



APPENDIX THREE STANDARD OPERATING PROCEDURE FOR PROCESSING EXTERNAL EXAMINER PAYMENTS

This SOP is intended to provide a breakdown for processing External Examiner payments. It is anticipated that this will support the FQM to manage the procedure within the External Examiner Code of Practice. This SOP **must** be read in conjunction with the full procedure.

This SOP is available to download on the University website under section 7 of the quality handbook, please use the following link: <https://www.buckingham.ac.uk/about/handbooks/quality-handbook/>

Any queries regarding this process please contact the Faculty Quality Manager

No*	Standard Operating Procedure for Processing External Examiner Payments	Responsible
1	Submit annual report to the FQM alongside any expenses.	EE
2	Acknowledge the report, store and request a response from the PD	FQM
3	Inform EE you will process their payment and the date it should reach their bank account	FQM
4	Calculate the External Examiners payment based on the EE's schedule and expenses	FQM
5	Populate the payroll payment request form template with the EE's payment breakdown	FQM
6	Submit the payment request to payroll copying in ARAC	FQM
7	Payroll process payment	PR
8	Update EE tracker to log the payment processed and date requested	FQM
9	Store the payment request form in the EE's file	FQM

KEY: EE = External Examiner, FQM = Faculty Quality Manager, ARAC = Assistant Registrar Academic Compliance, PD = Programme Director, PR = Payroll.