GUIDE TO PART-TIME STUDY AND SHORT COURSES AT KENT
PART-TIME STUDY AT KENT

Studying part-time at Kent, whether you attend a short course or work towards a degree, whether you are learning for pleasure or studying to gain a qualification, you will find quality teaching, a friendly atmosphere and lots of support.

The University offers a variety of courses ranging from short courses to postgraduate programmes, including distance learning options; most can be studied for academic credit and some purely for interest.

We know that part-time students often have other demands on their time and that these can change.

So if your circumstances change and you want to study full-time, we will support you, and if, later, you want to return to part-time study, that is possible too.

Why do you want to study?
What you choose to study at Kent will depend on why you want to study. Below are three of the most popular reasons for studying, with suggestions about what you might like to consider.

For personal or career development
• Undergraduate and postgraduate degree, certificate and diploma programmes are available on a part-time basis at our Canterbury and Medway locations; with postgraduate study also possible at our European centres in Athens, Brussels, Paris and Rome
• Summer schools are run at our Tonbridge, Brussels and Paris centres and at our Canterbury campus
• The Cambridge English Language Assessment test, an internationally recognised qualification is available at our Canterbury campus

For professional development
• Kent Business School offers business and management programmes including the prestigious Kent MBA as well as short courses
• There is an extensive range of degrees and short courses available in the health and social care fields, including Clinical Practice, Mental Health, Learning Disability, Community Care and Child Protection
• Kent is a leading institution for education, training, research and development in the field of health, including: clinical education, minimally invasive surgery, reproductive biology; pharmacy, and dental education and oral health. Our activities are co-ordinated by KentHealth, see: www.kent.ac.uk/health
• The Centre for Professional Practice, based at our Medway campus, offers professional practice postgraduate qualifications to people in employment
• Our Tonbridge Centre offers a Postgraduate Certificate in Professional Practice designed...
for administrators and professionals from a range of areas, such as construction, retail and financial services

• Kent offers postgraduate taught and research programmes in higher education, comprising a PCert, PDip/MA and PhD in Higher Education. These are open to people currently working in higher education

Purely for pleasure and interest

• Take a short course or attend one of the regular open lectures, college events or exhibitions
• Attend a Language Express course and learn a modern European language or Arabic, Mandarin, Japanese or Russian. (See p4)

For details of all available programmes, visit www.kent.ac.uk

Funding

Undergraduate

If you are studying part-time on an undergraduate degree programme, it is your first degree and you are studying at least 25% of a full-time course, you can apply for a tuition fee loan and will not have to pay for your course upfront. You will begin to pay off your loan from the April four years after your course started, or the April after you leave your studies, whichever is sooner. You could therefore begin paying off your loan before you complete your course if your annual earnings are above the government threshold, see www.gov.uk/student-finance for details. You will not generally be eligible for the living cost loan.

Postgraduate

Fees for our postgraduate programmes are advertised on our course pages: (www.kent.ac.uk/pg) and are payable in two ways:

• in full before the course begins – this qualifies for a 2% discount if cleared funds are received in full by 31 August
• in two instalments: 50% on or before registration and 50% by 1 December.

Short courses

Short courses and Language Express courses are payable in full before the course begins.

Further information

For further information about all our part-time courses, see:
www.kent.ac.uk/part-time
WHERE ARE YOU NOW?

You will need Level 3 qualifications to apply for university-level credit-bearing study; however, for most short courses you do not require any prior academic qualifications.

For students who are returning to learning, we may be able to consider previous experience including work-related skills, alternative qualifications and other information instead of traditional entrance requirements.

For Continuing Professional Development courses, such as those organised by KentHealth, you may need to have relevant work experience as well as academic qualifications.

The table below will help you to understand the value of any qualifications you already have. If you would like further advice about the level of skill needed for all of our courses, please call +44 (0)1227 827272.

