

### Fees payable to University level Validation and Internal Subject Review Panel Members

#### A note on the University's Anti-Bribery policy and expenses for visits to collaborative partners

To comply with the Bribery Act 2010, the University has produced an Anti-Bribery policy. This is available from the University Secretary Department's website at <http://staff.kingston.ac.uk/C17/Legaladviceandcontracts/default.aspx>. 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:

*The giving or receiving of genuine and proportionate hospitality or expenditure, which seeks to improve Kingston University's image, or 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 Policy and the Case Studies in Appendix C.*

### Fees payable to external panel members by the University

University level validation panel members (see section C) and Internal Subject Review panel members (see section D) are paid **£150 per day plus expenses** by the University.

### Fees payable to the University by collaborative partners

<p><b>Validation and review fee for Category 2 collaborative partners*</b> (see section B)</p> <p>Fee payable to the University by the collaborative partner:</p> <p><i>Note: It is usual practice for the Academic Quality and Standards to bill the "host" faculty for the required amount, then for the faculty to recover the sum from the collaborative partner</i></p>	<p>Normally £3,000 per validation / review event (plus expenses)</p> <ul style="list-style-type: none"> <li>▪ <i>First £1500 to be paid after the field has been approved to proceed to validation</i></li> <li>▪ <i>Remaining £1500 to be paid after validation</i></li> </ul>
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# Guidance(iii)

## Current Fee Levels

<p><b>Articulation Agreement fee for Category 2 collaborative partners*</b> <i>(see section H)</i></p> <p>Fee payable to the University by the partner:</p> <p><i>Note: It is usual practice for the Academic Quality and Standards to bill the “host” faculty for the required amount, then for the faculty to recover the sum from the partner</i></p>	<p>Normally £1,000 per Articulation Agreement</p> <ul style="list-style-type: none"><li>▪ <i>First £500 to be paid after the Articulation Agreement has been approved to proceed to validation by Academic Directorate</i></li><li>▪ <i>Remaining £500 to be paid after the articulation agreement has been approved</i></li></ul>
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**\*NB: Institutional Approval/Validation/Review/Articulation Agreement fees are not levied on partners who are in receipt of HEFCE funding through the University**

### Notes about fees and expenses for Validation and ISRs

#### Validation

1. For validation events with partners who are in receipt of HEFCE funding through the University: Panel members' fees and expenses are paid by Academic Quality and Standards, from the Academic Registry budget.
2. For all other validation events (UK and overseas) a £3000 fee is payable by the partner to Academic Quality and Standards. Panel members' fees and expenses (including travel and accommodation) are paid by the collaborative partner. Fees and expenses are normally paid initially by Academic Quality and Standards, who then recuperate the money from sponsoring faculty; the faculty can then in turn recuperate the money from the collaborative partner.

#### ISR

1. For ISR events with partners who are in receipt of HEFCE funding through the University : Panel members' fees and expenses are paid by Academic Quality and Standards.
2. For all other ISR events (UK and overseas): a £3000 fee is payable by the partner to Academic Quality and Standards. Panel members' fees and expenses (including travel and accommodation) are paid by the Faculty. Fees and expenses are normally paid initially by Academic Quality and Standards, who then recuperate the money from sponsoring faculty; the faculty can then in turn recuperate the money from the collaborative partner).

**Fees payable to External Examiners**

<p><b>Fees for external examiners</b> (see <i>section 1</i>)</p> <p>Fee payable to external examiners upon receipt of report:</p>	<p>£325 (plus expenses)</p>
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**Notes about fees for external examiners**

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 normally command an additional fee, which is payable by the Faculty.