

## External Examiner Payment Rate for Postgraduates Research Programmes

Proposed term	Type of Programme	
	Masters (by Research)	Doctoral (by Research)
Thesis Examiner	300 (rate per thesis <u>not</u> inclusive of travelling allowance)	500 (rate per thesis <u>not</u> inclusive of travelling allowance)

### Proposed Guidelines

Sunway University will reimburse reasonable expenses incurred by external examiners. Expenses will be paid in accordance with the principles set out in Sunway University's Policy and Procedures for the Reimbursement of Travel and Subsistence.

#### 1. Submission of Expenses

Expenses should be submitted using the External Examiner payment request form. Itemised receipts or invoices must be attached to the claim form for all individual items claimed, other than mileage. Credit/debit card slips are not admissible as receipts. Where receipts are generally not available, this must be detailed on the claim form.

#### 2. Rail Travel

The university will reimburse the cost of standard class or equivalent rail travel. Planning and booking the journey in advance is strongly encouraged to secure competitive fares.

#### 3. Car Travel

##### 3.1 Mileage Allowance

Sunway University encourages the use of public transport whenever possible. External examiners using their own vehicles may claim mileage allowance in accordance with the university's Policy and Procedures for the Reimbursement of Travel and Subsistence.

##### 3.2 Toll Charges

Toll charges may be claimed when supported by a receipt.

##### 3.3 Car Parking

The university will reimburse parking costs which must be supported by a receipt/ticket. If a parking meter is used and no receipt is available a note to that effect must be included in the payment request form.

#### 4. Taxis

External examiners should avoid the use of taxis unless alternatives are not available or are impractical. Where alternatives are not available, the cost of taxis may be included on the External Examiner payment request form. Claims must be supported by receipts.

#### 5. Air Travel

The university will reimburse the cost of standard class or equivalent air travel. Planning and booking the journey in advance is strongly encouraged to secure competitive fares.

6. **Examiner Based Outside Malaysia**

Attendance boards will be through Video Conference facility.