

**University of Sussex**  
**School of Media, Arts & Humanities**  
**Policy on engagement of external Guest Speakers on**  
**Taught courses**

**Background**

Over the past few years a number of academic colleagues have engaged external Guest Speakers to present specific lecture topics and/or run workshop sessions on taught courses/modules.

The School pays guest speakers by invoice as a rule; to be able to pay an individual by invoice an IR35 assessment needs to be undertaken in conjunction with HR

**Guidelines**

- The rate of pay is up to £200 for delivering a session
- Travel expenses of up to £70 may be claimed in addition

**Process**

*In advance of the work being undertaken:*

- The convenor/proposer will complete a proposal form, which includes providing a rationale, seeking approval from the relevant Subject Head and Associate Dean (Education) to engage an external Guest Speaker and informing the Senior Education Manager (as a record of activity needs to be kept in the School)
- The convenor/proposer will inform the Reception team ([media-arts-humanities@sussex.ac.uk](mailto:media-arts-humanities@sussex.ac.uk)) of the Guest Speaker and provide them with the following details:
  - The name and contact email of the Guest Speaker
  - The name of the event
  - The date and time of the event
  - The location of the event and whether the Guest Speaker will be joining on zoom
  - A description of the deliverables/tasks to be undertaken
  - Confirming payment amount is standard rate
  - Confirming travel expenses will be claimed for and rough amount
  - Any other information that may be useful
- The Reception team will carry out the IR35 assessment process, and once approved, will raise a Purchase Order for payment.

*After the work has been undertaken:*

- The Guest Speaker will be contacted by the Reception team asking for them to invoice. They will be asked to include any expenses, up to the agreed amount, on their invoice