

Examiners' payment FAQs

- **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 an examiner, you are providing a service to us as a contractor and therefore need to set you up on our system as a supplier

- **Why do I need to provide a bank statement?**

In order for us to comply with finance 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** (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.

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

- **Is there anything else I need to provide?**

National Insurance number

Make sure you include your National Insurance number or Unique Tax payer Reference (UTR) 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. If you are based overseas please provide an equivalent number to prove you tax payer status.

Contact telephone number

We also need a contact number. As the Finance team may need to contact you, making sure we have a contact number for you is very important, as we cannot complete the supplier set-up process without it.

- **Payment via your university**

If you wish to be paid via your university, you will need to provide a document from the university, on headed paper, detailing – the university name, address, and bank account information.

- **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.

- **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 you. We therefore ask our examiners to research the best option for them based on where and what they want from their stay. When booking please do bear in mind that 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. Please see the [Guidance for PGR examiner fees and expenses](#) for further information

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

- **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. All documents should be submitted electronically to doctoralschool@rhul.ac.uk. We kindly ask that you do not convert the invoice form to a PDF document.

- **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 do this on your behalf. If you wish to donate your fee to charity, you will need to be paid for it and donate it yourself to your chosen charity.

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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