|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REMUNERATION FORM EXTERNAL EXAMINER** | | | | | | | | | | |
| **To be filled out by examiner after grading, all fields must be filled in. Also, calculate the no. of hours on page 2.** | | | | | | | | | | |
| **Faculty of** | | Choose Faculty. | | | **Campus:** | Choose campus. | | | | |
| **Surname:** | | | | **First name:** | | | | **Norwegian social security number (if available)\*:** | | |
| Enter surname. | | | | Enter first name. | | | | Enter social security number. | | |
| **Bank account number:** | | Enter bank account number. | | | **Date of exam/assignment:** | | | Fill inn date. | | |
| **Course code:** *(mandatory field, as given in course description.)* | | Senter course code. | | | **Number of assignments:** | Number of assignments. | | **Pay grade/ Annual salary:** | | Enter pay grade/annual salary. |
| **Date and signature of external examiner:** | | | | | | | | | | |
| Fill inn date. | | | | |  | | | | | |
|  | | | | | | | | | | |
| **To be filled out by Western Norway University of Applied Sciences** | | | | | | | | | | |
| **Date and signature of administration/ internal examiner (at practical and oral exam):** | | | | | | | | | | |
| Fill inn date. | | | | |  | | | | | |
| **Date and signature of responsible person with budgetary authority** | | | | | | | | | | |
| Fill inn date. | | | | |  | | | | | |
| **Number of hours:** | | | **Hourly rate:** | | | | **Other:** | | | |
|  | | |  | | | |  | | | |
| **Infotype:** | **Salary art:** | | **Account:** | | **Bud.unit:** | | **Work order:** | | **Reg. SAP** | |
|  |  | | **5113** | |  | |  | |  | |

\* If you do not have a Norwegian social security number, you will be contacted directly prior to payout.

The form is to be returned to [sensorhonorar@hvl.no](mailto:sensorhonorar@hvl.no)

Mark the title field in the email with the course code of the course you have graded.

For information on examiner remuneration see: <https://www.hvl.no/sensor> (only in Norwegian)

External examiners are paid at Norwegian salary level 66. Those who have higher pay grade than this can provide documentation (paycheck) and get salaries thereafter, but still not higher than pay grade 76.

|  |  |  |  |
| --- | --- | --- | --- |
| Calculation of fees filled out by the examiner after grading.  *Information on the number of credits, the number of words and the length of the written exam can be found in the course description (hvl.no).* | | | |
| **Written exam** | **Oral exam** | **Practical exam** | **Bachelor thesis** |
| **Master thesis** | **Other assignment** | **Take home exam** | **Portfolio assessment** |
| **Appeal** | **Length of written exam:** Enter number of hours. | **Number of credits:** Enter number of credits. | |
|  | **Number of hours** | **Guide to calculation** | |
| **Basic fee** | Enter number of hours. | 3 hours for ordinary grading  4 hours for appeal  No basic fee for Master- or Bachelor theses | |
| **Written exam** | Enter number of hours. | Length of exam:  2 hours: 0,4 hour per assignment  3 or 4 hours: 0,6 hour per assignment  5 hours: 0,8 hour per assignment  6 hours: 1 hour per assignment | |
| **Take home exam** | Enter number of hours. | Up to 3500 words: 1 hour per assignment  3501 to 8000 words: 2 hours per assignment  Over 8000 words: 3 hours per assignment | |
| **Master thesis** | Enter number of hours. | Up to and including 30 credits: 10 hours per assignment  Up to and including 45 credits: 11 hours per assignment  Up to and including 60 credits: 12 hours per assignment | |
| **Bachelor thesis** | Enter number of hours. | 3 hours per assignment | |
| **Other written assignments**  **(Portfolio assessment not included)** | Enter number of hours. | Up to and including 5 credits: 1 hour per assignment  Up to and including 10 credits: 2 hours per assignment  Up to and including 15 credits: 3 hours per assignment  Up to and including 20 credits: 4 hours per assignment  Up to and including 25 credits: 5 hours per assignment  Up to and including 30 credits: 6 hours per assignment  Up to and including 45 credits: 7 hours per assignment  Up to and including 60 credits: 8 hours per assignment | |
| **Portfolio assessment, practical and oral exam** | Enter number of hours. | Enter the time spent grading.  Also includes adjusting oral exams for bachelor's and master's theses. | |
| **Total number of hours used in grading** | Enter number of hours. | **If the grade pass / fail is used, the number of hours / minutes must be halved (does not apply to bachelor / master's theses).** | |

If the agreed grading does not take place, HVL’s payment obligation lapses. In case of incorrect payment of fees, the recipient must notify the Western Norway University of Applied Sciences. Errors will be corrected.