

FACULTY OF SCIENCES



**RESEARCH  
STUDENTS**

**2011/2012**

University of  
**Kent**

SCHOOL OF MATHEMATICS, STATISTICS  
AND ACTUARIAL SCIENCE

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## **INFORMATION FOR NEW POSTGRADUATE RESEARCH STUDENTS**

### **Welcome to the School of Mathematics, Statistics and Actuarial Science**

#### **Welcome from the Head of School**

Dear Student

Welcome to the University of Kent and in particular to the School of Mathematics, Statistics and Actuarial Science.

We very much hope that you will both enjoy and obtain great benefit from your time as a student here.

In this document we provide various items of information which will be important to you either now or, perhaps later in your programme. Please read through them NOW and then refer to them as necessary. I hope that they will answer any questions you have but if not, please ask your supervisor. If he or she cannot help then they will suggest or refer you to the appropriate member of staff. As Director of the School I have ultimate responsibility for the affairs of the SMSAS and as a last resort you should contact me for help with any unresolved difficulties.

**Best wishes for your studies.**

**Professor Malcolm Brown**

Head of the School of Mathematics, Statistics and Actuarial Science (SMSAS)

*September 2011*

## 2011-2012 Postgraduate Research Programmes Handbook

We hope that the information in this handbook will be of use to you, but please feel free to consult members of staff if there is anything of which you are unsure or on which you need guidance.

The design of this handbook is subject to continual development (and, we hope, improvement), if you can think of improvements which might be made or if you notice any errors or inconsistencies please contact us.

Director of Graduate Studies:	Dr Clare Dunning
School Administration Manager:	Dr Frank Sowrey
Postgraduate and Research Support Officer	Mrs Claire Carter

The information contained in this Handbook was correct at the time of going to print. The School however reserves the right to modify or cancel any statement in this Handbook (including the addition, withdrawal or restructuring of modules and programmes of study) at any time without prior notice.

### Communications

Students should check regularly for mail in the pigeonholes in the SMSAS foyer and those in their College. **WHEN STAFF NEED TO COMMUNICATE URGENTLY WITH STUDENTS THEY WILL SEND AN EMAIL. It is important that students check their emails frequently**, i.e. at least once a day. Where a student does not respond to messages from Kent University staff either by email or by letter, the matter will be reported to the Senior Tutor for further action and may be taken as an indication of lack of diligence.

**IT IS ESPECIALLY IMPORTANT TO ENSURE THAT YOUR CURRENT HOME/TERM TIME ADDRESS IS SHOWN CORRECTLY ON SDS.**

### School Address

Address:  
School of Mathematics, Statistics and Actuarial Science  
CORNWALLIS BUILDING  
University of Kent  
Canterbury,  
Kent CT2 7NF

Main telephone number: 01227 (UK) +44 1227 (International) 827181

General Office E.01 Opening hours 9:30-12:00 (10:00-12:00 Wednesdays)  
and 14:30 – 16:00

## School of Mathematics, Statistics and Actuarial Science General Information

### **School Structure**

The Head of School is Professor Malcolm Brown.

The School is organised into 3 groups, Actuarial Science, Statistics and Mathematics.

Head of Actuarial Science: John Millett (E103)

Head of Mathematics: Prof Peter Clarkson (E104)

Head of Statistics: Prof Byron Morgan (E116)

### **Academic Organisation of the School**

The School is a part of the Faculty of Sciences and all aspects of its work are supervised by its Head of School.

### **Principal Officers of the School of Mathematics, Statistics and Actuarial Science**

Head of School:	Professor Malcolm Brown
Deputy Head of School:	Professor Martin Ridout
Director of Graduate Studies:	Dr Clare Dunning
Welfare Officer:	Dr Diana Cole
Director of Learning and Teaching:	Dr John Merriman
School Administration Manager:	Dr Frank Sowrey
Postgraduate Support and Research Officer:	Mrs Claire Carter
Student Support Advisor:	Miss Kellyann Byrne

### **Faculty Information**

SMSAS is part of the Faculty of Sciences: <http://www.kent.ac.uk/stms/> .

Dean of the Faculty: Professor Mark Burchell

Faculty Officer: Dr Andrew MacGregor

Faculty Administration Manager: Mrs Linda Lough

The Faculty Offices are located in the Marlowe building.

### **Postgraduate Committees**

#### **Research Student-Staff Liaison Committee**

This committee meets regularly and is a forum for all postgraduate students to raise issues regarding the course, support and to offer formal feedback to the School.

If there are issues which would be inappropriate to raise in a public forum, then a private feedback interview can be arranged by approaching the Director of Graduate Studies or the Chair of the Research Student-Staff Liaison Committee.

### **School and Faculty Committees**

There is student representation on the School Graduate Studies Committee (2 representatives) and on the Faculty Graduate Studies Committee (1 representative). If you would be interested in serving on either of these committees contact the Director of Graduate Studies for more information.

## **Communications and Enquiries**

For all Postgraduate administrative matters in the first instance please speak to Mrs Claire Carter (located in the General Office).

For all Academic matters please speak to Dr Clare Dunning.

General enquiries concerning the operation of the SMSAS should be addressed to the General Office located in room E.01 on the ground floor of the School.

To contact a member of staff you may: call at their office; leave a note in the staff members' pigeon-hole (located in the General Office) or send a note by internal mail (this is unsuitable for urgent messages); use the internal telephone; email (recommended).

The last method has many advantages for an initial contact. It is fast, it does not depend on the staff member being there; they can reply to you in the same way and you can read that reply from any terminal/pc connected to the campus network. More details about using email are below.

Written communications to you from staff members and University officers will normally be deposited in the postgraduate research pigeon holes which you will find in the general office. This applies to all students including those living in lodgings or on Campus. General notices and lists of students are posted on the SMSAS notice board.

**You should check notice boards and your pigeonhole regularly for notices which concern you.**

### **Email to Staff (and others)**

As with ordinary mail it is your responsibility to read your email regularly – **at least once per day**. Email addresses for all members of the academic staff are listed at the end of this booklet.

### **SMSAS General Office**

General Office Telephone Number:

01227 827181

Email Address:

[imsadmin@kent.ac.uk](mailto:imsadmin@kent.ac.uk)

### **General Office Opening Hours**

The General Office is manned between 9am and 5pm. To give you an idea who to ask about various issues, responsibilities of the General Office staff are broadly as follows:

#### **Finance and Marketing Administrator, Judith Broom:**

Finance and Marketing. Oversight of the School usage of Agresso, purchasing and order approval systems. Support for Head of School in annual budget setting. Administration of research grants and contracts, advising staff on new applications and FEC, liaison with Research Office. Advising on financial procedures, conference bookings, travel and accommodation. Administration and oversight of the award of School postgraduate bursaries and scholarships. First point of contact for School marketing. Responsible for the production of programme advertising and marketing literature.

#### **Office Supervisor, Cherie Bateman:**

Management of the day to day running of the School General Office. Support for the School Administration Manager. Oversight of undergraduate student administration including maintenance of information on the student data system, including setting up assessment patterns, liaison with module convenors regarding deadlines, processing and publication of results. First contact for administration of part-time and casual contracts and expense claims.. Maintenance of the School's undergraduate and staff handbooks. Oversight of the maintenance of the School Web Site.

#### **Student Support Advisor, Kellyann Byrne:**

Support and guidance to students requiring non-academic advice in the first instance advising students on a wide range of issues. Oversight of the implementation of support for students with Inclusive Learning Plans and to offer advice to members of academic staff on such matters. Oversight of the collection of attendance and performance data, monitoring student progress at regular intervals throughout the academic year in areas such as poor attendance, non-submission of coursework and academic integrity

matters. Reporting on the related incidences and ensuring they are dealt with by meeting with and as required referring students for disciplinary action. Reviewing and collating student feedback, including module feedback forms and NSS results and to report issues to the appropriate staff/committees. Administration of the School concessions process, minuting Examination Board meetings. Support for Senior Tutor. Secretary to the Learning and Teaching and Staff/Student committees.

**PA to Head of School, Rosemary Cane**

Support for Head of School. Organisation of one-off events including conferences and workshops. Routine updates to School web pages. Room refurbishments, estates and buildings. Production and distribution of agendas and papers for all the School committees. Secretary to the School Board and computing Committee. Health and Safety. Reporting faults of office equipment, photocopiers, fax etc to respective support engineers as well as internal maintenance-related issues to Estates Dept as required.

**Postgraduate and Research Support Officer, Claire Carter**

Provision of administrative support for processes relating to taught and research postgraduate students including liaison with postgraduate admissions officers, maintenance of p/g handbooks. Support for the Director of Research and members of academic staff on matters relating to research. Support for the Director of Graduate Studies and academic members of staff and on matters relating to postgraduate affairs. Support for academic staff in applying for research funding. Secretary to the Research and Enterprise and Graduate studies committees.

**Undergraduate Support Officer, Christine Seale:**

Undergraduate student administration, module registration, module changes, coursework and examination mark entry, transfers, intermissions and change of status. Maintenance of staff lists and email lists. Timetabling of School facilities including bookings for McVittie, Terminal Rooms and Maths LT (out of term).

**Clerical Assistant TBC:**

First point of contact, both in person and by telephone for all enquiries to the School Dealing with student enquiries at the General Office counter. Input, retrieval and maintenance of information on the student records system. Production of attendance sheets and entry of data for student attendance monitoring. Routine updates to School web pages as required. General clerical support within the School, including filing, distributing post and photocopying. Liaising with University Print Unit to manage print requests for academic staff. Stationery orders, copiers, keys. Assistance at School and University events such as open and UCAS days. Reporting faults of office equipment, photocopiers, fax etc to respective support engineers as well as internal maintenance-related issues to Estates Dept.

## **On or Before Arrival at the School**

### **Enrolment**

All new students are required to enrol online ([www.kent.ac.uk/gettingstarted/](http://www.kent.ac.uk/gettingstarted/)). You will also find useful information about University life in the "Getting Started at Kent" booklet (<http://www.kent.ac.uk/gettingstarted/download.html>).

### **Computing account**

Once you have enrolled, you can claim your Computing Account online via the University Web site as part of the registration process. Further details can be found in the "Getting Started at Kent" booklet or at the above web site.

Please let the secretaries in the General Office know your login name in order that you can be added to the School telephone list.

### **Computing Facilities**

For help with log-ins and enquiries about University of Kent computing facilities please visit the Computing Service Reception Desk in the Templeman Library. Also see the web site: <http://www.kent.ac.uk/information/services/computing/>.

As a postgraduate student there are I.T services that you may need in addition to the basic computing account and email access. Registration on the University computer system is handled by Computing Service reception. Your application form should be countersigned by the School Administrator Manager.

Additional School computing resources you may wish to use:

Staffprinting/DPMA111	SMSAS shared printer (1 <sup>st</sup> floor)
Staffprinting/DPMA500	SMSAS shared printer (1 <sup>st</sup> floor)
Staffprinting /DPMA501	SMSAS colour printer (1 <sup>st</sup> floor)
Staffprinting /DPMAN05	SMSAS shared printer (2 <sup>nd</sup> floor, room E.223)
HERON	University UNIX Server
BAYES	School Server
MANGO	School Web Server
GAUSS	School Server

You should discuss your requirements with your supervisor.

### **Setting Up Own Web Page**

Students may, if they wish to do so, set up their own research related web pages on the School server. In order to do this students should email the School Administration Manager requesting an account on the School web server Mango. Once the pages are prepared these can only be linked/published through the main School pages and students should contact Mrs Cherie Bateman in the School office in order to have a link published. Students are responsible for the content and maintenance of their pages, these pages should reflect aspects of the student's research and must comply with the University terms of use.

**On arrival please come to the SMSAS General Office (Room E01).**

## **Arrival at the School**

### **Induction**

There will be an induction session, with refreshments, for new research students sometime during the first week of the Autumn term. Returning students are also invited.

Photographs of all School staff members and research students are located on the stairwell in SMSAS. Staff in the General Office will make arrangements for you to have your picture taken and be added to the board.

### **Research Ethics**

The University has procedures for ensuring that all research projects conducted by Kent staff or students on human subjects are run ethically. Most research conducted by SMSAS staff will of course not involve human subjects. However, if you are involved in a project which does have human subjects, your supervisor should check whether you need to gain ethical approval. Detailed information is available from <http://www.kent.ac.uk/stms/faculty-office/adminprocedures/research-ethics/index.html>

### **SMSAS office keys and card access**

Keys are issued by the secretarial staff in the General Office. You will need to speak to the General Office staff regarding out of hours access which is arranged via your student card. Keys should always be carried with you and your office should be locked when not in use.

**Please make sure that any locked door you open is secured behind you. This is particularly important with the external doors, as their self-closing mechanisms do not always work correctly.**

### **Health and Safety Induction**

The School Administration Manager will arrange a health and safety induction.

### **Smoking**

A 'no smoking' policy operates throughout the University.

### **Photocopying**

A photocopier is available in Room E111 in the Mathematical Institute. You are expected to undertake your own photocopying. It is more cost effective and time efficient if large copying jobs are sent to the University Print Unit. General Office staff are able to assist providing sufficient notice is given. Personal photocopying can be done on the Printer Room copier and you should make a note of the amount done on the sheet provided.

If the photocopier jams and you are unsure how to fix it, please advise the General Office staff (sending an email to [imsadmin](mailto:imsadmin) or phoning extension 7181 is simplest.)

### **Post**

Incoming – there are pigeon holes for all academic staff in the General Office. Post for Research Students will be kept in a green file by Claire Carters' desk. Out-going – there are internal and external mail trays in the General Office. The Post room make 2 collections/deliveries per day at 9 am and 3 pm. Personal post may be put into the tray but must have the correct postage.

### **Fax**

There is a Fax machine in the General office. General Office staff can show you how to use the fax machine if necessary.

### **Document Scanning**

The photocopiers in the School are networked and can be used to scan documents.

### **Stationery**

A wide range of stationery can be obtained from the General Office (e.g. pens, paper). USB memory sticks are also held in the General Office. Secretarial services are also available and for more information

contact the secretaries in the General Office. Photographs of all School staff members are located on the ground floor in the Mathematical Institute.

### **Tea and Coffee**

Tea and Coffee making facilities for staff and research students are available on the first floor in the Mathematical Institute. You are expected to provide your own tea/coffee/milk but this can be left in the fridge in the kitchen. Users are expected to leave the kitchen in a clean and tidy condition. A microwave is also in the kitchen for personal use but this should also be left in a clean condition.

### **Making Telephone Calls**

To make an external call from your office preface the number with a '9'. Some extensions can only make local calls, if this is the case, then dial '0' to get through to Switchboard and ask them to put you through to the number required.

Further information on use of telephone and voicemail services are detailed in the front of the printed telephone directory or can be found online at

<https://www.kent.ac.uk/campusonline/directory/using-your-phone.html>

### **Recycling**

The School supports green policies and would encourage staff to think carefully about the environmental impact of their actions. Paper, metal and plastics can be recycled via the green bags located by the photocopiers on the ground floor and on the first floor. Used batteries and toner cartridges can be recycled via the General Office.

## **Postgraduate Training**

### **Skills training**

The Graduate School's Transferable Skills Training Programme has been developed because skills training is an essential element of any PhD and an important aspect of career progression for researchers. Following Sir Gareth Roberts' review of higher education, the UK research councils (RCUK) issued a joint skills statement to all universities, identifying seven areas in which UK postgraduate and postdoctoral researchers should develop further skills while pursuing their research. Following wide consultation this statement has recently been updated and has evolved to become the [Researcher Development Framework](#) (RDF).

Roberts recommended that research students should attend 10 days of skills training each academic year. You will do some of this by attending Graduate School workshops and some more informally in consultation with your supervisor and by attending appropriate seminars, conferences and workshops.

All first year PhD students are required to complete a skills audit through attendance at a First Year Skills Review workshop organised by the Graduate School. Through the skills audit, all new research students are encouraged to consider their existing portfolio of skills, as well as the skills that they hope to acquire while doing their doctoral research. This will enable you to identify opportunities to develop those skills both by participating in the skills training programme, and through your own personal development as their research progresses. The Transferable Skills Training Handbook is available [here](#).

Mathematical and technical writing, including typesetting using LaTeX, is taught in a number of undergraduate and postgraduate modules. Please contact the relevant module convenor if you would like to attend the lectures.

Undergraduate: MA324 Exploring Mathematics, MA556 Mathematical Writing, MA599/MA600 Key Skills

Postgraduate: MA953 Communications (Actuarial) Science, MA937 Communications in Finance and Investment Writing, MA961 Mathematical Inquiry and Communication.

### **Subject-specific training**

To help you acquire a broad understanding of your subject area you should attend a variety of taught courses, normally in the first two years of study. While all students should participate in such training, EPSRC -supported students are required to undertake a minimum of 100 hours of broadening training. The courses undertaken should be designed to broaden your knowledge and understanding of mathematics as a whole. The courses should not be directly related to the topic of your PhD thesis. Kent is part of the EPSRC taught course centre *London Taught course centre for PhD students in the mathematical sciences* (LTCC). The LTCC was formed to foster the training of doctoral research students in the Mathematical Sciences. Its courses cover the areas of Statistics, Applied and Pure Mathematics. Students should normally take four LTCC basic courses in year 1 and must complete the examinations. You should also complete the assessments for any advanced courses taken in later years. EPSRC students may alternatively attend the Academy for PhD Training in Statistics (APTS); students funded by other means should apply to the Graduate Studies Committee if you want to attend an APTS course. The link from the School's main page provides more information on the LTCC and the APTS.

The students' understanding should be tested by structured examination or assessment.

The understanding of a substantial body, of knowledge broadening training on a variety of courses, normally in the first two years of study. The courses undertaken should be designed to broaden a student's knowledge and understanding of mathematics as a whole. They should not be directly related to the topic of the student's PhD thesis. The students' understanding should be tested by structured examination or assessment.

All training should be recorded in your training log.

### **Professional Memberships**

The London Mathematical Society offers research students Associate membership: <http://www.lms.ac.uk/>

The Royal Statistical Society offers discounted student memberships:

<http://www.rss.org.uk/main.asp?page=1284>

The LMS Scheme 8 makes available grants for the support of research conferences organised and for research students.

The Institute of Physics invites research students to join its student arm Nexus. The IOP's Research Student Conference Fund provides financial support to research students to attend international meetings and major national meetings. See [www.iop.org](http://www.iop.org)

The Isaac Newton Institute for Mathematical Sciences offers free Junior Membership to research students. It runs a grant scheme to allow junior members to participate in Institute activities. See [www.newton.ac.uk/junior.html](http://www.newton.ac.uk/junior.html)

## **Teaching Opportunities**

The School offers opportunities for you to gain teaching experience. This may involve marking work, helping with workshops, supervision of classes or lecturing.

Pay scales and contract requirements vary depending on the type of work undertaken; more information on this is available from the General Office. All students who teach will have a contract drawn up and you will need to provide the following documentation:

- Passport
- Visa (if applicable)
- C.V.
- Prof of your highest qualification obtained.

Students who do any form of teaching are required to undergo suitable training. Postgraduate students who teach must attend the Graduate School workshop on University teaching. The Maths, Stats and OR Network runs a one-day workshops “Supporting Postgraduate Students who Teach Mathematics & Statistics”. PhD students are normally invited to attend this workshop at the closest location to Canterbury. Details can be found at <http://mathstore.ac.uk/?q=node/1769>

The allocation of teaching is coordinated by Mrs Judith Broom. You will be informed of teaching opportunities as they arise via email. It is your responsibility to ensure that your teaching load is balanced across the terms and that you have the appropriate background to teach the material in that module. You will not be expected to teach for more than a total of sixty hours in any one term.

