

Procedure for Processing Claims from External Examiners for Doctorate Degrees
(Viva Voce Examination)

1. From 1 October 2003, the constituent universities of the NUI are responsible for the payment of all costs relating to External Examiners of Doctorate Degrees (Viva Voce Examination).
2. Responsibility for managing and approving any claims submitted by External Examiners rests with the Head of Academic Unit as applicable from 1 October 2003. Following each PhD submission, the Graduate Studies Office should forward an External Examiner Fee and Expenses claim Form to the Examiner for completion and signature. The Examiner should submit a claim for fees and expenses on completion of the oral to the relevant Head of Academic Unit for authorisation.
3. The External Examiner should be advised that any travel and subsistence costs incurred cannot exceed the rates applied by UCC and which comply with [Irish civil service rates](#).
4. Once a Fee and Expenses claim is received from an External Examiner the relevant Head of Academic Unit should review the claim and ensure that any travel and subsistence allowances claimed are in accordance with the UCC policy.
5. To ensure the correct tax treatment is applied the amount claimed should be split according to Fee due and Expenses incurred and should be coded as follows:

Expenses – Code to 4608/Dept Cost Centre Code/Appropriate Project Code

Fee – Code to 4614/Dept Cost Centre Code/Appropriate Project Code

6. The current fee payable to External Examiners for examining is €216.

7. The Head of Academic Unit should approve the claim by signing the form and send it to the Financial Accountant, Finance Office, UCC. All expenses must be vouched (i.e. original receipts must be provided) and attached to the claim when submitting same for payment.

Note: All External Examiners must submit their bank details with their claim

8. Since 1 October 2003, Schools/Departments who incur external examiner expenses for Doctorate programmes must bear the cost locally. No provision is made centrally for costs incurred.
9. It is a requirement of NUI that External Examiner Reports are submitted to a central office. The Registrar has nominated the Graduate Studies Office at UCC as the central office. It is also a requirement that the reports are received and analysed centrally for quality assurance purposes.