

Fees and expenses for External Examiners

EXAMINING FEES

D.Sc./D/Litt./Ph.D. (staff) by published work

Basic fee	£220.00
-----------	---------

MPhil and MRes

Basic fee	£110.00
Fee for examining a resubmitted M.Phil. or M.Res. thesis	£77.00
Fee for conducting an oral examination	£28.00

PhD

Basic fee (including oral examination)	£165.00
Fee for examining a resubmitted Ph.D. thesis	£77.00
Fee for conducting a second oral examination	£28.00
Doctorate in Clinical Psychology	£28 per assignment for moderation

Please note that the above fee is subject to income tax deductions.

EXPENSES

If expenses of more than £250 are likely to be incurred please notify the academic department in advance, as any expenses above £250 will be charged to the department at their discretion.

1. Travel Expenses (please use the most economical tickets available)

(a) Air (from overseas), boat, bus and underground fares are repaid as incurred.

(b) Other expenses are repaid on the basis of the cost of second class rail fares (using saver return tickets where possible). If circumstances mean it is not possible to travel using second class rail fares, first class rail fare or car allowance may be claimed, we will normally reimburse at the rate of standard class fare or at £0.45 per mile.

(c) The use of a taxi is discouraged in favour of using our Lancaster bus services. A live bus schedule can be found here [Bus Times Lancaster \(lancasterbus.co.uk\)](http://lancasterbus.co.uk). For more information about local bus routes and campus bus stops please visit our web site - [Bus & Coach Travel | Lancaster University](http://lancaster.ac.uk/bus-coach).

2. Subsistence

Reasonable out-of-pocket expenses may be claimed if and as incurred, not exceeding the following amounts:

(a) Accommodation

For a period of twenty-four hours -
maximum £140.00

(b) Meals

- (i) Breakfast - maximum £10.00
 - (ii) Lunch - maximum £10.00
 - (iii) Dinner - maximum £25.00
- (or actual cost of meals taken on train or boat)

3. **Incidental Expenses**

Incidental Expenses, such as postage costs incurred in returning theses, are also payable.

NOTES:

Important: Original VAT receipts must be attached to all claims (credit card flimsies or statements are not acceptable as proof of purchase).

1. Claims must only be submitted after expenditure has been incurred. This claim must be in accordance with approved University scales and supported by receipts.
2. Persons driving a private car on University business must hold a current driving licence and must have appropriate insurance to cover the journey.
3. Any purchases made over the internet **must** be supported by an official VAT receipt, a copy receipt or acknowledgement of the order is not acceptable.
4. Any charges for alcohol, newspapers or private telephone calls will be deducted from any accommodation charges before reimbursement is made.

A claim form will be sent to you with the submitted thesis, or you can print one from our web site - <https://www.lancaster.ac.uk/current-staff/registry/external-examiners/>

Claim forms and any enquiries should be submitted to the Academic Quality Standard and Conduct (AQSC) department at externalexaminers@lancaster.ac.uk