

## External Examiners (Taught Programmes, UG and PGT): Process for Expenses and Fees – UK campuses

As agreed at a meeting between Schools, Registry Operations and Academic Quality on 28 March 2019, this paper provides a summary of the **Process for Paying Fees and Expenses** and is designed to be used by both Schools and External Examiners. This summary focuses on **External Examiners – Taught Programmes (UG + PGT)**; please see separate summary for PGR/Research External Examiners. This information summarises that provided in the *Handbook on External Examining for Taught Programmes (Undergraduate and Postgraduate)*, which is available on the External Examiner website at: <https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm>

Payments of expenses and fees cannot not be made until proof of the External Examiner's entitlement to work in the UK has been confirmed (if the Examiner will be visiting a Heriot Watt UK campus or carrying out any work for the University related to UK provision). The Examiner must also have completed a Heriot-Watt University New Staff Details Form and a Conflict of Interest form. Proof of tax exemption should be submitted if appropriate.

The New Staff Details, Conflict of Interest and Declaration to Work in the UK forms will be provided by Schools, but are also available on the Forms section of the External Examiner website: <https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm>

Fees and expenses are normally paid directly into the Examiner's bank account (details of which will have been provided on the New Staff Details form) in the currency of the country where the account is held.

See separate Summary of **External Examiners (Taught Programmes, UG and PGT): Process for Right to Work Checks**

### 1. Paying Expenses

All expenses should be claimed using the standard Heriot-Watt Expenses Claim Form, which is available on the "External Examiner forms" drop-down menu of the External Examiner website: <https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm>

External Examiners should use the "Visitor" tab on the Excel form and "Reimbursable Expenses" tab provides a guide to expenses, including receipts. Full details on included and excluded (eg alcohol) expenses are provided in the University's Travel and Expenses Policy (<https://www.hw.ac.uk/documents/travel-expenses-policy.pdf>; also available on the External Examiner website).

At the request of the External Examiner, travel and accommodation arrangements can be made by the School. Alternatively, External Examiners may make their own arrangements in accordance with the University's guidelines on reasonable expenses. Travel will be to the relevant UK campus.

Expense claims are processed on receipt of the Expense Claim Form and relevant receipts. A *fee payment* will be processed once a completed report has been received (*see section below*). External Examiners may choose to submit their Expense Claims separately from, and earlier than, their completed report if the assessment process for the academic year has not yet been concluded (eg examination of dissertations has yet to be undertaken).

Fees are processed and paid by Schools.

## 2. Paying Fees

*Fees are payable to External Examiners on receipt of a completed report, and cannot be authorised for payment until the report has been received. The Academic Quality team, to whom reports are sent, will forward the report to the School, with a notification that the fee can now paid.*

The Examiners' fees are determined and reviewed by the University Committee for Quality and Standards in consultation with Schools. Examiners' fees are normally calculated on the basis of the number of students (by FTE, ie full-time equivalent) examined for a particular award.

The fee is calculated by the School, to whom any enquiries relating to fee payment for taught programmes should be made. Fees are processed and paid by Schools.

If an External Examiner is also acting as a Chief External Examiner, a separate fee will be paid for each role.

Fee level information for External and Chief External Examiners is confidential to Heriot-Watt University and is available on SharePoint via the External Examiner website:

<https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm>

## 3. Timescales

Payroll produces a list of monthly cut-off dates for submission of fees and expenses; payments are made usually on the last day of the month. If fee or expenses claims are submitted after the cut-off date, payment will be made at the end of the following month.

## 4. Contact Details in Schools

School	Contact Details
Energy, Geoscience, Infrastructure and Society (EGIS)	<a href="mailto:Egis-exams@hw.ac.uk">Egis-exams@hw.ac.uk</a>
Engineering and Physical Sciences (EPS)	<a href="mailto:EPST&amp;LA@hw.ac.uk">EPST&amp;LA@hw.ac.uk</a>
Mathematical and Computer Sciences (MACS)	<a href="mailto:j.p.gunn@hw.ac.uk">j.p.gunn@hw.ac.uk</a>
Social Sciences (SS)	<a href="mailto:P.Gerrard@hw.ac.uk">P.Gerrard@hw.ac.uk</a>
Textiles and Design (TEX)	<a href="mailto:A.J.Birtwistle@hw.ac.uk">A.J.Birtwistle@hw.ac.uk</a>
Edinburgh Business School (EBS)	<a href="mailto:Angela.oreilly@ebs.hw.ac.uk">Angela.oreilly@ebs.hw.ac.uk</a>