

EXTERNAL EXAMINER FEE STRUCTURE

Standard External Examiner Fees

From the External Examiners Regulations and Procedures:

2.10.1 Subject External Examiners will be paid normally according to one of two possible fee structures:

- a) a flat fee with a maximum responsibility of no more than 360 credits at undergraduate or postgraduate level, or a combination of both levels, or*
- b) a lower flat fee with a maximum responsibility of no more than 180 credits at undergraduate or postgraduate level, or a combination of both levels.*

The current fees payable to External Examiners are:

- a) £400 for the higher level flat fee, and
- b) £200 for the lower level flat fee.

For clarity, the two tiers represent the maximum number of credits for which an External Examiner should normally be expected to take responsibility in return for either the higher or lower fee. This does not preclude the payment of the higher fee to an Examiner responsible for 180 credits (or less) should the workload related to the assigned units make this appropriate.

Non-Standard External Examiner Fees

From the External Examiners Regulations and Procedures:

2.10.2 Fee payments outside these structures will be approved only in exceptional circumstances which may include (but are not limited to):

- a) overseas collaborative provision where the External Examiner is required to attend Boards or other meetings at the collaborative partner's location;*
- b) a requirement for an External Examiner to attend more than one set of Boards in one academic year, where such multiple Boards are an approved exemption from the Assessment and Examination Regulations;*
- c) additional duties – including a higher than usual number of units, a different subject area, or attendance at more than one set of Boards – where these duties are required to cover for another External Examiner who has resigned at short notice or is otherwise unable to fulfil their expected duties. Such additional duties and related additional fee will be approved as an emergency, short-term measure only, not exceeding one academic year in duration.*

Any proposal for a non-standard fee must be formally proposed to and approved by the External Examiner Nominations Panel, and each case will be considered by the Panel on its own merits.

To propose a non-standard fee, the “External Examiner Non-Standard Payment form” must be completed and sent to the External Examiner Nominations Panel for approval. This form is available from the website www.port.ac.uk/externalexaminers.

Award External Examiner Fees

From the External Examiners Regulations and Procedures:

2.10.3 Award External Examiners are appointed to be members of Examination Boards to report on key quality assurance aspects. A flat rate fee is paid to External Examiners who are appointed to the Award role in each academic year.

The current fee for an External Examiner who is appointed to the Award role is £100, regardless of the number of courses for which the External Examiner has responsibility, and is paid in addition to the fee due for the Subject role.

Credit Bearing Short Courses

From the External Examiners Regulations and Procedures:

2.11.3 External Examiners who are appointed to cover one or more Credit Bearing Short Courses will be paid an additional flat rate fee.

The current fee for an External Examiner who is appointed to cover one or more Credit Bearing Short Courses (CBSCs) is £100, regardless of the number of courses for which the External Examiner has responsibility, and is paid in addition to the fee due for the Subject role.

Mileage Rates for Expenses Claims

The mileage rate for expenses claims is:

Journeys completed after 1st March 2012:

45p per mile for first 100 miles of round trip journey

25p per mile for mileage above 100 miles on a round trip journey

A round trip journey is one that starts and ends at the same destination regardless of the number of days between starting and completing the journey.