

FACULTY OF SCIENCES



STAFF HANDBOOK

2010/2011

University of
Kent

SCHOOL OF MATHEMATICS, STATISTICS
AND ACTUARIAL SCIENCE

INFORMATION FOR NEW STAFF

Welcome to the School of Mathematics, Statistics and Actuarial Science

Welcome from the Head of School

Dear Member of Staff

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

We very much hope that you will both enjoy and obtain great benefit from being a member of staff here. This booklet is intended as a means of giving you information about what you need to know when you first arrive and information about the School of Mathematics, Statistics and Actuarial Science (which we often abbreviate to 'School' or 'SMSAS'). Some of the information is relevant to all staff, but it is intended as a guide for new staff.

In the following pages we provide various items of information which will be important to you either now or later. 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 the School Administration Manager. If he cannot help then he will suggest or consult someone else. As Head of the School I have an 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 future

Professor Malcolm Brown
Head of the School of Mathematics, Statistics and Actuarial Science

What to do on arrival (or before):

Computing account

Registration on the computing systems are handled by Computing Service reception. Your application form should be signed by the School Administration Manager.

Additional School computing resources you may wish to ask for include:

Staffprinting/DPMA111	SMSAS shared printer (1 st floor)
Staffprinting /DPMA500	SMSAS shared printer (1 st floor)
Staffprinting /DPMA501	SMSAS colour printer (1 st floor)
Staffprinting /DPMAN05	SMSAS shared printer (2 nd floor)
HERON	University UNIX Server
BAYES	School Server
GAUSS	School Server
MANGO	School Web Server

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 Cornwallis Building. Also see the web site: <http://www.kent.ac.uk/information/services/computing/>.

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

Keys and card access

Keys and access cards are issued by the secretarial staff in the General Office. 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.

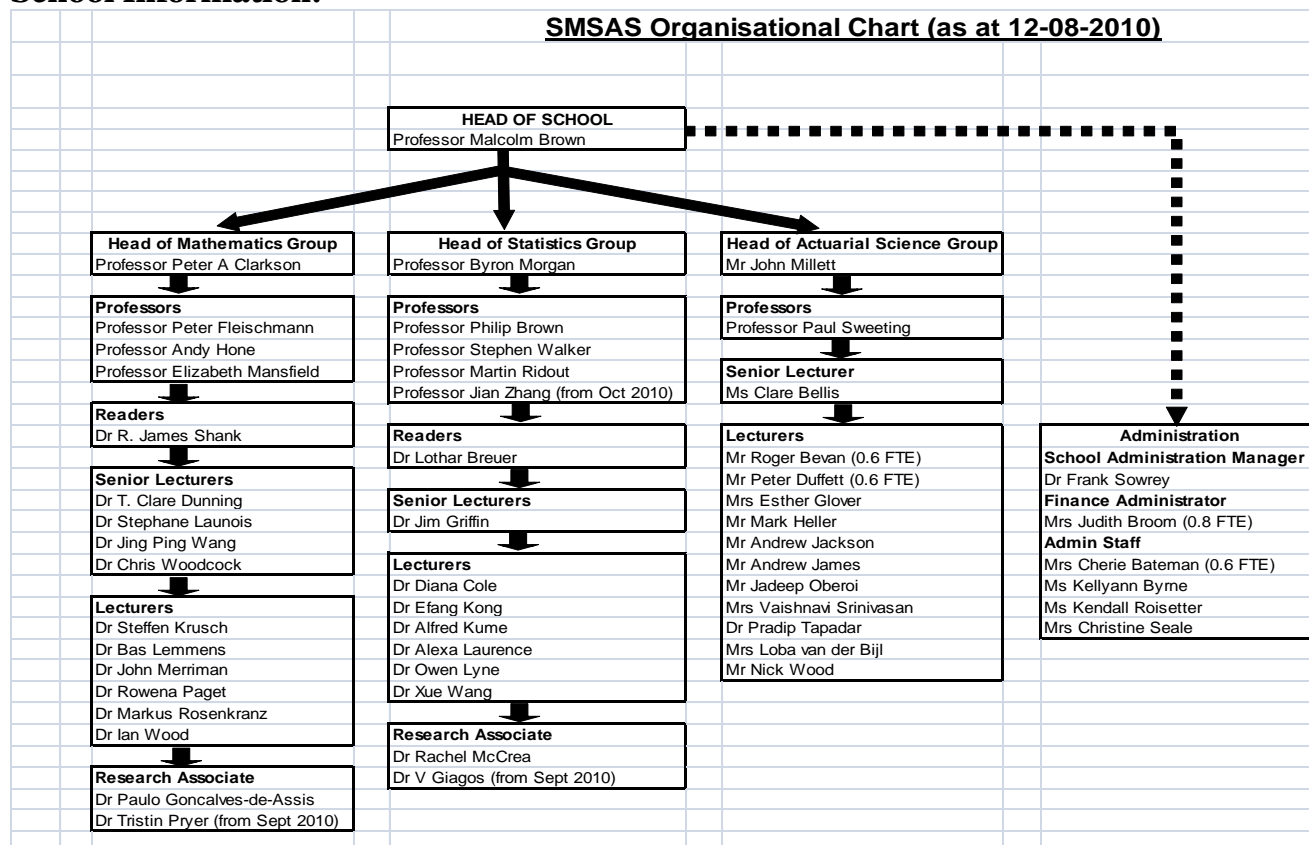
Student Data System access

Once you have your Kent computing account you can be granted access to the University Student Data System (SDS). You should automatically be granted access to SDS on the web, if you do not have the relevant permissions please speak to the School Administration Manager in the first instance.

Health and Safety Induction

Please see Cherie Bateman in the School Office to arrange health and safety induction.

