

Guidance for the payment of PGR examiner fees and expenses



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Setting up examiners in readiness for receipt of their invoice

To receive payment for the examination of a thesis, we will need to set up our examiners on our payments system. We ask for this information once examiners accept our invitation to examine.

What information do we need from our examiners in order to set them up?

If examiners haven't provided this information already, we need proof of bank details (i.e a header of a bank statement /PDF/ screenshot of online banking). The document should show:

- **Full name and home address**

As well as

UK Bank Accounts	European Bank Accounts	USA Bank accounts
Sort Code, Account Number	SWIFT and IBAN/BIC codes	Account number, SWIFT and routing ABA information

In the covering **email** we also need to know:

- **Contact telephone number**

As the Finance team may need to contact our examiners, making sure we have a contact number is very important, and we cannot complete the supplier set-up process without it.

- **National Insurance number**

We need a National Insurance number or Unique Taxpayer Reference (UTR). We do not require an official document as proof of a NI number. Examiners who are based overseas should provide an equivalent number to prove taxpayer status.

Why do examiners need to provide a bank statement?

To comply with finance regulations, we need to ensure all financial information provided relates to our examiner: a scan or picture of a bank statement will provide us with proof of the residential address as well as confirmation of the bank account. We then use this evidence to cross-check details in our finance system, to prevent payments being made incorrectly. We have in the past been provided with bank details by examiners which they themselves have provided this incorrectly; it can easily happen.

The image shows a screenshot of an HSBC Current Account Statement. The header includes the HSBC logo and the title 'Your Statement'. The account details section lists the account name as TOM DAHER, account number 00980275, and sort code 40-02-15. The statement also shows the opening balance, payments in, payments out, and closing balance, all in Euros. The account type is listed as CURRENT/EUROPEAN CURRENCY. The statement is dated 07th February 2021 and is addressed to TOM DAHER at 43 Great Sutton close, London EC1V 2EB, United Kingdom. The international bank account number (IBAN) is IDLGB225278/00990274.

Current Account Statement	
Account Name	TOM DAHER
Account number	00980275
Sort Code	40-02-15
502 2/1 3 4562 004562 00684 00506 200015	
Your Statement	
Contact Tel +44 800000000	
See reverse for call time	
Text phone +4470 0592 1249	
Used by deaf or speech impaired customers	
www.hsbc.co.uk	
Opening Balance	€ 3,000,000.00
Payments In	€ 1,000,000.00
Payments Out	€ 1,000,000.00
Closing Balance	€ 3,000,000.00
Account Type	CURRENT/EUROPEAN CURRENCY
International Bank Account Number	
IDLGB225278/00990274	
HSBCGB2LXXX	

07th February 2021

TOM DAHER
43 Great Sutton close, London EC1V 2EB,
United Kingdom

Can examiners censor any personal information on their statement?

The only things we need from the bank statement are the **home address, bank account number,** and **sort code** (or as SWIFT/BIC or IBAN for international bank accounts). This information will assist us to prevent any possible attempt for fraudulent payments as we have evidence to cross reference against. We do not want to see anything else, so any other information can be blanked out.

Keeping your information safe?

To comply with GDPR, we do not share any details outside of the organisation. The information is stored in a secure system and only used for the purpose for which it is requested. It is only held for the length of term of the examiner engagement with us. We close accounts after 18 months if the account has not been used for this period.

Why am I being set up as a supplier when I'm an academic?

As an organisation, we need to ensure that the individuals who provide a service are being paid appropriately for tax purposes, and that we can ensure payments are made to these individuals directly and correctly. As examiners are providing a service to us as a contractor, we therefore need to set them up on our system as a supplier

Confirmation of set up in our Payments system

As part of the supplier set up process examiners will receive an automated email from 'Proactis Marketplace'. There is **no need to take any action** as a result of this email. Fees and any expenses will be arranged via submission of an [invoice](#) to doctoralschool@royalholloway.ac.uk. Examiners do not have to set themselves up an account in Proactiv even if prompted to do so.

Examiner Fees

First time thesis submission

Student submitting for the award of:		
Masters by Research	MPhil	PhD
£130	£175	£265
This includes post submission corrections. 6 weeks	This includes any post viva corrections. 3 months (minor amendments) or 9 months (to address errors of substance or omission)	This includes any post viva corrections. 3 months (minor amendments) or 9 months (to address errors of substance or omission)

Where the examiners reach a decision of Resubmission

Student submitting for the award of:		
Masters by Research	MPhil	PhD
£130	£175	£265
Resubmit within 6 months	Resubmit within 12 months Or Within 12 months if a PhD student is asked to resubmit for the award of MPhil	Resubmit within 18 months
In the case of all resubmissions the student applies to be re-examined and therefore the appropriate fee above applies again after resubmission of the thesis		

Fees are not payable to members of Royal Holloway staff (including Emeritus staff)

Expenses

All amounts are maximum and should be supported by receipts.

