UNIVERSITEIT VAN PRETORIA / UNIVERSITY OF PRETORIA

EIS: EKSTERNE EKSAMINATOR/ BUITELANDSE EKSTERNE EKSAMINATOR
CLAIM: EXTERNAL EXAMINER/ FOREIGN BASED EXTERNAL EXAMINER

STEMPEL: FAKULTEIT / STAMP: FACULTY	STEMPEL:SA KANTOOR / STAMP: CA OFFICE

KANTOORGEBRUIK / OFFICE USE ONLY			
Eisversoeknommer Claim request number			
Personeelnommer Employee number			
Posnommer Post number	164 / 165/ 167/ 170/ 171/ 172 /173 /174 / 175 OR _____		
Rang Job Code	V001	SA-beampte CA Officer	

EERSTE EIS	FIRST CLAIM
Met die indiening van u eerste eis, verseker asseblief dat die volgende dokumente voltooi en aangestuur word tesame met die eis na die Menslikehulpbronkantoor aangesien betaling nie kan geskied daarsonder nie: 1. 'n Volledige voltooide **Bank- en Persoonlike Besonderhedevorm (HR09/11)** wat bankbesonderhede en belastinginligting insluit. 2. 'n Duidelike afdruk van u strepieskode identiteitsdokument OF paspoort en 'n werk/studiepermit of enige ander permit.	On submission of your first claim, kindly ensure that the following documents have been completed and submitted together with the claim to the Human Resourse Office as payment cannot be effected without them: 1. A fully completed **Bank and Personal Information form (HR09/11)** which includes bank details and tax information. 2. A clear copy of your bar coded identity document **OR** passport and a work/study permit or any other permit.
VERDERE EISE	**FURTHER CLAIMS**
1. 'n **Bank- en Persoonlike Besonderhedevorm (HR09/11)** moet ook voltooi word indien inligting verander het sedert u laaste indiening van hierdie vorm	1. A **Bank and Personal Information form (HR09/11)** should also be completed if details have changed since the last submission of this form.

Diens gelewer aan / Service provided to

UP-Fakulteit **UP Faculty**		**UP-Departement** **UP Department**	
Tipe diens verrig **Type of service rendered**	**Examiner**		

PERSOONLIKE INLIGTING / PERSONAL INFORMATION

Personeelnommer **Personnel number** (indien aan u bekend / if you know it)									**Studentenommer** **Student number** (indien van toepassing / if applicable)								
Titel **Title**				**ID-nommer (RSA)** **ID number (RSA)**													
Van **Surname**																	
Volle voorname **Full names**																	
Selfoonnommer **Mobile number**							**E-pos adres** **E-mail address**										
Paspoortnommer (nie-RSA burgers) **Passport number (non RSA citizens)**									**Geboortedatum** **Date of Birth**	Y	Y	Y	Y	M	M	D	D

Verdere Eise: Bevestig Bankbesonderhede bly dieselfde (sien notas bo): Further Claims: Confirm that Bank details remain the same (see notes above):	JA/YES	NEE/NO -->	Voltooi 'n **Bank en Persoonlike Besonderhedevorm** Complete a **Bank and Personal Information form**

MOET DEUR SNR MH BEAMPTE BY FAKULTEIT VOLTOOI WORD / TO BE COMPLETED BY SNR HR OFFICER AT FACULTY				
Die uitgawe moet gedra word teen **This expenditure must be debited to**	**Posnommer** **Position no**		**OR**	**Post 164**-Humanities, **Post 165**-Natural and Agricultural Sciences, **Post 167**-Law, **Post 170**-Economic and Management Sciences, **Post 171**-Veterinary Science, **Post 172**-Education, **Post 173+174**-Health Science, **Post 175**-Enginering,

BESONDERHEDE VAN DIENS GELEWER / DETAILS OF SERVICES RENDERED

AFDELING A SECTION A	STUDENTE INLIGTING STUDENT INFORMATION

NAGRAADS (NAVORSING DOKTORAAL / MEESTERS) / POSTGRADUATE (RESEARCH DOCTORAL / MASTERS)

Naam van student Name of student	Studentenommer Student number	Graad (PhD Algemeen) Degree (PhD General)	Studieveld (vb ALG 990 Proefskrif: Algemeen) Field of Study (eg ALG 990 Thesis: General)	Datum van eksamen Date of examination
				YYYYMMDD

