Code of practice for Moderators of postgraduate research programmes within the Associated Institutions of the University

Academic Year 2016/17
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Introduction

1. This Code sets out the University of Surrey's policy and procedural framework relating to the role and responsibilities of Moderators. This Code should be read in conjunction with the Regulations for research degrees and the Code of practice for research degrees.

2. A Moderator is appointed by the Admission, Progression and Examination Subcommittee for normally up to two postgraduate research students undertaking a programme of research that is delivered at an Associated Institution but leads to an award of the University of Surrey.

3. The main objective of the Moderator is to assure the University of Surrey that each student accepted onto a postgraduate research programme at an Associated Institution is being admitted to a research environment that provides secure academic standards for undertaking research and learning about research approaches, methods, procedures and protocols. This environment offers students the support they need to achieve successful academic, personal and professional outcomes from their research degree.

4. The Moderator will be kept abreast of the postgraduate research student’s progress and development and will report annually on these matters to the University of Surrey.

5. The role of the Moderator is intended to be constructive and collegial and might be characterised as a critical friend or advisor to the supervisory team and, more broadly, to the Associated Institution.

Nomination and approval of appointments

6. Moderator appointments shall be made by the University of Surrey's Admission, Progression and Examination Subcommittee. Moderators may be staff from the University of Surrey or any other recognised UK Higher Education Institution.

7. All nominees for the appointment of Moderators will be required to submit a full Curriculum Vitae and complete the standard nomination form (Appendix 1) for consideration and approval by the Chair of the Admission, Progression and Examination Subcommittee.

8. All Moderators would be expected to meet the following criteria:

- be an active researcher in an area relevant to the student’s field of research
- have supervised, either solely or as part of a team, at least two research students through to successful completion of a doctoral degree
- be employed by or have Emeritus status at a UK Higher Education Institution that is not the Associated Institution
- not be a member of a governing body or committee of one of the University of Surrey’s Associated Institutions
- not have a close professional (e.g. co-authoring of papers, research collaboration), contractual or personal relationship with a member of staff or student involved with the validated programme of study
- not have any other potential conflict of interest which may affect the term of office as Moderator
- be eligible to work in the UK
9. Moderators will self-declare that they meet the above criteria and each Moderator appointment will be scrutinised by the appropriate committee at the Associated Institution before being recommended to the University of Surrey.

10. Moderators shall normally be appointed for the duration of the postgraduate research student's registration.

11. A Moderator would not normally be appointed for more than two postgraduate research students in an Associated Institution without express permission from the University of Surrey's Admission, Progression and Examination Subcommittee.

12. Should the Moderator subsequently be in a situation of possible or perceived conflict of interest in relation to his/her duties at an Associated Institution (e.g. acting as a paid advisor) then such circumstances shall be reported immediately to the Admission, Progression and Examination Subcommittee and an alternative appointment will be sought.

13. Moderators and Associated Institutions are responsible for bringing to the attention of the University any existing or changed circumstances which may cause a potential or actual conflict of interest.

**After the appointment is ratified (by the Admission, Progression and Examination Subcommittee)**

14. Moderators will be issued with the following:
   - official notification of appointment letter (sent from the Directorate of Quality Enhancement and Standards)
   - a copy of this Code of practice
   - a copy of the Regulations for research degrees
   - a copy of the Code of practice for research degrees
   - a copy of the Programme Handbook (from the Associated Institution)

15. Moderators will be guided and supported in their role by:
   - staff at the Associated Institution
   - staff in the Directorate of Quality Enhancement and Standards at the University of Surrey
   - Moderator web pages
   - Moderator induction

16. Moderators are expected to discuss their role with the student's supervisory team in order to establish mutual expectations regarding contact with the student, receipt of progress reports, and visits, where appropriate, to the Associated Institution. These discussions will assist the moderator in complying with their ongoing responsibilities under paragraphs 34 – 36 below.

17. Moderators are expected to take the time to get to know the supervisory team, the profile of the student and the Associated Institution. The Moderator should contact the student and supervisory team (either in person or over Skype/telephone) at least once every academic year.

