



Fees and Expenses for External Examiners, External Reviewers and External Advisers Policy

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Fees and Expenses for External Examiners, External Reviewers and External Advisers Policy

1 Important Information

- 1.1 This document relates to fees which are payable to external examiners/reviewers/advisers after completion of work for Northumbria University. All income fees paid to an examiner are subject to UK tax legislation, regardless of where the examiner lives. This is based around the institution the work is completed for and its location, rather than the person's geographical location. There is also information about expenses in this document – these are reimbursed in full and are not subject to UK tax legislation.
- 1.2 The University has an obligation as an employer to confirm eligibility to work in the UK when engaging external examiners/reviewers/advisers. Claim forms will only be submitted to Payroll for payment if the ID/right to work check has been completed. The team processing the form will advise the examiner if the claim form cannot be submitted for payment, to enable the examiner to complete the ID/right to work check as soon as possible.
- 1.3 A newly appointed Programme Assessment Board External Examiner may visit the University before their contract start date, (eg for briefing/induction or to meet the outgoing examiner as part of the transition). Please note:
- The examiner cannot claim any attendance fee as their contract is not active.
 - Reasonable expenses will be reimbursed however this must be with prior agreement via the Governance and Enhancement team before arrangements are made.
 - The examiner should not attend a Programme Assessment Board, meet students or view/engage in moderation of student work. Their contract is not yet active therefore confidentiality must be maintained and risk minimised.

2 Fees for Programme Assessment Board (PAB) External Examiners

PAB external examiners receive the following fees, which only payable on submission of the annual report:

- A basic fee (per examiner per academic year) £129.00
- A daily attendance fee £160.00
- A moderation fee based on:

either a moderation fee determined by number of modules covered and number of candidates registered on module, using the following fee bands for each module:

- 1 - 250 candidates £27.00
-



- 251 - 500 candidates £40.00
- 500+ candidates £53.50

or a flat fee for module moderation with the Faculty negotiating with the external examiner the number of modules to be covered, or required days of work at £160 per day.

or a combination of a proportion of the flat fee and the number of modules and candidates registered on each module.

- The preferred method is the fee determined by number of modules
- The total moderation fee should not normally exceed £480.00.
- Where moderation takes place on a day of attendance **either** a flat fee of £160 **or** a moderation fee determined as above will be payable, but not normally both.

3 Fees for External Examiners for Postgraduate Research Oral Examinations

PGR external examiners receive a basic fee for each oral examination, as follows:

- MPhil £125.00
- PhD/PhD by Published Work/Professional Doctorate £150.00
- Higher Doctorate £300.00

4 Fees for External Reviewers and External Advisers

Fees paid to external reviewers and external advisers are determined on the basis of a daily attendance fee of £160.00 per day.

5 Expenses

5.1 General Information

Guidance is published by Finance and Planning. The **Travel and Expenditure Policy** is available at

<https://one.northumbria.ac.uk/service/finance/Policies%20Procedures%20Guidelines/Travel%20and%20Expenditure%20Policy.docx>

5.2 Travel (Travel and Expenditure Policy section 3)

Examiners are encouraged to book their own travel which can be reimbursed subject to receipts being provided, but this must be in accordance with the following conditions and University's Expenditure Policy:

- Standard class rail travel must be used. If examiners book their own first class travel, they must supply details of the standard class fare at the time of booking (e.g.

screenshot) with the claim form and receipts. The standard class fare will be reimbursed.

- Economy air flight may be used if it represents best value for money or is demonstrably more convenient. If examiners book a higher class ticket, they must supply details of the economy class fare at the time of booking (e.g. screenshot) with the claim form and receipts. The economy class fare will be reimbursed.
- Reasonable transportation expenses to and from home and railway station/airport, railway station/airport and University will be paid.
- Car mileage, 45p per mile (normally to a maximum of 200 miles).
- Motorcycle mileage, 24p per mile.

5.3 Accommodation (Travel and Expenditure Policy section 4)

Hotel accommodation can be pre-booked by Northumbria University in accordance with the University's Expenditure Policy. Hotel costs should not exceed £85 per night in Newcastle, £180 in London or £80 per night elsewhere in the UK. Alternatively examiners can book their own accommodation which can be reimbursed up to these limits, subject to receipts being provided.

5.4 Subsistence Expenses (Travel and Expenditure Policy section 4)

Up to the following maximum UK subsistence rates for food and non-alcoholic drinks will be reimbursed. Claims will only be reimbursed on production of receipts. For travel within the UK, travellers leaving home prior to 7:00am are permitted to claim for the cost of breakfast and, if arriving home after 7:00pm are permitted to claim for the cost of dinner.

- Duration of qualifying travel is 5 hours or more £5.00
- Duration of qualifying travel is 10 hours or more £10.00
- Duration of qualifying travel is 15 hours or more £25.00
(and ongoing past 8pm)

An additional meal allowance not exceeding £10 per day may be paid if an allowance under a) or b) is paid and travel is ongoing at 8pm.

Faculties/Departments may arrange for academic staff to accompany external examiners for an evening meal and may also arrange for lunch to be provided for staff members and examiners in advance of Programme Assessment Board meetings. In these circumstances, these costs should be charged to the relevant Faculty/Department budget, as the budgets held by Academic Registry are for direct external examiner expenses only.

5.5 International Trips (Travel and Expenditure Policy section 4)

For international trips, there is a daily (or per diem) rate to cover personal expenses such as evening meals, refreshments, taxi fares, telephone calls and access to internet for personal use; receipts are not required. A schedule of rates is available at [https://one.northumbria.ac.uk/service/cs/travelhub/Documents/Per diem rates.pdf](https://one.northumbria.ac.uk/service/cs/travelhub/Documents/Per%20diem%20rates.pdf)



5.6 How to Claim Fees/Expenses

The external examiner/reviewer/adviser claim form for fees and expenses is available from <https://www.northumbria.ac.uk/about-us/university-services/academic-registry/quality-and-teaching-excellence/assessment/guidance-for-external-examiners/>

The form should be used to claim fees and expenses. The form should be submitted (with original receipts for any expenses claimed attached) to the appropriate office, as follows:

Claim fees and Expenses:	Submit to relevant Department:
External examiner for Undergraduate and Postgraduate taught programmes	Governance and Enhancement Team, Quality and Teaching Excellence Department, Academic Registry
External examiner for research degree examination	Graduate School, Academic Registry
External adviser for programme approval	Approvals and Review Team, Quality and Teaching Excellence Department, Academic Registry
External reviewer for periodic review panel	
Collaborative approval/re-approval panel	