, and to ensure that the additional activities do not diminish your performance at UG.

Within the framework of the VSNU (Association of Universities in the Netherlands), Dutch universities have jointly agreed the [sectoral scheme on additional activities](#), which sets out agreements on how to deal with additional activities. It should be noted that these regulations also cover financial interests.



Before you can start carrying out additional activities, you must obtain permission from the Faculty Board or the management. This is how you should go about it:

- Inform your manager about the additional activities that you intend to carry out.
- You must discuss:
  - the exact nature of the additional activities
  - whether the company/organization for which you will be working has a business relationship with the UG or with members of UG staff
  - how much time you will be spending on the additional activities
  - whether the additional activities will take place in or outside working hours (will you be taking leave, or not?)
  - whether you will be paid for the additional activities, and if so, how the income could/should be spent
  - how you intend to prevent conflicts of interest and/or damage to the reputation or interests of the UG
- If you are in any doubt about whether to report your additional activities, it would be sensible to discuss the matter with your manager. If you receive income from your additional activities, you must **always** make a formal report of this and register the activities via the tool in the Shared Services environment.

- If your manager gives approval, you must then seek permission from the Faculty Board or management by completing/sending the additional activities form. The form is available on MyUniversity in Shared Services/AFAS. or: DIY/HR/My ancillary activities



- Once you have been given permission for the additional activities, you are personally responsible for publishing the additional activities on your profile page on the UG website. Openness and transparency are essential in the interests of safeguarding the academic integrity of the University.
- Discuss your additional activities also in your Results and Development interview with your manager each year.

If you have any questions, consult the list of [frequently asked questions](#) or contact your HR advisor.