

## **External Examiner Fees and Expenses Guide**

### **External Examiner Fees**

- The fee for each completed external examiner report has been set by UCB Academic Registry. The number of reports required and the programmes covered will be included in your offer letter issued by UCB and or The University of Birmingham prior to you accepting your duties.

It may be the case that a programme has a small cohort, or is in the final year, and does not require a formal report. If a small cohort occurs on a programme you are examining you will be asked to comment on this within another report. The inclusion of a small cohort on a report is reimbursed at £100 per programme. If you are to examine a small cohort it will be identified as such on your offer letter or, in the case of a programme coming to an end, you will be advised at the beginning of the academic year.

### **Travel Expenses**

External Examiners and advisers will be reimbursed by UCB for expenses incurred in respect of approved visits to the University. The expenses which may be claimed are:

#### *a) Travel*

- (i) Rail travel shall be standard class or equivalent from the station nearest their home base or such other station if cheaper. Any exceptions must be authorised by UCB in advanced:  
or
- (ii) Where external examiners and advisors use their own vehicles, mileage will be paid at the current standard rate of £0.45 per mile.
- (iii) Where appropriate, economy class air travel will be paid for.

#### *b) Subsistence*

Where it is essential for an external examiner or advisor to stay overnight, accommodation shall be arranged by UCB Academic Registry. If an examiner wishes to book accommodation privately this must be agreed with UCB first and any reimbursement will be made up to the maximum according to the university approved scale. Receipts must be produced for accommodation expenses.

Should an external examiner require food and drink whilst carrying out UCB business please note that we will only reimburse non-alcoholic drinks and food at the following maximum scale; Breakfast £5, Dinner £20 and all receipts must be provided with the claim form. It is expected that whilst at UCB or any of their collaborative partnership institutions lunch will be provided whilst on site.

In all cases the relevant Secondary Budget Holder will determine whether it falls to the University to meet such expenses.