**University of Sussex**

**School of Media, Arts and Humanities (MAH)**

**Guest Speaker and Masterclass proposal form for Taught courses**

**This form has been designed:**

* **to capture data for external engagement purposes**
* **to ensure that the budget is managed effectively**
* **to ensure compliance with employment legislation**
* **to provide data for HEBCIS - Higher Education Business and Community Interaction (a source of information on University knowledge exchange in the UK)**

**Please note: you must apply one term in advance of the session for which you are applying and the session should be made available across the whole MAH School**

**Please complete the form and obtain Subject Head’s signature before submitting an electronic copy to
the Associate Dean (Education). The form should then be forwarded to the Senior Education Manager.**

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| --- | --- |
| **Name of convenor/proposer** |  |
| **Title of proposed talk/Masterclass** |  |
| **Venue** |  | **Date of application** |  |

|  |  |
| --- | --- |
| **Name of speaker** |  |
| **Date of session** |  |
| **Subject area/Series** |  |

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| **Rationale** Please provide details of the session, explaining its relevance (in no more than 30 words) |
|  |
| This fund will not support requests for masterclasses/speakers that replace scheduled contact time. Please confirm that the session is additional to scheduled contact time Y / N |
| **Costs** | *(normal rate of pay is £200 per session, plus up to £70 for travel costs)* | **Funded by MAH?** | *Y / N* |

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| **Approval of application if funded by MAH** |
| **Subject Head** | **Associate Dean (Education)** |
| **Name:** | **Name:** |
| **Signature:** | **Signature:** |
| **Approval for funds to be allocated from the Guest Speaker budget for Taught courses (Education Manager)** |
| **Signed:**  | **Date:** |