

**Validation Guidance Note 3**

**Current Fee Levels 2022/23**

**Fees payable to external panel members by SGUL (including student reviewers)**

Validation panel members and periodic review panel members (including student members of periodic review panels) are paid according to the following schedule:

|  |  |
| --- | --- |
| Single module event | £100 |
| Half day event | £250 |
| Full day event | £350 |
| Two day event | £400 |
| Event involving international travel | £550 |

Sabbatical officers of the SGSU would not normally receive a fee.

SGUL will reimburse panel members for reasonable costs incurred in attending periodic review event. Please refer to SGUL’s Financial Regulations for further information.

**A note on the SGUL’s Anti-Bribery policy and expenses for visits to collaborative partners**

To comply with the Bribery Act 2010, SGUL has produced an Anti-Bribery policy. This is available from Governance Legal and Assurance Services.

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 SGUL’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.*