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<thead>
<tr>
<th>Level 8</th>
<th>Qualifications are: Doctorate (PhD)</th>
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<td>To apply for a Level 8 qualification, you need: Level 6-7 qualification</td>
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<th>Level 7</th>
<th>Qualifications are: MA ie, Master of Arts Degree MSc ie, Master of Science Degree or equivalent</th>
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<td>To apply for a Level 7 qualification, you need: Level 5-6 qualification</td>
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<tr>
<th>Level 6</th>
<th>Qualifications are: BA (Hons) ie, Bachelor of Arts Degree BSc (Hons) ie, Bachelor of Science Degree</th>
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<td>To apply for a Level 6 qualification, you need: Level 3-5 qualification</td>
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<th>Level 5</th>
<th>Qualifications are: NVQ 5, Diploma of Higher Education (= second year at university), Foundation Degree, Higher National Diploma</th>
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<td>To apply for a Level 5 qualification, you need: Level 3-4 qualification</td>
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<th>Level 4</th>
<th>Qualifications are: NVQ 4, Certificate of Higher Education (= first year at university)</th>
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<td>To apply for a Level 4 qualification, you need: Level 3 qualification</td>
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<tr>
<th>Level 3</th>
<th>Qualifications are: NVQ 3, A levels, International Baccalaureate, BTEC National Certificate/Diploma, Advanced Diploma, Advanced Apprenticeship, Access to HE course (adults)</th>
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<td>To apply for a Level 3 qualification, you usually need: 4-5 GCSEs at grade A*-C It is possible to apply with Level 2 qualifications such as: NVQ Intermediate (Merit) or BTEC First Diploma (Merit)</td>
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<th>Level ?</th>
<th>Not sure of your qualifications or experience?</th>
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<tr>
<td></td>
<td>If you are unsure where you fit into the levels shown above, please contact us on +44 (0)1227 827272</td>
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CHOOSING HOW TO STUDY

Below are some of the part-time study and learning options available. New courses and summer schools are continually added; for the most up-to-date information, see www.kent.ac.uk/part-time

Undergraduate
It is possible to study the majority of Kent’s undergraduate degree programmes on a part-time basis. As a part-time student, generally you study 50% of a full-time programme. You can study in stages – at certificate, diploma and degree level. The first two levels can be taken either as higher education certificate or diploma programmes or as stepping stones to a degree. For details of our undergraduate programmes, see www.kent.ac.uk/ug

Here, we explain how the three programmes are linked and how to progress through the levels.

Accumulating credits
Our programmes are built up from smaller individual courses called modules. These modules carry academic credit – usually 15 or 30 credits, but sometimes more. Part-time students normally take 60 credits a year, although some subjects offer more flexible timetables. Each programme level is made up of 120 credits.

Stage 1: certificate level
Stage 1 is equivalent to the first year of a full-time degree. If you study part-time, this stage usually takes two years and involves studying certificate-level modules totalling 120 credits. On successful completion, you are awarded a certificate.

Stage 2: diploma level
Stage 2 is equivalent to the second year of a full-time degree. As a part-time student, this stage usually takes two years to complete and involves studying for a further 120 credits, taking intermediate level modules. On successful completion, you will have accrued 240 credits and are awarded a diploma.

Stage 3: degree level
Stage 3 is equivalent to the third year of a full-time degree. For part-time students, this stage usually takes two years to complete and involves studying 120 credits, taking higher level modules. After successfully completing this stage, you have a total of 360 credits and are awarded your degree.

Achieving your award
In order to earn any of the three levels of award, you must pass all the assessments and attend a certain number of teaching hours. Methods of assessment vary, but generally use a combination of exams and coursework, while some include project work. A number of modules, especially those at certificate level, use continuous assessment with no examination. You are given details on assessment at the start of your programme.

Postgraduate
If you already have a first degree or equivalent then postgraduate study offers the opportunity to further your studies in that area, or to change direction for either personal or career development.

Kent delivers taught and research postgraduate qualifications from PCert, PDip, MA/MSc/LLM to PhD level as well as being a highly regarded provider of executive education, including the MBA. We also offer professional development programmes, all of which take account of your working circumstances and some of which offer distance learning options.