VOORGRAADS EN HONNEURS / UNDERGRADUATE AND HONOURS

Naam van student Name of student	Studentenommer Student number	Graad (BA(Hons) Engels) Degree (BA(Hons) English)	Studieveld (vb ENZ 703 Shakespeare) Field of Study (eg ENZ 703 Shakespeare)	Datum van eksamen Date of examination
				YYYYMMDD
				YYYYMMDD
				YYYYMMDD

NOTA: Voltooi Addendum vir meer as 3 studente / NOTE: Complete Annexure if more than 3 students

AFDELING B SECTION B	NAGRAADS (NAVORSING DOKTORAAL / MEESTERS) POSTGRADUATE (RESEARCH DOCTORAL / MASTERS)

Eksaminering van / Adjudication of	R	C
Doktorale Proefskrif / Doctoral Thesis		
Meestersverhandeling / Masters Dissertation		
Meestersskripsie / Mini-verhandeling / Masters Essay / Mini Dissertation		
SUB TOTAAL / SUB TOTAL	R	

AFDELING C SECTION C	VOORGRAADS EN HONNEURS UNDERGRADUATE AND HONOURS

HONNEURSSKRIPSIE / HONOURS ESSAY

Aantal Honneursskripsies / Number of Honours Essays	R	C

SKRIFTELIKE EKSAMEN / WRITTEN EXAMINATION

Datum Date	Graad (vb BA(Hons) Engels) Degree (eg BA(Hons) English)	**Modules en Jaar** (vb ENZ 703 Shakespeare) **Modules and Year** (eg ENZ 703 Shakespeare)	Vraestelle Gemodereer/Nagesien Exam Papers Moderated/Marked	R	C
YYYYMMDD					
YYYYMMDD					
YYYYMMDD					
YYYYMMDD					
			SUBTOTAAL / SUB TOTAL	R	

MONDELINGE EN PRAKTIESE EKSAMEN / ORAL AND PRACTICAL EXAMINATION

Datum Date	Graad (vb BA(Hons) Engels) Degree (eg BA(Hons) English)	**Modules en Jaar** (vb ENZ 703 Shakespeare) **Modules and Year** (eg ENZ 703 Shakespeare)	Mondeling / Praktiese (Totale Ure) Oral / Practical (Total Hours)	R	C
YYYYMMDD					
YYYYMMDD					
YYYYMMDD					
YYYYMMDD					
			SUBTOTAAL / SUB TOTAL	R	
			GROOTTOTAAL / GRAND TOTAL	R	

Ek die ondergetekende, sertifiseer dat die inligting wat op beide bladsye van hierdie vorm verstrek is, in elke opsig waar en juis is.
I the undersigned, declare that the information supplied on both pages of this form is true and correct in every respect.

Handtekening: Eiser **Signature: Claimant**		Datum Date
Handtekening:Snr MH-beampte (Fakulteit) **Signature: Snr HR Officer (Faculty)**	**I confirm that I have checked the following** : Faculty/Department, Dates, Rates, Funding, Foreigner (Passport+Work Permit+Foreign Bank details and that relevant forms are attached) etc	Datum Date

Die ondergetekende, sertifiseer dat die bogenoemde opgawe in alle opsigte juis is en dat die voormelde diens bevredigend afgehandel is.
The undersigned, declare that the above information is correct and that the services concerned were rendered satisfactorily.

Is die eiser die enigste Eksterne Eksaminator Is the claimant the only External Examiner	**JA / YES**	**NEE / NO**
Indien nie, vermeld name van ander persone If not, please indicate the names of the other persons		

Handtekening: Departementshoof **Signature: Head of Department**		Naam in drukskrif Name in print	Datum Date
Handtekening: Dekaan **Signature: Dean**		Naam in drukskrif Name in print	Datum Date

ADDENDUM TOT AFDELING A / ANNEXURE TO SECTION A

ADDENDUM ANNEXURE	VOORGRAADS EN HONNEURS UNDERGRADUATE AND HONOURS

HONNEURSSKRIPSIE / HONOURS ESSAY

Naam van student Name of student	Studentenommer Student number	Graad (BA(Hons) Engels) Degree (BA(Hons) English)	Studieveld (vb ENZ 703 Shakespeare) Field of Study (eg ENZ 703 Shakespeare)	Datum van eksamen Date of examination
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