FEES PAYABLE TO EXTERNAL EXAMINERS FOR FIRST DEGREES AND TAUGHT POSTGRADUATE PROGRAMMES

1. With the exception of the degrees of MBChB and BSc Med Sci (see 4 below) and Sixth Century Courses (see 5 below), the funds made available to Heads of School for external examiners’ fees are calculated on the basis of a flat fee related to the range of courses being examined plus a capitation element based on the full-time equivalent (fte) number of students being assessed. **Where there is more than one External Examiner, the Head of the School is responsible for deciding how the total fee payable should be divided.**

2. For a discipline in which courses are offered at each level from 1st year up to and including a Single Honours degree programme the total flat fee available to Schools is currently £225. For disciplines in which a more restricted range of courses is available (e.g. Joint Honours only, or no level 1 course) fees are assessed **pro rata.**

3. The total capitation fees available to schools for payments to examiners are as follows:

   For Final Year Honours Students £9 per fte
   
   For other students taking courses which carry professional accreditation (Accountancy, Education, Engineering, Land Economy, Law) £6 per fte
   
   For all other students £3 per fte

4. The fees payable to Medical Examiners are as follows:

   MBChB (Phases I to IV) Years 1–5 A total of £8512 to be split between examiners
   
   BSc Med Sci £30 + £9 per student

5. For Sixth Century Courses, examiners are paid a flat fee of £200 per course.

6. **With the exception of 6. below, the fee payable for taught postgraduate courses is £45 per programme plus £15 per fte diploma/certificate candidate or £25 per fte Master’s.**

7. The fees payable to examiners for INSET (ATQ) courses, professional and post-experience courses in Pastoral Studies and Legal Practice is aggregated with that made for Undergraduate courses under 2. and 3. above. The capitation fee per fte student is £6 for courses in Legal Practice: £3 for courses in other disciplines.

8. Payment of fees is made in one sum following the examination diet and after receipt of a completed External Examiners’ Annual Report Form.

8. Payment of expenses is made as these are incurred and only presentation of a claim on the appropriate form and which includes receipts.