



Code: QA226
Title: Payment of External Examiner Expenses
Date: 8 April 2014
Approval: AMT

1.0 Purpose

To define procedures for payment of fees and expenses to External Examiners for Doctorate Degrees (PhD and MDs) Viva Voce Examination and Undergraduate/Taught Masters/Research Masters Extern Examiners.

2.0 Description

The claim form is the External Examiners Expenses Claim Form (ref. EOG 03-06)

1. PhD Examiners

On completion of the viva voce examination, the examiner submits a claim form for fees and expenses.

2. Fees¹

Description	Fee
Doctorate Degree (PhD/ MD) Examination	€216
Visiting Fee – Full days visiting NUI Galway as a subject extern examiner (Undergraduate/Taught Masters/Research Masters)	€250
Reading Fee for minor thesis	€52
Reading Fee for Research Master thesis	€102

3. Claiming Expenses

3.1 Expenses will be paid to a maximum of EUR€1,000 per claim.

3.2 All expenses including accommodation and travel should be paid personally by the examiner who should then claim reimbursement from NUI Galway.

3.3 All expenses must be vouched i.e. receipts must be provided and attached to the claim.

3.4 The examiner is advised that any travel and subsistence costs incurred cannot exceed the rates applied by NUI Galway. Section 4.1 provides an overview of NUI Galway's Travel and Subsistence policy and Guidance Notes for completing claim form.

4. Processing the Claim

4.1 The examiner completes a claim form and returns it to the Examinations Office. Note that Undergraduate external examiners must first return their report to the Quality Office before their claim can be processed.

4.2 NUI Galway will only reimburse the examiner and will not make payments to hotels, travel agents, airlines or other companies.

4.3 The Examinations Office reviews the claim and ensures that any travel and subsistence allowances claimed are in accordance with the rates as referred to in section 4.1.

¹ [Irish Revenue](#) has confirmed that withholding tax will be deducted at source from these payments.

4.4 The Examinations Office approves the claim and sends it to the Financial Accounting Office.

4.5 The Financial Accounting Office issues payment directly to the examiner by bank transfer.

3.0 Responsibilities

Responsibility for managing and approving claims submitted by External Examiners for Doctorate Degrees (PhD and MDs) Viva Voce Examination and claims from Undergraduate/Taught Masters/Research Masters Extern Examiners rests with the Examinations Office.

Name	Responsibility
Examinations Officer	Policy Owner
Examinations Office	Ensuring implementation of policy Monitoring and reporting compliance with the policy Revisions to the policy Reporting of data breaches to Data Protection Commissioner
External Examiners	Compliance with policy

4.0 Related Documents

4.1 Overview of NUI Galway's Travel and Subsistence policy and Guidance Notes for completing External Examiners Expenses Claim from May 2013 onwards.

4.2 NUI Galway Travel and Subsistence Policy:

<http://www.nuigalway.ie/media/financialaccounting/financialaccountingoffice/QA304-Travel-and-Subsistence-for-University-Visitors.pdf>

4.1 - Overview of NUI Galway's Travel and Subsistence policy and Guidance Notes for completing External Examiners Expenses Claim

1. Subject to certain modifications, the University has adopted the general rules and instructions issued by the Department of Finance in circular 11/82 and subsequent updates, which deals with travel and subsistence regulations, see <http://www.finance.gov.ie/>
2. External examiner expenses will not be paid at rates which exceed the rates authorised from time to time by the Department of Finance.
3. The University will pay up to standard Civil Service rates for travel and subsistence as published and administered by the Department of Finance via the D.E.S./H.E.A. These are the maximum rates which may be paid.
4. Details of Travel and Subsistence rates applicable at NUI Galway can be found at http://www.nuigalway.ie/quality/downloads/qa304_1_travel_and_subsistence_university_visitors.pdf
5. Travel by plane or train must be standard /economy class.
6. Road travel: where feasible, public transport should be used. This is especially so where direct public transport exists. For example, in the event that an External Examiner drives from Dublin to Galway, the reimbursement will equal the standard class train rate for that journey irrespective of car usage and mileage incurred.
7. Car rental costs will not be paid.
8. For car travel, the following will apply:
 - a. All business car travel may be claimed on basis of number of kilometres from destination to NUI Galway and vice versa.
 - b. All business car travel will be paid at [standard Civil Service rates for travel per kilometre](#).
 - c. Claimants must convert all car travel to kilometres before submitting claim.
9. It is advised that you should provide your own insurance cover.
10. Examiners should maintain receipts for all travel.
11. Bank transfer is the only payment method supported by the Financial Accounting Office, NUI Galway. Examiners are advised to check that bank details provided are correct when submitting their claim.

If you have any queries about claims for External Examiners for PhD Viva Voce Examination, please email phdexams@nuigalway.ie

If you have any queries about claims for MD/Undergraduate/Taught Masters/Research Masters External Examiners, please email externs@nuigalway.ie