

**Mentor’s Report**

|  |  |
| --- | --- |
| **Name of Mentor:** |  |
| **Name of Mentee:** |  |
| **Name of Programme(s):** |  |
| **Name of Department:** |  |
| **Name of Collaborative Partner (if applicable):** |  |

Mentors should submit a report at the conclusion of their mentoring duties. The Mentoring role only covers mentoring of the newly appointed External Examiner in their first year, and thus cannot be claimed in subsequent years. **Please note that the Mentor must submit this form in order to receive the Mentor fee.**

For your convenience this Mentor Form can be obtained from the External Examiners’ section of the University’s website: [**http://www.cumbria.ac.uk/AboutUs/Services/AQD/ExtExaminers.aspx**](http://www.cumbria.ac.uk/AboutUs/Services/AQD/ExtExaminers.aspx)

To claim the Mentor fee:

You can claim the Mentor Fee by submitting this report as an attachment to an e-mail to AQD at: [externalexaminers@cumbria.ac.uk](mailto:externalexaminers@cumbria.ac.uk) and completing the normal claim form (using the link above), which should be sent onto Resources Support, University of Cumbria, Bowerham Road, Lancaster LA1 3JD or e-mailed to: [resourcesupport@cumbria.ac.uk](mailto:resourcesupport@cumbria.ac.uk)

#### (a) Process

|  |  |
| --- | --- |
| Please describe which parts of the external examiner process you provided support to the new External Examiner for, and briefly explain how you did this. | |
|  | |
| How many times did you meet with your mentee? |  |
| How did you meet up? | |
| By telephone YES/NO  Videoconference/Skype YES/NO  In person YES/NO  Other (please detail) | |

**(b) Issues**

|  |
| --- |
| Please highlight the main issues arising from this activity. |
|  |

##### (c) Recommendations

|  |
| --- |
| Please describe any recommendations for improvement that you have. |
|  |

**For all Mentors**

Are there any changes in your circumstances that the University needs to know about, eg. a change of address?

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Email address |  |
|  |  |
| Date |  |