Notes of guidance for external assessors

Academic year 2015/16
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Preface

The purpose of this document is to provide external assessors, appointed for validation and review panels for programmes offered directly by the University or by the Associated and Accredited Institutions of the University of Surrey (hereinafter the University) which lead to awards of the University, with guidelines on external assessors’ fees and expenses.


If, having read these guidelines, you have suggestions as to ways in which the process could be improved, please feel free to contact the Directorate of Quality Enhancement and Standards on the below address or complete the feedback form that will be provided as part of the validation and review process.

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The University of Surrey

1. The University was granted its Charter in 1966. It moved to the outskirts of Guildford from London in 1968 and, by 1970, was firmly established on its new site.

2. The University’s Mission is derived from Article 3 of its Royal Charter:

“The objects of the University shall be to advance education, learning and teaching”

As a University of international standing, Surrey’s Vision is “to work in partnership with industry, commerce and the professions, as well as with other institutions, for the benefit of our world.”

The University will achieve this goal by providing scholarship attuned to the particular needs of our technological society, by developing leading-edge research and by creating a rich and varied learning environment for its students.

3. The University’s educational provision encompasses engineering, science and a distinctive range of programmes in the human and health sciences, the performing arts, management, law and languages. Each has a strong vocational orientation. Surrey currently has a total of approximately 14,094 students, of which:

- 10,464 are full-time undergraduates
- 2,521 are full- and part-time taught postgraduates
- 1,109 are postgraduate research students

Furthermore:

- the student body is drawn from over 130 different countries (excluding the UK)
- 2,840 students (approximately 21% of the student body) are recruited from outside the UK/EU
- 855 students in China studying for the first stage of dual degrees with the University and the Surrey International Institute; a joint academic partnership between the University of Surrey and Dongbei University of Finance and Economics (DUFEE) in Dalian, China.

4. A pioneer of integrated (sandwich) professional education and training, Surrey remains committed to this form of provision; each of its full-time undergraduate degree programmes provides opportunities for professional, industrial or clinical experience. Over half of undergraduate students pursue programmes with integrated professional training, thereby significantly enhancing their employability.

5. Surrey has always enjoyed a close relationship with industry and commerce as well as with professional and statutory bodies. The majority of our programmes have a professional orientation. Over the years, programmes have been designed to give students the opportunity both to develop their academic specialisms within a stimulating environment and to gain personal and vocational skills to enhance their career prospects. Surrey has been consistently at or near the top of the league tables for highest graduate employment over many years.

6. As of 2015/16 the University will be divided into three Faculties:
The University has links with the following institutions which have the status of Accredited and Associated Institutions (AIs) of the University:

Chartered Institute of Personnel and Development (CIPD)
Guildford College of FE and HE
Farnborough College of Technology (FCOT)
North East Surrey College of Technology (NESCOT)
Royal Academy of Dance (RAD)
St Mary’s University Twickenham (research degree provision)

AIs offer a range of University-validated programmes at undergraduate and/or taught postgraduate level for full-time, part-time and distance-learning modes of study, with the exception of St Mary’s, which has only postgraduate research provision validated by the University.

Two Institutions have accredited status: FCOT and RAD, which mean that these AIs have delegated powers to approve and review programmes leading to University of Surrey awards and to modify existing programmes, whereas the University is responsible for the approval and review processes in its Associated Institutions. With the exception of FCOT, the University is withdrawing from its validation arrangements. All AIs have signed “teach-out” agreements with the University to cover the period during which the programmes will be phased out as Surrey-validated programmes.

The modular framework

The University has adopted a credit-based, modular framework based on a 15 credit tariff base with multiples of 15 being used for taught modules; undergraduate projects can be 30 or 45 credits and Master’s dissertations can be 30, 45, 60 or 90 credits. Within that framework, the award of credit is dependent upon the achievement of stated learning outcomes and is based on an understanding that 1 credit is related to 10 hours of notional student workload.

Awards made in the name of the University of Surrey are consistent with the QAA’s Framework for Higher Education Qualifications
In addition to this, the University uses a designation of Level P for the Professional Training Year.

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. Programmes undergo a quinquennial periodic review.

**Undergraduate programmes**

13. Typically, a full-time, 30-week academic year of undergraduate level study will lead to the award of 120 credits. Some undergraduate programmes – notably pre-registration nursing and midwifery programmes, for example – are delivered over a 45-week academic year. The majority of undergraduate programmes admit students to study on a full-time basis only. There are a few undergraduate programmes, however, that are designed for delivery solely on a part-time basis or in addition to full-time mode.