**Interim Moderatorship**

18. In the event of a Moderator being unable to complete their full term of office (e.g. sabbatical, illness) a replacement will be sought as soon as possible.
19. The student’s Principal Supervisor will normally contact a suitable individual who might cover the moderator duties. The interim Moderator’s details will be scrutinised for suitability by the Associated Institution before a recommendation for appointment is made to the University of Surrey’s Admission, Progression and Examination Subcommittee.

20. Once approved, the Directorate of Quality Enhancement and Standards at the University of Surrey will issue the interim Moderator with the relevant documentation (see paragraph 14) along with previous Moderator reports.

21. The outgoing Moderator should arrange a handover meeting (either in person or by telephone/Skype) with the interim Moderator to discuss the role and any issues from previous reports or visits.

22. The interim Moderator will also be required to attend an introductory meeting with the supervisory team at the Associated Institution within three months of appointment to progress with the Moderatorship.

*End of term / renewal*

23. The Moderator is expected to be in place for the entirety of the postgraduate research student’s period of registration. This remains the case if a Teach-Out Agreement is entered into.

24. When the student completes or withdraws from the research programme, a final report will be completed by the Moderator and submitted to the Directorate of Quality Enhancement and Standards at the University of Surrey.

*Termination of a Moderator’s engagement*

25. If a Moderator fails to submit a written report in two consecutive years, or fails to fulfil any of his/her other duties, then the appointment will be terminated. Identification of any conflict of interests will also result in termination of appointment.

*Induction for Moderators*

26. To supplement the documentation stated in paragraph 14 above, each newly appointed Moderator shall be invited to an Induction Event. This may be organised to coincide with the new Moderator’s first visit to the Associated Institution or, alternatively, through a one-to-one meeting.

27. All newly appointed Moderators will be contacted by the Directorate of Quality Enhancement and Standards within two months of their appointment to confirm receipt of required documents (as listed above) and to ascertain if there are any additional induction needs. Where there is a changeover of Moderators, the details of arrangements for handover will also be confirmed at this stage.

28. In the event that the Moderator is unable to attend an induction event at the University of Surrey, the Directorate of Quality Enhancement and Standards will arrange a one-to-one meeting.

29. The induction session will focus in particular on:

- the nature of the validated award
- the relationship between the University and the Associated Institution
- the role and responsibilities of the Moderator
- the University of Surrey’s *Regulations* and requirements for assessment and award of its qualifications
• the precise assessment requirements of the particular scheme(s) of study for which the Moderator has responsibility
• any issues highlighted in the reports submitted by previous External Examiners/Moderators
• any relevant issues with regard to the cultural context in which the degree operates

Duties and functions of the Moderator

Contact and visits
30. Moderators of full-time students based on campus are required to make a visit to the Associated Institution in order to complete the application report (see paragraphs 32 and 33). A full visit to the Associated Institution is not required for students who will be studying on a part-time basis where contact with students and Supervisors via Skype, or equivalent, would be acceptable.

31. It is not expected that the Moderator will make a visit to the Associated Institution in order to complete the Annual Report (see paragraphs 34 -36). However, if contact with the student reveals any issues then the Moderator is strongly advised to make a visit to the Associated Institution before completing the Annual Report.

At the application stage
32. The Associated Institution will provide the Moderator with a copy of the research student’s application form, a copy of the research proposal, details of the supervisory arrangements, including Supervisor Curriculum Vitae, and details of the resources available to support the research project. The Moderator is at liberty to contact the candidate via the supervisory team, Director of Academic Affairs or Research Office if they require further information.

