

**Procedure for Processing Claims from External Examiners for MD, Research Masters and
Special External Examiners for Taught Masters Dissertations¹**

1. From 1 September 2009, the constituent universities of the NUI are responsible for the payment of all costs relating to External Examiners of MD Programmes, Research Masters Programmes and Taught Masters Dissertations. Accordingly, any External Examiner costs incurred in relation to programmes relating to 2009/10 onwards must be borne by UCC.

2. Responsibility for managing and approving any claims submitted by External Examiners rests with the Head of Academic Unit as applicable from 1 October 2010.

3. The External Examiner should forward their report in hard copy to the following staff as relevant:

External Reports for MD/Research Masters should be sent to the Research Administrator for Thesis Submission & Examinations, Graduate Studies Office, UCC.
Email: thesissubmission@ucc.ie

External Reports for Taught Masters Dissertations should be sent to the relevant School/Department.

External Examiners should note that only their report should be sent to the above staff – it is not a requirement that it is accompanied by the corrected thesis. The Graduate Studies Office (in the case of MD/Research Masters) and relevant local School/Department (in the case of Taught Masters Dissertations) will forward the External Examiners report to the relevant Examination Board in UCC for approval.

4. The Graduate Studies Office (in the case of MD/Research Masters)/ relevant local School/Department (in the case of Taught Masters Dissertations) will forward an External Examiner Fee Claim Form to the Examiner for completion and signature.

¹ Where the Programme or Subject External Examiner is unable to examine a dissertation (as part of a Taught Postgraduate programme) due to the subject matter being outside of his/her competency, a Special External Examiner is appointed. This should only be done in exceptional circumstances. The norm would be that the existing Programme or Subject External Examiner will also examine dissertations as part of their remit.

Claims for external examiner fees and expenses should be made using the following form: <https://www.ucc.ie/en/academicgov/externs/fee-expense-claim-form-external-examiners/>

The External Examiner should submit their claim for fees to the Graduate Studies Office (MD/Masters Research) or relevant local School/Department (Dissertation).

5. The relevant Head of Academic Unit should review the claim and ensure the appropriate fee is being claimed.
6. To ensure the correct tax treatment is applied the amount of fee payable should be coded as follows:

4614/Dept Cost Centre Code/Appropriate Project Code

The current fee payable to External Examiners for examining is €250 for MD externing and €102 for Research Masters externing.

In the case of Special External Examiners (exceptional circumstances) examining a dissertation – the reading fee is €52 per thesis.

7. The Head of Academic Unit should approve the claim by signing the form and send it to the Financial Accountant, Finance Office, UCC.

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