## **Students on School Scholarships**

As a student supported in part by the School, you may be asked to teach as part of your funding agreement. The Graduate Studies Committee recommends that students in receipt of a school scholarship complete at least 50 hours of teaching per academic year. You may work up to 60 hours in any one term. For each hour that is worked as part of the studentship, the School will make available an additional hour of work to be paid at the appropriate rate.

### **Statements of Expectations for EPSRC-supported students**

Students supported by EPSRC are required to:

- Undertake a minimum of 100 hours of broadening training on a variety of courses, normally in the first two years of study. The courses undertaken should broaden your knowledge and understanding of mathematics as a whole. They should not be directly related to the top of your PhD thesis. You are required to complete the examination or assessment.
- Develop their public engagement skills. Students are required to undergo training and participate in outreach.
- Attend a GRAD school normally in the second year of study.

## University Code of Practice and Supervision

Information relating to the supervision of postgraduates can be found on the University's quality assurance web site <http://www.kent.ac.uk/uelt/quality/rescode2005/index.html>

While it is acknowledged that research students may work closely with their supervisors and may have a great deal of informal supervision, it is a requirement of the University that students are also involved in regular formal supervision meetings. Where there is a tradition of team or laboratory research, this supervision meeting may not take place on a one-to-one basis.

It is the expectation of the University that these meetings should normally take place at a minimum of every four weeks during the calendar year (up to a maximum of 50 contact hours per year, although these may be concentrated into term time). Schools and Faculties may require supervisory meetings to take place more frequently. A meeting may be face to face or may take the form of email or a telephone conversation in which substantive matters are raised and progressed. Variations on this timetable may take into account fieldwork and/or vacations. Supervisory contact may be less frequent if the student is away on extended fieldwork, work placements or periods spent at another institution. In such cases a statement of how support will be provided during these periods is required prior to the student's departure.

It is essential that both students and supervisors keep records of the outcome of their monthly meetings (see the [Supervisory Meeting Template](#), Annex H). Students should complete the form for the monthly supervisory meeting (or email/telephone conversation) and send this to the supervisor for agreement.

## Supervisors

Postgraduate students are supervised by a supervisory team which usually consists of a main and second supervisor.

**Main Supervisors** are responsible for:

1. Offering guidance on the student's research project (in consultation with other members of the supervisory team).
2. Advising the student of the respective roles and responsibilities of each of the members of the supervisory team.
3. Ensuring that the student is aware of his/her responsibilities during the period of research.
4. Scheduling regular meetings with the student and setting aside adequate time to discuss progress and future work. The minimum requirement is one formal meeting per month.
5. Ensuring that students are introduced to all School, Faculty and University facilities which are relevant to their research.
6. Making sure that students' training needs (both subject-specific and transferable) are reviewed regularly through consideration of the skills audit and encouraging them to take up training opportunities.
7. Ensuring that the particular needs of overseas students are taken fully into account during the early stages of research and to give help and advice on language problems and training where necessary.
8. Advising students on academic matters including expected attendance, research standards, methodologies, academic writing, plagiarism, progression and examination.

9. Approving a timetable of work and overseeing this to completion. Timely completion of research projects is expected by the University.
10. Keeping the School Director of Graduate Studies informed of any absences likely to impact upon time available for supervisory duties.
11. Ensuring that students are made aware of inadequacy of progress or standards of work below that generally expected. This should be recorded formally in notes of supervisory meetings and progress reviews.
12. Taking action to bring to the attention of the Supervisory Chair (where this is a different member of staff) and School Director of Graduate Studies (with responsibility for research programmes) any concerns about a student's unsatisfactory progress.
13. Maintaining clear records of supervisory meetings and interactions with their students.
14. Requesting written work as appropriate and returning such work with constructive feedback within an agreed timetable.
15. Participating in and preparing for student progress reviews as required by the Faculty and by this Code of Practice (see [Annex K: Progression and Examination](#)).
16. Advising students on the ethical implications of their research and appropriate routes for ethical approval where appropriate.
17. Arranging, where appropriate, for students to make oral presentations about their work within the University and at conferences and to publish material from their research (ensuring proper credit is given for joint research).
18. Recommending examiners for the student's thesis to the School in good time.
19. In conjunction with the examiners where appropriate, providing advice to the student concerning the corrections and/or revisions required to the thesis following examination.
20. Remaining familiar with and understanding the requirements of the [Regulations for Research Programmes of Study](#) and the [Code of Practice for the Quality Assurance for Research Programmes of Study](#).
21. Considering the safety implications of their students' research.

The role of a **Second Supervisor** may include any of the responsibilities of the Main Supervisor, although in most cases the role of the Second Supervisor will be to offer an alternative perspective on the research project and provide additional support to the research student whenever this is required.

### **Student Responsibilities**

Research students are responsible for:

1. The content, completion and submission for examination of their theses under the supervision of academic staff members. The student should take ultimate responsibility for his or her research.
2. Ensuring that they are familiar with and comply with University regulations, School guidelines and any other procedures relating to their degree.
3. Attending a skills review workshop in their first year of registration.

4. Completing a skills audit and discussing this and their training needs with their supervisors on a regular basis.
5. Providing annually a formal report on progress.
6. Preparing adequately for formal progress reviews (as required by [Annex K: Progression and Examination](#)) and supervisory meetings.
7. Ensuring work progresses in accordance with the stages agreed with the supervisor(s).
8. Advising their supervisor(s) of any illness, holidays or other occasions when they will be absent from the University.
9. Seeking advice from their supervisor(s) in an active manner and taking the initiative in raising problems or difficulties (including illness or other exceptional circumstances) with their supervisors.
10. Agreeing a programme of work with their supervisor(s) at the beginning of their first year and reviewing this at appropriate intervals in each academic year in consultation with the supervisors ensuring that any deviation from the programme is reported to supervisors as soon as possible.
11. Agreeing a schedule of meetings with their supervisor(s).
12. Devoting appropriate time and effort to their studies.
13. Taking note of the guidance and feedback provided on their work by their supervisor(s).
14. Keeping records of supervisory meetings
15. Complying with health and safety requirements.
16. Complying with ethical requirements.
17. Ensuring that they complete registration and make payment of fees at the appropriate time.
18. Assisting the University in keeping their records up to date by cooperating fully with administrative procedures.
19. Contributing to the research environment of the academic School, wider university community and externally (as appropriate) by taking up opportunities to present work at seminars and by networking with other researchers.
20. Providing feedback on their student experience through annual reports, postgraduate surveys, postgraduate representatives and Staff-Student Liaison Committees (as appropriate).
21. Reporting any concerns about their supervision to the School Director of Graduate Studies without delay. If the School Director of Graduate Studies is a member of the supervisory team, concerns should be reported to the Faculty Director of Graduate Studies.

### **Welfare and Personal Academic Support**

The School takes a keen interest in the welfare of all students. It is expected that your supervisor will act as your first point of contact for any issues that arise during the course of your studies. You should also be able to gain advice and guidance from the other members of your supervisory team. Other sources of advice within the School include the School Administration Manager, Student Support Advisor, The Chair of the Research Student-Staff Liaison committee and the Director of Graduate Studies.

The School has a designated Student Support Advisor to assist you with any personal or financial difficulties you may experience. It is the Student Support Advisor's role to enhance your student learning experience by assisting you directly or referring you to the specialist support services across campus. The Student Support Advisor will act as a link between the School and the additional services on campus such as the confidential professional counselling service, the Disability and Dyslexia Support Service, the Medical Centre, the Careers Centre, the Accommodation Office and the Student Union.

In some cases you may not wish to confide in anyone within the academic structure. The University provides a completely confidential professional counselling service. The counsellors have rooms in Keynes College and you can make an appointment by telephoning extension 3206.

Depending on what you want to talk about, other sources of help are also available: Professional Counselling Service (extension 3206), the Disability and Dyslexia Support Service (extension 3158), the Chaplains, the Careers Officers, the Accommodation Office as well as the Welfare, Rights and Women's Officers of the Student Union and the student run Niteline service. (If you have just arrived at the University you will find additional information about Surgery opening hours, the Chaplaincy Centre and other services on the University website.)

There are a wide range of support services outside the School which students should be aware of including the following:

- The Unit for the Enhancement of Learning and Teaching (UELТ): <http://www.kent.ac.uk/uelт/>
- The University Counselling Service: <http://www.kent.ac.uk/counselling/>
- The Disability and Dyslexia Support Service:  
<http://www.kent.ac.uk/guidance/disabilityanddyslexiasupport.htm>
- Careers Advisory Service: <http://www.kent.ac.uk/careers/>
- College Masters
- Students Union: <http://www.kentunion.co.uk/>
- University Medical Centre: <http://www.kent.ac.uk/medical/index1.htm>
- English Language Unit: <http://www.kent.ac.uk/secl/elu/>
- The Chaplaincy: <http://www.kent.ac.uk/chaplaincy/>
- The Accommodation Office: <http://www.kent.ac.uk/hospitality/staff-student/accommodation/>
- The European Office and the International Office <http://www.kent.ac.uk/european-office/> & <http://www.kent.ac.uk/international/>
- Kent Law Clinic: <http://www.kent.ac.uk/law/clinic/>
- Computing Service: <http://www.kent.ac.uk/is/>
- Templeman Library: <http://library.kent.ac.uk/library/>
- Postgraduate researchers portal: <http://www.vitae.ac.uk/1218/Postgraduate-researchers.html>
- Graduate School: <http://www.kent.ac.uk/graduateschool/about.html>

## The Graduate School

Location Cornwallis South East Octagon [www.kent.ac.uk/maps/canterbury/index.html](http://www.kent.ac.uk/maps/canterbury/index.html)

Contact Tel. (01227) 82 7838 Email: [graduateschool@kent.ac.uk](mailto:graduateschool@kent.ac.uk) -

Web: [www.kent.ac.uk/graduateschool](http://www.kent.ac.uk/graduateschool)

The Graduate School works across the University to enhance the quality of the graduate student experience at all our campuses in order to create a vibrant postgraduate community at Kent. The School aims to ensure that the academic and social interests of graduate students, both taught and research, are appropriately provided for within the University.

