

**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 AQS website each year to ensure you have the most up to date version of the visit report proforma (www.dmu.aboutdmu/services/qa)
- Please word process your visit report on the standard report proforma and email it to UK Validation Services on ukvs@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 ukvs@dmu.ac.uk if an additional visit requires authorisation.

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EXTERNAL SUBJECT ADVISER VISIT REPORT**

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 UK Validation Services on ukvs@dmu.ac.uk.