**Moderator Report**

Please use the form below to report on student progress and support structures in place for the student(s) for whom you act as moderator.

If there are any actions you either require or recommend St Mary’s University or the University of Surrey to take then please state these in sections 13.2 and 13.3 of the form.

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

**1. Details of Moderator**

|  |  |
| --- | --- |
| Moderator’s name and title |  |
| Home institution / other professional / institutional affiliation  |  |
| Academic year |  |
| Associated Institution | St Mary’s University |
| Name of programme |  |
| Email address |  |

**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** |

|  |
| --- |
| Please use the space below to provide a summary of your discussions with the student ensuring that any issues are highlighted |
|  |

**4. Contact with the Supervisors**

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

|  |  |  |
| --- | --- | --- |
| Did you have contact with the Supervisors? | **Yes** | **No** |
| Were there any issues identified in your discussions with Supervisors that you would like to bring to the attention of the University?  | **Yes** | **No** |

|  |
| --- |
| Please use the space below to provide a summary of your discussions with the Supervisors 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 |  |

Please use the space below to provide any comments about training |
|  |

**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?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

 |
|  |

**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?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

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?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

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 |
|  |

**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. |
|  |

**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. |
|  |

**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?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

 If yes, please provide details below. |
|  |

**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:

**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, please would you 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;

iii. whether there is anything the University of Surrey can do to improve the support for moderators.

|  |
| --- |
|  |

**Sign-off:**

To be signed by the Moderator

Signed:

Dated: