

External Examiners – Fees & Expenses

Fees

External Examiners should be advised to submit their claim for their annual fee and any incurred expenses to their Department / School. They cannot be paid until proof of their [right to work in the UK](#) has been established and verified.

An [Undertaken Duties Claim Form](#) (can be completed electronically), alongside a verified copy of the supporting documentation, should be uploaded by the Department / School to the Supplementary Payments System (accessed via PEGASUS).

The budget codes that are assigned on the Supplementary Payments System are listed below. You can request access to these budget codes be e-mailing financial-systems@strath.ac.uk

Level of Study	Budget Code	Assigned Signatory
Undergraduate (UG)	17385GEN1623-102	Donna Agnew
Postgraduate Taught (PGT)	17385GEN1623-103	Donna Agnew

Please note: *Postgraduate Research (PGR) is not covered by the Quality Enhancement and Assurance team. The management and budget authorisation for PGR External Examiners is within the Student Lifecycle team.*

The current formulas for calculating External Examiners' annual fees are listed below.

UG Fee (workloads, attendance at boards, annual reports, etc.)	£130 annual fee + capitation fee of £2 per FTE on submission of final report
PGT Fee (workloads, attendance at boards, annual reports, etc.)	£90 annual fee + capitation fee of £12 per FTE (for Masters or PgDip linked to a Masters programme) on submission of final report
	OR
	£80 annual fee + capitation fee of £4 per FTE (for PgDip not linked to a Masters programme) on submission of final report

The University fees for UG and PGT External Examiners can be found on the online [external examiner system](#) (for internal use).

Please note: *fee should be reflected on the Undertaken Duties Claim Form as an hourly rate.*

Expenses

All [Non-Staff Expense Claim Forms](#) should be sent directly to the Finance Office for processing. In order to avoid any unnecessary delay in the processing of the claim, listed below are the checks that should be carried out by the Department / School before submitting the form to the Finance Office.

Make sure that:

- All of the claimant personal information has been completed (name, address, NI number, bank details, *etc.*)
- Department / School name and contact details are listed (in case Finance need to contact you).
- The brief description contains details of the External Examiner's name and the date(s) the work was carried out.
- The claim complies with the [University Expenses Policy](#).
- There are original receipts for all of the items listed.
- The form has been signed by the work requestor.

The travel and subsistence allowances which are chargeable to the central budget are as follows:

- Strict 1:1 ratio for lunch / dinner (only 1 member of staff per External Examiner)
- **Lunch:** maximum of £15 per examiner and £15 for 1 Department / School representative = total £30
- **Dinner:** maximum of £25 per examiner and £25 for 1 Department / School representative = total £50
- **Accommodation:** maximum of £75 (usually for one night only). If you are arranging accommodation for an External Examiner, please refer to the [Procurement website](#) for details of framework agreements.
- **Travel:** must be reasonable and not excessive (e.g. not First Class or Business Class airline travel). The total costs (including mileage, taxis, *etc.*) must not exceed £350.

Costs within the limits stated above should be charged to the budget codes below. Any additional costs, or costs in excess of the above limits, must be met by the Department / School. If applicable, please provide a Departmental / School budget code to cover the excess.

Level of Study	Budget Code	Assigned Signatory
Undergraduate (UG)	17385GEN1623-102	Donna Agnew
Postgraduate Taught (PGT)	17385GEN1623-103	Donna Agnew

Frequently Asked Questions (FAQs) can be found on the [University website](#).

If you require any additional information, please contact external-examiners@strath.ac.uk

IMPORTANT INFORMATION

Right to Work in the UK

UK immigration legislation, in particular the **Immigration, Asylum and Nationality Act 2006**, is designed to prevent illegal working in the UK. Employing someone who is not allowed to work in the UK is illegal and the University is required to carry out checks on everyone it employs, regardless of the type or duration of the work. This includes checks on External Examiners, even if they are already employed by another UK institution.

The Department / School who engages the External Examiner is responsible for ensuring that all necessary checks have been carried out **PRIOR** to an appointment being made. For information on the Right to Work in the UK and mandatory eligibility checks, please refer to the [University website](#).

Please note: An External Examiner who is engaged and undertakes unpaid work is still subject to Right to Work checks. If checks are not carried out, then the University may not have a defense against civil penalties for the employment of illegal workers. Additionally, the University may lose its right to sponsor migrant workers – including those already checked and currently employed by the University.