**NOTES OF GUIDANCE RELATING TO THE PAYMENT OF FEES AND EXPENSES TO**

**EXAMINERS OF HIGHER DEGREES BY RESEARCH**

**Payment claim forms and receipts should be returned to** [**pgr-enquiries@sheffield.ac.uk**](mailto:pgr-enquiries@sheffield.ac.uk) **for payment.** You are asked to submit the Payment Form for payment of fees and expenses, with scanned, itemised receipts to support the expenses, within three months from the date of incurring the expenses. To comply with the University’s Financial Regulations the University is only able to reimburse legitimate and proportionate expenses that have been incurred as a direct result of the examination process.

**Examiners with non-UK bank accounts** will need to provide a headed bank document to confirm their bank information. Please ensure this document contains your name, bank name/logo, and any applicable details to help route international payments (BIC, SWIFT, Routing Number, IBAN). Please do not send copies of bank cards or provide bank card numbers, as these must be immediately reported to our data security services.

**GUIDANCE FOR EXTERNAL EXAMINERS OF HIGHER DEGREES**

**EXTERNAL EXAMINERS** are paid a fee (see below) and are entitled to be paid for out-of-pocket expenses they have incurred in delivering the examination services. A claim form is sent with the thesis (Claim Form for Fees and Expenses), and can also be downloaded from: <https://www.sheffield.ac.uk/rpi/pgr/publications-forms#examiners>

**FEES FOR EXTERNAL EXAMINERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Doctor of Philosophy (PhD) | £200 | Doctor of Education (EdD) | £150 |
| Doctor of Engineering (EngD) | £200 | Doctor of Clinical Psychology (DClinPsy) | £150 |
| Doctor of Medicine (MD) | £200 | Doctor of Educational and Child Psychology (DEdCPsy) | £150 |
| Higher Doctorates: LittD, DSc, DEng, DMus, LLD, DSc Tech, DMet | £230 | Research Masters Degree (MPhil, MMus) | £150 |

**Travel Expenses**

Externalexaminers are asked to travel by Standard Class rail wherever possible (peak rates are acceptable). However should they choose not to do so, the University will only pay an amount equal to the cost of a Peak Standard Class rail fare. First Class will **only** be reimbursed if where reason is provided and agreed with Research, Partnerships and Innovation in advance of making a reservation([pgr-enquiries@sheffield.ac.uk](mailto:pgr-enquiries@sheffield.ac.uk)).

**If travelling from outside the UK (and a hybrid examination is not possible), any air travel should be agreed with Research, Partnerships and Innovation in advance of making a reservation** ([pgr-enquiries@sheffield.ac.uk](file:///\\stfdata10\home\AD\Ad1hmf\ManW10\Downloads\Thesis%20Pack\pgr-enquiries@sheffield.ac.uk))**.** Research, Partnerships and Innovation reserves the right not to pay unapproved international travel costs. In line with the University’s Sustainability Policy, hybrid vivas should be arranged, wherever possible, when examiners are based abroad. Where necessary, travel from airports to Sheffield should be by Standard Class rail.  
  
Motor mileage can be claimed at 45p per mile and will be paid where travel by car is essential. However the use of a private vehicle would be regarded as exceptional where rail services are available for journeys exceeding 40 miles from Sheffield. Mileage claims may be made of 20p per mile for bicycles and 24p per mile for motorbikes, in line with the University’s ‘Green Initiative’ campaign.

**Accommodation Expenses**

There are a number of hotels conveniently located close to the University. The current weekday rate at these hotels varies, but rooms can be booked for around £75 - £85 per night, including breakfast. **Accommodation costing in excess of this should be agreed with Research, Partnerships and Innovation in advance of making a reservation** ([pgr-enquiries@sheffield.ac.uk](file:///\\stfdata10\home\AD\Ad1hmf\ManW10\Downloads\Thesis%20Pack\pgr-enquiries@sheffield.ac.uk)) and we reserve the right not to pay unapproved accommodation costs in excess of £150 per night. Research, Partnerships and Innovation will only pay for the number of nights required to conduct the viva (normally one and a maximum of two).

