



School of History, Classics and Archaeology Bench Fees Policy

Policy purpose

This policy aims to provide guidance to external laboratory users on the circumstances whereby the School of History, Classics and Archaeology (HCA) will apply laboratory bench fees and how such fees will be determined. It seeks to define the criteria and schedule of charges for the application of bench fees. Bench fees are defined as a fee payable in relation to external users of HCA laboratory facilities.

Policy scope

This policy applies to all external users of the HCA labs. External users are defined as researchers from outside the School of History, Classics and Archaeology who make use of our labs (i.e. this policy does not apply to HCA staff and students). There will be another policy for externally funded grants.

Policy Statement

This policy aims to ensure the consistent, transparent and equitable application of bench fees. This will ensure that a pre-determined scale of bench fees is applied in all relevant circumstances, and that potential external visitors are fully aware of the requirement and schedule for payment of bench fees prior to any agreement of access and use.

The laboratories of the School of History, Classics and Archaeology may be made use of by external researchers when approved by the HCA Laboratories Committee. The School of History, Classics and Archaeology will levy bench fees in the case of external researchers making use of school laboratories.

The bench fee amount payable for the current academic year will be as follows:

- there will be an initial fee of £100 - this will cover technician time/induction, basic consumables and 1 day's bench fee
- any subsequent days will be charged at £20 per day after that
- unfunded external users may be eligible for a bench fee waiver – requests for a waiver should be made in the application form and will be considered by the HCA Laboratories Committee
- the bench fees structure outlined here does not cover access to equipment or additional consumables, which would be on top of the basic bench fee outlined

Potential external users wishing to apply to use the HCA labs should fully complete the 'Request form for access to HCA labs as an external user' document. External access and fee waiver requests will be reviewed and approved by the HCA Laboratories Committee.

Policy responsibilities, implementation and communication

- This policy will apply from 4th February 2026.

- The HCA Laboratories Committee is responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure.
- This policy, including its associated procedure and schedule of fees, is subject to annual review by the HCA laboratory committee.
- Summary policy information and a link to this policy document will be included on the HCA laboratory webpages for the information of prospective applicants.

Associated documents

- ‘Request form for access to HCA labs as an external user’

Document data

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Next review date	By February 2027

Document