

External Examiner Fees and Expenses Guide

External Examiner Fees

- The fee for each completed external examiner report will set by The HE Quality Department. The number of reports required and the programmes covered will be included in your offer letter issued by UCB prior to you accepting you duties.

It may be the case that a programme has a small cohort and does not require a formal report. If a small cohort occurs on a programme you are examining you will be asked to comment on this within another report. The inclusion of a small cohort on a report is reimbursed at £100 per programme. If you are to examine a small cohort it will be identified as such on your offer letter.

Travel Expenses

External Examiners and advisers will be reimbursed by UCB for expenses incurred in respect of approved visits to the University. The expenses which may be claimed are:

a) Travel

- (i) Rail travel shall be standard class or equivalent from the station nearest their home base or such other station if cheaper. Any exceptions must be authorised by UCB in advanced:
or
- (ii) Where external examiners and advisors use their own vehicles, mileage will be paid at the current standard rate of £0.45 per mile
- (iii) Where appropriate, economy class air travel will be paid for.

b) Subsistence

Where it is essential for an external examiner or advisor to stay overnight, accommodation shall be arranged by The Quality Department. If an examiner wishes to book accommodation privately, reimbursement will be made up to the maximum according to the university approved scale. Receipts must be produced for accommodation for all items detailed on the expenses form (except mileage).

Should an external examiner require food and drink whilst carrying out UCB business please note that we will only reimburse non-alcoholic drinks and food at the following maximum scale; Breakfast £5, Dinner £20. It is expected that whilst at UCB lunch will be provided whilst on site.

In all cases the relevant Secondary Budget Holder will determine whether it falls to the University to meet such expenses.