**School of <INSERT>**



# Ref

# Date

# Name

# Address Line 1

# Address Line 2

# Post Code

Dear <Title Surname>

**Guest Lecturer – Letter of Engagement**

Thank you for agreeing to attend the University to lecture as a guest of the University within the School of <insert name> as follows:

|  |  |
| --- | --- |
| Title of module: < > |  |
| Date: < > |  |
| Time: < > |  |
| Duration: < > |  |
| Location: < > |  |
| Other provisions: < > |  |

A fee of £###.## (inclusive of VAT) will be paid.

This letter is subject to the Standard Terms as attached to this engagement letter.

**[OPTIONAL DELETE AS REQUIRED: insert details of expenses (travel, accommodation and food only) to be reimbursed where applicable]**

If you are willing to accept this offer then I should be grateful if you would sign below and return a copy of the signed letter to <insert name>, School of <insert name>, at the above address, without delay, so that arrangements can be completed.

Yours sincerely

<insert name>

Head of School

I accept the invitation to guest lecturer on the <insert module title/date> referred to above.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STANDARD TERMS FOR GUEST LECTURERS**

**COMMENCEMENT AND DURATION**

Your engagement under will be for the lecture or lectures (the "Services") as set out in your engagement letter and will terminate at the end of the period of the lecture or lectures (the "Engagement").

**PROVISION OF SERVICES**

Save for this Engagement you agree and accept that there is no contractual relationship between you and Queen's University Belfast (the "University").

You agree that there is no obligation on the University to offer you any work and there is no obligation on you to accept any work.

Where you do accept the provision of the Services as set out in your engagement letter you shall make yourself available to provide the Services, unless prevented by ill-health or accident.

You will immediately notify the University if you are unable to provide the Services.

Apart from agreeing the title and subject area of the lecture(s) your method of work is entirely your own, but you may be required to provide a summary of the subject matter you will cover.

Whilst on University property you will comply with any reasonable instructions from University staff.

You warrant that you will not as a consequence of accepting the Engagement or delivering the Services be in breach of any express or implied terms of any contract, agreement or other arrangement with, or any obligation to, any third party which is binding upon you.

**FEES**

The University will pay to you in consideration of the provision of the Services a fee as set out in the engagement letter, inclusive of VAT where applicable, payable by bank transfer, in arrears (the Fee)", within 28 days of completion of the Services.

For the avoidance of doubt, if no Services are required, or if you fail to provide the Services (whether due to ill health, accident or other incapacity, or for any other reason) no Fee will be payable.

**EXPENSES**

You will be responsible for all out-of-pocket expenses and normal overhead expenditure incurred by you in the provision of the Services, save for any travel, accommodation and food agreed in the Engagement Letter.

**TAX AND NATIONAL INSURANCE**

You acknowledge that the University will not be operating PAYE or making, or deducting, any national insurance contributions in respect of the provision of Services and the Fee.

You will be responsible for, and will account to the appropriate authorities for, all income tax liabilities and national insurance or similar contributions payable in respect of the payments made to you under this Agreement.

If any claim, assessment or demand is made against the University for payment of income tax or national insurance contributions or other similar contributions due in respect of the payments made to you for the Services, you will indemnify the University against any liability, assessment or claim together with all reasonable costs and expenses and any penalty, fine or interest incurred by the University in connection with, or in consequence of, any such liability, assessment or claim, where such recovery is not prohibited by law.

**NO EMPLOYMENT OR BENEFITS**

Whilst acting as a visiting or guest lecturer you will be an independent contractor and as such will not be entitled to any other benefits save for the Fee.

Nothing in the terms of this Agreement will render you an agent, officer or employee, worker or partner of the University and you will not hold yourself out as such.

You will be fully responsible for, and hereby indemnify the University for and in respect of, any liability (including reasonable costs and expenses) for any employment-related claim or any claim based on worker status brought by you against the University arising out of or in connection with the provision of the Services.

**DATA PROTECTION AND FREEDOM OF INFORMATION**

The University will, due to this relationship in the provision of the Services, process personal data and sensitive personal data (also known as ‘special categories of personal data’) relating to you in accordance with its data protection policy and its data protection privacy notice.

**ENTIRE AGREEMENT**

The engagement letter and these terms constitute the entire agreement between the parties relating to the Engagement and supersedes any previous understandings, arrangements, representations, negotiations or agreements between the parties, provided that this will not have effect to exclude the liability of either party for fraud or fraudulent misrepresentation.

**GOVERNING LAW**

The Engagement, and these terms and any dispute or claim arising out of, or in connection with, it, shall be governed by, and construed in accordance with, the laws of Northern Ireland.