

Guidance (ii)

Current Fee Levels

Validation and Review Events

Validation and review fee

1. Fee payable to the University by the collaborative partner for supporting a validation or review event is normally **£10,000 per event** (plus expenses and panel member fees), where more than one course is being validated at the same event the total fee will be negotiated with the collaborative partner.

The fee is to be agreed as part of the A2b form and should be paid after the course has been approved to proceed to validation. Payment of expenses and panel member fees will be invoiced to the partner on completion of the validation event.

2. Faculties should agree with the partner any additional costs they will charge them to recover any extra costs incurred in supporting the event.
3. A pro-rated rate will be agreed between QAE, the faculty and the partner for the validation of standalone module.

Articulation Agreement fee

4. Fee payable to the University by the partner: Normally £1,000 per Articulation Agreement to be paid after the Articulation Agreement has been approved to proceed to validation by the Education Committee

Fees payable to external panel members by the University

5. External panel members for validation, substantive review and IQA events are paid **£300 per day (actual day(s) of event only) plus expenses** by the University. The University does not pay panel members for days spent travelling.
6. All panel members' expenses including travel, subsistence and accommodation costs will also be paid.
7. Where an event includes more than 4 distinct courses, an additional £100 will be paid per event.

Notes about fees and expenses for validation and substantive reviews

8. For all events (UK and overseas, including dual and joint awards) panel members' fees and expenses (including travel, subsistence and accommodation) are normally paid by the collaborative partner. Fees and expenses are normally paid initially by QAE, who then recover the money

from the collaborative partner.

Fees payable to External Subject Experts for undertaking scrutiny of documentation for low risk validation events

9. External Subject Experts to review and provide a report for low-risk validation events, will be paid a one-off fee of £150 to undertake this activity. The fee will be paid by QAE upon receipt of a claim form.

External Examiners

10. The fee payable to external examiners upon receipt of their annual report is £500 (plus expenses).
11. External examiners appointed to courses that are not taught in English are required to be bilingual (in English and in the language of tuition and assessment of the course). Such examiners are normally paid an additional fee, which is payable by the faculty. For further information please contact QAE.

The University's anti-bribery policy and expenses for visits to collaborative partners

12. To comply with the Bribery Act 2010, the University has produced an Anti-Bribery policy. This is available from the policies and regulations website [here](#).
13. The policy contains the following section in relation to hospitality provided by organisations such as prospective collaborative partners. The relevant sections are highlighted in bold:

Genuine and proportionate hospitality or expenditure, which seeks to improve the University's image, better present its services, or establish good relations, continues to be acceptable.

*Care should be taken in relation to proportionality – for example while it may be acceptable for a prospective partner to pay for reasonable travel and accommodation costs to enable a visit to their premises, **first class flights would not normally be acceptable, nor would 5-star accommodation.** Attention should also be paid not just to the value of an individual expenditure, but the cumulative total from/to any one particular party. For more detailed information see the Expenses and Benefits Procedure.*