Examiners’ payment FAQs

- Why am I being set up as a commercial 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 an examiner, you are providing a service to us as a contractor and therefore need to set you up on our system as a commercial supplier.

- Why do I need to provide a bank statement?

In order for us to comply with our system’s regulations, we need to ensure all financial information provided relates to you as an individual: a scan or picture of your bank statement will provide us with proof of your residential address as well as confirmation of your payment information. We then use this evidence to cross-check details entered into our finance system to prevent payments being made incorrectly. We have in the past been provided with bank details by examiners and they themselves have provided this incorrectly; it can easily happen.

- Can I censor any personal information on my statement?

The only things we will be recording from your statement are your address, bank account number, and sort code. 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.

- What if I am coming from overseas? What information do I need to provide?

If you are coming from overseas for an examination, we will still need the equivalent information, i.e. your IBAN as well as your BIC/Swift in a scan of your statement. If the country you are coming from does not provide National Insurance numbers, something similar like a Tax Identification Number or UTR Reference would also suffice. If you’re still unsure about which details need to be provided, please email the Doctoral School for further assistance.

- Is there anything else I need to provide?

Make sure you include your National Insurance number in the email when you attach your bank statement. You don’t need to provide an official document as proof of your NI number: just pasting it into the email will be fine.
We also need a contact number, as the Finance team will be contacting you to confirm some details once you have been set up as a supplier. Making sure we have a contact number for you is very important, as we cannot continue the setting-up process without it.
• Will you be sharing my information?

To comply with GDPR, we do not share any details outside of the organisation. It 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 your engagement with us. We close accounts after 18 months if the account has not been used for this period.

• When can I expect payment?

Payment cannot be made until you have submitted your examiner reports to us. Once these have been received, we endeavour to process payments as soon as possible as long as you have provided us with the appropriate payment information and your examiner invoice form detailing your expenses incurred. In addition to this 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.

Please do not hesitate to contact the Doctoral School if you have any queries regarding this process or require any further assistance.

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