

# GUIDELINES FOR PAYMENT TO EXTERNAL EXAMINERS

In accordance with guidelines passed by NTNU's Board on 29 October 1998, and passed by FIM's board, item 138/1998. The ET board decided the matter on 21 March 1993.

<i>Nominal time for grading each examination answer paper in minutes:</i>				
<i>Duration of examination (hours)</i>	<i>Low Rate</i>	<i>Ord. rate</i>	<i>High rate</i>	<i>Extra high rate</i>
2	20	25	35	40
3	25	30	40	50
4	30	35	45	60
5	30	40	50	70
6	35	45	60	90
7	40	50	65	90
8>	45	65	80	100
Master's thesis/ Thesis at second degree level	480	600	720	900
Semester assignment/ Project work	120	1150	180	240

## **A. Written examinations**

For grading of examination answer papers use the low rate irrespective of the number of examination answer papers. (30 minutes per examination answer paper for written examinations of 4 or 5 hours). Preparation and completion work is paid from 2 to 4 hours. The time used in examiners' meetings is added (in hours). There is no distinction between graduate-level subjects and doctoral degree subjects.

For grading of project work use the extra high rate, i.e. 4 hours per examination paper for an individual answer paper and 6 hours per examination answer paper when 2 or more candidates submit a joint answer.

- For grading of master's theses (MSc/siv.ing.) use the low rate, i.e. 8 hours per examination paper for an individual answer paper and 10 hours per examination answer paper when 2 or more candidates submit a joint answer.
- For grading of master's theses in the teacher's education programme in natural sciences, use the low rate, i.e. 8 hours per examination paper for an individual answer paper and 10 hours per examination paper when 2 or more candidates submit a joint answer paper.
- For grading of theses at second degree level (cand.scient.) use the high rate, i.e. 12 hours. In exceptional cases application can be made to use the extra high rate.
- For grading of master's theses in natural science (60 credits) use the high rate, i.e. 12 hours. In exceptional cases application can be made to use the extra high rate.

**B. Oral examination :** Paid according to the hours used, incl. time for preparation and completion.

**C. Home examination :** Equivalent to an 8 hour written examination.

**D. Minimum payment :** 180 minutes.

External examiners with equivalent qualifications to a professor are paid according to salary plan 17.510, position code 1013 Professor, lowest level.

Other external examiners are paid according to salary plan 17.510, position code 1011 Associate Professor, lowest level.

According to the salary tables applicable from 1 May 2011 and salary plans applicable from 1 May 2010:

Professor: Hourly rate NOK **281.00** (salary grade 67) + 12% holiday pay, 14.3% for staff over 60.

Associate Professor: Hourly rate NOK **233.80** (salary grade 57) + 12% holiday pay, 14.3% for staff over 60.

## **General conditions:**

The rate of pay is calculated according to the C-table column 2 based on the qualifications of the external examiner.

Payment is only for appointed external examiners. Members of examination boards who are employed and paid by the university are expected to do such work without extra pay as this assumed to be part of their conditions of employment.

A contract is to be made between the university and each member of an examination board. The contract is to give information about what the contract is for and the basis of payment (salary table, salary grade and the nominal time).



# CONTRACT FOR PAYMENT TO EXTERNAL EXAMINERS

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and passed by FIM's board, item 138/1998. The ET board decided the matter on 21 March 1993.

**This contract is between the external examiner:**

_____	_____
Name	Norwegian ID number (11 digits)
_____	_____
Home address	Bank account no.
_____	_____
Postcode/town	Tax municipality

**(NB: A tax deduction of under 50% must be documented by a tax deduction card)**

**and NORWEGIAN UNIVERSITY OF SCIENCE AND TECHNOLOGY,  
Faculty of Information Technology, Mathematics and Electrical Engineering  
Department of**

The contract refers to the following:

	No. of examination answer papers	Number of hours
Preparation and completion work		
Written examination		
Oral examination		
Home examination (State cand. name)		
Project assignment (State cand. name)		
Master's thesis (30 credits) (State cand. name)		
Master's thesis (60 credits) (State cand. name)		
Thesis at second degree level (State cand. name)		

Nominal amount of hours in this contract amounts to: \_\_\_\_\_

The work is expected to be completed by date: \_\_\_\_\_

The contract is paid on an hourly basis, hourly rate NOK \_\_\_\_\_

The undersigned is familiar with the applicable payment rates (see the reverse). If the salary tables etc. used for payment rates are changed in the period from when the examiners are appointed to when the work is completed, this will have no influence on the payment rate.

\_\_\_\_\_ Place / date \_\_\_\_\_ Place / date

\_\_\_\_\_ External examiner  
\_\_\_\_\_ Department of  
Faculty of Information Technology, Mathematics and Electrical  
Engineering

**Non-Norwegian citizens with a short duration work contract in Norway can apply for tax exemption. The application is to be made on the special form "SØKNAD OM SKATTEKORT/FRITAK FOR SKATT" - "Application for tax deduction card for foreign citizens/tax exemption" and sent to the Trondheim tax office. Non-Norwegian citizens who can document that most of the examination work was done in their home country do not pay tax to Norway.**