# External Examiners Fees And Expenses Payment Information

Please note that under regulations introduced by UK Visas and Immigration, the LSHTM is required to verify the identity of all external examiners in receipt of a fee. For most external examiners this will be a relatively simple process involving inspecting and copying your passport.

Please ensure that bring proof of your right to work in the UK (i.e. your passport) on the first occasion you attend the LSHTM following appointment for verification by the LSHTM Human Resources as it will not be possible to make payment of fees without a verified copy of your right to work documentation. In exceptional circumstances the LSHTM will accept signed photocopies of your passport which have been verified by a licensed notary.

**1. Fees**

The information in the table below is the standard LSHTM guidance for external examiner fees. Payment of fees and expenses is the responsibility of the Quality & Academic Standards Office and any questions regarding this should be addressed to them in the first instance.

|  |  |
| --- | --- |
| MSc & Short Programmes | £68 per programme plus   * £12.50 for each candidate up to and including 20 candidates * plus £10.00 for each of up to 20 further candidates * plus £5.50 for each further candidate. |

These fees include examinations and any further advice or assistance sought where there may be an appeal against the examiners’ recommendations or Chair’s Actions.

**2. Expenses**

The Quality & Academic Standards Office will reimburse the reasonable cost of expenses incurred, including travel and accommodation.

Please try to book any travel as far in advance as possible in order to take advantage of the lowest fare possible.

Please note that:

* The LSHTM will reimburse the cost of standard class rail travel only (unless proof can be provided that first class was cheaper at the time of purchase).
* Air fares may be more economical than rail from some parts of the UK and may be necessary if you are based overseas. In such cases, the LSHTM will only reimburse the cost of economy class tickets.
* Taxi fares will only be reimbursed when used as completion of a journey. They should **not** be used as the main form of transport.
* The LSHTM will only pay for expenses incurred by car travel in very exceptional circumstances. These will be reimbursed at 45 pence per mile (up to a maximum of 10, 000 miles in a tax year).
* If you require accommodation, the LSHTM will pay the cost of a room at a reasonable quality hotel. The LSHTM recommends one of the Imperial Group of Hotels based in Bloomsbury. Further details can be found on their web-site: <http://www.imperialhotels.co.uk/> The LSHTM will reimburse the cost of the room, evening meal and breakfast. For any meals not taken in the hotel, please provide separate receipts.
* Items of a personal nature such as alcoholic drinks, pay per view films or newspapers **will not be reimbursed** under any circumstances.

**3. Payment**

Payment of fees and expenses will only be made upon receipt of a completed Examiners Fees and Expenses Form, **with the original receipts attached**, receipt of the proof of the right to work in the UK and the formal written External Examiner's Report. These should be submitted to the Quality & Academic Standards Office upon the completion of duties in full, including attendance at examination boards and submission of the annual written report

**External Examining**

**Quality & Academic Standards**

**London School of Hygiene and Tropical Medicine**

**9 Bedford Square**

**London**

**WC1B 3RE**

**4. Queries**

If you have any queries regarding the payment of expenses and/or fees, please contact the Quality & Academic Standards Office at [pgtexamining@lshtm.ac.uk](mailto:pgtexamining@lshtm.ac.uk)

**EXAMINERS FEES & EXPENSES FORM**

NAME OF EXAMINER

ADDRESS

POSTCODE

**BANK DETAILS**

*Payment will be made straight into your bank account.*

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sort Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BIC/IBAN/Routing Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Details: if your bank account is **outside** the UK, please provide in addition:

(a) Full name and address of bank (b) SWIFT or BIC code (c) Account Number (d) Full IBAN (if in Europe) (e) Routing code (if in USA)

(f) Specification of the currency that the account is held in.

Please note that the BIC and IBAN are compulsory for transfers within Europe.

|  |  |
| --- | --- |
| Programme: |  |
| Date of Exam  Board: |  |

**PART A - EXPENSES [ALL CLAIMS MUST BE SUPPORTED BY ORIGINAL RECEIPTS]**

|  |  |  |
| --- | --- | --- |
| Fares |  | £ |
| Hotel Accommodation |  | £ |
| Other expenses (please specify) |  | £ |
| **TOTAL EXPENSES** | | **£** |

I certify that the above claim includes only such expenses as were necessarily incurred in the performance of my duties as an external examiner for the London School of Hygiene & Tropical Medicine.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXAMINER SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPENSES – PROCESSED WITHIN 7 DAYS OF RECEIPT**

|  |  |
| --- | --- |
| **FOR COMPLETION BY THE QUALITY & ACADEMIC STANDARDS OFFICE** | |
| ACCOUNT CODE:  AUTHORISING SIGNATURE:  DATE: | |
| **AMOUNT PAYABLE** | **£** |
| **EXPENSES TO BE PAID** | **YES**  **NO** |

**PART B - FEES [PROCESSED UPON COMPLETION OF THE EXAM BOARD AND RECEIPT OF REPORT]**

|  |  |
| --- | --- |
| **FOR COMPLETION BY THE QUALITY & ACADEMIC STANDARDS OFFICE** | |
| ACCOUNT CODE:  AUTHORISING SIGNATURE:  DATE: | |
| **AMOUNT PAYABLE** | **£** |
| **FEES TO BE PAID** | **YES**  **NO** |

*Finance Office Use only*

|  |  |  |  |
| --- | --- | --- | --- |
| *Checked Fin:* |  | *Supp ID:* | *Trans No:* |