

PGR External Examiner (EE) Payment and RTW Guidance

PGR EE Payment Process

The University supports two primary payment (fee levels: £200 for doctoral examinations; £100 for MPhil) mechanisms for PGR EEs:

A. PR7 Fees and Expenses Form

- Use case: EEs who are not self-employed.
- Requirements: Signed PR7 form.
- Tax: Deducted at source.

B. Supplier Setup and Invoice Submission

- Use case: EEs who are self-employed and possess a Unique Tax Reference (UTR).
- Process: Supplier setup (if not on system) followed by invoice submission with a purchase order number.

Process

This process is triggered once a PGR EE is appointed for examination (i.e. nomination of examiners and approval has been completed). The suggested process is:

- PGR administrators use the 'B – EE confirmation letter' to contact the EE(s) and attach the PR7 form.
- EEs are asked to respond to the email and confirm how they wish to be paid.
- EE responds with details on how they wish to be paid e.g via PR7 or via Purchase Order as a self-employed supplier.
- If there is no response from the EE regarding their preferred payment route, the examiner will be paid through the PR7 form route by default.
- If the EE wished to be paid via an invoice, the administrator will send the 'Supplier Set-Up Form' to the examiner using the 'I – EE Supplier template email'.
- When the EE has returned the Supplier Set-Up Form, the administrator will return this to: <mailto:supplierssetup@manchester.ac.uk>.
- Accounts payable team process supplier details and then sends it to the appropriate requisitioner to create the PO number.
- Requisitioner raises PO and sends confirmation to PGR administrator.
- Administrator to inform the Examiner of the PO to be quoted on the invoice. The invoice can be emailed direct to <mailto:ap-helpdesk@manchester.ac.uk>.

Right to Work (RTW) Guidance for PGR External Examiners (EEs)

UK-Based Examiners (any nationality)

[RTW checks must be completed](#) by the Faculty DA before any work begins. Details of the requirements will be communicated to the EE in the [confirmation letter](#).

Acceptable evidence includes:

- A share code confirming RTW status via the UK government's online service **and** a date of birth.
- British/Irish passport: A valid or expired British or Irish passport can be used.
- Passports of other nationalities: Passports from other countries with a stamp or sticker indicating the right of abode.
- UK birth or adoption certificate: Along with documents showing the National Insurance number and name (e.g., a P45, P60, or official letter from HMRC).
- Immigration status documents: Documents issued by the Home Office that show the right to live and work in the UK indefinitely.
- Biometric Residence Permit (BRP): For those with indefinite leave to remain.
- Certificate of registration or naturalisation as a British citizen: Along with proof of National Insurance number and name.

The process can be completed via email; however, a University contact should also meet with them—either in person or online—to verify their identity.

Examiners Visiting the UK for a Viva

External Examiners travelling to the UK should check if they need a visa.

EU, US, Australian citizens don't need a Standard Visitor Visa but do need an [Electronic Travel Authorisation \(ETA\)](#) for "permitted paid engagement."

EEs who **do** need a visa may enter the UK under the Standard Visitor visa route, which permits:

- Paid academic engagements, including viva examinations
- A maximum stay of 6 months, with the paid engagement occurring within 30 days of arrival

ETA Examiners – A full RTW check is not required but faculties need to take a copy of the examiners passport and boarding pass (passport for the identity check and boarding pass so we can evidence that the work was done within 30 days of entry to the UK).

Visa Examiners - RTW checks must be completed by the Faculty DA before the viva takes place. This is a legal requirement and applies even for short-term academic engagements.

One of the following must be provided:

- Passports with time-limited permission: If a passport shows a visa or entry stamp permitting work in the UK.
- Biometric Residence Permit (BRP): With a valid expiry date.
- eVisa: Holders can provide a share code for online verification.

Note: A flight ticket or passport stamp alone is not sufficient for RTW verification.

If RTW documentation is not valid or available, the viva must be rescheduled or conducted remotely.

Overseas-Based Examiners

- RTW checks are not required if:
- The examiner is working remotely from overseas
- The work is low volume (typically 30–60 hours/year) and irregular
- If the work is higher volume or regular, the examiner should be engaged via: IR35-compliant arrangements
- A Personal Service Company (PSC) invoicing through Accounts Payable

Examiners Undertaking the Examination Voluntarily (without payment)

UK based examiners, or overseas examiners travelling to the UK to undertake the examination without payment wouldn't require a full RTW check but will require the identity check like ETA examiners (see above).

