



Notes of guidance for external examiners: taught programmes

Academic year 2024/25

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Preface

The purpose of this document is to provide external examiners with further information on the HR process, annual reporting, and payment of fees and expenses.

This guidance is applicable for external examiners of taught programmes including taught elements of practitioner doctorates, offered by the University of Surrey (hereinafter will be referred to as the University) or by the Associated and Accredited Institutions of the University which leads to awards of the University.

Full details of the roles and responsibilities of external examiners, and of the University in its management of external examining, are set out in the [Code of practice for external examining: taught programmes](#). Please also see the [Regulations for taught programmes](#).

If, having read these guidelines, there are suggestions as to ways in which they, or the general process of induction and the information provided to external examiners could be improved, please email externalexaminers@surrey.ac.uk

1. The University of Surrey

- 1.1 The University offers a range of university-validated programmes at undergraduate and postgraduate level for full-time, part-time and distance-learning modes of study. Educational provision encompasses engineering, science and a distinctive range of programmes in the human and health sciences, the performing arts, management, law, literature and languages. Each has a strong vocational orientation.
- 1.2 The academic curriculum is managed and delivered by the following Faculties/Institution:
- [Faculty of Arts, Business and Social Sciences](#)
 - [Faculty of Engineering and Physical Sciences](#)
 - [Faculty of Health and Medical Sciences](#)
 - [Surrey Institute of Education](#)

2. The modular framework

- 2.1 The University has adopted a credit-based, modular framework based on multiples of 15 credits. Within that framework, the award of credit is dependent upon the achievement of stated learning outcomes. 1 credit is related to 10 hours of notional student workload.
- 2.2 Awards made in the name of the University are consistent with the QAA's [The Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies](#). In addition to this, the University uses a designation of Level P for the Professional Training Year.
- 2.3 Each programme is validated as a separate, named, award-bearing programme. Each programme has a Board of Studies and Board of Examiners; cognate programmes may be grouped together under one Board. Some Boards of Examiners operate separate meetings for different levels of study. Named, award-bearing programmes are the administrative responsibility of individual faculties.

3. Outline of roles per university department and contact information

Outlined below are the departments involved in the external examiner process, along with their contact information. It is important to follow any requests received promptly, such as IT account activation requests, to avoid unnecessary delays to the process. Non-engagement may result in the withdrawal of appointment offers or contract termination.

For other queries that are not covered below, externalexaminers@surrey.ac.uk should be contacted.

Process	Contact
<ul style="list-style-type: none"> An external examiner nomination form is completed and forwarded to Academic Quality Services by the Programme Leader. Academic Quality Services process the nomination and seek the relevant approval. Once approvals are confirmed, initial contact is made with the external examiner, and their details are passed to Human Resources for action. 	Academic Quality Services (AQS) externalexaminers@surrey.ac.uk
<ul style="list-style-type: none"> Human Resources contact the new external examiner to formally apply for the role on SurreyRecruit. Once the application is completed on SurreyRecruit, Human Resources undertake right to work checks with the new external examiner. After right to work checks are completed, a contract is drawn up and sent to the new external examiner for signature. A new staff number is generated. New external examiners will get an automatic email with their username/one-time password and a link to change the password to activate their account. 	Human Resources hroperations@surrey.ac.uk
<ul style="list-style-type: none"> IT account queries. 	IT Services itservicedesk@surrey.ac.uk 01483 689898
<ul style="list-style-type: none"> Academic Administration use the staff number to assign University of Surrey external examiners to the appropriate programme and module pages on SurreyLearn or Canvas (for Surrey Online Learning programmes). Academic Administration invite the external examiners to the appropriate Boards of Examiners and book any required overnight stays. Academic Administration invite the external examiner to review materials for their allocated modules on SurreyLearn or Canvas. 	Academic Administration academicadministration@surrey.ac.uk
<ul style="list-style-type: none"> External examiners for University Centre Farnborough, Farnborough College of Technology (UCF) are assigned to their own module pages by UCF who invite them to the appropriate Boards of Examiners. 	Caroline Lampard c.lampard@farn-ct.ac.uk
<ul style="list-style-type: none"> Academic Quality Services will notify the external examiner when their online annual report form is ready to complete. Three weeks following the final Exam Board of the academic year, the external examiner must submit their annual report via the online form. 	Academic Quality Services externalexaminers@surrey.ac.uk

<ul style="list-style-type: none"> On completion of the online annual report, the external examiner forwards their annual fee claim form to Academic Quality Services for approval. Academic Quality Services pass the report form on to the school/department for a response. 	
<ul style="list-style-type: none"> Academic Quality Services pass the processed claim forms on to Payroll to process payment. 	Payroll payroll@surrey.ac.uk

4. Reporting

- 4.1 A link to an online annual report form is provided ahead of the awarding Board of Examiners for completion.
- 4.2 Undergraduate reports must be submitted via the online form before the Late Summer Assessment Board of Examiners, and no later than three weeks after the semester 2 Board of Examiners, normally held at the end of June/beginning of July. Comments relating to Undergraduate Late Summer Assessment Boards of Examiners should be included in the following year's annual report, and any urgent matters must be reported immediately to externalexaminers@surrey.ac.uk
- 4.3 Postgraduate reports should be submitted via the online form after the Late Summer Assessment Board of Examiners normally held in October/November, and no later than three weeks after the awarding Board of Examiners.
- 4.4 If allocated modules did not run or modules are added to the original allocated modules, please inform externalexaminers@surrey.ac.uk so that the fee can be amended accordingly.
- 4.5 Please be aware that each report for each University of Surrey's programmes will be published on the internal SharePoint site, and on programme information pages on Surreylearn or Canvas for staff and students to view. Please do not include any information that might identify an individual member of staff or student.

