



Postal address:
University Centre in Svalbard (UNIS)
P.O. Box 156, 9171 Longyearbyen
Phone: +47 79 02 33 00

EXTERNAL EXAMINER AGREEMENT AT UNIS

Surname:	First name:	Date of birth:	
Address:		Postal code and city:	Country:
Email:		Mobile:	
Competency level: (check one box): <input type="checkbox"/> Employed assistant professor or other employment If employed other: <input type="text"/> <input type="checkbox"/> Employed associate professor <input type="checkbox"/> Employed professor			
Department at UNIS:	Contact person:	Course code:	
Date start:	Date end:	Comments:	

Payment: The assignment is compensated according to a fixed hourly rate. As of 1st May 2026, this is:

Employed assistant professor or other employment	yearly salary NOK 600 000 (307,69 per hour)
Employed associate professor	yearly salary NOK 650 300 (333,49 per hour)
Employed professor	yearly salary NOK 714 300 (366,31 per hour)

External examiners at UNIS are compensated with the following factors:

Description	Factor
Oral exam	Time spent
Written exam 200-level, 1-4 hours	0,75 hours per exam
Written exam 200-level, 5-10 hours	1,00 hours per exam
Written exam 300/800-level	2,00 hours per exam
Written report	2,00 hours per report

For each assessment form category, a total of 3,00 hours for preparatory and supplementary work is added.

An External examiner wages form must be submitted via email to salary@unis.no after the assignment is completed. If relevant, a travel expense voucher can also be submitted via *Travel & Expenses* (Unit4). External examiners travelling to Svalbard are entitled to daily allowance (per diem) for the duration of the travel and stay in Longyearbyen. The daily allowance will be calculated automatically when submitting the travel expense voucher in Unit4.

Please contact salary@unis.no to set up (or re-activate) a user account and if you have any questions. If the wrong remuneration has been paid, UNIS can make the necessary adjustments after agreement.

Tax: Separate rates and tax rules apply for wage earners who are liable for tax in Svalbard. Please see important information related to tax on Svalbard on: <https://www.skatteetaten.no/en/person/taxes/get-the-taxes-right/employment-benefits-and-pensions/finnmark-and-svalbard/svalbard/>

Insurance: UNIS has accident insurance that covers everyone who have signed this external examiner agreement during their work on Svalbard. The accident insurance covers a one-time payment up to 15 times the national insurance basic amount (G) in the event of 100% disability (1 G is per 01.01.2026 NOK 130 160), treatment expenses up to NOK 50 000 for members of the Norwegian National Insurance Scheme, and a one-time payment of 15 G in the event of death. As an external examiner, however, you are not insured under the Occupational Injury Act with the right to coverage of future financial loss, compensation for permanent injury and other additional expenses incurred after injury that occurs during the assignment.

Date Signature external examiner

Date Signature UNIS