RTW Enquiries

For comprehensive details and the most up-to-date requirements, readers are strongly encouraged to consult the official [UK government guidance](#) as well as the [Global Mobility Team website](#). Any questions or uncertainties regarding specific cases or procedures should be directed to the Global Mobility Team, who can provide tailored advice and support.

Retention of Documentation

Faculties must retain clear, unaltered copies of RTW / identity check documentation for the duration of the engagement and for two years after it ends. Each record must include the date of the check and the name of the person who conducted it. Documents must be stored securely to ensure compliance and availability for inspection.

Right to Work (RTW) Checks – FAQs

When do I need to conduct right to work checks?

RTW (Right to Work) checks and / or identity checks are required for all UK-based External Examiners and for those visiting the UK to undertake a viva (unless attending without payment

when an identity check is sufficient). These checks should be completed before any work begins, e.g. prior to the examiners receiving the thesis, to ensure legal compliance.

Can the examiner send in copies of their documents prior to the meeting?

UK-based External Examiners can complete RTW checks remotely using the Home Office online service and provide documentation via email. For examiners visiting the UK for a viva, RTW checks can be completed online or manually, but must be done before the viva takes place. If using original documents, these must be verified in person or via live video call by the University contact.

Where PGRs are undertaking their research at validated colleges and a RTW check is required who is responsible for conducting the checks?

For PGRs at validated colleges, the expectation is that the viva takes place at the University of Manchester. RTW checks should be completed by the administrator overseeing the validated programme. If the viva is held elsewhere, a University of Manchester employee (e.g., internal examiner) must conduct and record the RTW check.

If an External Examiner is asked to examine several PGRs over a period of time in an academic year do we need to check their documents every time?

Yes, a right-to-work (RTW) check is required each time an individual enters the UK for a permitted paid engagement, even if it is under the same visa / ETA.

If an External Examiner is asked to re-examine a referred PGR, do we need to check their documents?

A Permitted Paid Engagement (PPE) under a Standard Visitor visa or an Electronic Travel Authorisation (ETA) is valid for six months, with the requirement that the paid activity be completed within the first 30 days of the visit. A right-to-work (RTW) check must be carried out each time an individual enters the UK for a permitted paid engagement, regardless of whether it is under the same visa.

If an External Examiner is asked to examine PGRs year on year do we need to check their documents every time?

Yes, you are required to conduct a right to work check each time an external examiner who requires one is asked to examine PGRs year on year. This ensures compliance with regulations and confirms the examiner's eligibility to undertake work in the UK for each appointment.

What happens if the PGR External Examiner does not present, or brings incorrect or invalid, documentation?

The RTW check can be completed online prior to travel. If the check occurs in person and valid RTW documentation is not available, the viva will be rescheduled or conducted remotely if suitable.

What does a Visa look like?

Appearance and Features of UK Visa Vignettes:

- Size & Format: A rectangular sticker affixed to a passport page.
- Photograph: Includes a small photo of the visa holder.
- Personal Details: Full name, date of birth, and passport number.
- Visa Type: Clearly states the category (e.g., Student, Skilled Worker).
- Validity Dates: Shows the start and end date of the vignette (typically 30 or 90 days).
- Conditions of Entry: May include restrictions like “No recourse to public funds” or “Work permitted”.

You can view official example images of Category D and Certificate of Entitlement visa vignettes on the UK Government website [here](#).

What is a UK RTW Share Code?

A UK Right to Work (RTW) Share Code is a unique, 9-character alphanumeric code provided by the UK government, allowing eligible non-UK nationals to digitally prove their immigration status and right to work to an employer. The process involves the individual generating a code via the [GOV.UK](#) website using their identity documents (like a biometric residence permit), and then providing this code, along with their date of birth, to the employer. The employer then uses the code and date of birth on the [employer checking service](#) to verify the individual's right to work.

What happens when a Viva Voce is not required (i.e. MPhil) so the External Examiner may never be expected to come to Manchester?

If the External Examiner is working remotely from outside the UK, RTW checks are not required. However, if they are physically in the UK, even if not in Manchester, a RTW check must be completed before any paid engagement.

Who is liable for non-compliance with UKVI rules?

Ultimately the Registrar would be responsible. For information on eligibility to work and right to work checks, please see <https://www.staffnet.manchester.ac.uk/human-resources/managers-essentials/recruiting-the-right-people/immigration/eligibility-work-in-uk/>.

For externals who require a visa there is an additional step which will be the issuing of the formal letter. When should this letter be issued?

The formal letter should be issued after PGR Director approval and before the examiner travels to the UK. It can be emailed and should be on official letterhead with a signature. A hard copy should also be sent. The visa is only required for work conducted in the UK, not for remote activities.