There are over 200 programmes offered at our different sites, which give you the opportunity to find a part-time programme to suit both your current lifestyle and future ambitions.

Further information
www.kent.ac.uk/pg

Other academic credits
If you have studied elsewhere, you may apply to transfer your credits to a relevant programme at Kent. This credit needs to be recent (within the last six years), relevant and at the appropriate level. The transfer is agreed during the admissions process with your programme director. Likewise, other universities may accept credits earned on Kent’s courses – you should enquire directly with the relevant university’s information office.

CONTINUED OVERLEAF
CHOOSING HOW TO STUDY (CONT)

Summer Schools

European Summer School Programme
The European Summer School Programme offers two-week schools at our centres in Brussels and Paris. At our Brussels School of International Studies (BSIS), you develop your knowledge of the politics of the European Union and engage with professionals working in institutions such as NATO, the European Commission and the European Parliament. You also have the opportunity to visit historical sites, including the battlefields of the First World War.

At our Paris centre, which is located in the central Montparnasse area of the city, you study the revolutionary influences of French history and culture. You take part in daily seminars taught by experts in the fields of architecture, art, creative writing, drama, film, literature and philosophy, followed by guided visits to relevant sites such as the Centre Pompidou, the Orsay Museum and the Catacombs.

Kent Law Pre-LLM summer programme
This three-day programme at the University’s centre in Paris gives prospective students an immersive introduction to the experience of postgraduate study at Kent Law School.

Biotechnology Summer School
The Biotechnology Summer School is a two-week residential programme for students who are entering their final year in a Biology-related subject, giving them the opportunity to extend their existing knowledge with valuable practical and applied training.

Space School
The School of Physical Sciences runs two space schools over the summer: one for 11-14 year olds and one for 15-18 year olds. Participants get to build rockets, use powerful telescopes and see the sky in our astrodome.

Tizard Centre
The Tizard Centre offers a range of programmes in intellectual disability, autism and community care for individuals who would like to develop their professional practice and want to learn while working. You can study a range of undergraduate and postgraduate programmes through work-based learning and workshops, short courses and blended/distance learning.

The Centre has excellent links with social services departments and health trusts, working with service users, families and service providers in the UK and internationally.

Courses on offer include the opportunity to study areas such as:
- Applied Behaviour Analysis
- Autism
- Community Care
- Intellectual and Developmental Disabilities
- Person-Centred Support
- Positive Behaviour Support.

Further information
See www.kent.ac.uk/summerschools

Centre for English and World Languages (CEWL)
CEWL offers a range of language courses. Our Language Express courses run for 10 or 20 weeks, with a two-hour class each week. We run classes for beginners and intermediate students. We currently offer: Arabic, French, German, Italian, Japanese, Mandarin, Portuguese, Russian and Spanish.

We also offer exam preparation and host tests for the Cambridge English Language Assessment, a lifelong qualification, respected across the world, and run a short course for professional English Language teachers, giving them the opportunity to develop their language and classroom skills.

Further information
www.kent.ac.uk/cewl
Open Lectures and college events
The University’s Open Lectures are hugely popular, cover a wide range of topics and are delivered by respected academics, politicians and other professionals. Lectures are free, open to all and no booking is required. They provide an ideal opportunity to expand your knowledge and interests in particular subjects.

The colleges run an exciting programme of events including:
• Art exhibitions
• Grass roots lectures
• Music recitals
• Poetry readings.

Further information
Request the Open Lectures programme or visit www.kent.ac.uk/openlectures

Centre for Child Protection
The Centre for Child Protection is a centre of excellence and innovation in training, research and practice, aimed at professionals involved in child protection. The Centre offers a part-time distance learning Master’s in Advanced Child Protection, which uses innovative techniques and technology, as well as standalone modules where you can complete all the work online. The standalone modules are a great taster for Master’s-level study.