Travel	Maximum £250 within the UK	
Airfare	Economy rates will only be paid where this is the cheapest method of travel or for travel from Scotland, Northern Ireland or outside the UK, unless otherwise pre-approved.	
Rail	Journeys by rail should be standard class	
Car mileage	45 pence per mile in accordance with the University's Travel and Subsistence Policy.	
Taxi	For short journeys will be reimbursed when supported by receipts and where other methods of transport are impractical. i.e., from London, Heathrow	
Subsistence	For same day travel within the UK	Where the examiner travelling a substantial distance and needs to stay overnight before an early viva the following day
	One day at	Two days at
Breakfast	£8	
Lunch	£10	
Dinner	£25	
Accommodation	Local area - for a viva on Egham Campus	London – for a viva in Bedford Square
	1 night at £95	1 night at £135

Exceptions to the travel and expenses policy, due to exceptional circumstances, may only be authorised in advance of a claim by the Doctoral School Manager.

Where can I find the invoice form?

Examiners are sent the link to the invoice in pre and post viva email communications. It can also be downloaded [here](#)

Completing the invoice form

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- **Name** – examiner full name including title
- **Address and contact telephone number** – examiner full mailing address and telephone number. This should match the address on the bank statement provided at the time of set up
- **Email address**
- **Invoice number** – examiner initials – year – number of invoice (in case examiners examine more than once for us within one year) e.g., AB – 2023 – 001.

- **National Insurance Number** – if not based in the UK, examiners should provide equivalent in their country of origin. Please note that it is the examiner's responsibility to report these earnings to the relevant tax authority.
- **Candidate's name** - this can be found on the invitation to examine and thesis dispatch emails
- **Date of exam** – this is only applicable where a viva has taken place
- **Examiner's fee** as detailed above
- **Expenses incurred attending an examination** – this is the total of expenses
- **Signature and date** – date of completion
- **Bank details** – payment will be made by bank transfer. The banking details on the invoice should reflect those submitted when set up as a supplier

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Please break down and total all expenses being claimed.

The examiner fee and any expenses are paid in one combined BACS payment. It is the examiners' responsibility to report earnings to the relevant tax authorities.

Invoices together with electronic expense receipts should be sent to doctoralschool@royalholloway.ac.uk.

PLEASE DO NOT CONVERT THE CLAIM FORM TO PDF

When will examiners receive payment?

Fees and expenses (where applicable) incurred in respect of examining work (including post-viva corrections) will be paid **following** receipt of **both** the completed [joint viva report form](#) and a completed [invoice](#). Payment is made by bank transfer. Examiners will receive a remittance detailing the invoice number and the credit to the bank account will show on bank statements as *RHD central*.

Once invoices have been received, we endeavour to process payments as soon as possible as long as we have received the appropriate set up and payment information, as well as the examiner invoice form detailing expenses incurred. In addition to the expenses sheet, we will also need any proof of spending, i.e., receipts, proof of purchase for flight tickets, etc. Please note that any missing documents will result in a delay in payment as we try to source the correct information.

Booking tickets and accommodation

Unfortunately, we do not have the capacity to maintain a list of local accommodation due to the ever-changing market, availability and prices. We are also unable to make a booking for our examiners. We therefore ask our examiners to research the best option for them based on where and what they want from their stay. We only consider reimbursement of overnight accommodation where the examiner is travelling substantial distance the night before an early viva or on the night following a late viva.

Egham campus accommodation

The University does have an accommodation facility called The Hub. Availability and booking can be organised direct through the website– <https://venue-booking.royalholloway.ac.uk/BnB/>

Transport to and from airport and Egham train station

When bus or train transfer are not feasible, there are several local taxi companies with whom examiners can book transfers in advance:

Luna cars - <https://www.lunacarsegham.co.uk/contact.html> Gemini Taxis - <https://geminicars.co.uk/>

A2B Taxis - <https://www.a2btaxisegham.co.uk/>

These tend to be less expensive than airport based cabs. They will work with you regarding your flight arrival, if booked in advance. Remember to ask for a receipt!

Can you waive my fee and instead donate to charity on my behalf?

From time to time, we are asked to donate to charity in lieu of the examining fee payment. Having taken advice from our Finance team, we are unable to carry out this request. Examiners who wish to donate their fee to charity, need to be paid and donate it to their chosen charity.

**If you have any problems or concerns relating to the invoice or payment, please contact the
Doctoral School (doctoralschool@royalholloway.ac.uk)**