School Information:



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

Head of School:

Professor Malcolm Brown

Deputy:

Professor Martin Ridout

Senior Tutor:

Mrs Esther Glover

Placement Officer:

Mr Mark Heller

Head of Mathematics

Professor Peter Clarkson

Head of Statistics

Professor Byron Morgan

Head of Actuarial Science

Mr John Millett

Director of Learning and Teaching:

Dr John Merriman

Director of Research

Professor Peter Fleischmann

Director of Graduate Studies

Dr Clare Dunning

Undergraduate Admissions Officer

Dr Chris Woodcock

Welfare Officer:

Dr Diana Cole

School Administration Manager:

Dr Frank Sowrey

Undergraduate Programme Convenors

Programme convenors are as follows:

Dr Alfred Kume

G100 Maths

G108 Maths with a Foundation Year

G1N1	Business Maths
GG13	Maths & Statistics
GN14	Maths/Accounting & Finance
GG41	Maths/Computer Science
GN12	Maths for Management
G1X1	Maths with Secondary Education

Ms Clare Bellis

N323	Actuarial Science
GN13	Financial Maths

Email Lists

The School maintains a number of email lists (@kent.ac.uk)

imsadmin	General Office staff
ims-staff	All SMSAS Staff
ims-pg	All SMSAS Research Postgraduate Students
IMSAS-st0	Foundation Year Students
IMSAS-st1	Stage 1 Undergraduates
IMSAS-st2	Stage 2 Undergraduates
IMSAS-st3	Stage 3 Undergraduates
IMSAS-pgt	Taught Postgraduate Students

General Office

The General Office is manned between 9am and 5pm. The student counter is open between 9.30 am (10.00 am on Wednesdays) -12.00 noon and 2.30 pm -4.00 pm daily for student queries. To give you an idea who to ask about various issues, responsibilities of the General Office staff are broadly as follows:

Judith Broom:

Finance and Marketing. Budgets, research grants and financial procedures. Programme advertising and marketing literature.

Cherie Bateman:

Orders and expense claims. Undergraduate student administration and handbooks. Web editor.

Kellyann Byrne:

Secretarial support for Head of School. Postgraduate administration and handbooks. Room refurbishments, estates and buildings.

Christine Seale:

Student administration, coursework and examination mark entry, transfers, intermissions and change of status. Staff lists and email lists. Stationery orders, copiers, keys. Bookings for McVittie and Maths LT (out of term).

Kendall Roissetter:

Dealing with student enquiries at the General Office counter. Student attendance monitoring. Organisation of open and UCAS days. General clerical support, post, filing and photocopying.

Staff Mentors

The Head of School will assign a mentor who should be your first point of contact for queries and problems. If you have not been assigned a mentor or have not been informed who your mentor is please contact the School Administration Manager.

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, large photocopying jobs should be sent to the University Print unit. In this context large would be anything over 6 sides (backed) with more than 30 copies or more than 100 copies of any document regardless of page count. 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 or phoning extension 7181 is simplest.)

Post

Incoming – there are pigeon holes for all academic staff in the General Office. Outgoing – 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. Consult Kellyann or Christine if there are special postal arrangements which are required.

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 black and white documents. For colour scanning, there is a scanner in the General Office.

Letterhead

The General Office staff will set up a template for headed paper for use with MSWindows.

Stationery

A wide range of stationery can be obtained from the General Office (e.g. overhead transparencies, OHP pens). 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 and will be arranged by the secretaries in the General Office.

Smoking

A 'no smoking' policy operates throughout the University.

Tea and Coffee

Tea and Coffee making facilities for staff are available on the first floor of the School. 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. You are expected to provide refreshments for any visitors you receive.

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.

Private direct dialled calls should be prefaced by **444#9. All private calls via the switchboard should be declared as 'private'. Staff in shared offices should keep a record of their private calls. The costs of any private calls will be deducted monthly from your salary.

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.

School Committees

Computing Committee

All groups within the School are represented on the committee and the committee includes a representative from Computing Services. The committee makes recommendations to the Head of School for replacement and upgrading of equipment as well as setting policy regarding the School web pages. Minutes of the computing committee meetings are reported to School Board.

Learning and Teaching Committee (LTC)

The membership of the School Learning & Teaching Committee is determined by the Head of School and chaired by the Director of Learning and Teaching.

Currently, the composition is roughly 2 members of staff from each of the main areas: Mathematics, Statistics and Actuarial Science (one of the latter to be the Director of Actuarial Science or his nominee) and 3 student members. The LTC meets once or twice each term.

The Committee is responsible for ensuring that the School undertakes its responsibilities in delivering undergraduate taught programmes of study: this includes approval of new programmes and modules, annual monitoring, responses to external examiners, periodic reviews and reviews by external agencies e.g. QAA. Also, monitoring of student progress, support and advice to students and implementing the decisions of Faculty Boards and the Learning and Teaching Board. For the official version of its remit and the Code of Practice see URL:

<http://www.kent.ac.uk/uelt/quality/code2001/annexh.html>

Research and Enterprise Committee

Reporting to the Faculty Research and Enterprise committee, the committee has oversight of all aspects of the research and enterprise activity within the School. This includes matters of policy, allocation of conference support for students and implementing the decisions of Faculty Boards and the Research and Enterprise Board.

<http://www.kent.ac.uk/uelt/quality/rescode2005/annexi.html>

Graduate Studies Committee

The membership of the School Graduate Studies Committee is determined by the Head of School and chaired by the Director of Graduate Studies.

Reporting to the Faculty Graduate Studies committee this committee is responsible for ensuring that the School undertakes its responsibilities in delivering postgraduate programmes of study: this includes approval of new programmes, student progress monitoring and to oversee the training and progression of students on research programmes

Staff/Student Consultative Committee (Undergraduate and Taught Postgraduate)

The committee promotes liaison between staff and students. Regular meetings provide an early opportunity to learn and respond to difficulties arising in the delivery of our programmes. Agenda items also come to us because of issues surfacing elsewhere within the University, and where an SMSAS view is sought.

Student representatives are elected from each year group and from each of our degree programmes.

The minutes of each meeting are reported to all SMSAS staff and students, and taken as a paper at the following Learning and Teaching committee, Graduate Studies committee and School Board.