The transferable skills training programme for graduate students is coordinated by the Graduate School. Transferable skills are those skills which when developed, give graduates a clear edge in the job market and make graduate researchers more effective and efficient in their work. The School offers a broad range of sessions that are designed to hone competencies such as communication, presentation, networking, team working, career management and time management skills. Find out more about transferable skills training at:

[www.kent.ac.uk/graduateschool/skills/index.html](http://www.kent.ac.uk/graduateschool/skills/index.html)

The Graduate School aspires to be the hub of graduate activity at Kent. The School provides opportunities for graduate students to meet and socialise and is especially keen to support student driven initiatives such as workshops and conferences. Take a look at what's on offer at:

[www.kent.ac.uk/graduateschool/community](http://www.kent.ac.uk/graduateschool/community)

Suzie Morris

Phone: (01227) (82)3182

Email: [S.M.Morris@kent.ac.uk](mailto:S.M.Morris@kent.ac.uk)

Graduate School Officer  
The Octagon  
Cornwallis South East, Rm SE14A  
Graduate School University of Kent  
Canterbury,  
Kent,  
CT2 7NF

## Careers Planning

Postgraduate mathematics, statistics, and actuarial science students from the University of Kent are very employable. But, to discover what is available to you and what would suit your skills and interests, you must begin your career planning early.

Some of the Careers Advisory Service resources which you may find useful at this stage include:

### **Online:**

- University of Kent Careers home page [www.kent.ac.uk/careers](http://www.kent.ac.uk/careers)
- Mathematics Careers [www.kent.ac.uk/careers/Maths.htm](http://www.kent.ac.uk/careers/Maths.htm)
- Actuarial Careers [www.kent.ac.uk/careers/actuarial.htm](http://www.kent.ac.uk/careers/actuarial.htm)
- Career Planning Timeline [www.kent.ac.uk/careers/timeline.htm](http://www.kent.ac.uk/careers/timeline.htm)
- Careers Help for Postgraduates [www.kent.ac.uk/careers/PDWPgrad.htm](http://www.kent.ac.uk/careers/PDWPgrad.htm)
- Careers for International Students [www.kent.ac.uk/careers/InternationalStudents.htm](http://www.kent.ac.uk/careers/InternationalStudents.htm)
- Choosing a Career [www.kent.ac.uk/careers/Choosing/ChoosingCareer.htm](http://www.kent.ac.uk/careers/Choosing/ChoosingCareer.htm)
- "I Want To Work In ..."  
[www.kent.ac.uk/careers/workin.htm](http://www.kent.ac.uk/careers/workin.htm)
- Employability Skills [www.kent.ac.uk/careers/sk/skillsmenu.htm](http://www.kent.ac.uk/careers/sk/skillsmenu.htm)

**In the Careers Advisory Service** (see [www.kent.ac.uk/careers/opening.htm](http://www.kent.ac.uk/careers/opening.htm) for locations and opening times)

- Career Planning Guide for Postgraduates booklet
- Making Applications booklet

- Interview Skills booklet
- Choosing a Career booklet
- Reference information on careers, graduate employers, work experience, applications and interviews and much more

You can drop in to the Careers Advisory Service at any time during office hours to use our information resources to research career options and employers.

As well as guidance interviews we provide a “drop-in” service to help students with preliminary enquiries and quick queries and run a variety of talks and seminars. See [www.kent.ac.uk/careers/dutyca.htm](http://www.kent.ac.uk/careers/dutyca.htm) for more information.

### **Centre for English and World Languages**

The Centre for English and World Languages offers the English Language Development programme for non-native speakers of English registered as students at this University. Extending over two terms, the programme consists of four components:

Essay writing: <http://www.kent.ac.uk/cewl/courses/in-sessional/eldp.html?tab=essays>

Grammar: <http://www.kent.ac.uk/cewl/courses/in-sessional/eldp.html>

Listening / note-taking:

<http://www.kent.ac.uk/cewl/courses/in-sessional/eldp.html?tab=listening-note-taking>

Seminar discussion and presentation skills:

<http://www.kent.ac.uk/cewl/courses/in-sessional/eldp.html?tab=discussion-and-presentation-skills>

The English Language Development Programme is CEWL’s key in-sessional course which provides additional training in English for Academic Purposes to any registered international student at the University of Kent.

The ELDP aims to help you to improve your English language and gives you the chance to discuss your specific difficulties. You can attend a total of 2 hours weekly in the Autumn and Spring terms and will receive guidance on which of the components will be most useful to meet your particular need. Students with high attendance rates will be awarded a letter of attendance.

Booking is essential. Students interested in joining these groups should complete the online application form at: <http://www.kent.ac.uk/cewl/courses/in-sessional/eldp.html> please see the ELDP registration section.

## **Attending Workshops and Conferences**

### **Conference Support Grants**

Attending workshops and conferences is an important part of being a PhD student. Postgraduate grants from some sources may include travel support, but some do not (for example standard EPSRC/School/University scholarships). You should discuss possible sources of funding with your supervisor. School Conference Support grants provide limited support for postgraduate students to take part in seminars, workshops and conferences outside Kent. Support for travel, accommodation, subsistence, registration fees and the preparation of conference posters may be requested.

PhD students will be allocated a lump sum conference grant when they first register to be spent in consultation with their supervisor.

Students will be responsible for managing their travel budget over the period of their research. Students will have access to a total fund not exceeding £500 per annum for the duration of the research registration period. All travel for conferences and subsistence will be deducted from this fund. It is expected that students will use the money provided to fund a conference at which they will be active participants. Students must discuss their conference and travel plans with their supervisors, once the supervisor and student are agreed on the conference details students should contact the Finance Administrator Mrs Judith Broom, ([J.Broom@kent.ac.uk](mailto:J.Broom@kent.ac.uk)) to make appropriate arrangements to register for the conference, book accommodation and travel etc.

Where possible registration and travel fees should be arranged through the School rather than paid by the individual and claimed retrospectively. Please see Mrs Judith Broom in office S11 before making arrangements, as where possible conference registrations and /or travel can be booked and paid for by the School in advance. If this is not possible, when claiming travel and subsistence for conference trips you should keep all receipts and tickets, copies of these must be submitted with your claim.

Students that have already spent their conference grant may apply for additional funding but such requests will only be accepted in exceptional circumstances and will need approval from the Director of Graduate studies.

For all UK train travel, a Travel Warrant should be obtained. You exchange the travel warrant for your ticket(s) at the departing station. To organise a travel warrant, you should give full details of your travel plans to Judith Broom as early as possible and at least one week before you plan to travel.

### **Insurance for Trips**

Information on University insurance can be found on the University web site at:

<http://www.kent.ac.uk/finance-staff/services/insurance/businesstravel/index.html>

The University travel insurance covers postgraduate students who travel overseas on University business.

To arrange travel insurance you must complete a travel health assessment

<http://www.kent.ac.uk/safety/oh/help/travelinfo/overseas-travel-health-ass.html>, the trip must be risk assessed and approved by the University <http://www.kent.ac.uk/safety/hs/pages/travel-work-overseas/travel-work-overseas.html> and complete the insurance notification form

<http://www.kent.ac.uk/finance-staff/services/insurance/forms/student-travel.html>. The completed risk assessment form should then be submitted to Frank Sowrey, School Administration Manager. It also

covers travel in the UK requiring an overnight hotel stay or by scheduled air flight. An insurance travel form must be completed before every trip:

<https://www.kent.ac.uk/finance-staff/services/insurance/forms/student-travel.html>

## Seminars

As a research student you are expected to gain a wide knowledge of your subject and its surrounding fields. The Actuarial, Mathematics and Statistics academic groups run regular series of research seminars, which you are usually expected to attend.

- Mathematics Seminars                      Tuesdays at 14.30 in the Maths Lecture Theatre and Fridays at 15.00 in the Maths Lecture Theatre
- Statistics Seminars                            Thursday 14:00 in the Maths Lecture Theatre
- Actuarial Science Seminars                Ad-hoc see web

**If you wish to invite seminar speakers whose talks may be interesting to you or to your group, you can suggest them to the seminar organiser in your group.** The School will cover the expense of the travel (within the UK) and other related costs.

## Working pattern and holiday arrangements

Studying for a PhD is a full time commitment typically at least 40 hours per week. You should discuss your working pattern with your supervisor. Holiday arrangements should also be agreed in advance with your supervisor.

## Outreach

The School organises a wide range of activities for local schools and colleges throughout the academic year. The Graduate Studies Committee recommends that all PhD students participate in outreach. Since EPSRC expects the students it supports to develop their public engagement skills, EPSRC students are required to undergo training and participate in outreach. If you would like to be involved, please talk to Prof Andy Hone.

## Regulations

The University Regulations for Research Programmes can be found at <http://www.kent.ac.uk/uelt/quality/regulations/research.html>

## **Postgraduate Funding and Bursaries**

If you are being funded either through a Research Council grant or on a University or School scholarship:

Stipend payments will be made by BACS transfer directly into your bank account. In order to enable this you will need to ensure that the Payments Office have your bank details. Students who do not provide bank details before the first instalment is due will be paid by cheque, but the cheque will only be released once bank details for future payments have been provided.

Payments are normally made quarterly at the end of September, December, March and June.

University policy is that from Sept. 2011 all students will be registered for a total of 4-years. Depending on individual funding agreements it is likely that only part of this period will be covered by the bursary/stipend. A more complete description of the progress monitoring process can be found below.

## **Monitoring Procedures for Research Programmes**

There are five progress review meetings, to which all research students must adhere.

The Postgraduate Support and Research Officer, Mrs Claire Carter (located in the General Office) will contact you prior to each of the five progress review meetings detailed below. This is to remind you that you are required to schedule the meeting with your Supervisor(s), and when required with the Director of Graduate Studies.

Each of the review meetings requires the submission of a training log and progress reports. Students should give at least one talk on their research each year in addition to this, you may be asked to provide a presentation of your work so far at one or more of the meetings.

**You should note that the submission of written work is obligatory. Failure to fulfil these obligations could, in extreme cases, result in you being required to withdraw from the university**

The progress review meetings will be held as set out below:

### **1. Induction Review (within 6 weeks of starting)**

The induction meeting will serve as an opportunity to agree progression criteria and training activities. The meeting will involve the student and Main Supervisor.

The Induction Review will focus on the following:

1. Consideration of the student's research topic as set out in their initial application;
2. Drafting of a work plan and targets to meet ahead of the probation review;
3. Identification of key publications and /or sources relevant to the research topic;
4. Identification of skills training opportunities;
5. Discussion of any initial concerns;
6. Discussion of any work the student is undertaking in addition to their research which may impact on progress;
7. Identification and discussion of potential resources and facilities available to the student both internally and externally during their research;
8. Discussion and identification of the ways in which the supervisory team-student relationship work;

On completion of the review the Induction Review Form must be completed. Once completed and agreed this will be reviewed and approved by the Director of Graduate Studies.

### **2. Probation Review (within 6 months for full-time students or 8 months for part-time students)**

The Probation Review will involve the Student, Main Supervisor and Supervisory Chair. The main function of the Probation Review is to ensure the student has embarked on the main body of their research and to address any issues of concern.

The Probation Review will focus on the following:

1. Formal review of targets and work plan set at the induction review;
2. Identification of key publications and/or resources relevant to the research topic;
3. Skills training:
  - a. Record of skills training undertaken since the induction review;
  - b. Review of the researcher's completed skills audit and identification of future skills training opportunities;
4. Identification of any areas of concern;
5. Identify targets and work plan for consideration at the end of the review year;
6. Ethical consideration of the project;

7. Review and discussion of the efficacy of the current working relationship between supervisory team and the student;

On completion of the review the Probation Review Form must be completed. Once completed and agreed this will be reviewed and approved by the Director of Graduate Studies.

### **3. End of Year Review (at 12 months and 24 months)**

The End of Year Review will involve the student, Main Supervisor, Supervisory Chair and the Director of Graduate Studies. The main function of the End of Year Review is to ensure that the quality of research undertaken to date is of sufficient quality for the research degree for which the student is registered and that the plan for completion of the research project is on target.

The End of Year Review will focus on the following:

1. Consideration of a portfolio of work (prepared by the student) which should include:
  - a. Summary of work carried out to date
  - b. Planned schedule of future work
  - c. A sample of written work
  - d. Completed review forms
  - e. Record of supervisory meetings
  - f. Completed skills audit (PhD students only)
  - g. Annual report completed by the student
2. Formal review of targets and work plan set at the previous review;
3. Setting a future work plan and targets;
4. Review of work being undertaken in addition to the research degree to ensure that this is not adversely affecting the progression of the research;
5. Review of publishing opportunities;
6. Review and discussion of the efficacy of the current working relationship between supervisory team and the student;

The panel will recommend one of the following:

1. That the researcher is making exemplary progress for the award for which (s)he is registered and should proceed with his/her registration;
2. That the researcher is making satisfactory progress for the award for which (s)he is registered and should proceed with his/her registration;
3. That there are concerns about the researcher's progress but (s)he may proceed with his/her registration subject to review during the next academic year (the panel should set a date for a mid-year review. The date of the mid-year review should be set at the panel's discretion but this should normally take place within six months of the end of year review).

If the panel determines that the student has not made adequate progress and/or has not produced work of a sufficient quality to enable him/her to complete their current research degree, it may make one of the following recommendations:
4. That the researcher transfer his/her registration to the award of MPhil and submit a thesis for the degree of MPhil (this is applicable for PhD students);
5. That the researcher transfer his/her registration to the award of MA/MSc/LLM and submit a thesis for the degree of MA/MSc/LLM (this is applicable for PhD and MPhil students);
6. That the researcher should withdraw from the University.

On completion of the review the End of Year Review Form must be completed. Once completed and agreed this will be reviewed and approved by the Director of Graduate Studies.

#### **4. Mid-Year Review (Conducted where there are concerns about a student's progress at the end of year review)**

The Mid-year review will involve the student, Main Supervisor, Supervisory Chair and Director of Graduate Studies.

The Mid-year Review will focus on the following:

1. Formal review of targets and work plan set at the end of year review;
2. Skills training undertaken since the end of year review;
3. Identification of any further areas of concern;
4. Identification of targets and work plan for review at the end of the current year. Review and discussion of the efficacy of the current working relationship between supervisory team and the student;

On completion of the review the Mid-year Review Form must be completed. This will then need to be agreed by the student and panel, the mid-year review form should be reviewed and approved by the Director of Graduate Studies.

#### **5. Submission Review Meeting (approximately 3 months prior to the end of registration).**

A submission review meeting should take place approximately three months prior to the end of registration. The review will be undertaken by the Main supervisor, another member of the supervisory teams and the Director of Graduate Studies who will normally act as a chair. The principal function of the Submission Review Meeting is to ensure that the student is in a position to complete and submit their research in the allotted time.

The panel will make one of the following recommendations:

1. That the candidate has made good progress and will be in a position to submit at the end of the minimum period of registration (e.g. three years for full-time PhD students and five years for part-time PhD students);
2. That the researcher has made sufficient progress to proceed to a continuation category of registration. This recommendation should only be made when a researcher: (i) is only making use of the University's general facilities, (ii) will no longer be using laboratories or other specialist facilities and (iii) will only be receiving advice related to the finalisation of his/her research and thesis. The candidate will qualify for a lower rate of fee (25% of the part-time rate). Continuation year fees should be charged in two instalments (i.e. first six months and second six months).  
If the panel determines that the student has not made adequate progress and/or has not produced work of a sufficient quality to enable him/her to complete his/her research degree, it may make one of the following recommendations to the Faculty:
3. That the candidate has made insufficient progress to proceed to the continuation year and should have his/her period of supervised research and training extended for a set period (during which time (s)he should be charged full fees);  
*Note: in the case of recommendation 3 being selected, the candidate will undergo a second submission review after the end of the extended period of supervised research and training.*
4. That the candidate transfer his/her registration to the award of MPhil and submit a thesis for the degree of MPhil;
5. That the candidate transfer his/her registration to the award of MA/MSc/LLM and submit a thesis for the degree of MA/MSc/LLM;
6. That the candidate should withdraw from the University.

The researcher will have the opportunity to appeal against decisions 4-6 above under the *Standing Orders Governing Research Appeals*.

Recommendations 3-6 require the approval of the Faculty Director of Graduate Studies. Once the recommendations have been approved by the School or Faculty Director of Graduate Studies (as appropriate), the Faculties Support Office should be informed. The Faculties Support Office will be

responsible for: (i) checking that the status of full-time PhD students (entering the 4th year of registration) and part-time PhD students (entering their 6th year) are correct and (ii) changing the category of the researchers on the student records system when they are approved to transfer to the continuation category of registration (recommendation 2).

## **6.Continuation Year Reviews for PhD Students (5 months into the continuation year and 10 months into the continuation year)**

### **Continuation Year Review 1 for PhD Students**

If the researcher has not submitted his/her thesis by 5th month of continuation there should be a formal review with the supervisor and Director of Graduate Studies to consider the researcher's progress towards submission. If the researcher proceeds to a 7th month of continuation, (s)he will be liable for a fee for the second half of the continuation year.

### **Continuation Year Review 2 for PhD Students**

If the researcher has not submitted his/her thesis by 10th month of continuation there should be a formal review with the supervisor and Director of Graduate Studies to consider the researcher's progress towards submission. The review should be used to determine if the researcher will be in a position to submit his/her thesis by the end of the continuation year. In extraordinary circumstances the panel may recommend to the Faculty that the researcher proceed to a final writing-up period for a set period. This period should not extend beyond 12 months. The Faculty will report statistics which relate to these students to the Graduate School Board as part of the annual monitoring process (Annex E of the Code of Practice for the Quality Assurance for Research Programmes of Study)

All completed paperwork should be submitted to the Postgraduate Support and Research Officer, Mrs Claire Carter (located in the General Office).

A copy of these Monitoring Procedures, including links to appropriate forms, can be found at: <http://www.kent.ac.uk/IMS/currentpgstudents/Monitoringprocedures.htm>

Students are expected to maintain a training log throughout the programme duration and submitted at each of the above monitoring meetings. Copies of the training log can be obtained from <http://www.kent.ac.uk/IMS/currentpgstudents/Traininglog.htm>

Although the above are the formal progress meetings required by the School and the University's Code of Practice, it is expected that students meet with their supervisor regularly on a less formal basis to discuss work in progress. It is often useful if some record is kept of these less formal meetings; students and supervisors are therefore advised to keep either a simple log of meetings or to retain email correspondence which would show that regular contact is being maintained.

## **Completion and Submission of Theses**

If you intend to submit within the 3 year registration period you only need to submit the submission and access to thesis forms. The forms should be submitted at least **TWO MONTHS** prior to submission.

These forms should be submitted to the Postgraduate Support and Research Officer, Mrs Claire Carter located in the General Office.

## **Application for Thesis Extension**

There are two types of extension that can be requested:

1. An extension for the purpose of further research can be requested. This extension is a one full year extended registration period. Full tuition fees are charged for the extension period.
2. An extension of up to 12 months for the purpose of writing-up your thesis can be also be applied for. This extension is subject to approval by the Director of Graduate Studies. You will be required to pay a retainer fee for each month, or part thereof, up until the time you submit your thesis. You will be notified of the cost for this once approval has been granted. The fee becomes payable on submission of the completed thesis.

Entry to the extended registration period will allow you to remain on the borrowers' list at the University Library which will allow you full use of the Library facilities and use of the University's computing facilities for the period concerned. In addition you will be entitled to limited supervision for review of, and comment on, your thesis. You will not get a new student card while you are in the extension period.

Subsequent extensions to submission time are possible in exceptional circumstances but will need approval both from the Director of Graduate Studies and from the Faculty office.

Faculty Guidance for Research Students, including information about submission, can be found at <http://www.kent.ac.uk/stms/documents/procedures/pg/info-pg-research-students.html> .

Your thesis must be submitted to your School office either in person or through the post (registered or recorded delivery). You should make sure that you are given an official receipt. A thesis handed to a supervisor has not been submitted for examination. It is your responsibility to make sure your thesis is received by the School office.

The University regulations for examinations of Research degrees can be found at <http://www.kent.ac.uk/uelt/quality/regulations/research.html>

**PLEASE NOTE- It is expected that all Research students complete their PhD within 4 years of initial registration.**

## **Theses Binding**

The University Design and Print Centre offer various design and reprographic services at a minimum cost. Please contact the department to obtain prices for these services.

### **Design & Print Centre**

We aim to provide high quality, cost-effective design, photo copying, printing and related services to University and external customers.

### **Design**

A full graphic design service is available, including posters, leaflets, brochures, reports and display materials.

### **Photocopying**

Reprographic services are available through our two high-speed A4 Kodak copiers with online stapling and our Kodak A3 highlight colour copier with online booklet making.

### **Offset Litho Printing**

High quality single and multi-colour printing on Heidelberg GTO presses.

### **Finishing and Binding**

Folding, numbering, stitching, comb and thermal tape binding, drilling, and perforating.

### **How to find us**

The Design & Print Centre is situated on the Canterbury campus in the Estates Department, opposite the Ingram Building. Access for visitors is via the Design & Print Centre Reception. We are open from 9:00am to 5:00pm from Monday to Friday.

Alternatively you can have your theses bound at one of the local book binding shops in Canterbury. Details of these can be sought from the General Office Staff.

Regulations require that examination copies be bound however; the School will accept Thermal bound submissions for examination. Final submissions post corrections **MUST** be hard bound as per the regulations as below:

## **Instructions to Candidates for the Examination of Research Degrees**

### **1. Theses**

Where submission of a thesis is required, the candidate must have three identical copies of the thesis prepared and bound in the manner indicated in paragraph 2.1 below. Two copies must be submitted for examination; the third copy should be retained by the candidate and brought to any oral examination which may be required.

*Note: Where examination is of research comprised in whole or in part by practice as research, the format and composition of the student's thesis will have been agreed in advance between the student, supervisory team and Director of Graduate Studies. Although practice will be examined under conditions appropriate to the subject, it is essential that students also submit documentation of their practice which can form an accessible and lasting record, this should be included with the soft and hard bound copies.*

The thesis must be prefaced by an abstract which should be not more than 300 words in length; it should be typed on one side of A4 paper only and may, if necessary, be typed in single spacing. An additional unbound copy of this abstract with the candidate's name, the degree for which submitted and title of the thesis in the form of a heading must also be submitted. This copy of the abstract will be sent to ASLIB (Association of Special Libraries and Information Bureaux) for eventual inclusion in a national journal of abstracts.

Where a thesis is based in whole or in part on collaborative research, the extent of this collaboration must be clearly indicated in the thesis. Any material which the candidate has previously presented and which has been accepted for the award of an academic qualification at this University or elsewhere must be clearly identified in the thesis.

Where candidates for the award of MPhil or PhD or MD or MSurg choose to submit a thesis comprised exclusively of published papers or materials submitted for publication, this work should form a coherent description of a unified body of research. In such cases the candidate will be required to provide a statement indicating the context of the research, its main aims and a discussion of the main results or conclusions.

Successful PhD candidates are required to submit a bound copy of the thesis which will be placed in the University Library and, unless access to the thesis is to be restricted, an unbound copy of the thesis which will be deposited in the British Library.

The result of the examination for a successful candidate will not be published in any form either by way of a Pass List or any official communication from the University until the School has received a copy of the thesis:

**1.1** which is bound in the manner prescribed in paragraph 2.2 below;

**1.2** which has been certified by the Internal Examiner as being a copy of the thesis which he/she had approved as examiner.

The candidate may be required by the University to provide a second copy bound as described in paragraph 2.2 below if the appropriate Faculty Board so prescribes.

A candidate will be asked at the time of submission of the thesis whether he/she will permit general access to the thesis at the discretion of the University Librarian.

Copies of theses submitted both for examination and for deposit in the University Library should be sent to the candidate's School.

## **2. Presentation and Binding of Theses**

The thesis must be typed or printed on one side of A4 paper of good quality with a margin of not less than 40mm on the binding edge of the page; other margins must be at least 15mm. The size of character used in the main text, including displayed material, must not be smaller than 10pt (or 10 pitch or equivalent) and no characters, for example subscripts and superscripts, may be smaller than 7pt (or 15 pitch or equivalent). In the case of word processed or printed theses where the output resembles that of a typewriter the distance between successive lines of text should be about 8mm or 17pts (i.e. one-and-a-half line spacing). Where a word processor produces output which imitates letterpress then the distance between successive lines of text must not be less than 6mm or 12pts (i.e. single spaced). In this case the output must be generated on a laser printer or a printer of equivalent quality.

Candidates for the award of MPhil, PhD, MD or MSurg and submitting published works or works submitted for publication may reproduce the publication for inclusion in the thesis so long as the reproduced works are of such a standard as to imitate letterpress as described above. Such materials must be single sided and bound in accordance with section 2.1 below.

Candidates should consult the School if they are in doubt about the acceptability of the print which they wish to use or have any other questions concerning layout, binding, order of contents, etc.

General guidance on bibliographic citations and references is given in British Standard Recommendation BS 1629 and on the presentation of tables and graphs in BS 7581. Copies of these British Standard documents are available in the University Library.

If there are diagrams, maps and similar documents which cannot be incorporated into the body of the thesis, they may be submitted in a portfolio of any size which must also bear the name of the candidate, the name of the degree for which the thesis is submitted, the year of submission and the title of the thesis.

The attention of candidates is particularly drawn to the fact that **all three** copies of the thesis must be clearly legible and properly corrected after proofreading. Each copy must be complete, containing all necessary maps, photographs, diagrams etc. and accompanied by its own portfolio (if appropriate).

### **2.1 Copies for Examination**

The three copies required to be produced for examination must be bound in a 'perfect' binding with card covers; on the front cover of which the candidate's name, the name of the degree for which the thesis is submitted and the title of the thesis shall appear.

### **2.2 Copy for Deposit in University Library**

The copy of the thesis certified by the internal examiner must be bound in a sewn binding of boards with cloth back and coloured dark red for MPhil and Masters theses, dark blue for PhD theses and MD/MSurg theses. The binding should be coloured dark red for a postgraduate diploma by research and training. Each volume must bear on its spine the name of the candidate (initials of forenames and full surname), the name of the degree for which the thesis is submitted and the year of submission, and on its front cover the title of the thesis. The lettering on the spine must be stamped in a downward direction or alternatively where the width of the spine allows, in a horizontal direction. All lettering must be stamped in gold in the normal combination of upper and lower case type.

## **3. Notice of Submission**

Candidates must give notice at least two months in advance of their intention to submit a thesis for examination on a form which is available from their Schools. Candidates are asked to check that the form and spelling of their name in the Notice of Submission form corresponds with that in which they are registered at the University since it will be used in recommendations for the award of the degree.

## **4. Written Examination**

Where a candidate is required to take a written examination, it is his/her responsibility to find out from their School the time and place of this examination.

## **5. Length of Theses**

**5.1** Candidates should note that conciseness of presentation is an essential part of the "appropriate ability in the organisation and presentation" of their material which they are required to demonstrate in accordance with the assessment criteria for research degrees outlined in the Regulations for Research Programmes of Study. Candidates should not, therefore, regard the maximum length specified as a target length.

**5.2** The length of a written thesis should be in accordance with the following:

### **5.2.1 Master by Research and Thesis**

#### **In the Faculty of Sciences:**

for the degree of **MSc**: normally between 130 and 150 pages

for the degree of **MPhil**: normally between 140 and 200 pages

### **5.2.2 PhD**

#### **In the Faculty of Sciences:**

normally between 160 and 225 pages but not more than 250 pages, including diagrams;

### **5.2.3 Postgraduate Diploma by Research and Training (Sciences)**

Candidates should note that conciseness of presentation is an essential part of the "appropriate ability in the organisation and presentation" of their material which they are required to demonstrate in accordance with the assessment criteria for research programmes of study outlined in the Regulations for Research Programmes of Study and that the dissertation should be about 80 pages in length and not more than 130 pages except in exceptional circumstances.

**5.3** Where examination is of research comprised in whole or in part by practice as research, the format and composition of the student's thesis will have been agreed in advance between the student, supervisory team and Director of Graduate Studies. In such cases, there is no University prescribed length of written submission or volume of practice, but appropriate maximum limits will be set and communicated to the examiners.

**5.4** The total number of pages referred to above may be taken as **excluding** bibliographies, appendices, quotations, footnotes and any supplementary material (table of results etc.) which it may be desired to submit for ease of reference but which do not form an essential part of the main text of the thesis.

**5.5** Unless approval has been obtained from the appropriate Faculty Committee, the length of a thesis must not be greater than the specified maximum.

**5.6** Examiners are entitled to refuse to examine a thesis where the maximum length specified has been exceeded without permission.

**5.7** Candidates are strongly advised to discuss the expected length of their thesis with their supervisor before making detailed arrangements for submission.

## Award Criteria for Master of Science Research Programmes

**On successful completion of a Masters degree programme by Research, candidates will have:**

- (i) a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice;
- (ii) a comprehensive understanding of techniques applicable to their own research or advanced scholarship;
- (iii) originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
- (iv) conceptual understanding that enables the student:
  - to evaluate critically current research and advanced scholarship in the discipline; and
  - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Master of Science degrees are awarded to those who have:

- (i) shown appropriate ability in the organisation and presentation of their material in the thesis;
- (ii) shown in the thesis ability to conduct an independent study and to understand its relationship to a wider field of knowledge

Typically, holders of the qualification will be able to:

- a) deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences;
- b) demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level;
- c) continue to advance their knowledge and understanding, and to develop new skills to a high level;

and will have:

- d) the qualities and transferable skills necessary for employment requiring:
  - the exercise of initiative and personal responsibility;
  - decision-making in complex and unpredictable situations; and
  - the independent learning ability required for continuing professional development.

