

VISITING LECTURER POLICY

From the 1st September 2019, all FEES to visiting lecturers to the University regardless of the number of lectures delivered, whether resident or non-resident in Ireland must be taxed.

A PPS Number is required in order for the fee to be paid. More information on how to apply for a PPS Number is available at: <http://www.welfare.ie/en/Pages/Personal-Public-Service-Number-How-To-Apply.aspx>.

A visiting lecturer who delivers more than 2 lectures per academic year to the University is deemed to be a part-time lecturer and the following form should be completed and returned to the payroll office for processing: <https://www.ucc.ie/en/hr/policies/pay/once-off/>

A visiting lecturer who delivers a maximum of 2 lectures in the academic year must complete the Visiting Lecturer/Collaborator Claim Form:

<https://www.ucc.ie/en/media/support/financeoffice/agresso/accountspayable/CombinedForm4.pdf>

Expenses will also be paid in line with [UCC's Travel & Expense Policy](#).

Points of Note

- All payments to visiting lecturers regardless of time/days spent lecturing will be processed through the payroll system.
- A half day workshop provided by an individual to a single set of students in one sitting is considered a single lecture. (This is subject to the maximum duration of the half day workshop being 4 hours, where provided to the same set of students and in one sitting.)
- Consequently where a person provides a full one day workshop to a single set of students, this is also considered as two lectures.
- Part-time Lecturers and Visiting Lecturers must be paid in line with the Part-time Staffing - For salary scales, please refer to UCC's Human Resources [home page](#).

The Head of Department/School should complete the Visitor/Collaborator Claim Form requesting the payment to be made and supplying all relevant details-payee details, PPS no., amount to be paid and charge code.