



## External Examiner Payment Form

Your Resource Number MUST be quoted on all correspondence			
Purchase Order Number		Resource Number	
Surname		Forename	
Email			
Telephone		Sponsor	
NI Number		Date of Birth	
Address			

### Details of work undertaken

Dates of work and number of students			
Fee claimed		Expenses (attach receipts)	
Expenses (Mileage only)		Total Claim (sum amounts)	
Research Student		School	
Course(s)			

#### Please note:

1. If your 'right to work in the UK' status has changed or you have new documentation relating to your 'right to work' please email [hrcompliance@cranfield.ac.uk](mailto:hrcompliance@cranfield.ac.uk) providing full details of the changes.
2. If your bank details have changed since you last worked for us or you haven't returned your completed Bank Details Form, please email [hrcompliance@cranfield.ac.uk](mailto:hrcompliance@cranfield.ac.uk) requesting a new form.

Once you have completed the above form, please send in a sealed envelope to:  
 Registry, Education Services, Cranfield University, Cranfield, Bedfordshire, MK43 0AL **or**  
 Registry, Wellington Hall 267, Cranfield University, Swindon, Wiltshire, SN6 8LA **or**  
 email to: [externalexaminers@cranfield.ac.uk](mailto:externalexaminers@cranfield.ac.uk)

Your payment will be withheld if you have not submitted your annual report. To check the status of your annual report contact Registry using the email address above.

In returning this form for payment, you are confirming that the details provided above are an accurate reflection of the work undertaken and the fees and expenses to be paid. You are also agreeing for Cranfield University to check any of the details provided and understand that any omission may result in a delay to payment.

Cranfield University's annual external examiner fees are calculated using the number of registered students on the courses who are due to complete their award within that academic year.

#### FEES

##### Taught Course Examining Fee

1-5 Students £250 6-14 Students £365 15-24 Students £480 25-40 Students £615 Over 40 Students £730

##### Research Degrees Examining Fee (per student)

	Initial Examination	Re-examination without oral
DSc	£225	n/a
PhD, EngD, DBA, DM	£200	£125
MSc (by research), MPhil	£125	£85

If a second oral examination is required the full fee should be paid as for the first examination.