Further information
www.kent.ac.uk/sspssr/ccp

Centre for Professional Practice
The Centre for Professional Practice (CPP) offers those in employment the opportunity to enrol on work-related learning programmes where they gain postgraduate-level qualifications. Courses run at our Medway campus and our Tonbridge Centre. CPP runs a generic Professional Practice programme, and profession-specific specialist healthcare and teaching programmes. Participants can work to a graduate certificate, diploma or to full Master’s level.

Further information
www.kent.ac.uk/cpp

Short courses
If you want to extend your knowledge of a particular subject, a short course is a good choice for you. Short courses are run at our Canterbury campus (see www.kent.ac.uk/part-time) and at our Tonbridge Centre. The Tonbridge short course programme is available weekdays and evenings, as well as some Saturdays. The programme includes lectures, study days and short courses of up to 12 weeks. Classes generally run for two hours at the same time each week. Subjects vary but may include:
• Art History
• Classics
• Creative Writing
• Geology
• History
• Languages
• Literature
• Music
• Psychology.

The short course programme offers a structured but informal way of learning without formal assessment and is an ideal starting point before deciding whether to study for a credit-bearing certificate or degree.

Further information
www.kent.ac.uk/tonbridge

DID YOU KNOW?
Kent has a Student Learning Advisory Service, which provides information and guidance on all aspects of studying. It is a free and friendly service for students from all accredited levels of study. See www.kent.ac.uk/learning
LOCATIONS

Part-time study is offered at our two UK campuses, Canterbury and Medway, our part-time study centre at Tonbridge and our postgraduate centres in Athens, Brussels, Paris and Rome. Students have access to facilities at all of our locations.

Canterbury
The Canterbury campus is built on 300 acres of parkland overlooking Canterbury Cathedral, which is part of a world heritage site. Modern buildings are surrounded by open green spaces, courtyards and woodland. Campus life centres round the Templeman Library, purpose-built science laboratories and teaching buildings. There are also plenty of places to eat on campus, which serve all types of food at good prices.

The campus is a 25-minute walk from Canterbury city centre and is easily reached by car or by public transport. There are car parks on campus; however, parking restrictions do apply. Please see www.kent.ac.uk/estates/transport/parking for the latest information.

Medway
Medway offers state-of-the-art buildings and facilities including the Drill Hall Library. You can expect high-quality teaching and an exceptional level of personal support. The University has invested millions of pounds in new, purpose-built academic facilities, including the refurbishment of key buildings on the Historic Dockyard. There are cafés and bars serving anything from a coffee to a full meal.

The Medway campus can be easily reached by car. Free parking is available for Kent students close to the main campus, at the Historic Dockyard. There are also car parks on campus; however, parking restrictions do apply. Please see www.kent.ac.uk/estates/transport/parking for the latest information.

If you are travelling by public transport, the city centre (with its two main railway stations) has a Unibus service to the campus.

Bus services to the campus run from Chatham, Rochester, Strood, Gillingham and Gravesend.

Tonbridge
Most of our short courses in West Kent are taught at the Tonbridge Centre, which is a small, friendly centre dedicated to part-time study. Facilities include the University Library at the Tonbridge Centre and seminar rooms, which are equipped to the same high standard as on our Canterbury and Medway campuses.

The Centre is situated in the heart of Tonbridge, just off the High Street (in Avebury Avenue), a five-minute walk from the railway station and close to numerous car parks.

Athens
Students study in the Athenian suburb of Eleusina, one of the most important archaeological religious sites in the world. Most classes are held either at the archaeological site in Eleusina, or in the well-equipped seminar rooms, courtesy of the Initiative for Heritage Conservancy (IHC). The library holdings and computer facilities of the IHC are all at your disposal, and you also have access to the library of the Athens University of Economics and Business (AU E B) in central Athens, as well as the electronic libraries of AU E B and Kent.
Eleusis is a fairly large town with many amenities such as a sports centre, shops, restaurants, cafés, libraries, a museum and a summer cinema, music schools and foreign language schools. It has a good bus connection to Athens, which is just 30km away, and the surrounding area.

