

## External Examining Fees for Taught Programmes

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. 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 **31<sup>st</sup> of each month** will be paid by the **25<sup>th</sup> of the next month** (i.e. received at DMU on 28<sup>th</sup> July – payment will usually be received on 25<sup>th</sup> August). If a claim form is received after the 31<sup>st</sup> of the month, it will be paid by the 25<sup>th</sup> of the following month (i.e. received at DMU on 8<sup>th</sup> August – payment will usually be received on 25<sup>th</sup> 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 AQS.

### Fees from the 23/24 session

External examiner reports for the 23/24 academic session and onwards. Where a fee deviates from the standard below, this will be communicated to the external examiners and relevant faculty staff.

Undergraduate and Postgraduate	
Annual fee on receipt of annual report	£540
Visit fee (in-person only. Capped at 1 visit per academic session. Additional essential visits to be agreed by the programme leader, PMB chair and budget holder)	£90 per visit

  

Car Mileage Allowance	45p per mile.
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