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**INVOICE GUIDANCE NOTES FOR RESEARCH DEGREE EXAMINERS EXTERNAL TO UCL**

Current fee for examining a research degree candidate:

<b>PhD/EngD/MD(Res)/DClinPsy</b>	<b>£150.00</b>
<b>MPhil</b>	<b>£100.00</b>

**Examiners External to UCL**

After the examiner has fully completed the task of examining a UCL research degree candidate and upon receipt of the full set of reports, an acknowledgement email message will be sent to the examiner with a fee notification statement attached. The statement will provide the gross fee amount due to be paid for professional services as an examiner and the examiner will be advised that they are responsible for payment of any sum owed to the Inland Revenue. The cheque for payment of the fee will be sent to the address noted on the statement and any changes should be notified to [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk) as soon as possible. Any expenses claimed will be sent under separate cover.

**Please note that UCL Finance Department cannot pay any third parties in relation to examiner fees and expenses.**

If you have any queries relating to the payment of your fee or expenses claim, please do not hesitate to contact Research Degrees at [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk).

**Examiners Internal to UCL**

After the examiner has fully completed the task of examining a UCL research degree candidate and upon receipt of the full set of reports, the fee will be paid as a One-Off Payment (Form 6) with the monthly salary via the SiP payroll system. If Research Degrees cannot find your payroll number, payment will be made by cheque.

If you have any queries relating to the payment of your fee or expenses claim, please do not hesitate to contact Research Degrees at [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk).