

## UNIVERSITY OF LEEDS

### Schedule of Payments for External Examiners: 2023-24 Session

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 assessment papers and attendance in the University for the last stages of the assessment 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).

If an external examiner provides oversight of both undergraduate programmes and postgraduate programmes, a basic fee will be payable for the undergraduate examinership and the postgraduate examinership. A basic fee will also be payable for each entry point for programmes with multiple entry points. **A maximum payment of £1500 for all examinerships held in the University in any one year will apply.**

#### a. Undergraduate Programmes

A basic fee of £180 will be payable.

In addition, a fee of 70p 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). 70p per candidate per 10-credit module is also payable for modules taken by candidates of certificate awards, diploma awards or exit awards at Year 1 or 2.

An additional fee of £4.00 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 £180 will be payable.

In addition a capitation fee of £1.70 per candidate per 15-credit module will be payable.

#### 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:

<b>Number of Credits</b>	<b>Fee</b>
Up to 60 Credits	£110
65 to 90 Credits	£145
95 to 120 Credits and Upwards	£180

In addition, the capitation fee of either 70p per candidate per 10-credit module will be payable to undergraduate students or £1.70 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 £180 with a capitation fee of £18 for each candidate presenting for an undergraduate award and £22 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.

f. Degrees of MChD/BChD, BSc

An external examiner will be paid a basic fee of £180 together with a capitation fee for the programme element for which they are appointed.

<b>Year</b>	<b>Basic Fee Per Examiner</b>	<b>Candidate Fee Per Student</b>
Year 1	£180	£3.20
Year 2	£180	£4.20
Year 3	£180	£4.20
Year 4	£180	£5.50
Year 5 Dental Surgery	£180	£8.60

g. Resignations

External examiners who resign before completing the full duties of the role for the academic year will be paid £120. External examiners must have completed partial duties of the role and must complete and submit sections 1 through 3 of the annual report to receive the payment.