



SCHEDULE OF FEES AND CHARGES FOR VALIDATION ACTIVITIES

(Effective from 1st September 2009 until further notice)

Institutional Approval

Charges for Advisory and Facilitation Visit

There is no fee for initial meetings between the applicant institution and the OUVS Officers. However OUVS will reclaim the cost of return flights¹, hotel accommodation and expenses for the visits.

Approval Fee

There is a single one-off fee of £8,000 for institutional approval. The fee is payable upon successful completion of approval.

Charges for Approval

OUVS fees and charges are levied to recover the direct costs of the process and make a contribution towards OUVS administration costs. The direct costs are:

1. Panel members' fees (for each visit)
£110 for a half-day visit²
£275 for a one-day visit
£440 for a two-day visit
£600 for a three-day visit
£790 for a four-day visit
£945 for a five-day visit
£1155 for a six-day visit
2. The exact costs of flights³ for panel members and OUVS Officers if paid for by OUVS
3. The exact costs of accommodation for panel members and OUVS Officers if paid for by OUVS
4. Other travel & subsistence
5. OUVS administration charge (for activities up to 3 days of duration) £840.00
OUVS administration charge (for activities of 4 days or more)£1,680.00

The OUVS general administration charge includes costs incurred in discussions between OUVS and the Institution on early drafts of the proposals, advisory communications, selection and appointment of institutional approval and validation panels, preparing papers, managing the institutional approval and validation events, writing the report and various follow-up actions by OUVS Officers.

¹ Economy class will be booked for flying journeys up to 5 hours. For journeys of 5 hours+, business class will be booked.

² For fee purposes, each day of travel to and from an institution of journey of 5 hours+ is counted as half a day of work. In addition, all pre-dinner panel meetings are also counted as half a day of work.

³ Institution arranging travel & hotel for the activity should follow Note 1.

Institutional Review, Programme Validation and Re-validation

There is no direct fee for Institutional Review, Programme Validation and Re-validation activities. OUVS charges are based on recovering the direct costs of the process and making a contribution towards OUVS operational costs. These charges are dependent on similar variables to those set out for Institutional Approval. Follow the direct costs set out on previous page for Institutional Approval and the following additional variables (if applicable).

1. Fee for each panel member for an activity by correspondence	£170-£220
2. General Administration Charge for an activity by correspondence	£450
3. Charge for Process Panel Members employed by OUVS	£790 plus expenses
4. Charge for using Video Conferencing facility (per hour)..	Nil
5. Catering for meetings held in OUVS Office	Exact costs

Non-Validation activities

OUVS will recover the exact amount of direct expenses⁴ incurred in the following activities upon completion:

- Administrative Audit visits;
- Extra meetings in preparing annual monitoring reports, institutional review visit, and other necessary visits during the year to ensure good practice operations as required in the OUVS Handbook within approved institutions;
- Extra meetings about financial and IT arrangements.

External Examiner Fees (Associated Institutions Only)

The fee structure of External Examiner is currently under revision. Associated Institutions will be notified separately.

Academic Review activities

Charges for Academic Review activities will be based on the number of Academic Reviewer days required for the academic year. This figure varies for each institution depending on the number of approved programmes and the number of subject areas covered by these programmes. Approved institutions will be levied fees at the daily AR rate of £385.

Travel & subsistence incurred by Academic Reviewers will be charged directly to approved institutions at full.

Cancellation

In case of cancellation, Institutions will be subject to cancellation charge according to the follow table:

Working days before the date of visit	% of projected visit charge
10 or less	100%
11-20	75%
21-30	50%

Unless costs of flights and accommodation have been incurred, no charge for cancellation with 30 or more working days of notice

The projected visit charge will be given upon request or in case of cancellation only.

⁴ Direct expenses include travel and transport expenses, hotel accommodation, and subsistence of participants.

Annual Subscription

In 2009-2010 an annual subscription fee of £130 is payable for any programme in current validation, irrespective of whether or not there has been an intake of students to that programme, or any programme having ended validation but for which there are still students to confer.

The Annual Subscription Fee includes:

- Administrative costs for annual monitoring of the validated programme;
- IT development and maintenance costs for electronic registration and conferment; and
- Charges for the first delegate from each Approved Institution to most OUVS conferences and seminars.

Student Registration

Each individual student entering a taught programme leading to an Open University validated award must be registered with the University at the point of entry, whether the entry is to the first year of the programme or directly onto the second year or a later year.

Fees for registration onto OU-validated awards are set out below. Please note that these fees are non-refundable.

Award Descriptions	Charge per Student (GBP)
<u>Stand alone module: 15 Credits</u>	45
<u>Awards at Level: 60 Credits</u> Graduate Certificate [GradCert]; Certificate in Management [CMan]; Certificate in Management Studies [CMS]; Postgraduate Certificate [PGCert]	90
<u>Awards at Level: 120 Credits</u> Certificate of Higher Education [CertHE]; Graduate Diploma [GradDip]; Professional Certificate in Education [PGCE]; Certificate in Education [CertED]; Diploma in Management Studies [DMS]; Postgraduate Diploma [PGDip]	155
<u>Awards at Level: 240 Credits</u> Diploma of Higher Education [DipHE]; Foundation Degree [FD]	315
<u>Honours Degree or Ordinary Degree</u> Bachelor of Arts [BA], Education [BEd], Engineering [BEng], Music [BMus], Osteopathy [BOst], Science [BSc], Laws [LLB] – with or without honours	335
<u>Masters Level</u> Master of Arts [MA], Architecture [March], Business Administration [MBA], Education [MEd], Science [MSc], Theology [MTh]	240
<u>Doctorate Level</u> Doctor of Clinical Psychology [DCP]	305

Replacement Certificate/ Letter of Verification for CNAAs Awards

Replacement certificate issued by OUVS	£40.00 per certificate
Letter of Verification (CNAAs)	£10.00 per letter