

GUIDANCE FOR EXTERNAL EXAMINERS (CLAIMANTS)

1. Complete **Part One** of the form and return it to the relevant School Office. (Claimants are encouraged to return all documentation, including receipts, in electronic format to the School Office email account.)
2. In respect of a claim which includes a fee, complete a **Starter Declaration Form** for each claim (available at the above web link). This will help to ensure that any tax due is calculated correctly.
3. All **receipts** must be attached to the form to enable payment of expenses.
4. Under regulations introduced by the UK Visas & Immigration (UKVI) the University is required to verify the identity of *all Claimants* in receipt of a **fee**. For most Claimants this will be a relatively simple process involving inspecting and copying their passport. You must therefore attend the relevant School Office to have your passport verified prior to commencing work.
5. All External Examiners are required to note and comply with the following policy statement:

Confidentiality, Data Protection and Acceptable Use of Information Technology

Through the course of your engagement, you may become aware of information, which may be of a confidential nature, concerning staff, students or University business. You must not improperly disclose, store, transport, retain or misuse personal or confidential information (whether expressly identified or not) which you may gain access to as part of your employment. Where you are uncertain about the status of information you should in the first instance, liaise directly with the relevant School Office. You are also required to adhere to the University's Acceptable Use of Information Technology Code of Practice.

You should also be aware of your liabilities and responsibilities under the General Data Protection Regulation (<https://eugdpr.org/>), whereby you can be held personally liable at law for disclosure of information to unauthorised sources. Alleged breaches of confidentiality will be investigated and may result in action under the University's disciplinary procedures.

On termination of your engagement with the University, you should not disclose any confidential information to which you have had access during your engagement, and your corporate e-mail and storage will be unavailable and deleted. All confidential material in your possession, in whatever format, remains the property of the University and must be returned to the University on termination of your engagement.

6. Income Tax and National Insurance contributions will be deducted in line with current HMRC guidance.
7. Arising from UK immigration regulations, *fees* can only be claimed by **non EEA nationals** as External Examiners who are invited for a pre-arranged fee paid engagement **for no longer than ONE month**. UK and other EEA nationals may be paid fees for longer periods of engagement.
8. All claims are processed on the monthly payroll and cut off dates apply (usually mid-month).
9. Please retain a copy of the form and supporting documentation for your records.