33. On the basis of the information received, the Moderator will complete the standard pro-forma (see Appendix 2) to assure the University of Surrey’s Admission, Progression and Examination Subcommittee that:

• the applicant is qualified and suitably prepared to undertake the proposed research project
• the supervisory team, normally comprising a Principal Supervisor and at least one Co-Supervisor, has the appropriate skills and subject knowledge to support the research student
• the research student has appropriate opportunities for developing research, personal and professional skills
• the research environment is suitable for the student’s programme of research. This includes physical resources (IT, specialist equipment, library resources) and human resources (access to academic and support staff, and other researchers)

Ongoing responsibilities
34. The Moderator is expected to perform a key developmental and enhancement role in terms of:

• commenting on the ongoing suitability of the supervisory arrangements and endorsing any changes in supervision
• commenting on the suitability of the training and development opportunities available to and undertaken by the research student at different stages of their research
• commenting on the suitability of resources available to the student at different stages of their research
ensuring that appropriate action is taken, in accordance with the Regulations and Codes of practice, where a student’s progress is unsatisfactory
receiving, for information and comment, progress reports (at least one every 6 months) including the student’s end of year review report and the confirmation report
receiving a copy of the final thesis, if requested
making contact with the student, supervisory team or other staff at least once every academic year.

35. The Moderator will make an annual report to the University of Surrey using the standard report pro-forma (see Appendix 3). The report will highlight any issues relating to the student’s progress or support systems in place at the Associated Institution. In particular, it will cover:

- the outcome of any meetings or discussions with the student, Supervisors or other staff. The Moderator is expected to make contact with the aforementioned people at least once a year.
- the student’s progress
- an evaluation of the ongoing supervisory arrangements and support
- the availability and effectiveness of discipline specific and generic skills training undertaken by the student
- opportunities for the student to contribute to and benefit from the research environment
- monitoring opportunities for the student to provide feedback to the local department and University on their experience
- comparability of standards
- resources
- any issues or areas of good practice the Moderator wishes to highlight

36. The Moderator is always expected to report on any issues identified as a result of the scheme of study running down during a teach-out period. The Moderator will also report on any issues regarding the duties and functions of the Moderator and any items for action and recommendation.

37. The payment of fees for moderatorship and reimbursement of related expenses is undertaken through the Directorate of Quality Enhancement and Standards. The fee for moderatorship will not usually be processed unless the University has received a written report. The fee for moderatorship comprises two elements: a fixed fee for attendance at the Associated Institution plus expenses; a fixed fee payable on receipt of the annual report. Claim form(s) should be submitted to the Directorate of Quality Enhancement and Standards. New claim forms and annual report forms can be downloaded from the University’s Moderator webpage. Hard copies of the Claim Form and Report Form may be obtained directly from the Directorate of Quality Enhancement and Standards, please email collaborative@surrey.ac.uk

38. Please refer to the Staff Expenses Policy for information on reimbursement of travel and subsistence expenses

39. Please note that all Moderator annual reports and claims for fees and expenses should normally be submitted to the Directorate of Quality Enhancement and Standards:

Email: collaborative@surrey.ac.uk
Organisational responsibilities

University of Surrey responsibilities

40. The University is responsible for:

- approving the nomination of Moderators and inducting approved Moderators (including arranging handover meetings with leaving Moderators and meetings with programme team at the Associated Institution)
- issuing the Moderator with the appropriate documentation to carry out their duties, including report templates, Regulations and Codes of practice
- reviewing Moderator reports and producing a summary analysis highlighting good practice and any areas of concern
- the Directorate of Quality Enhancement and Standards will also ensure that the Associated Institution receives a copy of the Moderator report
- acting as a point of contact and guidance for Moderators with regards to any area of the collaborative arrangement
- ensuring that the Moderator is kept up-to-date with any changes affecting the collaborative arrangements for their particular Associated Institution

Associated Institution responsibilities

41. The Associated Institution is responsible for:

- providing handbook(s) and any other relevant documentation for the validated programme(s)
- facilitating contact with the Supervisor, student and any other members of staff at the Associated Institution
- providing the Moderator with the student’s progress reports on a six-monthly basis and the confirmation report
- working with the Moderator to ensure application of and compliance with the regulations and Codes of practice of the University of Surrey
- to respond to the comments made in the Moderator report in a timely fashion

Analysis of moderator reports

42. Once received, the Moderator report is logged and recorded by the Directorate of Quality Enhancement and Standards and the claim form is processed.

43. The Directorate will review the reports and note any issues or areas of good practice identified by the Moderator.
44. Any areas of concern are highlighted and, if serious in nature, will be brought to the attention of the University Research Degrees Committee\(^1\) and/or its Sub-committee for review and action.

