

Contents Page

	<u>Page</u>
1. Context	1
2. Documentation	1
3. Examining Duties	2
4. Reports	2
5. Programme Review of Amendment	3
6. Terms of Appointment	3
7. Conditions of Appointment	4

Guidance for External Examiners

Guidance for External Examiners



of fees and expenses is dealt with by Carl Anderson in the University's Academic Registry, email: carl.anderson@law.ac.uk

Fees and expenses will be paid directly into a bank account on submission of an invoice and relevant receipts.

When making a claim for expenses receipts must be provided. When making a claim in relation to travel, external examiners should ensure that it relates to standard class rail fare plus incidental taxi fares. Car mileage can only be claimed in lieu up to the level of second class rail fare unless the rail fare plus associated costs (e.g. taxis, having to stay overnight in a hotel) exceeds the cost of car mileage.

7. Conditions of Appointment

- a. External examiners appointed by the University shall normally be appointed for a term of (1 or 2 years) and may be re-appointed, except in exceptional circumstances, for a further year to ensure continuity.