## **Award Criteria for Doctor of Philosophy Research Programmes**

**On successful completion of a PhD programme candidates will have:**

- (i) met the Framework for Higher Education Qualification (FHEQ) level descriptor for a doctorate degree (outlined below).
- (ii) met any subject specific assessment criteria outlined in the programme specification (if applicable).
- (iii) shown appropriate ability in the organisation and presentation of their material in the thesis.

The Framework for Higher Education Qualifications (FHEQ) in England, Wales and Northern Ireland states that:

Doctorates are awarded to students who have demonstrated:

- (i) the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
- (ii) a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
- (iii) the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
- (iv) a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- a) make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
- b) continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas, or approaches;

and will have:

- c) the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

## **Programme Transfer, Intermission and Withdrawal**

You are advised to speak with your principal supervisor or the Chair of your supervisory team in the first instance, who will be able to advise you of the best course of action depending on your precise circumstances.

The Director of Graduate Studies may grant intermissions for up to 3 months for research students on medical grounds and in grave and exceptional circumstances only. Applications which involve concessionary circumstances must be supported by independent documentary evidence.

Any further periods of intermission will require the approval of the Faculty Director of Graduate Studies.

### **Academic Discipline**

Students are expected to act with honesty and integrity at all times in accordance with the University's Academic regulations: <http://www.kent.ac.uk/uelt/quality/regulations/general.html>

### **Appeals**

The standing orders governing research appeals can be found at <http://www.kent.ac.uk/uelt/quality/regulations/research/soga.html>

Appeals should be submitted to the Faculty Officer of the Science Technology and Medical Studies Faculty and will only be considered if submitted:

- by means of the Research Appeal Form (available from the appropriate Faculty Office).
- accompanied by a letter explaining in full the grounds for the appeal and the remedial action sought in bringing the appeal.
- providing all necessary documentary evidence (see paragraph 5 below for guidance) substantiating the grounds of the appeal.
- Within **21 days** after the notification of the recommended result.

### **Academic Complaints**

Academic complaints about research programmes of study should be raised in the first instance with the School Director of Graduate Studies with a view to resolving any problems at the earliest possible opportunity. The academic complaints procedure is outlined in the University's Student Charter.

### **Termination of Registration**

In the event of unsatisfactory progress or attendance during the period of registration the Board of the Faculty concerned may terminate a candidate's registration for the degree having first given the candidate the opportunity to appeal the recommendation under the Standing Orders Governing Research Appeals. If the Faculty decides so to terminate the candidate's registration, it may either:

12.1.1 require him/her to withdraw from the University; or

12.1.2 in the case of a candidate for the degree of Master or PhD, offer him/her registration as a candidate for another degree or postgraduate diploma.

12.2 Any student whose registration is terminated under the provisions of paragraph 12.1 will have the right of appeal to the Senate Academic Review Committee which will consider only whether the original appeal was handled properly and fairly by the Faculty.

## **University Facilities**

### **Banks**

Two of the main banks in Britain each have a branch on campus. They are: Barclays and National Westminster. Each bank has a cash dispenser and the opening hours are listed below:

#### **Barclays:**

Monday – Friday 09.30-16.30

Thursday 10.00-16.30

#### **National Westminster:**

Monday, Tuesday, Thursday and Friday 09.30-15.30

Wednesday 10.00-15.30

### **Buses**

Leave from the bus stop by Keynes College stop approximately every 20 minutes. The last stop is the bus station in Canterbury. Journeys cost approximately £1.50 each way and bus timetables are available from the bus station. Contact Barbara Delaney in the Estates for subsidiary for staff. A UNIRIDER bus ticket entitles students to travel on all East Kent buses between June and September. Please view the following website for more information:

<http://www.kent.ac.uk/student/news/campus.html?id=uniriderticketsforsummer.txt>

### **Car Parking**

There are a limited number of parking spaces available for students. Please see the Estates website for further information <http://www.kent.ac.uk/estates/transport/index.html>

### **Shops**

#### **Eliot College**

##### **Monday to Friday 0800 - 1500 hours**

This small shop sells sandwiches, pies and pasties, cookies, muffins, drinks, breakfast cereal, tea, coffee, milk, general confectionery and cigarettes. Newspapers, magazines, diaries, general stationery, stamps and phone cards are available. It also has a small pharmacy area (non-prescription) and general household goods such as washing powder, batteries and even small travelling clocks.

#### **Parkwood Supermarket**

##### **Monday to Friday 0800 - 2000 hours**

##### **Saturdays and Sundays 1000 - 1600 hours**

This is a small supermarket with a full range of household goods, food and other essential items. It also has newspapers, stationery and stamps. There is a small off-licence area and cigarettes are also available.

### **Blackwell's Bookshop**

### **Catering and Bars**

A full list of catering and bar outlets is available from the Kent Hospitality website: <http://www.kent.ac.uk/catering/>

### **Accommodation**

For rented accommodation in Canterbury, please see web site:

<http://www.kent.ac.uk/hospitality/staff-student/accommodation/offcampus/index.htm>

### **Sick bay (Eliot College)**

Telephone 01227-761460 or internal 3503

The Sick Bay is available for support, advice, treatment of minor illness and injury and contraceptive advice (including supply of emergency contraception). The service provides a 'drop-in' facility to discuss health problems with the nurse and receive treatment where appropriate.

## **Sports Centre**

The university has recently extended the **Sports Centre** to include a brand new fitness gymnasium and cardio theatre, containing all the latest, state-of-the-art, fitness equipment. Other facilities at the Sports Hall include badminton, netball, basketball, volleyball, tennis, cricket, a dance studio, a climbing wall, over 20 fitness classes a week, solarium and sauna, squash courts, floodlit playing fields with all-weather pitches, a sports injury clinic and a sports equipment shop. Furthermore, the Sports Federation, funded by the Students' Union, runs over 40 student sports clubs including fencing, sailing, sub-aqua, volleyball, karate, football, rugby and climbing. Further information, including details of membership prices, can be found at [www.kent.ac.uk/sports](http://www.kent.ac.uk/sports).

For details of Sports Centre Membership Card see the Sports Centre Website <http://www.kent.ac.uk/sports/membership/index.html>

## **Students' Union**

The **Students' Union** is the organisation run by the students, for the students. It is primarily charged with responsibilities of welfare and entertainments. The Advice and Information Services Department provides individual, detailed advice to students. They can provide advice on academic problems, debt, hardship funds and loans, accommodation problems, health charges and various legal problems. With regards to entertainment, they run many societies and clubs. The Union has a purpose built entertainments venue called 'The Venue'. Here they encourage involvement through a varied entertainments programme through participation in events such as international nights, salsa dancing, garage, house and drum and bass. Further information can be found at [www.kentunion.co.uk](http://www.kentunion.co.uk).

The Union also manage a job shop for part time and post study employment. Please see [www.kentunionjobshop.co.uk](http://www.kentunionjobshop.co.uk)

## **Library**

The **Templeman Library** contains over a million books, periodicals, pamphlets, audio tapes, videotapes, slides and microforms which form the essential resources to support student study. Furthermore, the library offers quiet study areas and networked PCs. There is access to the Library Web Catalogue, the European Documentation Centre, special collections and a specialist Photographic Unit. Further information can be found at [www.kent.ac.uk/information/services/library](http://www.kent.ac.uk/information/services/library).

## **Gulbenkian Theatre**

The **Gulbenkian Theatre** is located next to the Computing Laboratory. They have a licensed bar situated in the foyer that serve light meals throughout the day. There is a real mix of live entertainment featuring dance, music, drama and comedy. Tickets can be booked in advance and there are concessions for students. The Gulbenkian Theatre is also the home of **Cinema 3**. Cinema 3 shows a wide range of films including archive and new non-mainstream releases such as foreign language and minority cinema not necessarily shown elsewhere within the region. Further information, including details of all forthcoming events, can be found at [www.kent.ac.uk/gulbenkian](http://www.kent.ac.uk/gulbenkian).

## **Music**

The University of Kent boasts a flourishing **music** programme organised by the University's Director of Music and the Students' Union Music Societies. The programme is accessible to all staff and students. If you sing or play an instrument you can join the Choral Society, the Symphony Orchestra, the Concert Band or the Chamber Choir. All rehearse weekly and perform public concerts around campus, Canterbury Cathedral, the Marlowe Theatre and beyond. Many other societies and groups are formed each year. Further details can be found at [www.kent.ac.uk/music](http://www.kent.ac.uk/music).

## Dates of Terms and Teaching Weeks

### Dates of Terms and Teaching Weeks

<b>Term Name</b>	<b>Week No</b>			<b>Teaching Weeks</b>
<b>AUTUMN 2011</b>	Week 1	Begins on	Monday	26 September
	Week 2	Begins on	Monday	3 October
	Week 3	Begins on	Monday	10 October
	Week 4	Begins on	Monday	17 October
	Week 5	Begins on	Monday	24 October
	Week 6	Begins on	Monday	31 October
	Week 7	Begins on	Monday	7 November
	Week 8	Begins on	Monday	14 November
	Week 9	Begins on	Monday	21 November
	Week 10	Begins on	Monday	28 November
	Week 11	Begins on	Monday	5 December
	Week 12	Begins on	Monday	12 December
<b>SPRING 2012</b>	Week 13	Begins on	Monday	16 January
	Week 14	Begins on	Monday	23 January
	Week 15	Begins on	Monday	30 January
	Week 16	Begins on	Monday	6 February
	Week 17	Begins on	Monday	13 February
	Week 18	Begins on	Monday	20 February
	Week 19	Begins on	Monday	27 February
	Week 20	Begins on	Monday	5 March
	Week 21	Begins on	Monday	12 March
	Week 22	Begins on	Monday	19 March
	Week 23	Begins on	Monday	26 March
	Week 24	Begins on	Monday	2 April
<b>SUMMER 2012</b>	Week 25	Begins on	Monday	7 May
	Week 26	Begins on	Monday	14 May
	Week 27	Begins on	Monday	21 May
	Week 28	Begins on	Monday	28 May
	Week 29	Begins on	Monday	4 June
	Week 30	Begins on	Monday	11 June
Please note:	Good Friday, 6 April Easter Monday, 9 April May-Day Monday, 7 May Spring Bank Holiday, 4 June			

