

# Guidelines for Remuneration of External Examiners at Nord University

(Issued by the Rector (33/16) on May 20 2016. Entry into force 01.08.2016.)

Remuneration is only paid to specially appointed external examiners who are not employed at Nord University.

## 1. Salaries

Remuneration of external assessment is determined based on rates from the Norwegian State Salary Scale table C (gross income 37.5 hours per week), and salary placement (Lpl.) is as follows:

- Competence level up to and included Assistant Professor: Placement level 58
- Competence level Associate Professor: Placement level 64
- Competence level Professor: Placement level 72

Any claims for pay extending beyond the placement levels given must be documented in the form of a pay slip and must be agreed upon prior to commencing the assessment task. Remuneration conditions will not be changed once an agreement is entered into.

External examiners from positions outside the academic sector are placed on salary placement level 58. Relevant placement level should be applied if the examiner holds Associate Professor or Professor competence. Higher remuneration of external examiners may be offered in special cases; however, remuneration may not exceed the top salary for Professors under code 1013. The grounds for potentially higher remuneration must be documented.

### 1.1 Remuneration

Agreement with external examiner is entered into on the conditions mentioned in the Norwegian National Insurance Act and the Public Administration Act and is remunerated. Remuneration is calculated based on the aforementioned rates as well as on weighting of the number of hours involved. External examiners are contractors, thus no holiday pay is included for these contracts, nor any statutory payment to the Norwegian Public Service Pension Fund. Remuneration for external examiners may not be awarded as entrepreneurial income or paid to a company.

## 2. Calculation of remuneration for assessment

### 2.1 Basic Fee

All externally appointed examiners, except examiners for master's thesis and bachelor's thesis, are awarded a basic fee of 3 hours. The basic fee covers the examiner's work as assignment consultant, exam preparations, preparations for digital assessment, grounds for assessment decision, writing of reports etc. The basic fee is awarded for each individual appointment and irrespective of the number of candidates.

## 2.2 Written School Exam

The number of hours for assessing written school exams using letter-based grades is calculated according to the following rates:

Rate	Exam duration	Hours per answer
1	Up to and included 4 hours	0,6
2	5 up to and included 6 hours	1,0
3	7 hours and more	1,2

## 2.3 Passed / Not Passed

If the exam is assessed on a passed/not-passed basis, 2/3 of the calculated time is remunerated. This applies to all kinds of exams.

## 2.4 Take-Home Exam

One-day long take-home exams are remunerated as school exams (section 2.2). If the one-day take-home exam consists of group work with 2 or more candidates submitting each answer, the rate is increased by 0,2.

Take-home exams extending over further days are remunerated as follows:

Number of days	Individual exam	Group work (2 or more candidates)
2 up to and included 5 days	0.8 hours	1 hour
6 up to and included 7 days	1.2 hours	1.4 hours
8 days and more	1.6 hours	1.8 hours

## 2.5 Master's thesis

Number of ECTS credits	One student per thesis*	2 or more candidates/thesis*
Up to and included 30 ECTS cr.	8 hours	12 hours
Up to and included 50 ECTS cr.	10 hours	14 hours
Up to and included 60 ECTS cr.	12 hours	16 hours

\* The rates are based on covering the entire work involved, thus, basic fee is not awarded.

## 2.6 Bachelor's thesis

Number of ECTS credits	One student per thesis*	2 or more candidates/thesis*
Up to and included 10 ECTS cr.	2 hours	2.5 hours
Up to and included 15 ECTS cr.	2.5 hours	3.0 hours
20 ECTS credits or more	3.0 hours	3.5 hours

\* The rates are based on covering the entire work involved, thus, basic fee is not awarded.

## 2.7 Other Written Assignments/Folders

Number of ECTS credits	One student per assignment/folder*	2 or more candidates per assignment/folder*
Up to 5 ECTS credits	0.5 hours	0.8 hours
Up to 10 ECTS credits	1.0 hours	1.5 hours
Up to 15 ECTS credits	1.5 hours	2.0 hours
Up to 20 ECTS credits	2.0 hours	3.0 hours

Up to 30 ECTS credits	3.0 hours	4.0 hours
Up to 60 ECTS credits	4.0 hours	5.0 hours

\* For partial exams, the number of hours is reduced according to the weighting of each part.

## 2.8 Practical / Performance-Based Exams

A practical/performance-based exam is an exam that has no written assignment.

Practical/performance-based exams are remunerated according to the actual time spent on the exam location. The 3-hour basic fee will also apply.

## 2.9 Oral Exams

Oral exams are remunerated according to actual time spent on the exam location.

### 2.9.1 Master assignments

Ordinary oral examination as part of grading master's assignments is remunerated with 1 hour and this also includes any need for special preparations for the examination. If oral examinations are conducted in other ways, such as e.g. a trial lecture, remuneration is awarded based on actual time spent on the exam location.

## 2.10 Reassessment of examination grades

Reassessment of examination grade is remunerated with a basic fee of 4 hours. Remuneration will in addition include the regular fee for assessing the answer papers that have been appealed.