**New guidelines for fees for external examiners and lecturers**

a) These guidelines will apply at NMBU until such time as they are amended, for instance to bring them into line with new recommendations from the Norwegian Council of Universities.

b) Pay paid by the hour depends on the examiner’s/lecturer’s qualifications and the subject being taught.

Each institute decides the preparation factor on the basis of the complexity of

the subject.

c) Grading examinations is remunerated on the basis of estimated numbers of hours:

**1)**  **Written examinations – estimated time per candidate:**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of grade | Length of the examination in hours | | |
|  | 2 | 3-4 | 5-6 |
| Passed/not passed | 0.3 hours | 0.4 hours | 0.5 hours |
| Numerical grade | 0.4 hours | 0.6 hours | 0.8 hours |

The total fee shall never be less than the fee for three hours’ work.

**2)** **Oral examinations/practical examinations/combined examinations:**

Examiners shall be paid for the number of hours the examination lasts, rounded up to the nearest whole hour. The minimum fee shall not be less than one hour per candidate and the total fee shall not be less than the fee for three hours’ work.

**3)** **Specialisation projects:**

External examiners are paid for 1.5 hours per project. The total fee for the examiner shall never be less than the fee for three hours’ work.

Examples:

A 1.5 hour examination will result in pay for 3 hours.

A 4.5 hour examination will result in pay for 4.5 hours.

A 3 hour examination will result in pay for 3 hours.

**4) Degree theses:**

|  |  |  |
| --- | --- | --- |
| Name of candidate |  | |
| Degree | * PhD, approx. 20 hours | * Dr. Philos., approx. 30 hours |
| Supplement for external opponents | * 1st opponent, approx. 10 hours * 2nd opponent, approx. 10 hours | |

Your private **bank account number:**

Your private bank’s **SWIFT code**:

Your private bank account’s **IBAN**: