

External Examining Fees for Taught Programmes From 2019/20

This document covers taught programmes only. For information on research external examiner fees, please contact the Doctoral College. Each faculty office has responsibility for paying all fees and expenses of its external examiners.

The annual fee is paid on receipt of an external examiners report and also on submission of the claim form even if examiners have not incurred any expenses. If examiners have incurred expenses, one form will suffice. However, if multiple visits have been made to the university, claim forms can be submitted with receipts throughout the year. All claim forms should be received within **three months** of the visit/report submission. The fees are taxed in the normal way through PAYE. To claim back expenses, an itemized receipt must be provided. If itemized receipts or travel tickets are not provided, under HMRC rules, expenses will be taxed.

All expenses claim forms should be sent direct to the faculty. Completed claim forms received by the faculty before the **31st of each month** will be paid by the **25th of the next month** (i.e. received at DMU on 28th July – payment will usually be received on 25th August). If a claim form is received after the 31st of the month, it will be paid by the 25th of the following month (i.e. received at DMU on 8th August – payment will usually be received on 25th September).

All queries about payment of fees and expenses should be addressed to the faculty in the first instance.

External examiners are informed of their fees and also who specifically to send the claim forms to in their letter of appointment and in their information pack from DAQ.

Undergraduate

Annual fee on receipt of annual report	= £450.00
Visit fee	= £90.00 per visit
Extra visits to other sites on same day	= £26.00

Postgraduate

Annual fee on receipt of annual report	= £450.00
Visit fee	= £90.00 per visit
Extra visits to other sites on same day	= £26.00
Viva fee	= £90.00
Dissertation fee	= £12.00 per dissertation up to £180.00

Car Mileage Allowance

45p per mile.