Staff/Student Consultative Committee (Postgraduate)

This committee meets termly and provides a forum for research postgraduate students to raise issues regarding supervision and research and also graduate training more generally.

School Board (incorporating Board of Studies)

All staff in the School are members of the School Board. The Board meets at least once per term. All matters which impact on the business of the School can be raised at School Board. The other committees in the School report to the Board.

Committee Membership 2010/11

Learning and Teaching Committee

Chair: Dr John Merriman

Dr Alfred Kume (Maths Programme Convenor), Ms Clare Bellis (Actsci Programme Convenor), Mrs Esther Glover (Senior Tutor), Dr Frank Sowrey (School Administration Manager), Dr Alexa Laurence, Dr Jingping Wang and Dr Owen Lyne.
3 Student Representatives

Professor Malcolm Brown (ex-officio)

Research and Enterprise Committee

Chair: Professor Peter Fleischmann

Dr Frank Sowrey (School Administration Manager) Dr Jim Shank, Mr. Nick Wood, Dr. Lothar Breuer, Professor Peter Clarkson, Professor Stephen Walker, Professor Paul Sweeting and Dr Paulo Goncalves-de-Assis.

Professor Malcolm Brown (ex-officio)

Graduate Studies Committee

Chair: Dr Clare Dunning

Dr Frank Sowrey (School Administration Manager), Professor Elizabeth Mansfield, Professor Martin Ridout, Mrs Loba van der Bijl, Dr Stephane Launois, Dr Jim Griffin and Mr Andrew James.

2 Student Representatives

Professor Malcolm Brown (ex-officio)

Staff Student Consultative Committee

Chair: Mrs Esther Glover (Senior Tutor)

Dr Frank Sowrey (School Administration Manager), Dr Diana Cole, Mr Jaideep Oberoi and Dr Rowena Paget.

Student Representative for each stage and programme

Foundation year, Actsci/Financial Maths Stages 1,2 and 3, Mathematics and joint programmes Stages 1, 2 and 3, ActSci Postgraduate Diploma, Statistics Taught MSc and Actuarial Science Taught MSc

Research Postgraduate Staff Student Consultative Committee

Chair: Dr Pradip Tapadar

Dr Clare Dunning, Dr Diana Cole, Dr Pradip Tapadar and Dr Frank Sowrey (School Administration Manager)

All Research Postgraduates

Computing Committee

Chair: Dr Jim Shank

Dr Steffen Krusch, Dr Alfred Kume, Mr Andrew James, Dr Frank Sowrey (School Administration Manager) and Mrs Christine Wilson (Information Services)

Professor Malcolm Brown (ex-officio)

School Board

Chair: Professor Malcolm Brown

All members of Academic Staff

Student Representatives

Representatives on Faculty Committees

Dr John Merriman and **TBC (ODL?) – Faculty Learning & Teaching**

Prof Peter Fleischmann – **Faculty Research and Enterprise**

Dr Clare Dunning and Dr Jim Griffin – **Graduate Studies**

Prof Malcolm Brown, Dr John Merriman and Dr Owen Lyne – **Faculty Board**

Prof Malcolm Brown and Prof Liz Mansfield – **Faculty Promotions**

Dr Chris Woodcock and Prof Andy Hone – **Recruitment and Outreach**

Dr Alexa Laurence – **Faculty Ethics**

Details and minutes of the Faculty committees can be found here <http://www.kent.ac.uk/stms-local/committees-index/index.html>

Structure of Academic Year

The University of Kent operates a 12-12-6 teaching pattern. The academic year begins in September. Most teaching takes place in the autumn and spring terms (each 12 weeks long); the 6-week summer term is reserved primarily for University examinations. Resit examinations are usually held in August.

The Board of Examiners meets towards the end of the summer term to confirm final results which we aim to publish before the end of the summer term. First and second year results are published slightly later.

Congregation usually takes place in July although exact times and dates vary from year to year. There is a second congregation ceremony in November for some courses which do not fit within the standard undergraduate academic year (e.g. Masters programmes).

Term dates for future academic years can be found on the web <http://www.kent.ac.uk/registry/censec/Dates-Terms+Closure-to-2015-2016.pdf>

The various University and School committees meet at least once per term. University policy is that all committee meetings should occur in term time to leave the vacations free for research and enterprise activity.

Academic Information

1. Teaching

The allocation of teaching duties to individual staff members is the responsibility of the Head of each subject group, though normally all staff members will be consulted in advance.

Normally, a plan will be determined to cover teaching for a whole year at a time.

Credit Framework

Details of the University's Quality Assurance and Credit Framework can be found at <http://www.kent.ac.uk/uelt/quality/>

Modules and conveners

Teaching is organised as modules, each module being a discrete course within the overall programme of study. The teaching for each module will be allocated to one or more individual members of staff. In all cases, one member of staff will have overall responsibility for teaching and examining the module, and will be designated as the "convener".

All modules have an official document known as the "module specification". The convener is responsible for ensuring that the module is delivered satisfactorily, and according to specification, to the students registered for it. This includes the preparation and marking of coursework, the handling of support classes (such as exercise classes and computer sessions) and the preparation and marking of examination papers.

The convener is responsible for informing students about these arrangements at the start of the module. It is not necessary to go into precise detail of all aspects, but it is important, for example, that students should know the basis of assessment, and in particular the relative weighting of coursework and examination.

For coursework contributing to the assessment of any module, students should be told in good time about the dates for submission.

Records of attendance

Attendance records should be kept for at least one session (lecture, exercise class, etc) per week. The General Office staff will supply forms which students can sign; these should be returned to the Office to be entered onto the Student Data system.

Feedback

It is a University requirement that feedback must be invited from students towards the end of each module. Students are given 2 weeks' notice of the time at which feedback questionnaires will be distributed. Standard questionnaires are available, but these may be augmented if the convener wishes. It is a principle that questions should be

asked about the performance of each separate lecturer involved in teaching (at least 5 lectures of) a module, as well as about the module as a whole. Summary results from feedback should be reported to the students attending the module.

Monitoring of Modules

Annual monitoring of undergraduate modules is overseen by the School L&TC and for postgraduate modules by the Graduate Studies Committee. Module reports are an important part of the quality assurance process (see Annex E of the University Code of Practice for more details) for any given module. Module reports are not required for all modules but are required under the following circumstances:

- i. The module is new, or has been significantly changed since previously delivered (possibly as the result of a previous report).
- ii. Significant issues have been raised at the Board of Examiners, or by external examiners, or by review panels (e.g. internal periodic review, or professional/statutory bodies).
- iii. Significant issues have been raised by students (e.g. through course evaluation or at Staff-Student Liaison Meetings).
- iv. There is a poor progression or completion rates (i.e. when, after an initial resit attempt where permitted, 15% or more of the students taking a module achieve a mark of less than 40%).
- v. Where otherwise requested by the Director of Studies (or School Director of Learning and Teaching).

It is the responsibility of the convener to write a report each time one is requested. There are standard headings for the report, which is considered by the School's Learning and Teaching Committee (or Graduate studies committee for pg modules). In appropriate cases, extracts from these reports may contribute to the School's Annual Monitoring Report on its teaching.

Peer observation

The teaching of each member of staff is observed on at least one occasion in each academic year. An observer is appointed, not always from the same academic group. The observer completes a short form at or following the session observed; following discussion with the lecturer, this form is lodged in the General Office.

Other points

Lectures at Kent always start 5 minutes past the hour, and end 5 minutes before the hour, because students may need to get to the other end of the campus in time for the next lecture or class.

Please leave lecture rooms tidy and free of papers (for example, any spare handouts you have distributed). Please leave boards clean. Please report faults such as defective lights, OHPs or boards with indelible markings as soon as possible so that they can be rectified, faults can be reported online using the sharepoint site set up for the purpose <https://sharepoint.kent.ac.uk/academic/rooms/Lists/rooms/AllItems.aspx>

Code of Practice

The Code of Practice for the University's Quality Assurance can be found at <http://www.kent.ac.uk/registry/quality/code/code.html>

McVittie Library and Equipment Bookings

Booking of the McVittie Library for use for meetings, seminars, etc., as well as use of the Laptop and Data Projector should be made through the General Office.

UELТ

UELТ offers a range of services both for individual members of staff and for University Schools as part of their Academic Staff Development and Quality Promotion activities. There is help for new lecturers on which courses may help with their career development. See the UELТ website which can be found at <http://www.kent.ac.uk/uelт/staffintro.html>

Post Graduate Certificate in Higher Education

All new staff who do not already hold a teaching qualification will be expected to enrol on the Post Graduate Certificate in Higher Education (PGCHE). Details of the PGCHE can be found at the UELТ website at http://www.kent.ac.uk/uelт/staff_development/pgche/

Timetable

The teaching timetable is organised centrally via the Timetabling Office. Timetable data can be viewed via the Online Timetable Information System (OTIS) which can be found online at <http://www.kent.ac.uk/ettoffice/otis.html>. Some elements of your personal timetable can be viewed via the Student Data System. Any problems or requests for changes to the timetable should be reported to the School Administration Manager who will take these up with Timetabling Office.

Assessment

Modules can be assessed in principle by any appropriate combination of written examination, coursework, project, etc. Module specifications will generally be quite clear about the main components of assessment for any particular module. However, where coursework is prepared under unsupervised conditions convenors must demonstrate that sufficient precautions have been taken to avoid plagiarism.

Retention of Coursework

For Quality Assurance purposes it is required that convenors retain 3 samples of assessments (one from the top, middle and lower range of returned marks), these should be kept for one year after the year of graduation. It is suggested that the work be scanned and stored electronically.

Examinations

Most Mathematics and Statistics modules have 2-hour examinations for which the question paper is divided into two sections. Section A contains six short questions, and Section B contains three or four longer and more demanding questions.

Actuarial Science papers tend to be more varied in their format, but many contain five questions, of which candidates are asked to attempt only a limited number.

To gain credit on any module, a student needs to obtain an overall mark of 40.

It follows that staff need, when setting papers and coursework, to work to a standard which allows a weak candidate, but one who deserves to pass, to obtain 40 marks.

Preparation of examination papers

At Kent, all staff have roles as examiners, and in general will set and mark questions on topics they have taught themselves.

The examinations officer for each Stage distributes a circular to staff calling for draft examination papers, nominating moderators and setting deadlines. While other members of a module lecturing team will generally contribute questions, it is the responsibility of the convener to ensure that a full draft examination paper is produced, and to check coverage (for example, ensuring that there are no unacceptable overlaps between questions). Draft questions must be accompanied by full worked solutions, so that it will be possible for others to check the difficulty and length, and thus to ensure fairness. Examiners should also indicate, for each part of each question, how it relates to the teaching of the module. (For example, "bookwork", "example similar to one done in class", "new application".) A detailed marking scheme for each question is also required expanding on that printed on question papers.

The Heads of Subject, via the examinations officers, nominate a moderator or moderators for each module. The draft questions will be considered first by the moderator, and the paper must be agreed between the module team and the moderator or moderators.

In the case of Stage 2, Stage 3 and Postgraduate modules, the draft paper will then be sent to the appropriate external examiner for his or her approval. The external examiner may of course require corrections or make suggestions for improvements to the paper.

Once the (internal and/or external) moderation process is complete, it is the convener's responsibility to ensure that the paper is typeset using an appropriate house style. In general, Mathematics and Statistics papers use LaTeX (for which a style file of macros is available), and most Actuarial Science papers are set using MSWord.

It is also the convener's responsibility to check the proofs, and to ensure that the rubric and other details are correct. Two copies of the final paper must be delivered to the Registry Examinations Office, who arrange printing. The convener is also expected to attend the start of their examinations in case a query is raised about the paper.

