

Information for UEA ClinPsyD Guest Speakers: Payment, IT and Travel to UEA

Thank you for agreeing to lead or support teaching on the UEA Clinical Psychology Doctorate as a Guest Lecturer and/or Service User or Carer. We value your contribution to our programme highly. This information sheet outlines arrangements for your payment, IT access and travel to UEA. If you have any questions, please contact the Norwich Medical School Human Resources (HR) team (med.hr@uea.ac.uk).

1. **Involving Service Users or Carers in teaching sessions.** We encourage Guest Clinical Lecturers to invite Service Users or Carers to support their teaching session/s. So we can monitor how much of our teaching involves Service Users or Carers, we ask that you inform Andy Sanders in advance, if you have invited a Service User or Carer to support your teaching (Andrew.Sanders@uea.ac.uk 01603 59 2693).
2. **Right to Work Verification.** Along with all UK universities, the UEA is now required to verify the 'Right to Work' of all guest speakers before they can teach in the University. This involves checking identity documents and holding copies on file. To this end, we would be very grateful if you could bring your passport, or other identity documents (please find a list of approved documents [here](#)), to the Norwich Medical School Reception to be verified and copied by our receptionist before your first teaching session of the academic year (med.reception@uea.ac.uk 01603 593061). If you are able to arrive early, it is usually possible to carry out this check at the same time as signing for temporary IT access, on the day of your teaching session, by visiting reception before going to your teaching room. Please allow 15-30 minutes for this. We regret that we are unable to make payment for teaching sessions where 'Right to Work' has not been verified.
3. **Payment Arrangements.** The UEA payroll deadline is the first Friday of each month. Teaching sessions are paid according to the UEA Associate Tutor hourly rate of pay for lectures. These [hourly pay rates](#) are calculated to include time spent on academic preparation and travel to UEA. If you have been invited to lead a teaching session and have asked another guest speaker to teach with you, we ask that you liaise with the Norwich Medical School HR team and make your own arrangements to divide payment with your colleague. The way in which payment is made depends on your circumstances as set out below.
 - **I will be leading a teaching session as a guest speaker during my NHS working hours, with the prior agreement of my employer.** In this case, the UEA will pay your NHS Trust for the teaching session on receipt of a Trust invoice to MED.HR@uea.ac.uk. Please provide your NHS Trust with a copy of this information sheet so they are aware of UEA pay rates.
 - **I will be leading teaching sessions on more than two separate days during the academic year, in my own time, as a Guest Clinical Lecturer.** In this case, the HR team will issue you an Associate Tutor (AT) contract and timesheets before you commence teaching. If you are approaching your first teaching date, but have not received your paperwork, please contact MED.HR@uea.ac.uk. In line with UEA Financial Regulations and Procedures for UEA employees, parking costs and the cost of travel between home and UEA cannot be claimed.
 - **I will be leading teaching sessions on two separate days or less during the academic year, in my own time, as a Guest Clinical Lecturer.** In this situation, you can claim for the teaching session and expenses (parking and travel) by

completing a UEA 'Occasional One-Off, Ad Hoc and More Regular Work' Form (known as a UEA4A). This will be issued to you in advance by the HR team. Please return the completed form to MED.HR@uea.ac.uk.

- **I am a Service User or Carer and have been invited to support a teaching session by the lecturer leading the session.** In this case, we thank you very much for supporting our training programme and would like to reimburse you for your time and effort. Please contact Andy Sanders (Andrew.Sanders@uea.ac.uk 01603 59 2693) to let him know the teaching session you will be joining. He will send you a UEA13 payment claim form in advance of the session. We would be grateful if you could email your completed UEA13 Form to Andrew.Sanders@uea.ac.uk.

4. IT Access. You will need a UEA username and password to access the intranet (called the UEA Portal), our virtual learning environment (Blackboard) and to log on to the computer in your teaching room. The way in which this is arranged depends on your circumstances, as set out below.

- **I have an Honorary Contract with UEA.** In this case, you will have been given a username and password. If you cannot remember your details, please telephone the IT Service Desk on 01603 592345 and they will re-issue your details to you. You may also visit the Library if you would like to be issued with a campus card.
- **I have an Associate Tutor Contract with UEA.** In this case, please contact the IT Service Desk on 01603 592345 for a username and password. You may also visit the Library if you would like to be issued with a campus card.
- **I am visiting UEA for a single teaching session.** In this case, please visit the Norwich Medical School Reception (med.reception@uea.ac.uk) before your teaching session to sign a 'Visitors Code of Conduct for Use of UEA IT and Computing Facilities' form and our receptionist will provide you a temporary username and password for use on the computer in your teaching room.

5. Getting to UEA and Finding Your Teaching Room. The UEA is a campus university, 3 miles from Norwich city centre and 2 hours from London and central England. It is easily accessible by public transport, bike and car. The postcode for sat nav is NR4 7TJ. You can find more information on getting to the UEA [here](#), directions and a map [here](#) and an online campus map showing where you will be teaching [here](#). Please check your Teaching Confirmation Email for details of where you will be teaching.

6. Parking at UEA. Parking in the UEA car park between 10.00-18.00 costs: £3.00 for 2 hours, £3.50 for 3 hours, £4.40 for 4 hours, £5.50 for 5 hours, £6.50 for 6 hours or £7.50 for 7 hours. At other times, it costs £5.00 per hour. We regret we are unable to provide parking permits. Please note that the main car park is a 10-minute walk away from many of the university buildings, so it is useful to allow time for parking and crossing the campus before your teaching session. There is further information on parking at UEA [here](#).

7. Free UEA Park and Ride Service (511 Costessy - UEA). Because parking spaces on campus are limited, UEA provides a free, sustainable park and ride alternative. The approximate journey time is 15 minutes. Please find more information [here](#).

8. Further Information. Further information for guest speakers and Service Users and Carers can be found [here](#).