Brussels
The University of Kent’s Brussels School of International Studies (BSIS) is a specialist postgraduate centre, which offers advanced English language-based degrees covering the spectrum of international affairs. BSIS has its own purpose-designed facilities, and students also have full use of the campus facilities at our partner universities, Vrije Universiteit Brussel and the Université Libre de Bruxelles. Brussels is home to many European Union institutions and multinational organisations, which provide our students with a daily gateway to the ‘real world’ of international relations.

The Brussels campus is a 15-minute drive from the city centre and there are also metro, bus and tram links. It is easy to reach other European cities: London, Paris, Amsterdam and Cologne are all around two hours away by train and Brussels has an international airport.

Paris
The University of Kent’s Paris centre is based at the Columbia Global Center, known as Reid Hall. Situated in the historic heart of Montparnasse, where Picasso and Modigliani had their studios, and near cafés that were frequented by Gertrude Stein and Ernest Hemingway, Reid Hall is a beautiful space where you will have the opportunity to meet students and staff from Kent and from the other universities established there, including Columbia University, Barnard College and Dartmouth College.

The Centre is easily accessible by metro, tram or bus as it is in the centre of Paris; the Gare du Nord train station is just 15 minutes away, making it easy to travel to London and other European cities. Paris is a major centre of European culture and attracts artists from all over the world, creating a thriving contemporary arts scene.

Rome
In Rome, Kent students are based at the campus of the American University of Rome (AUR). Situated in the picturesque district of Monteverde, with a wide range of shops and amenities close by, the campus is within walking distance of Rome’s historic centre.

Study facilities at the AUR include computers, free wi-fi and full audio-visual equipment in all classrooms. Lecture rooms are housed in a former monastery while the gardens and terraces make relaxed social spaces. The library houses over 15,000 volumes, a large collection of DVDs, and offers access to online databases and the vast network of Rome’s other libraries. Students have full access to all support facilities.
Come along for an Open Day and see for yourself what it is like to be a student at Kent.

Open Days
Kent runs Open Days during the summer and autumn. These provide an excellent opportunity for you to discover what it is like to study at the University. You can meet academic staff and current students, find out about our courses and attend subject displays, workshops and informal lectures. We also offer tours around the campus to view our sports facilities and the library.

For further information and details of how to book your place, see www.kent.ac.uk/opendays

Informal visits
You are also welcome to make an informal visit to our campuses at any time. The University runs tours of the Canterbury and Medway campuses throughout the year for anyone who is unable to attend an Open Day. It may also be possible to arrange meetings with academic staff, although we cannot guarantee this. For more details and to book your place, see www.kent.ac.uk/informal

Alternatively, we can provide you with a self-guided tour leaflet, which includes the main points of interest. For more details and to download a self-guided tour, go to www.kent.ac.uk/informal

The Tonbridge Centre runs informal drop-in sessions and information events; for details, please contact the Centre directly:
T: +44 (0)1732 352316
E: tonbridgeadmin@kent.ac.uk

If you would like to visit our Athens, Brussels, Paris or Rome sites, please contact staff at the location to arrange a visit:
www.kent.ac.uk/locations

More information
If you have any further queries on how to choose your degree, our admissions procedures, how to prepare for your studies or would like information about the University of Kent’s facilities and services, please contact us.

T: +44 (0)1227 827272
Freephone (UK only): 0800 975 3777
www.kent.ac.uk

OPEN DAYS
Canterbury
12 July 2014
17 September 2014
4 October 2014

Medway
21 June 2014
11 October 2014

Terms and conditions: the University reserves the right to make variations to the content and delivery of courses and other services, or to discontinue courses and other services, if such action is reasonably considered to be necessary. If the University discontinues any course, it will endeavour to provide a suitable alternative. To register for a programme of study, all students must agree to abide by the University Regulations (available online at: www.kent.ac.uk/regulations).

Data protection: for administrative, academic and health and safety reasons, the University needs to process information about its students. Full registration as a student of the University is subject to your consent to process such information.
COME AND VISIT US

We hold Open Days at our Canterbury and Medway campuses throughout the year.

For more information, see: www.kent.ac.uk/opendays