Marking examination papers

The convener allocates marking duties to each member of the module team. Generally, the same person marks all attempts at any one question. To ensure uniformity, marking instructions are supplied by the examinations officer.

When this "first marking" is complete, scripts are passed to the moderator, who is responsible for checking on every script that every page has been marked and that the arithmetic is correct.

Excel mark sheets are prepared by the General Office and may be downloaded from <file:///ad.kent.ac.uk/dfs/ims/ims-misc/Marksheets> Convenors are encouraged to use the electronic sheets to calculate totals and provide an electronic record, however hard copy must be produced and signed off by the markers, the completed hard copy mark sheets are then passed to the General Office.

Assessment of Projects

Projects and other similar exercises cannot be marked using the sort of marking schemes generally used for marking questions in mathematics and related subjects. The School has two sets of Explicit Assessment Criteria (undergraduate and postgraduate) which are used to help assess a project. Projects will be assessed by two members of staff, one of whom will normally have been the student's project supervisor. In certain cases (module MA600 and MA601) marks awarded by a marker will be informed by a short oral examination; the main aim of this maybe to check that the work reported in the project was done by the student.

If it is possible to devise a detailed marking scheme in the conventional way (for mathematical-style questions) then this would be preferred however where this is not possible coursework will be assessed using the assessment criteria as set out above.

Project & Coursework Deadlines

Students completing coursework which contributes to their final mark on any module should be told to submit it, with an appropriate covering form, to the General Office; the module convener or lecturer will of course specify the deadline date. **However, the deadline time on the day of the deadline is always 12 noon.**

The School has an explicit policy under which students are expected to submit all work by the date and time announced. They are told that extensions will not be granted without good reason, and that any extension granted will be the minimum required to compensate the student for the misfortune which is the basis for the request.

Policy for extensions for coursework is identical to that for projects.

Boards of Examiners

It is a formal requirement that all staff must attend all Examination boards of which they are members. In exceptional circumstances staff may be permitted to be absent. To apply to be absent from a Board of Examiners meeting please follow the instructions at the Faculty web site:

http://www.kent.ac.uk/Sciences/procedures_page/absentfromboemeeting.html.

Office Hours

All teaching staff are expected to set aside 2 hours per week during term time when students can come to see them in order to discuss issues with course material. You will be asked to nominate which hours you prefer and these will be published. While it is appreciated that staff cannot always be available during their office hours where

possible it is expected that they will do so. If for whatever reason a member of staff is unavailable during their published hours please make students aware of this.

The Tutorial System

The University requires each School to devise and run a Personal Academic Support System (PASS). SMSAS operates this through selected members of staff acting as a tutor to a group of students. Tutorial responsibility is reflected in the School's workload allocation model.

This tutorial system is a valuable way of providing support and advice to all our students. On arrival at Kent, each SMSAS undergraduate student will be assigned a personal tutor. The student will normally keep the same tutor throughout his or her time at Kent. If a tutor is away from Kent for any period during term-time, he or she is asked to arrange for a substitute who can access relevant information and fulfil the tutorial function.

The personal tutor is the first port of call for any student with problems or questions. While **tutors cannot be expected to handle all queries**, they should be aware of the various sources of help available to students. Many of these are listed in the "Welfare" section of the university's website. The School has a Welfare Officer, who can be consulted, and tutors are also able to consult the Senior Tutor.

Communication may also operate in the other direction. If it becomes apparent to any member of staff that a student may be in academic (or indeed other) difficulties, then the student's tutor may be asked to talk to the student in the first instance. In particular, tutors will often be informed if a student repeatedly misses classes or fails to hand in set work. Persistent failure to attend or complete set work could of course, result in a student being required to leave the University, and it helps greatly in avoiding this possibility if tutors can keep in touch with their students.

The School operates a "sign in, sign out" system which requires students to visit their tutors at the start and end of each term. The "signing-in" visit offers the School, through the tutor, an opportunity to ensure that students are fully aware of their programme for the term; "signing out" allows the student and tutor a chance to review progress made during the term. In the first term of each year, tutors are given forms which, at their discretion, they may ask their students to complete, so that the School has basic information such as a student's Canterbury address.

Administrative procedures for students

Transferring

A student considering transferring their programme registration should first discuss the matter with their tutor.

All formal applications for transfer must be made in writing to the appropriate Programme Convenor (see list on pages 4 & 5) on the form available on the web <http://www.kent.ac.uk/IMS/currentstudents/requestsandforms/index.html> or from the SMSAS General Office (room E.01). The form gives full details of what the student needs to do.

A student wishing to transfer to a degree programme in another Faculty should first consult the Senior Tutor in the Faculty concerned.

The Education (Mandatory Awards) Regulations provide that a Local Education Authority (LEA) can refuse to agree to the transfer of a mandatory grant (and thus, in effect, to a student changing his/her degree programme) if either (a) its consent to the change has not been given within 12 months of commencement of the award, or (b) the new degree programme is of longer duration than the programme for which the student originally registered. In the present financial climate many LEAs are paying greater attention to those provisions in the Regulations (which can reduce their financial liabilities) and there is increasing evidence that consent to such changes may be refused if either of the above provisions have not been met. Students are, therefore, strongly advised to ensure that any change of degree programme is formally approved by the Faculty and the LEA informed by the student within the 12-month period.

Change of Modules

Changes are not allowed after a module has been running for more than three weeks, and no change of registration is permitted after students have registered with the Examinations Office for the modules on which they will be examined. Students are advised to discuss such changes with their tutor. The procedure for changing modules is for students to obtain a module change form from the General Office (Room E.01) and follow the instructions.

Intermission and Withdrawals

Students considering withdrawal from the University, or suspending their studies, should discuss the matter with their tutor in the first instance. The permission of the Senior Tutor will be required and the student must make a formal written request through the School Administration Manager.

The following extract is taken from the Undergraduate course handbook:

It is important that you seek help if you are experiencing problems with your studies.

