

Newcastle University External Examiners Fees 2023/24

On nomination, the Board of Studies will propose the fee payable according to the principles indicated below.

The fee includes one annual visit (for up to 3 days) for purposes of moderation and attendance at the Board of Examiners. Examiners may claim a fee of £50 per visit for up to two additional visits per year if they are essential to the role. Where responsibility for programmes is shared, the fee paid to each examiner should reflect their individual contribution.

To note:

The below fee bands are based on the total number of students, regardless of the number of programmes (but a case can be made for an examiner responsible for many programmes to be placed in a higher fee band on the basis that their remit is complex). Similarly, where an examiner has sole responsibility for a programme (or programmes) with extraordinary examination and moderation requirements, a higher fee band can be requested.

Fees for examiners responsible for both undergraduate and postgraduate programmes should be calculated on an individual basis in liaison with the Examinations & Awards Office.

Undergraduate Programmes (including Foundation Certificates)

UG Band 1: £450

To be paid where **an examiner is responsible for between 1-30 FTEs (final and penultimate stages)**, and/or;

- there are no extraordinary or complex considerations, and/or;
- the nature of the programme means the role is less onerous e.g. in the case of Joint Honours programmes where there is little involvement at module level.

UG Band 2: £550

To be paid where **an examiner is responsible for between 31-75 FTEs (final and penultimate stages)**

UG Band 3: £650

To be paid where **an examiner is responsible for between 76-125 FTEs (final and penultimate stages)**

UG Band 4: £800

To be paid where **an examiner is responsible for 126+ FTEs (final and penultimate stages)**

Postgraduate Taught Programmes (*including PG Diplomas/Certificates*)

PGT Band 1: £350

To be paid where an examiner is responsible for between 1-10 FTEs (final stage)

PGT Band 2: £550

To be paid where an examiner is responsible for between 11-20 FTEs (final stage)

PGT Band 3: £650

To be paid where an examiner is responsible for between 21-40 FTEs (final stage)

PGT Band 4: £900

To be paid where an examiner is responsible for 41+ FTEs (final stage)

Taught Programmes or Modules Offered in Multiple Locations

For further information about fees for taught programmes or modules offered in multiple locations, please see Annex A (below).

Research Degrees

PhD first submission	£180
PhD resubmission	£85
Integrated PhDs	£180
MPhil (and other Masters by Research) first submission	£125
MPhil etc. resubmission	£55
Higher Doctorates	£255
Taught Doctorates	£155 per student

Annex A – Fees for Taught Programmes or Modules Offered in Multiple Locations

UK arrangements (e.g. Newcastle University London, The Poetry School etc.

- Band payments need not automatically increase due to an additional location, but will continue to be calculated on the basis of student numbers, with possible increase to a higher band for particularly complex arrangements.
- A flat additional annual fee of £100 per additional location, to be added to the standard band payment to all external examiners covering more than one location. This fee will apply to all years of appointment.
- The additional payment of £50 for up to two extra visits per year will still apply should there be a need for the external examiner to make visits to Newcastle, at times other than the Board of Examiners.
- External examiners will receive a *per diem* additional fee of £100 for visiting other locations.
- Visits are not expected to be longer than one day in duration.
- The external examiner will be able to claim expenses for all visits required under Educational Partnership and External Examining policies.

International arrangements (e.g. NUIS, NUMed etc.

- Band payments need not automatically increase due to an additional location, but will continue to be calculated on the basis of student numbers, with possible increase to a higher band for particularly complex arrangements.
- The external examiner will be able to claim expenses for all visits required under Educational Partnership and External Examining policies. For long distance visits, and to ensure the best use of time, Business Class travel may be permitted with the express prior agreement of the Academic Unit*.
- External examiners will receive a *per diem* additional fee of £200 for their visits to other international locations of study (normally 2 visits during a 4 year appointment period) in addition to expenses.
- The *per diem* fee is payable on travel days as well as days spent at the location. However the *per diem* fee is not payable on any rest days that the external examiner may choose to take.

**Or whoever is the agreed budget holder for the visits.*