

## University of Salford

### Programme Approval and Review Panel (PARP)

#### External Advisor Scheme of Fees

The University's Scheme of Fees for External Advisors is in line with the mandatory HMRC requirement for payments to reflect hourly rates and the number of hours undertaken to complete the work. As a Living Wage Employer, the Scheme of Fees ensure that all External Advisors are paid in line with the rate determined by the Living Wage Foundation which exceeds the National Living Wage rate.

From November 2023, External Advisor payments will be a standard fee based on an hourly rate of £12.00, plus £1.44 holiday pay, giving a total of £13.44 per hour. Fees are paid on production of the written report(s) and/or attendance at the PARP meeting (whether face-to-face or online). A total of 17 hours is allocated for the work giving **a total fee of £228.48**. If additional programmes are to be reviewed or considered for approval a fee of £53.76 will be paid for an additional four hours work.

External Advisors required to attend PARP meetings held overseas will receive an additional daily rate (£100.80) for each day, or part day, that they are in-country on University business, regardless of whether this involves formal meetings.

Travelling time to and from the University/location of PARP meeting (including overseas destinations) may not be claimed.

Any claims that exceed the time allocated for any of the activities will not be accepted without prior approval.

#### **Supplementary Employment - applies to External Advisors on Tier 2/ Skilled Worker visa only**

If you are sponsored on a Tier 2/Skilled Worker visa with another organisation, then your employment at the University of Salford as an External Advisor falls under the rules for supplementary employment.

As a new employer we need to ensure that:

- a) You are employed by the same professional level of work for which your Certificate of Sponsorship (COS) was assigned.
- b) You work no more than 20 hours a week.
- c) The work is undertaken outside the normal working hours for which your COS was assigned.

To determine the above factors, we will have had sight of your COS and your Right to Work documents prior to your appointment.

You do not need to inform the Home Office that you are undertaking supplementary employment but it is important that these checks are carried out before you commence any work.

In relation to ensuring you work no more than 20 additional hours a week (b) above) we will not normally appoint External Advisors with a Tier 2/Skilled Worker visa to consider more than one degree programme. We will assume that you can complete the work in less than 20 hours. If you are concerned that your work for the University

of Salford may require you to work more than 20 hours in a week you should raise your concern with the Programme Leader and email [QMO@salford.ac.uk](mailto:QMO@salford.ac.uk). You must not exceed the 20 hour per week limit to supplementary work.

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