If you seek a period of intermission you are strongly advised to check the financial consequences with your sponsors. It is very important that your sponsor is consulted.

PLEASE NOTE THAT IF YOU HAVE NOT HAD PERMISSION TO INTERMIT, YOUR FEES WILL NOT BE ADJUSTED – AND YOU WILL BE CHARGED FULL FEES FOR ACCOMMODATION AND TUITION.

Students take time out from their degree (known as intermitting) for a variety of reasons, mainly personal, but sometimes academic or financial. If you feel you need some time out, go and see your Tutor, your Senior Tutor or the University Counselling Service. Intermitting does not change the duration of your degree it just gives you the opportunity to take some time away from University should you need to. The University does not encourage people to take longer than normal to complete their studies but is willing to discuss this with you. Whatever is decided you will need to speak to your funding body to ensure that any funding you receive is not affected by intermission.

Intermission is normally given for a complete academic year, or occasionally part of an academic year. Your School Senior Tutor will ultimately be responsible for authorising your period of intermission. However, **no intermission will be granted after the end of student examination registration.**

Possible reasons for leave to intermit are:

1. **Personal Grounds** - Family or personal reasons (other than illness) prevent you from continuing your studies
2. **Financial Grounds** - Where your financial situation prevents you from continuing your studies.
3. **Medical Grounds:**
 - (a) Absence from the University due to medical or emotional reasons, or other such extenuating circumstances.
 - (b) Illness or extenuating circumstances, which are having a negative impact on your studies.
 - (c) Illness or extenuating circumstances that have interrupted your studies

When the reason for intermitting is medical, then your School Senior Tutor will request medical evidence. They will not ask for supervision reports. Before you return from intermission, you will be required to provide another medical certificate to testify that you are fit to return to your studies.

A few things to remember:

- Intermitting does not change the number of terms you will spend at the University, or your examination results.
- Intermitting is intended to relieve you of a disadvantage, not put you at an advantage to other students.
- If you intermit within 4 weeks of the start of full term (and you are privately funded) then you will be entitled to full return of your university fees for that term

and for the remainder of the academic year. If you are LEA funded then 1 December is the cut-off date.

- If you subsequently want to change the period for which you have been permitted to intermit, you must seek approval from your School Senior Tutor.
- If you have to go out of residence quickly for medical reasons, make sure you are seen by a doctor at the time so they can give you a medical certificate that reflects the severity of your condition.
- Make sure that your LEA is informed if you intermit

If you wish to intermit you should discuss the matter with your tutor or School advisor in the first instance. Final permission will be granted by the School Senior Tutor where there are good medical, financial or personal reasons, or where intermission can be shown to be in your academic interests.

Concessions

If a student is ill during examinations or there are serious circumstances impairing their examination performance, they may make written representations for the consideration of the Board of Examiners. Such representations must be made within one week of the examination concerned and submitted to the School Administration Manager. Students are strongly advised to keep their tutor informed throughout the year of any problems they may be experiencing.

SDS

The University runs a Course Management and Student Data System (variously referred to as CMSDS or SDS) which gives access to information on students, attendance, marks and timetabling. You will need to request a log-in for this and this then needs to be activated by the School Administration Manager.

The student data system can be used to show your personal timetable, generate lists of tutees and groups on modules for which you teach and monitor progress of individual students.

The data system can be accessed here <http://records.kent.ac.uk/account/>. User guides and updates on how to use the SDS system can be found here <http://www.kent.ac.uk/cmsds-local/>.

Undergraduate Admissions

The School is of course very keen to recruit well-qualified students for all its degree programmes. The Undergraduate Admissions Officer handles applications in conjunction with appropriate staff from the (registry) Admissions Office.

The School holds several open days ("UCAS days") each year for candidates for admission and for their parents. These are mainly on Wednesdays, although there are normally two per year on Saturdays.

On open days, visitors are given talks, including one by a current student, a campus tour and an opportunity to ask questions. Staff are asked to make themselves available on UCAS days so that there are people available to answer the questions!

The University also runs Open Days from time to time, often in July. Usually, SMSAS offers some semi-technical talks and a display, and staff are asked to help with these.

Policy on Late Coursework

The full University regulations on the regulations relating to late submission of work and concessionary circumstances are set out in section 2 of Annex 9 of the Credit Framework.

<http://www.kent.ac.uk/registry/quality/credit/creditinfoannex9.htm>

In particular Section 2.2.1.1. states

“Academic staff may not accept coursework submitted after the applicable deadline except in concessionary circumstances relates.”

SMSAS has a policy that all coursework should be submitted to the General Office **before 12 noon** on the day of the deadline. In order to allow students to get feedback on work it is proposed that:

- Work handed to the General Office after the deadline will be accepted but will clearly be identified as having been submitted late.
- This work will then be passed to convenors. It is then within the convenors discretion as to whether they mark the work.
- If convenors **do** mark the work the mark achieved will **NOT** replace the zero mark entered on SDS, the mark will be for the purpose of feedback to the student only.

As set out in the documentation on concessions, where a convenor believes that there are reasonable circumstances which would prevent a student from meeting the set deadline for a piece of coursework, the convenor has discretion to grant an extension to the deadline, however it should be clear that extensions to deadlines should **ONLY** be granted where convenors are satisfied that there is good reason.

Where there are serious circumstances which would require a long extension to a deadline and would potentially hold back the release of marked work to other members of the cohort. In this case the student should be advised to submit concessionary evidence requesting that the coursework be disregarded. Again convenors are free to discuss the coursework with the individual for the purposes of feedback and to assist the student’s understanding of the course material.

Policy on Concessions for Coursework

The full University regulations on Concessionary circumstances are set out in section 2 of Annex 9 of the Credit Framework.

<http://www.kent.ac.uk/registry/quality/credit/creditinfoannex9.htm>

There are two levels of concession which can be applied to the submission of coursework.

