



Code: QA226
Title: Payment of External Examiner Expenses
Date: 09/12/2020
Approval: AC Standing

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 External Examiners Expenses Claim Form is available online [here](#)

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 University of Galway as a subject extern examiner (Undergraduate/Taught Masters/ Research Masters) The maximum payment allowable per visit is two days | €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 perclaim.
- 3.2 All expenses including accommodation and travel should be paid personally by the examiner who should then claim reimbursement from University of 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 University of Galway. Section 4.1 provides an overview of University of 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 as soon as possible (but no later than three months after your visit to University of Galway). Note that Undergraduate external examiners must first return their report to the Quality Office before their claim can be processed.
- 4.2 University of 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.
- 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 banktransfer.

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

4.2 University of Galway Travel and Subsistence Policy:
<https://www.universityofgalway.ie/financial-accounting/policiesprocedures/>

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

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

1. The Irish Revenue Commissioners carried out a review of the previous agreement in place (Since January 2013) in relation to External Examiners, Quality Assurance Reviewers and Subject Specialists in 2018 (described collectively as *Campus Visitors*).
Revenue subsequently confirmed in a letter to the Irish Universities Association (IUA) that the 2013 agreement no longer applies and instructed the University Sector that *all such campus visitors – resident and non-resident - must be processed appropriately through the [PAYE system](#) in relation to their fees/remuneration.*
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 University of Galway can be found [here](#):
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 University of 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. You should provide SEPA bank details which includes a BIC and IBAN. Our payroll system can only pay to SEPA bank accounts and in Euro currency.

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

If you have any queries about claims for MD/Undergraduate/Taught Masters/Research Masters Extern Examiners, please email externalexaminers@universityofgalway.ie