45. An analysis report will provide an overview of all Moderator reports to the University Research Degrees Committee. This will highlight any issues and areas of good practice.

46. Once the Moderator report has been evaluated it will be sent to the Associated Institution for action and files. All remedial action must be carried out to the satisfaction of the Moderator who will be required to report back to the University of Surrey that the matter has been dealt with appropriately.

47. The Moderator’s report will be held on the University’s records in accordance with the Records Retention Schedules.

48. The Moderator’s report will also be reviewed and referenced as part of the Annual Review Report produced by the Associated Institution.

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\(^1\)At the time of publication of this *Code of practice* the governance structure for research and postgraduate research students is under review. Responsibility for this may transfer to another committee during the 2016/17 academic year.
Appendix 1 – Moderator Nomination Form

MODERATOR NOMINATION FORM

Please complete the sections below and submit the fully completed form to claire.tapia@smuc.ac.uk. This will be used by the Associated Institution and the Directorate of Quality Enhancement and Standards at the University of Surrey for approval of the appointment.

All Moderator Nomination Forms must be accompanied by an up-to-date CV.

<table>
<thead>
<tr>
<th>Name of Associated Institution:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Title of validated scheme of study:</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 1: To be completed by the Moderator Designate

<table>
<thead>
<tr>
<th>Moderator’s name and title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty / contact details:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Moderator to be replaced (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Proposed period of tenure: |
|                            |
|                            |

<table>
<thead>
<tr>
<th>Relevant experience In accordance with the Code of Practice, all moderators must possess the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>be an active researcher in an area relevant to the student’s field of research Yes/No</td>
</tr>
<tr>
<td>have supervised, either solely or as part of a team, at least two research students through to successful completion of a doctoral degree Yes/No</td>
</tr>
<tr>
<td>be employed by or have Emeritus status at a UK Higher Education Institution that is not the Associated Institution Yes/No</td>
</tr>
<tr>
<td>not be a member of a governing body or committee of one of the University of Surrey’s Associated Institutions. Yes/No</td>
</tr>
<tr>
<td>not have a close professional (e.g. co-authoring of papers, research collaboration), contractual or personal relationship with a member of staff or student involved with the validated programme of study. Yes/No</td>
</tr>
<tr>
<td>not have any other potential conflict of interest which may affect my term of office as Moderator. Yes/No</td>
</tr>
<tr>
<td>be eligible to work in the UK. Yes/No</td>
</tr>
</tbody>
</table>

8
I am prepared to be considered for appointment as Moderator for the University of Surrey’s Associated Institutions for the PhD Programme listed in Section 1 and confirm that the details on this form are correct.

Moderator Designate signature: ........................................

Date: ......................................................

Section 2: To be completed by the Associated Institution

On behalf of the Associated Institution, the appointment of this Moderator is recommended to the University of Surrey

Name: .............................................................

Job Title: ..........................................................

Date: .............................................................

Section 3: To be completed by the University of Surrey

The Moderator appointment is APPROVED / REJECTED

Chair of APESC: .............................................
Appendix 2 - Application Report Template

Moderator’s Report – Postgraduate research student application

This report is designed to allow you to record any comments or concerns about a postgraduate research student’s application and the support structures in place at an Associated Institution. The report will be seen by both the Associated Institution and the University of Surrey.

1. Details of Moderator

<table>
<thead>
<tr>
<th>Moderator’s name and title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home institution / other professional / institutional affiliation</td>
<td></td>
</tr>
<tr>
<td>Academic year</td>
<td></td>
</tr>
<tr>
<td>Associated institution</td>
<td></td>
</tr>
<tr>
<td>Name of programme</td>
<td>PhD</td>
</tr>
<tr>
<td>Moderator’s correspondence address</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
</tbody>
</table>

Please email the completed moderator report form to: research@smuc.ac.uk and collaborative@surrey.ac.uk
## 2. Suitability of the candidate

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you satisfied that the applicant meets the entry requirement for the doctoral programme?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the candidate meet the English Language requirements for entry?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you been provided with a copy of the applicant’s research proposal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use the space below to comment on the qualifications and preparedness of the applicant to undertake the doctoral programme

