



Code: QA226
Title: Payment of External Examiner Expenses
Date: November 2024
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, Undergraduate, Taught Masters and Research Masters.

2.0 Description

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

2.1 Doctorate Degrees (PhD and MDs)

On completion of the viva voce examination, the examiner submits a claim form for fees and expenses.

2.2 Fees¹

Description	Fee
Doctorate Degree (PhD/ MD) per examination. The maximum payment allowable per claim is one examination.	€216
<i>Virtual or On Campus Visiting Fee – Full day as a subject specialist (Undergraduate, Taught Masters or Research Masters). The maximum payment allowable per visit is two days.</i>	€250
Reading Fee for minor thesis	€52
Reading Fee for Research Master thesis	€102

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

2.3 Claiming Expenses

- 2.3.1 Expenses will be paid to a maximum of EUR€1,000 *for all claims except Doctorate Degrees (PhD and MDs) where expenses will be paid to a maximum of EUR€1,200.*
- 2.3.2 All expenses should be paid personally by the examiner who should then claim reimbursement from the University of Galway.
- 2.3.3 Only travel and accommodation expenses should be booked through the associated College or School Office via the University of Galway's nominated

Agent. Where this is not possible all expenses including accommodation and travel should be paid personally by the examiner who should then claim reimbursement from University of Galway and must be in line with the universities travel and subsistence policy [QA302](#)

Please note only personal expenses paid by the examiner can be reimbursed in line with the university's travel and subsistence policy [QA302](#)

- 2.3.4 The examiner is advised for any travel and subsistence costs incurred please refer to the university's travel and subsistence policy [QA302](#).
- 2.3.5 The University of Galway will only reimburse the external examiner and will not make payments to hotels, travel agents, airlines or other companies.

2.4 Processing the Claim

- 2.4.1 The examiner completes a claim form and returns it to the Examinations Office as soon as possible (but no later than three months after completion of work/date of your campus visit to University of Galway).
- 2.4.2 Undergraduate and Postgraduate external examiners must first return their Quality report to the Quality Office before their claim can be processed. Please refer to the Quality Office's dedicated External Examiner website [here](#).
- 2.4.3 For Doctorate Degrees (PhD and MDs) claims can be submitted on completion of the viva voce examination. The internal University of Galway examiner will submit the external examiner's report on their behalf.
- 2.4.4 The Examinations Office approves the claim ensuring travel and subsistence allowances claimed are in accordance with approved rates as referred to in section 4.1.
- 2.4.5 Payment is requested by the Examinations Office through the relevant Financial Accounting Office.
- 2.4.6 The Financial Accounting Office issues payment directly to the external examiner by bank transfer. Processing claims can take up to 3 months or longer during the high-volume periods for the Examinations Office such as exam sessions and results processing, specifically May, June, July and August.

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 and Research Masters 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
College Office	Deal with external examiners' queries in relation to booking accommodation and travel requests. Facilitate timely feedback on queries from external examiners. <i>Where possible travel and accommodation expenses should be booked through the associated College or School Office via the University of Galway's nominated Agent</i>

4.0 Related Documents

4.1 University of Galway Travel and Subsistence Policy:

<https://www.universityofgalway.ie/financial-accounting/policiesprocedures/>

If you have any queries about claims for External Examiners, please email

externalexaminers@universityofgalway.ie