5. Payment of fees and expenses

Fees

- 5.1 The payment of fees for external examining and reimbursement of related expenses is undertaken by Academic Quality Services.
- 5.2 External Examiners must hold a UK bank account and must reside in the UK in order to be paid.
- 5.3 The fee for undergraduate and taught postgraduate programmes comprises of a flat fee of £200 per appointment, and a fee for taught modules of £2 per credit examined (i.e., £30 per typical 15 credit module).
The fee for external examiners appointed prior to the 2022/23 academic year are calculated differently. Please contact externalexaminers@surrey.ac.uk for details.

- 5.3 The fee for non-modular programmes (for example, taught element of PsychD programmes) will be calculated pro rata on a similar basis, assuming an entire academic year's work as equivalent to 120 credits (e.g., undergraduate programmes of 30 weeks) or 180 credits (postgraduate programmes of 45 weeks).
Please contact externalexaminers@surrey.ac.uk for further details.
- 5.4 Fees will be paid annually on receipt of a report and claim form(s) submitted to Academic Quality Services, further information is available on the [AQS website](#). The fee for external examining will not be processed unless the University has received an annual report.
- 5.5 The University is required to deduct standard full rate Class 1 National Insurance Contributions (NICs) where the monthly earnings exceed the current lower earnings limit unless external examiners can provide a valid exemption certificate. For any queries relating to this, Payroll should be contacted (payroll@surrey.ac.uk)
- 5.6 Ordinarily, claims for fees will be batched and processed on a weekly basis by Academic Quality Services but payment will be made by the University monthly in arrears, by direct transfer to the nominated bank account on the claim form, usually on the last working day of the month. The internal deadline for receipt of authorised claim forms by the Payroll department is the 10th of each month (except for December and April – normally the deadline is at or around the 3rd of the month) for payment the following month.

Reimbursement of travel and subsistence expenses

- 5.7 Boards of Examiners meetings are held online via Microsoft Teams. In the unlikely event that in person attendance is required, AcademicAdministration@surrey.ac.uk (for Surrey programmes) or c.lampard@farn-ct.ac.uk (for University Centre Farnborough, Farnborough College of Technology programmes) should be contacted for assistance with any necessary overnight accommodation. Any claims for reimbursement for travel and subsistence expenses should be submitted to Academic Quality Services using the appropriate claim form (PAY-004). The claim form template can be accessed via the AQS website at: [Payment \(fees and expenses\) | University of Surrey](#)
- 5.8 Completed claim forms accompanied with relevant scanned receipts should be sent to Academic Quality Services via e-mail: externalexaminers@surrey.ac.uk
- 5.9 The reimbursement of travel and subsistence expenses will be made as and when they occur on submission of a claim form (as above). Alternatively, travel and subsistence expenses may be claimed, together with fees, at the end of the academic year.
- 5.10 Current Inland Revenue regulations permit the University to reimburse travel expenses without deduction of tax/NICs. All claims for items of expenditure must be made in detail and supported and accompanied by scanned original receipts, or they cannot be paid.
- 5.11 As a general principle external examiners will be reimbursed in full for expenses that are wholly necessary and exclusively incurred during the University's business. Any expenditure not clearly falling within the procedures contained in this policy should be discussed with Academic Quality Services in advance of the expense being incurred. Expenses claims must be supported by original receipts wherever these can reasonably be expected.

Accommodation

- 5.12 In exceptional circumstances, where an overnight stay is required, external examiners must request this through academicadministration@surrey.ac.uk in advance of attending. If this has not taken place, the claim may be refused. Any external examiner undertaking an onsite visit for an Accredited Institutions should consult directly prior to attending.

Travel

- 5.13 The most cost-effective mode of transport should be used when travelling on university business. The purpose of travel should be clearly stated on the claim form for reimbursement. Rail fare reimbursement is restricted to standard class. For journeys outside England and Wales economy class air fare is allowable. For journeys using a private car, mileage can be claimed at 45p per mile for the first 100 miles of a round trip, plus 15p per additional mile. Mileage expenses that exceed £100 should be accompanied by route planner detailing the route taken (e.g. Google maps/AA).

Subsistence

- 5.14 External examiners' subsistence (meals) claims must be supported by receipts. These claims will be reimbursed up to the maximum level of expenditure as shown below:
- Breakfast £15.00 max following an overnight stay or journey before 7am.
 - Lunch £15.00 max total cost; alcoholic drinks are not claimable.
 - Dinner £30.00 max total cost including any drink.

6 Further guidance

- 6.1 For additional information the below links can be accessed:
- Higher Education Academy website: <http://www.heacademy.ac.uk/>
 - QAA Quality Code for Higher Education: <https://www.qaa.ac.uk/quality-code>
 - Academic Quality Services website: [Academic Quality Services | University of Surrey](#)