**Postgraduate programmes**

14. The credit tariff for postgraduate programmes is differentiated by the extended length of the academic year (thus, a 45-week full-time Masters programme, or part-time equivalent will attract 180 credits). Taught postgraduate programmes can be studied full or part-time as agreed at the programme validation/review.

**Structure of the academic year**

15. The majority of undergraduate programmes at Surrey work to an academic year based upon two, fifteen-week semesters. The pattern adopted is illustrated below:

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3 weeks Christmas break 4 weeks Easter break

**Right to Work in the UK**

16. You may be aware that there are now commitments on employers to ensure that staff are eligible to work in the UK ([Summary Guide for Employers on Preventing Illegal Working in the UK](#)). This requirement also applies to external assessor appointments.
17. All external assessors are required to provide a photocopy of their passport prior to the validation/review event and should present their current original passport to the validation and review coordinator at the event, to allow recording of sight of the original passport.

18. If a passport is unavailable, there are a variety of combination documents that can be used. For a list of these please contact qesadmin@surrey.ac.uk.

Payment of fees and expenses

Fees

19. The payment of fees for external assessing and reimbursement of related expenses is undertaken through the Directorate of Quality Enhancement and Standards (QES). The fee for external assessing will not be processed until the Assessor has undertaken the validation or review meeting.

20. The fee for external assessing is a flat fee of £215 honorarium per appointment. The External Assessor Claim form can be downloaded from the QES website via the following link: http://www.surrey.ac.uk/quality_enhancement/validation/assessors/index.htm

21. 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 assessors are able to provide a valid exemption certificate. Full details on NI deductions may be found on the reverse of the claim form itself.

22. Ordinarily, claims for fees will be batched and processed on a weekly basis by QES but payment will normally 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 (with the exception of December – normally the deadline is at or around 3rd of December).

Reimbursement of travel and subsistence expenses

23. All claims for reimbursement for travel and subsistence expenses should be submitted to QES using the appropriate claim form [Payroll Claim Form (External Assessor) PAY006]. Copies of the Expenses Claim form (PAY-006) and can be downloaded from the QES website via the following link: http://www.surrey.ac.uk/quality_enhancement/validation/assessors/index.htm

24. Completed claim forms accompanied with relevant receipts can be sent to QES either electronically (scanned) via e-mail: qesadmin@surrey.ac.uk, or in hard copy by post.

25. The reimbursement of travel and subsistence expenses will be made at the same time as the fees.

26. 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 should be supported and accompanied by original receipts. Failure to provide receipts may lead to reimbursement being liable to tax/NIC deductions at source.

27. As a general principle external assessors will be reimbursed in full for expenses wholly, necessarily and exclusively incurred in the course of the University's business. Any
expenditure not clearly falling within the procedures contained in this policy should be discussed with QES in advance of the expense being incurred. Expenses claims must be supported by original receipts wherever these can reasonably be expected.

**Accommodation**

28. Where an overnight stay is required, external assessors are responsible for booking their own accommodation. Payment for rooms that have been stayed in is reimbursed, through the expenses claim form however rooms that have been booked but not subsequently utilised will remain at the assessors’ expense.

29. It is University Policy to use or reimburse three star hotels unless there is a University agreement with that hotel.

30. If visitors book into the Mandolay or the Holiday Inn and mention that they are visiting the University of Surrey, then the hotel will charge the University agreed rate.

**Travel**

31. 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 tourist class air fare is allowable. For journeys using 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. AA, Google maps).

**Subsistence**

32. External assessors’ subsistence (meals) claims must be supported by receipts. These claims will be reimbursed up to the maximum level of expenditure as shown below:

- Breakfast £10.00 max following an overnight stay or journey commencing before 6am
- Lunch £15.00 max total cost; alcoholic drinks are not claimable
- Dinner £30.00 max total cost including any drink

Lunch will be provided for on the day of the validation/review event.

**Further guidance on and support for external assessing**

33. If you are new to the role of external assessor and would welcome further guidance, we would recommend the following useful links:

- Higher Education Academy website: [http://www.heacademy.ac.uk](http://www.heacademy.ac.uk)
- Directorate of Quality Enhancement and Standards website: [http://www.surrey.ac.uk/quality_enhancement/examiners/](http://www.surrey.ac.uk/quality_enhancement/examiners/)
Contacts

34. Information regarding External Assessors can be found on the Programme Life Cycle pages (http://www.surrey.ac.uk/quality_enhancement/validation/index.htm). If there are any questions that are not answered please contact Mrs Helen Weller on (01483) 683519 or gesadmin@surrey.ac.uk.