

Procedure for Processing Claims from External PhD Examiners

1. Since 1 October 2003, the constituent universities of the NUI are responsible for the payment of External PhD Examiners costs. The practice up to 30 September 2003 was that constituent universities forwarded the fee income received from students for submitting PhD theses directly to the NUI - the NUI then paid the External Examiners expenses from this income. The extra cost incurred by UCC for examining PhD's is recovered from fees charged to PhD students.

2. Responsibility for managing and approving any claims submitted by External Examiners rests with the Head of Department as applicable from 1 October 2003. Following each PhD submission Departments using an External Examiner should forward an expenses claim form (ref: MA1) to the Examiner for completion and signature. The Examiner should submit a claim for expenses on completion of the oral to the relevant Head of Department for authorisation.

The Examiner should be advised that any travel and subsistence allowances incurred cannot exceed the rates as currently applied throughout the Irish University sector - details of the Travel and Subsistence rates applicable and a copy of the External Examiner's claim form can be downloaded from the Finance Office Website <http://www.ucc.ie/en/financeoffice/forms/ap/>

Please note the current fees payable to External Examiners:

Fee Type	Amount
MA1 Extern Examiners for Doctorate Degrees (Viva Voce Examination)	€216
MA2 Extern Examiners for Undergraduate & Masters Degree Programmes	€216
MA3 Extern Examiners for:	
Research Masters	€102 (flat fee)
MD Programmes	€250
Minor Thesis Corrections	€52

3. Once an expenses claim is received from an External Examiner the relevant Head of Department should review the claim and ensure that any travel and subsistence allowances claimed are in accordance with the rates as referred to in point 2 above. The expenses should be coded to the relevant department cost centre code.

The Head of Department should approve the claim by signing the form and send it to the Accounts Payable Manager, Finance Office, U.C.C., for processing. Evidence of receipts etc. must be provided and attached to claims when submitting them for payment.

4. With the full (100%) introduction of the Resource Allocation Model from 1 October 2008 the income from PhD fees is allocated to the Head of College – therefore departments who incur costs in relation to External examiner expenses should apply to their Head of College for an income allocation to offset the cost incurred.

5. The Accounts Payable office will issue an electronic payment to the External Examiner's bank account.