**DE MONTFORT UNIVERSITY – VALIDATION SERVICE**

**EXTERNAL SUBJECT ADVISER VISIT REPORT**

**Summary of key points to note when completing your visit report:**

* A visit report should be completed after each visit to a partner.
* Please check the DAQ website each year to ensure you have the most up to date version of the visit report proforma ([www.dmu.aboutdmu/services/qa](http://www.dmu.aboutdmu/services/qa))
* Please word process your visit report on the standard report proforma and email it to Educational Partnerships on [ep@dmu.ac.uk](mailto:EP@DMU.AC.UK).
* The visit fee of **£90** per visit will only be paid on completion of a valid claim form.
* The visit fee will only be paid up to a maximum of **three** times. Any visits above this must be approved by the Head of Educational Partnerships before being undertaken. Please contact [ep@dmu.ac.uk](file:///\\vfiler4.dmu.ac.uk\SAAS\DAQ\APU\Validation%20Service\External%20Subject%20Advisers%20&%20Link%20Tutors\2.%20Forms%20&%20Guidance\Forms\ep@dmu.ac.uk%20) if an additional visit requires authorisation.

**DE MONTFORT UNIVERSITY – VALIDATION SERVICE**

**EXTERNAL SUBJECT ADVISER VISIT REPORT**

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| --- | --- |
| **Name:** |  |
| **Partner:** |  |
| **Programme(s):** |  |
| **Academic Session:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Visit:** |  | **Visit Number:** |  |

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| **1. Summary of visit**  Please detail the purpose of your visit and the activities undertaken. Please include details of any staff or students met and discussions around the programme. |
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**A visit report should be submitted electronically to the University following each visit to a partner. Completed visit reports should be emailed to Educational Partnerships on** [**ep@dmu.ac.uk**](mailto:ep@dmu.ac.uk)**.**