

# **External Examiner Payment Form**

Name:	
Street:	
Town:	
County:	
Post Code:	
Phone:	
Email:	

Claim Number:	
Invoice Date:	
Resource Number:	
NI No:	
Date of Birth:	
Cranfield Sponsor:	
Order Number:	
School:	

### TO:

Cranfield University Wharley End Cranfield Bedford Bedfordshire MK43 0AL

DESCRIPTION OF WORK INCLUDING DATES WORKED, COURSE AND NUMBER OF STUDENTS OR NAME OF RESEARCH STUDENT	FEE CLAIMED	EXPENSES (mileage only)	EXPENSES	AMOUNT
			TOTAL GBP	

#### 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 <a href="mailto:peoplecompliance@cranfield.ac.uk">peoplecompliance@cranfield.ac.uk</a> 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 <a href="mailto:payroll@cranfield.ac.uk">payroll@cranfield.ac.uk</a> requesting a new form.
- 3. Once you have completed the above form, please email to: purchase.ledger@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 <a href="mailto:registryexams@cranfield.ac.uk">registryexams@cranfield.ac.uk</a>

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 15-30 Students £480 31-50 Students £615 51-80 Students £730 Over 80 Students £850

Research Degrees Examining Fee (per student)	Initial Examination	Re-examination without oral
DSc	£225	N/A
PhD, EngD, DBA	£200	£125
MSc (by research), MPhil	£125	£85

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