

External Subject Adviser (ESA) Fees for Validation Service Programmes

This document covers all programmes that sit under the Validation Service (VS) model of collaborative provision under the Faculty of University Wide Learning (UWL). Educational Partnerships (EP) has responsibility for paying all fees and expenses of its External Subject Advisers (ESAs).

Validation Fee (New Programmes)

Validation fee on receipt of validation report = £450.00

The validation fee is only paid to those ESAs involved in the development of **new** programmes with existing, or new, partners. Once a programme has been validated ESAs will receive a fee of £450.00 on completion of an annual report.

This fee will cover attendance at the validation event.

Revalidation Fee (Existing Programmes)

Revalidation fee on receipt of revalidation report = £150.00

The revalidation fee is only paid to those ESAs involved in the revalidation of **existing** programmes with current partners. Once a programme has been revalidated ESAs will receive a fee of £150.00 on completion of an annual report.

This fee will cover attendance at the revalidation event.

Annual Report Fee

Annual fee on receipt of annual report = £400.00*

The annual fee is paid on receipt of an ESA annual report and also on submission of the claim form. A claim form should still be submitted if ESAs have not incurred any expenses.

**ESAs who are an ESA for more than one programme will receive an additional £200 per programme on completion of a separate annual report for each additional programme.*

Visit Fee

Visit fee = £90.00 per visit (maximum of three visits per year unless authorised by EP)

The visit fee paid on receipt of a summary of the visit and also on submission of the claim form. A claim form should still be submitted if ESAs have not incurred any expenses. ESAs who have incurred expenses can either complete one claim form at the end of the academic year or after each visit.

All claim forms should be sent direct to EP at ep@dmu.ac.uk. All queries about payment of fees and expenses should be addressed to EP in the first instance.

Expenses

Reasonable expenses, travel, accommodation and subsistence*, will be reimbursed by EP on completion of a valid claim form. Please see www.dmu.ac.uk/qa for the latest version of the claim form. All claim forms should be sent to the following address with **original** receipts:

**Educational Partnerships
Gateway House**

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**De Montfort University
Leicester
LE1 9BH**

**DMU's Business Expenses Policy details payment in relation to subsistence. Please contact ep@dmu.ac.uk for further information.*