The University will not pay for additional costs such as tips, room service fees, mini-bars, newspapers and telephone calls. The University will not pay for Airbnb or other private letting providers (e.g. rental apartments).

**Out of pocket expenses**

The University will pay the cost of meals while the examiner is delivering the examination services up to a maximum of £50 (where an evening meal and lunch are both required.) **Itemised** receipts, detailing the items paid for, must be provided to support the expenses. Credit card slips, which show only the total spent, are not sufficient as evidence.

The University does not pay for alcoholic drinks or discretionary tips. Research, Partnerships and Innovation reserve the right to decline payment, either in part or in full, of any item that is considered to be unreasonable or excessive.

**GUIDANCE FOR** **INTERNAL EXAMINERS**

**INTERNAL EXAMINERS** are members of staff at the University. They are not paid an examination fee, if they carry out the duties of an examiner, and they cannot claim subsistence allowances, because their place of work is at the University.

Where Internal Examiners attend a meal with a Higher Degree Examiner, this may be treated as allowable entertaining and they are entitled to claim up to a maximum of £25 for their meal with the external examiner. Itemised receipts must be provided. Please note that credit card slips are not acceptable as receipts, and the University does not pay for alcoholic drinks or discretionary tips. Meals for additional members of staff (e.g. supervisors, students) are not allowable expenses for staff and the University will not reimburse these costs unless the event meets the conditions in the Regulations to be treated as entertaining.

Other than in very exceptional cases (e.g. where the viva examination is not taking place in Sheffield), we would not expect to receive any expenses claims from internal examiners relating to travel. In such cases, RPI’s caps for Travel, Accommodation, and Out of Pocket Expenses apply (listed above). Please also note that in the rare case that an examination takes place abroad, the University’s International Working Policy applies: <https://staff.sheffield.ac.uk/hr/policies/international-working-hub/explainer>

Internal Examiners must claim on the University’s Expenses Claim Form for Staff which can be downloaded from our Forms page at <https://www.sheffield.ac.uk/rpi/pgr/publications-forms#examiners>

The online myExpenses system cannot be used to reimburse expenses incurred as part of the internal examiner role. Examiners are encouraged to pay and obtain receipts for their expenses and claim them back after the event. In cases where this is not possible then the school must pay for them in the first instance. A form is available to download from the Research, Partnerships and Innovation website for schools to claim such expenses at: <https://www.sheffield.ac.uk/rpi/pgr/publications-forms#department>

**INFORMATION FOR BOTH EXTERNAL AND INTERNAL EXAMINERS**

In all cases the name of the student to whom the payment relates should be quoted and evidence of expenses (such as scans or photographs of **itemised** receipts) should be provided. Please note that credit card slips are not acceptable as receipts. It may not be possible to pay expenses which are not accompanied by appropriate supporting evidence. It is advisable that you retain copies of any receipts and claim form until the claim is paid.

**INCOME TAX AND NATIONAL INSURANCE**

The University will pay the agreed fee, and any associated out-of-pocket-expenses, as a single sum to your bank account with no deduction for income tax or National Insurance Contributions (NICs). It is your personal responsibility to disclose the fee income to HMRC (or your country’s tax authority)and to pay associated income tax, NICs, or other tax liabilities.

**PAYMENTS**

All fees and expenses will normally be paid directly into your bank account. Payments can only be made to individuals, not to organisations or institutions, using the Claim Form.

**Completed forms and any enquiries about claiming expenses should be sent to pgr-enquiries@sheffield.ac.uk**

X:\RS\_Share\RS\PGR Support\Degree Support\Front of House\Expenses\Internal and External Claim Forms\Examiners\_expenses\_notes.docx