UNIVERSITY OF LEEDS

Schedule of Payments for External Examiners: 2016-17 Session

Programmes
The formula for the payment of external examiners consists of two parts: a basic fee and a *per capita* element. The basic fee covers the irreducible load of an external examiner in relation to the setting of examination papers and attendance in the University for the last stages of the examination process, and a capitation fee relating to the number of candidates presenting for modules in the subject for which the examiner is responsible.

The *per capita* element is calculated on the basis of a fee per candidate per 10-credit module (undergraduate) or 15 credit module (postgraduate).

There is a separate set of basic fees for examiners who may be asked to take responsibility for groups of modules separately from any overall responsibility they may have with a particular programme of study (the normal basic fee is assumed to apply to full qualifications, normally a minimum of 120 credits in duration).

In many cases, external examiners in a school act both for undergraduate programmes and for postgraduate programmes. The undergraduate examinership and the postgraduate examinership will be treated separately and a basic fee will be payable for each. **A maximum payment of £1000 for all examinerships held in the University in any one year will apply.**

a) For first degrees

A **basic fee of £160** will be payable.

In addition, a fee of **60p per candidate per 10-credit module** is payable for all modules taken by candidates in the **second, third and fourth years** of degree programmes (i.e. those contributing to the degree result). **60p per candidate per 10-credit module** is also payable for modules taken by candidates in **Year 1** of **Cert HE programmes**.

**An additional fee of £3.90 per final-year candidate** will be payable to the external examiners for subjects which include an oral or performance element.

b) Taught Postgraduate Programmes (including MRes programmes)

A **basic fee of £160** will be payable.

In addition **a capitation fee of £1.55 per candidate per 15-credit module** will be payable. Examiners for **MEd Scheme B** dissertations will be paid **£55 per candidate**.

c) Examiners of Groups of Modules

External Examiners who are asked to assume responsibility for groups of modules but who are not associated with an overall degree awarding process will be paid a **basic fee** as follows:

- **Up to 60 credits** £100
- **65 - 90 credits** £130
- **95 - 120 credits and upwards** £160

In addition, the capitation fee of **either 60p per candidate per 10-credit module** will be payable to undergraduate students or **£1.55 per candidate per 15-credit module** for postgraduate students.

d) Work-based Learning

The External Examiner for the Work-based Learning programme will be paid a **basic fee of £160** with a **capitation fee of £15 for each candidate presenting for an undergraduate award** and **£19 for each candidate presenting for a taught postgraduate award**.
e) Mentors

External Examiners who are asked to mentor new appointees will receive a standard fee of £100 per annum.

Section B Degrees of MChD/BChD, BSc

MChD/BChD, BSc

An external examiner will be paid a basic fee of £160 together with a capitation fee for the programme element for which he/she is appointed.

<table>
<thead>
<tr>
<th>Year</th>
<th>Basic Fee Per Examiner</th>
<th>Candidate Fee per student</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>£160</td>
<td>£3.20</td>
</tr>
<tr>
<td>2.</td>
<td>£160</td>
<td>£4.20</td>
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<tr>
<td>3.</td>
<td>£160</td>
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<tr>
<td>4.</td>
<td>£160</td>
<td>£5.50</td>
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<td>5. Dental Surgery</td>
<td>£160</td>
<td>£8.60</td>
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