1. Extension to Deadlines

Where a convenor believes that there are reasonable circumstances which would prevent a student from meeting the set deadline for a piece of coursework, the convenor has discretion to grant an extension to the deadline. There is no requirement for the student to submit evidence to support the circumstances cited; however, the application should be submitted to the convenor on the concessions form available from the SMSAS web site.

http://www.kent.ac.uk/IMS/currentstudents/requestsandforms/concession_cw.pdf

This form should then be passed to the General office.

2. Setting aside or disregarding Coursework

Where a student has been unable to submit a piece of coursework or believes that there is good evidence that their performance on a piece of work has been impaired, they should submit a case, supported by evidence, directly to the General Office. Convenors do not have discretion to act in these cases; the decision is made by the concessions committee, which meets to consider all concessionary evidence submitted prior to the Examination Board. The convenor may make a recommendation to the concessions committee, who will consider the recommendations in light of the evidence submitted by the student; however, it is the committee who have ultimate responsibility for this process. Marks will not be adjusted or disregarded on SDS until after the concessions committee have met.

Concessions applications must be submitted normally no later than five working days after the examination to which they relate, or normally before, but no later than the deadline date for the coursework assessments to which they relate.

Policy on Plagiarism

The full University regulations on Academic Discipline and Plagiarism are set out in Annex 10 of the Credit Framework.

<http://www.kent.ac.uk/registry/quality/credit/creditinfoannex10.html>

Within SMSAS the Chair of the School Disciplinary committee is also the Senior Tutor.

The regulations state that all matters of Academic Discipline should be notified to the Senior Tutor in their capacity as Chair of the School Disciplinary Committee. All academic staff in SMSAS are members of the Disciplinary Committee and can be called upon to act on disciplinary panels as required.

In practice it is expected that convenors and moderators will use their discretion in determining whether an offence warrants attention of the Senior Tutor. In the first instance a convenor or moderator who detects a possible instance of plagiarism should consult with the module team. If the offence does not include substantial duplication or replication of other work, then convenors have the scope to award marks according to the overall quality of the piece of work. It is recommended that a mark of zero be awarded for the part of the assessment judged to have been plagiarised. The penalty and the reasons for it's application should be communicated formally to the student as part of the feedback for that piece of work, the student has the right to appeal the penalty and under these circumstances the convenor should pass all evidence to the Senior Tutor. For uncontested offences, the convenor should notify the Senior Tutor who will keep a log of minor offences. Should a number of minor offences by the same cohort be brought to the attention of the Senior Tutor, the overall pattern of behaviour will be taken into account and where appropriate disciplinary action will be instigated

If in the opinion of the module team the offence **either**, substantially affects the overall mark for the work, **or** involves a substantial proportion of the cohort, then the case should be referred to the Senior Tutor for a decision. The Senior Tutor may consult with Heads of Subject or other specialists in determining whether a *prima facie* case exists.

It is recognised that plagiarism and duplication of work can be very difficult to spot in Mathematical subjects. If there is any doubt regarding possible plagiarism convenors and moderators are advised to consult with the Senior Tutor and other colleagues as appropriate.

The University regulations clearly state that it is as much an offence to allow work to be copied as to copy. There is therefore no requirement for staff to try to determine to whom the original material should be attributed.

2. Research

Supervision of Postgraduates (University Code of Practice)

Information relating to the supervision of postgraduates can be found on the University's quality assurance web site:

<http://www.kent.ac.uk/registry/quality/rescode2001/copresearch.htm>

and

<http://www.kent.ac.uk/registry/quality/rescode2001/index.html>

If the primary supervisor of a PhD student is absent from the University for a period of greater than 4 weeks, the Director of Graduate Studies should be informed of the arrangements for supervision in the absence of the supervisor. Staff are encouraged to consult with their Head of Group or the Director of Graduate Studies if they have questions about appropriate arrangements.

Supervisors act as part of a supervisory team.

Progress review meetings will be held as set out below:

1. Induction Review (within 1 month of starting)
2. Probation/Upgrading Review (within 12 months)
3. Second Year Progress Review (within 24 months)
4. Submission Review Meeting (approximately 3 months prior to the end of registration).

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.

This is particularly important if a student is from overseas and subject to scrutiny by the UK Borders Agency. The University is required to report on students who hold study visas and to confirm that they are in attendance.

Seminars

The School runs regular research seminars. 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.

- Mathematics Seminars Tuesdays at 14.30 in the Maths Lecture Theatre
And occasionally
Fridays at 15.00 in the Maths Lecture Theatre
- Mathematical Physics Wednesday at 11.00 in the McVittie Library
- Statistics Seminars Thursday 14:00 in the Maths Lecture Theatre
- Actuarial Science Seminars – Ad-hoc see web

School Funds

The School has agreed to provide new staff with ongoing contracts with a one-off £1,000 to assist with grant applications, travel and generally to support research and enterprise; this money can be carried over from one academic year to the next. Senior staff are allocated £250 per person for travel expenses to support research and enterprise activities not covered by other awards.

Travel and Conference Bookings

Staff intending to travel to conferences or courses (in the UK or overseas) should consult with the Finance Administrator **before** making any bookings.

Travel and accommodation bookings should usually be made through the University's travel specialist, Chelsea Village Travel, this can then be paid via a purchase order. If cheaper alternative travel/accommodation can be found these can be booked and paid for through the University's payment system. Staff should not book travel on personal credit cards except under exceptional circumstances.

Conference or course registration fees can be paid for in advance and can be done via the University's payment system. Consult with the Finance Administrator for guidance on this and all travel arrangements.

Insurance for Conference Trips

This is arranged on-line via the Finance Department's insurance web site at:
<http://www.kent.ac.uk.registry-local/finance/staff/insurance/>.

The following instances of business or course/conference-related travel should be notified to the University insurance office:

All travel by air (internal UK and overseas); All travel outside the UK (by any method of transport); UK travel not by air (journeys must involve an overnight stay away from a person's usual place of residence).

