



Notes of guidance for external examiners: taught programmes

Academic year 2015/16

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Preface

The purpose of this document is to provide external examiners, appointed for taught programmes, including the taught elements of practitioner doctorates, 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 examiners' fees and expenses.

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 University of Surrey [Code of practice for external examining: taught programmes](#). Please also see the [Regulations for taught programmes](#) and the [Code of practice for academic governance](#).

If, having read these guidelines, you have suggestions as to ways in which they, or the general process of induction and the information provided for external examiners could be improved, we would be pleased to hear from you - please write to or otherwise contact:

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1. The University of Surrey

1.1 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.

1.2 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.

1.3 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 13,308 students, of which:

- 9,843 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 100 different countries (excluding the UK)
- approximately 30% of the student body are recruited from outside the UK
- 839 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 (DUFE) in Dalian, China.

1.4 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.

1.5 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.

1.6 From the 2014/15 academic year, the academic curriculum is managed and delivered by the following Faculties:

- Faculty of Arts and Social Sciences
 - Arts
 - English and Languages
 - Social Sciences (Sociology and Politics)
 - Surrey Business School
 - Economics
 - Hospitality and Tourism Management
 - Health Care Management and Policy
 - Law
- Faculty of Engineering and Physical Sciences
 - Chemistry
 - Chemical and Process Engineering
 - Civil and Environmental Engineering
 - Computer Science
 - Electrical and Electronic Engineering
 - Mathematics
 - Mechanical Engineering Sciences
 - Physics
- Faculty of Health and Medical Sciences
 - Bioscience and Medicine
 - Health Sciences
 - Veterinary Medicine
 - Psychology

1.7 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)

- 1.8 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.
- 1.9 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.

2. The modular framework

- 2.1 The University has adopted a credit-based, modular framework based on a 15 credit tariff base with multiples of 15 for final year projects and master's dissertations. 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.
- 2.2 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.
- 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.

Undergraduate programmes

- 2.4 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

- 2.5 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.

3. Structure of the academic year

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

- 4.6 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 are able to provide a valid exemption certificate. Full details on Tax and NI deductions may be found on the reverse of the claim form itself.
- 4.7 Ordinarily, claims for fees will be batched and processed on a weekly basis by QES 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 (with the exception of December – normally the deadline is at or around 3rd of December).

Reimbursement of travel and subsistence expenses

- 4.8 All claims for reimbursement for travel and subsistence expenses should be submitted to QES using the appropriate claim form (Payroll Claim Form [External Examiner] PAY004). Copies of the Expenses Claim form (PAY004) can be accessed via the QES website at: http://www.surrey.ac.uk/quality_enhancement/examiners/forms ; alternatively, a request can be submitted to externalexaminers@surrey.ac.uk.
- 4.9 Completed claim forms accompanied with relevant receipts can be sent to QES either electronically (scanned) via e-mail: externalexaminers@surrey.ac.uk , or in hard copy by post.
- 4.10 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.
- 4.11 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.
- 4.12 As a general principle external examiners 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

- 4.13 Where an overnight stay is required, external examiners should request a departmental administrator to book an appropriate hotel room for them in advance of the meeting. Visitors to the University of Surrey are expected to use the University visitor accommodation on campus, the Mandolay Hotel, Travel Lodge, Premier Inn or any other 3-star hotel in Guildford. Accommodation of a similar standard should be booked near the appropriate Associated or Accredited Institution.

Travel

- 4.14 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

4.15 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 £10.00 max following an overnight stay or journey commencing before 7am

Lunch £15.00 max total cost; alcoholic drinks are not claimable

Dinner £30.00 max total cost including any drink

5. Further guidance on and support for external examining

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

- Higher Education Academy website: <http://www.heacademy.ac.uk/>
- QAA Quality Code for Higher Education, Chapter B7: <http://www.qaa.ac.uk/publications/information-and-guidance/publication?PubID=179>
- Directorate of Quality Enhancement and Standards website: http://www.surrey.ac.uk/quality_enhancement/examiners/

Contacts

Please note that all external examiner's reports and claims for fees and expenses should be submitted to the:

Directorate of Quality Enhancement and Standards

12SE03, Senate House

University of Surrey

Guildford, Surrey, GU2 7XH

Tel: 01483 689108

e-mail: externalexaminers@surrey.ac.uk