

Conditions relating to the appointment or re-appointment of External Examiners

- The appointment is for up to 4 years. Appointments normally commence 1st September of the year specified in the letter of invitation.
- The fee specified in the letter of invitation is the total amount payable and cannot be varied in individual cases for those who have registered for VAT, etc.
- Payment of fees is conditional on the receipt of written reports annually and at the end of term of office.
- In accordance with discussions at national level between HEIs and the Inland Revenue, income tax will be deducted in line with statutory regulations prior to payment.
- The Institute will meet reasonable expenses incurred by examiners in carrying out their duties. **Unless there are special circumstances, travel expenses should be based on the return rail fare.**

I _____ am / am not willing to act as External Examiner
(Print Full Name and title: Prof. Dr. Mr. Mrs. Ms. other)

for the programme _____ within the Curriculum Area of: HE Education & Social Science / HE Health and Care Industries / HE Business / HE Creative & Digital

The appointment is for up to FOUR years A ONE year extension to my current contract

Commencing on 1st September 20____ on the conditions laid down by the Grimsby Institute of Further & Higher Education regarding payment of fees and expenses.

Home address:

Email address:

THE FOLLOWING INFORMATION IS MANDATORY requested by Her Majesty's Revenue & Customs:

Gender: Male Female Transgender **Date of Birth:** ___ / ___ / _____

National Insurance Number ___ ___ ___ ___ ___

All fee and expense payments are made by BACS, to facilitate this please supply:

Bank Name & Branch _____

Sort Code ___ / ___ / ___ Account no: _____ Roll no: (if Bldg soc) _____

I confirm that I am eligible to work in the UK without restriction

Signed _____ Date ___ / ___ / _____

Please complete and return this slip as soon as possible to the address below, failure to do so will delay payment.

Academic Registrar
HE Quality and Standards
University Centre Grimsby
Grimsby Institute of Further & Higher Education
Nuns Corner
Grimsby, DN34 5BQ

Vision:
Inspiring, Innovative
and Outstanding

Mission:
Our mission is to enrich the lives
of all by providing high-quality,
responsive education
and training