## 3. Supervisory team

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will the applicant be supervised by a supervisory team (note that this is a requirement)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you been provided with a copy of the Supervisors’ CVs?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do the Supervisors have the appropriate subject knowledge and skills to support this programme of research?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use the space below to comment on the supervisory arrangements
### 4. Training

<table>
<thead>
<tr>
<th>Are appropriate generic skills and discipline specific training opportunities available to support the student's development?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Please use the space below to comment on the training opportunities

### 5. Research environment and facilities

<table>
<thead>
<tr>
<th>Is the research environment suitable to support the student’s development?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Are there adequate physical resources (IT, specialist equipment, library resources) for the research project?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Are there opportunities for the student to interact with other researchers, postgraduate research students and academic staff?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Please use the space below to comment on the research environment and facilities
6. **Sign off**
Subject to the conditions stated below (if none, please state ‘NONE’), I confirm that I am satisfied that the applicant’s programme of study can be supported and sustained throughout the period of registration for a research degree. If conditions are set, please provide a timescale by which you would wish to see the matter resolved (normally, this would be before the application is approved).

<table>
<thead>
<tr>
<th>Conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Signed:  

Dated:  

7. **Response to conditions – to be completed by the Associated Institution**

Please use the space below to describe how any conditions set by the moderator have been addressed. Please also provide confirmation from the moderator that the conditions have been dealt with to his/her satisfaction.

<table>
<thead>
<tr>
<th>Response Conditions:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

Signed:  

Dated:  


8. **Application outcome – to be completed by the University of Surrey’s University Research Degrees Committee**

The application is APPROVED / REJECTED

Chair of the APESC: ____________________
Appendix 3 - Annual Report Template

**Moderator’s Report**

This report should enable you to provide a summary of your interactions with the postgraduate research student, Supervisors and Associated Institution as regards the delivery of the programme of research. Please note that this report will be seen by the Associated Institution and a summary will be presented to the University of Surrey’s University Research Degrees Committee.

Moderators should note that the payment of fees and expenses can only be authorised once the report has been received by the University.

Please email the completed moderator report form, together with your expenses to: collaborative@surrey.ac.uk

1. **Details of Moderator**

<table>
<thead>
<tr>
<th>Moderator’s name and title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home institution / other professional / institutional affiliation</td>
</tr>
<tr>
<td>Academic year</td>
</tr>
<tr>
<td>Associated Institution</td>
</tr>
<tr>
<td>Name of programme</td>
</tr>
<tr>
<td>Moderator’s correspondence address</td>
</tr>
<tr>
<td>Email address</td>
</tr>
</tbody>
</table>
2. Reports and contact

During the academic year, I was provided with:

| Formal Student Progress Reports (6-monthly review, annual review, confirmation (if applicable)) | Yes | No |
| Did you receive all reports in a timely fashion? | Yes | No |

During the academic year, I have been in contact with:

| The student | Yes | No |
| The supervisory team | Yes | No |
| Other Staff | Yes | No |

If you have been in contact with other staff, please state which staff members and the reason for contact:

3. Contact with the student

Moderators are expected to contact the postgraduate research student via the supervisory team at least once every academic year. They may also make a visit to the Associated Institution.

| Did you visit the Associated Institution? | Yes | No |
| Did you have contact with the student? | Yes | No |
| Were there any issues reported to you by the student that you would like to bring to the attention of the University? | Yes | No |
4. **Contact with the Supervisors**

Moderators are expected to contact the postgraduate research student’s Supervisors.

<table>
<thead>
<tr>
<th>Did you have contact with the Supervisors?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were there any issues identified in your discussions with Supervisors that you would like to bring to the attention of the University?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Please use the space below to provide a summary of your discussions with the student ensuring that any issues are highlighted.
### 5. **Student progress**

Taking into account the stage of the research, are you content that the student is making is adequate progress towards the doctorate?

| Yes | No |

Please use the space below to provide any comments about the student’s progress

### 6. **Supervisory arrangements**

Are the ongoing supervisory arrangements appropriate to support the student and project?

| Yes | No |

Please use the space below to provide any comments about the supervisory arrangements

### 7. **Training**

Are the discipline specific and generic skills training available appropriate to the student’s needs?

| Yes | No |

Has the student engaged with training opportunities?

| Yes | No |
8. **Learning resources**

Are you satisfied that adequate learning resources (for example, Library, IT, specialist equipment) are being provided to the student?

| Yes | No |

Please comment below on any changes you observed in respect of resource provision.

