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| A picture containing shape  Description automatically generated | **Non-Core External Examiner Fee Payment Form** |

**Please complete and return to** **externalexamining@qmu.ac.uk**

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| **Part 1: Non-Core Staff Member & Position Details**  |
| Full Name of Non-Core Staff Member:  |  |
| Position Title: |  |
| Start & End of Tenure Dates:  |  |
| Address:Telephone number: |  |

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| **Part 2: Details of Duties \*****\****We are unable to process payment without this information.*  |  |
| Attendance at Boards of Examiners (number of days or part days) |  |
| Number of modules (in credit points) for which moderation has been completed  |  |

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| **Total Fee Payable** *\* see appendix 1 for fee structure***:**  |
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| **Personal Details** |
| √ Please tick here to confirm that the personal details that you provided previously remain correct.*If your details have changed in the last 12 months please request an HR Registration form from* *casualpayments@qmu.ac.uk* *so that your details can be updated and the fee payment made*.   |

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| **Employee and Budget Holder Sign Off:** |  |  |
| Employee Signature: |  | Budget Holder Signature & Account Budget Code: |  |
| Date of Signature: |  | Date of Signature: |  |

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| **HR Check:** |  | **HR Reference No:** |
| HR Signature: | Date of Signature: |  |

 **APPENIX 1**

**QMU fee structure for all External Examiners**

1. Fees are paid annually.
2. The annual fee is allocated according to number of credits and irrespective of level (undergraduate or postgraduate):

 ≤ 60 credits £150

 65 – 295 credits £350

 ≥ 300 credits £500

 Note that modules are counted only once, regardless of how many programmes

 they are part of. No extra counting is made for resits. However, a module may

be counted twice if it runs in two different locations or if it is assessed at two different levels.

3 Additional payments are made as follows:

1. Attendance at QMU or other agreed UK location (per day)

£50 up to a maximum of £150

1. Attendance at overseas partner organisation (per day)

£80 up to a maximum of £450

1. Teleconference Board of Examiners (per meeting) £25
2. £50 per necessary day at QMU, up to a maximum of £150. Necessary days (to be determined by the Dean of School) include attendance at exam boards; student performances or presentations; viva examinations; and (if applicable) attendance at induction. Viewing student work at QMU instead of at home is not included. Time spent abroad is not included but is acknowledged separately (see below).
3. £80 per necessary day at overseas partner organisation. Necessary days (as above plus travel and rest days in-country) are to be agreed in advance with the Dean of School.
4. £25 per exam board to which the Examiner contributes by teleconference.