

Employment status of coordinator/lecturer	Employment notes	Method of transferring funds/FTE	Process	Contact
An employee of the Department	Please contact PHC Finance Manager or PHC HR Team in advance if there is uncertainty regarding status.	No direct payment will be made to employees of the Department.	Coordinators and lecturers will have a portion of their FTE allocated against the course budget. In cases where FTE is fully covered by alternative funding, employees to liaise with the PHC Finance Manager to agree an alternative solution	Provide details to PHC Finance Manager.
An employee of the University	Excludes college-only appointments and colleagues with a PHC employment contract	No direct payments will be made to employees of the University. Funds will be transferred to their employing Department	Coordinators and lecturers will have the value of the Department agreed lecture fee or coordination rate transferred to the employing Department. The employing Department are then responsible for agreeing the management of those funds with the employee.	Provide PHC Finance Manager with details of counterpart in the employing Department to arrange a funds transfer.
An individual who is not an employee of the University	College-only appointments and individuals working for themselves who do not operate via a Limited company	Payment made via casual payroll.	A casual teaching contract must be in place in advance of commencement of teaching so that right to work checks can be completed. Individuals will need to submit timesheets to HR to claim payment.	Follow the casual teaching contract process at least 4 weeks before teaching commences.
Module co-ordination and lecturing by a Limited company	Teaching carried out by an individual operating via a Limited company	Payment made via invoice.	A service contract must be in place before teaching commences to allow mandatory HMRC checks, and supplier set up (if required) to take place.	Provide the PHC Finance Team with a fully completed External Consultancy form at least 6 weeks before teaching commences.

Teaching Assistant support provided by students of the Department	TA support provided by DPhil students	Payment made via casual payroll.	A casual teaching contract must be in place in advance of the commencement of teaching so that right to work checks can be completed. Students will need to submit timesheets to HR to claim payment.	Follow the DPhil teaching policy process at least 4 weeks before teaching commences.
Teaching Assistant support provided by University students from other Departments	TA support provided by DPhil students	No direct payments will be made to students of the University. Funds will be transferred to their Department.	A fee for an agreed number of hours, equivalent to grade 6.1 on the casual pay spine, will be paid to the students department. The department are then responsible for agreeing the management of those funds with the student.	Provide PHC Finance Manager with details of counterpart to arrange a funds transfer.

Class size	FTE per module (shared between multiple coordinators)	Notes
8	5	
12	12.5	
16	16	Applies to Continuing Education EBHC Medical Statistics modules only
20	20	
40	25	Applies to Global Healthcare Leadership modules only