---

9. **Research environment**

Please provide comments about the opportunities for the student to contribute to and benefit from the research environment. You may wish to consider the following:

- Are there opportunities to gain exposure to researchers working at the forefront of the discipline in the student’s chosen field?
- Is the student encouraged to work and exchange ideas with people and organisations?
- Does the student have access to academic staff and other colleagues able to give advice and support?
- Does the student have access to a collegial community of academic staff and postgraduates?
- Is there opportunity to develop peer support networks where issues or problems can be discussed informally (this could include access to social space provided for the purpose)?
10. **Feedback**

Are you satisfied that adequate arrangements are in place to allow the student to provide feedback?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</table>

11. **Regulations and Codes of practice**

Are you satisfied that the University of Surrey's *Regulations* and *Codes of practice* were applied in full by the Institution?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</table>

Do you have any concerns that full application of the *Regulations* and *Code of practice* is at risk in the future? Please provide evidence.

12. **Previous issues**

If issues were raised in your last report, or in the last report submitted by your predecessor, do you feel that they have been addressed appropriately and in a timely fashion?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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Please comment below on any recommended action required by either the Associated Institution or the University of Surrey.
13. Concluding comments and items for action

13.1 Good practice
Please identify any features of good practice that you have noted

<table>
<thead>
<tr>
<th>Please identify any features of good practice that you have noted</th>
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</table>

13.2 Items for action: required
Please identify any items you require the Associated Institution and/or the University of Surrey to take action on. It would be helpful if you could prioritise these requirements.

<table>
<thead>
<tr>
<th>Please identify any items you require the Associated Institution and/or the University of Surrey to take action on. It would be helpful if you could prioritise these requirements.</th>
</tr>
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</table>

13.3 Items for action: recommended
Please identify any items you recommend that the Associated Institution and/or the University of Surrey takes action on. It would be helpful if you could prioritise these recommendations.

<table>
<thead>
<tr>
<th>Please identify any items you recommend that the Associated Institution and/or the University of Surrey takes action on. It would be helpful if you could prioritise these recommendations.</th>
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13.4 Teach-out issues
Were there any particular issues related to the University’s Teach-out Arrangement for the Associated Institution which you would wish to draw to the attention of the University?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
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</table>

If yes, please provide details below.

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<th>If yes, please provide details below.</th>
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Declaration:
By submitting this report, I confirm that I have contacted the student, supervisory team and, if applicable, other members of staff and the contents of this report are accurate. I also confirm that I performed my duties in accordance with the guidelines for the University of Surrey moderator.

Signed: 

Dated: 

Directorate of Quality Enhancement & Standards Use

Received: 

Date: 

Analysis: 
Appendix 1  END OF TERM OF OFFICE OVERVIEW

If this is the final visit to the Associated Institution at the end of your term of office as moderator, you are asked to provide an overview of the whole of that period.

The University is particularly interested in the following points:

i. whether there is evidence that the quality of provision of programmes for which you have been moderator has been enhanced (or otherwise) during your period of appointment;

ii. whether you are confident that standards of the doctoral programme for which you have been moderator can continue to be secured.

Sign-off:

To be signed by the Moderator

Signed: ____________________________________________

Dated: ____________________________

______________________________

Directorate of Quality Enhancement and Standards use

Received: ____________________________

Date: ____________________________

Analysis: ____________________________
## Appendix 2  DUTIES OF MODERATOR

Were there any particular issues regarding you duties and functions of the Moderator which you would wish to draw to the attention of the University?

| Yes | No |

Please provide details below:

### Sign-off:

To be signed by the Moderator

Signed:  

Dated:  