

This fee structure applies to all Programmes that lead to an award of the University. This includes all home (Portsmouth-based) Programmes including credit-bearing short courses, and all Collaborative provision.

In very exceptional circumstances, a Faculty has the discretion to alter the fee. Advice may be sought from QMD in these cases.

Approval or Review event for Home Programmes and Collaborative Programmes

External Assessors are paid a single £200 fee to prepare for the event, plus a flat attendance fee of £200 for each day they are expected to attend a particular approval or review event. The preparation fee is to remunerate for the time taken for the External Assessor to read the documentation and submit their comments to Chair in advance.

By attendance we mean participation at events where the approval or review event is by correspondence or physical attendance at an approval or review panel event meeting.

We consider correspondence events to consist of 1 day preparation and 1 day “attendance”.

In summary:

Preparation fee £200 per event

Attendance fee £200 per day of attendance, per event

The majority of approval or review events last one day, so the fees in this case would total £400 per External Assessor.

Credit-bearing Short Course Approval Events

For Credit-bearing Short Course Approval events, External Assessors are paid a minimum £200 fee for their participation in the event.

Site visit (Collaborative Programmes Approval or Review events only)

Should an External Assessor form part of the panel undertaking a site visit, then they would be paid a flat attendance fee of £200 for each day they conducting the visit on-site.

In summary:

Attendance fee £200 per day on-site attendance

Unless otherwise agreed by the budget holder, External Assessors are **not** paid a fee for travel days or rest days that are undertaken during the course of an approval / review, or its associated site visit.

Expenses

In addition to the fee detailed above for approval, review events or site visits, External Assessors that attend an event will be reimbursed for any reasonable expenses incurred in connection with their duties. Such expenses may be incurred for travel, subsistence, accommodation or any other purpose agreed by the budget holder and which accords with the University’s Financial Regulations.

QMD
2015-02-25