### Notes for Staff and Students

**Teaching begins at 5 minutes past the hour and ends at 5 minutes to the hour.** Be courteous: be prompt.

**TEACHING HOURS** Students should note that they may be required to attend lectures, seminars or classes at this University between the hours of 9.00 a.m. and 6.00 p.m. on Mondays to Fridays

## Teaching Room Locations

Labs	Colleges	Other Locations
<p> <a href="#">Biosciences</a>  <a href="#">BLT1 (120)</a>; <a href="#">BLT2 (37)</a>  <a href="#">Computing</a>  <a href="#">COLT2 (100)</a>; <a href="#">CC01 (17)</a>;  <a href="#">CC02 (32)</a>; <a href="#">CC03 (18)</a>;  <a href="#">CC04 (17)</a>  <a href="#">Electronics</a>  <a href="#">ELELT (91)</a>;  <a href="#">ElecSem1 (20)</a>;  <a href="#">ElecSem2 (10)</a>;  <a href="#">ElecSem3 (38)</a>; <a href="#">Multimedia A</a>;  <a href="#">Multimedia B</a>  <a href="#">Ingram (Physical Sciences) Building</a>  <a href="#">I316 (18)</a>; <a href="#">PSLT (60)</a>  <a href="#">Mathematics</a>  <a href="#">MathsLT (80)</a> </p>	<p> <a href="#">Darwin</a>  <a href="#">DLT1 (96)</a>; <a href="#">DLT2 (54)</a>; <a href="#">DLT3 (55)</a>; <a href="#">DS1 (28)</a>; <a href="#">DS2 (18)</a>; <a href="#">DS7 (20)</a>; <a href="#">DS8 (16)</a>; <a href="#">DS9 (16)</a>; <a href="#">DS10 (16)</a>; <a href="#">DS11 (12)</a>; <a href="#">DS12 (12)</a>; <a href="#">DS14 (20)</a>; <a href="#">D.Tower Room (24)</a>; <a href="#">D.Peter Brown Room (40)</a>  <a href="#">Eliot</a>  <a href="#">ELT2 (114)</a>; <a href="#">ECT1 (60)</a>; <a href="#">E.Chilver Room (16)</a>; <a href="#">E.Holland Room (20)</a>; <a href="#">E.Lyons Room (25)</a>; <a href="#">E.Peter Bird Room (16)</a>; <a href="#">E.Pollard Room (20)</a>; <a href="#">ES1 (25)</a>; <a href="#">ES2 (15)</a>; <a href="#">ES3 (15)</a>; <a href="#">EX7 (20)</a>; <a href="#">EX8 (20)</a>; <a href="#">EX9 (20)</a>; <a href="#">E.BCsem16 (20)</a>; <a href="#">E.BCsem17 (20)</a>  <a href="#">Keynes</a>  <a href="#">KLT1 (344)</a>; <a href="#">KLT2 (60)</a>; <a href="#">KLT3 (60)</a>; <a href="#">KLT5 (90)</a>; <a href="#">KLT6 (92)</a>; <a href="#">KSA1 (50)</a>; <a href="#">KS1 (24)</a>; <a href="#">KS2 (16)</a>; <a href="#">KS3 (14)</a>; <a href="#">KLSR4 (40)</a>; <a href="#">KS5 (16)</a>; <a href="#">KS6 (24)</a>; <a href="#">KS7 (18)</a>; <a href="#">KS11 (32)</a>; <a href="#">KS12 (40)</a>; <a href="#">KS13 (45)</a>; <a href="#">KS14 (45)</a>; <a href="#">KS15 (45)</a>; <a href="#">KS16 (50)</a>; <a href="#">KS17 (50)</a>; <a href="#">KS20 (30)</a>; <a href="#">KS21 (26)</a>; <a href="#">KS22 (26)</a>; <a href="#">KS23 (50)</a>; <a href="#">KS24 (50)</a>; <a href="#">KS25 (50)</a>  <a href="#">Rutherford</a>  <a href="#">RLT1 (200)</a>; <a href="#">RLT2 (40)</a>; <a href="#">RS4 (20)</a>; <a href="#">RS5 (20)</a>; <a href="#">RS6 (16)</a>; <a href="#">RS7 (40)</a>; <a href="#">R.Cl.15 (16)</a>; <a href="#">R.Cl.16 (16)</a>; <a href="#">R.Cl.17 (16)</a>; <a href="#">R.Cl.19 (16)</a>; <a href="#">R.Cl.20 (16)</a>; <a href="#">RX9 (18)</a>; <a href="#">RX10 (30)</a>; <a href="#">RX11 (27)</a>; <a href="#">RX12 (27)</a>  <a href="#">Woolf</a>  <a href="#">W-LT (471)</a>; <a href="#">W1-SR1 (18)</a>; <a href="#">W1-SR2 (18)</a>; <a href="#">W1-SR3 (20)</a>; <a href="#">W1-SR4 (20)</a>; <a href="#">W1-SR5 (30)</a>; <a href="#">W1-SR6 (30)</a> </p>	<p> <a href="#">Cornwallis-Gulbenkian Cinema (304)</a>; <a href="#">CGU2 (24)</a>; <a href="#">CGU3 (24)</a>; <a href="#">CGU4 (58)</a>  <a href="#">Cornwallis-North East</a>  <a href="#">CNE08 (30)</a>  <a href="#">Cornwallis-North West</a>  <a href="#">CNWsem1 (16)</a>; <a href="#">CNWsem2 (16)</a>; <a href="#">CNWsem3 (30)</a>; <a href="#">CNWsem4 (30)</a>; <a href="#">CNWsem5 (30)</a>; <a href="#">CNWsem6 (30)</a>; <a href="#">CNWsem7 (30)</a>; <a href="#">CNWsem8 (18)</a>; <a href="#">CNWsem9 (16)</a>; <a href="#">CNWsem10 (24)</a>; <a href="#">CNWsem11 (18)</a>; <a href="#">CNWsem12 (18)</a>;  <a href="#">MM Lab 1</a>  <a href="#">Giles Lane Teaching Annexe</a>  <a href="#">GLS10 (40)</a>; <a href="#">GLS18 (12)</a>;  <a href="#">HA Studio</a>  <a href="#">Grimond Building</a>  <a href="#">GLT1 (198)</a>; <a href="#">GLT2 (151)</a>; <a href="#">GLT3 (118)</a>; <a href="#">GS3 (24)</a>; <a href="#">GS5 (20)</a>; <a href="#">GS6 (22)</a>; <a href="#">GS7 (22)</a>; <a href="#">GS8 (18)</a>  <a href="#">Research &amp; Development Centre</a>  <a href="#">KRDC sem 1 (24)</a>  <a href="#">RDC-G22 (40)</a>  <a href="#">Marlowe Building</a>  <a href="#">MarLT1 (150)</a>; <a href="#">MarLT2 (50)</a> </p>

NO SMOKING, EATING OR DRINKING is allowed in any teaching room.

Please see <http://www.kent.ac.uk/ettoffice/rooms/index.htm> for precise location and accessibility.

## SMSAS Teaching, Research and Administrative Staff

### Actuarial Science Teaching Staff

<b>Professor</b>	Malcolm Brown, BSc (Kent) FIA, <a href="mailto:M.S.Brown@kent.ac.uk">M.S.Brown@kent.ac.uk</a> Paul Sweeting, PhD (Bristol), FIA, FCSI, CFA <a href="mailto:P.J.Sweeting@kent.ac.uk">P.J.Sweeting@kent.ac.uk</a>
<b>Senior Lecturer</b>	Clare Bellis, BA (Macq), MA (Camb), FIA <a href="mailto:C.S.Bellis@kent.ac.uk">C.S.Bellis@kent.ac.uk</a> John Millett, BSc (Nottingham), FIA, <a href="mailto:J.D.Millett@kent.ac.uk">J.D.Millett@kent.ac.uk</a>
<b>Lecturers</b>	Roger Bevan, FIA, <a href="mailto:R.L.Bevan-28@kent.ac.uk">R.L.Bevan-28@kent.ac.uk</a> Peter Duffett, MA (Oxford), FIA, <a href="mailto:P.L.Duffett@kent.ac.uk">P.L.Duffett@kent.ac.uk</a> Esther Glover, BSc (Kent), FIA, <a href="mailto:E.J.Glover@kent.ac.uk">E.J.Glover@kent.ac.uk</a> Mark Heller, BSc (Sussex) FIA, <a href="mailto:M.Heller@kent.ac.uk">M.Heller@kent.ac.uk</a> Andrew Jackson, MA (Oxford), MSc (Oxford), FIA, <a href="mailto:A.L.Jackson@kent.ac.uk">A.L.Jackson@kent.ac.uk</a> Andrew James, BA (York), MA (Leeds), FIA, <a href="mailto:A.James@kent.ac.uk">A.James@kent.ac.uk</a> Jaideep Oberoi, BA (Delhi), MA (Concordia), PhD (McGill) Vaishnavi Srinivasan, MSc (Madras), FFA, FASI, <a href="mailto:V.Srinivasan@kent.ac.uk">V.Srinivasan@kent.ac.uk</a> Dr Pradip Tapadar, Mstat (Calcutta), PhD, FFA, FASI, <a href="mailto:P.Tapadar@kent.ac.uk">P.Tapadar@kent.ac.uk</a> Loba Van der Bijl, BSc (London), MSc (LSE) AMIA, <a href="mailto:L.Van-Der-Bijl@kent.ac.uk">L.Van-Der-Bijl@kent.ac.uk</a> Dr Huamao Wang, PhD, <a href="mailto:H.Wang@kent.ac.uk">H.Wang@kent.ac.uk</a> Nick Wood, BSc (Manchester), FIA, <a href="mailto:N.C.Wood@kent.ac.uk">N.C.Wood@kent.ac.uk</a>

### Mathematics Teaching Staff

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