The insurance travel form must be completed **at least 5 days before departure**:
<http://www.kent.ac.uk/finance-staff/services/insurance/travelform.html>

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, or a student working under your supervision, are involved in a project which does have human subjects, you should check whether you need to gain ethical approval. Detailed information is available at the URL

<http://www.kent.ac.uk/Sciences/faculty-office/adminprocedures/research-ethics/index.html> on the Sciences Faculty website.

Appraisal

The University operates an appraisal system. You will be appraised by a member of staff in the School every year. Before the appraisal meeting, you will complete a short document describing your work over the last year and plans for the next year. The

agreed appraisal documents may specify advised objectives or need for further training.

Promotion

Academic staff will, naturally, wish to be considered for promotion to higher grades. There is a standard procedure; all eligible staff will be notified in good time before the annual deadline for applications.

Visitor Policy

The School recognises that hosting visiting academics is a key part of the research community of the School and is important both in terms of building collaborative links and in increasing the profile of the School. However, space within the School is now at a premium, with expanding staff and postgraduates competing for office space, it is becoming increasingly difficult to accommodate requests for desk space for academic visitors. It is therefore necessary to tighten up the process by which visits are approved.

For all visitors an absolute minimum of 3 weeks notice is required if support facilities are needed (*i.e.* office space and computing facilities).

For visitors who are expected to be here for a stay of less than 1 week a simple email which sets out clearly the **name** of the visitor, their **status** and the **precise dates** that they will be visiting for and the **facilities** they will need should be sent to the imsadmin@kent.ac.uk and copied to the School Administration Manager.

For visitors staying for more than 1 week a more formal University appointment should be sought. This requires Faculty approval, the appropriate forms can be found on the Faculty web pages at

<http://www.kent.ac.uk/stms/documents/forms/honappoint-form.pdf> (for visiting professors there is a slightly different form

<http://www.kent.ac.uk/stms/documents/forms/honappoint-form-prof.pdf>).

The appropriate form should be submitted to the Head of School at least 4 weeks in advance of the visitors planned arrival and must be accompanied by a copy of the visitors CV. Again an email should be sent to imsadmin@kent.ac.uk with the same information as required above.

While we will continue to try to ensure that appropriate facilities are available for visitors the facilities will be allocated on a “*first-come first-served*” basis

Sabbatical leave

To enable staff to have substantial uncluttered time for research, the University has a sabbatical leave policy which may enable staff to take one term's sabbatical leave for each six terms of full-time work. When a member of staff is on leave, the remaining members of the School will have to cover that person's commitments in teaching and his or her administrative duties.

Statistics Desk

Statistics staff in SMSAS operate a statistical advice service for staff and students throughout the University. If you are joining the Statistics group, you will be asked to contribute to running this service.

University General Information

Support Resources

The University offers a wide variety of **support resources**. The Unit for the Enhancement of Learning and Teaching (UELТ) focuses on promoting quality in teaching and learning. It provides an extensive support programme, available to all students including learning advice and student workshops. Further information is available at www.kent.ac.uk/uelt.

There are many other support units across campus. These include a confidential **counselling** service, a **Disability and Dyslexia Support Services**, **crèche** facilities, and the **Chaplaincy**. Further details are available at www.kent.ac.uk/guidance/.

Emergency procedures

An Emergency Procedure Notice is displayed in all teaching rooms which you should read and take note of the fire exit routes. A short safety training session is given to new staff on arrival. Please also note that the fire alarm bell in the Mathematical School is tested at 8.35am on Wednesday mornings.

Staff Sickness Absence

The University has a Sickness Absence Policy which applies to all staff.

The policy can be found at http://www.kent.ac.uk/registry/personnel/pol-pro-docs/sickness_absence/managing_sickness_absence_policy_%20wef_jan_09.pdf

Please note that the policy states that:

“On the first day of sickness absence employees should notify School that they will not be attending work. Contact should usually be made before work is due to commence or within one hour of this start time, and **should be made personally by telephone**”.

In SMSAS it is requested that all staff notify the General Office on 01227 827181 or email imsadmin@kent.ac.uk if they are unwell and not able to work. This information will then be passed to relevant parties. If possible it would be helpful if an indication of the expected length of absence could be made. In the event of a prolonged absence staff, are asked to keep the School informed of any changes to their circumstances. We will be required to complete the Sickness Absence Notification/ Self Certificate form

(http://www.kent.ac.uk/registry/personnel/pol-pro-docs/sickness_absence/sickness_absence_notification_and_return_to_work_forms.doc)

which will need to be signed off when the staff member returns to work.

For absences of less than a week these forms will be sent directly to the payroll office once the member of staff has returned to work and the papers have been signed off, there will be no requirement for additional self-certification notes. A copy of the completed form will be retained by the School Administration Manager.

For absences of more than a week, an unsigned copy of the form will be sent to the payroll office with a note on the form that this is incomplete but involves an absence of more than 7 days, in order that payroll can make the necessary adjustments. The signed form will then be passed to the payroll office once the member of staff has returned to work.

On their return to work after any absence, staff should attend a return to work interview with their line manager, to ensure they are fit to return to work and where necessary to arrange appropriate support. This need not be a lengthy interview and maybe used as an opportunity to sign off the required paperwork.

Holidays

All absences (conferences, annual leave, working from home, etc) should be notified to the General Office.

Leave of absence during term time

It is a general rule that academic staff may not take holidays during term-time. This does not, of course, apply to short absences from the University campus to give seminars, attend research meetings or visit research collaborators. However, to ensure continuity of teaching, staff wishing to be away from Canterbury, for two days or more, during term-time need to apply for leave of absence. For details of getting permission for leave of absence during term time follow the instructions at the Personnel web site: <http://www.kent.ac.uk/registry/personnel/pol-pro.htm#leave>.

Study leave

Study leave procedures can be found at the Personnel web site:
[http://www.kent.ac.uk/registry/personnel/pol-pro-docs/study/study leave procedure.pdf](http://www.kent.ac.uk/registry/personnel/pol-pro-docs/study/study%20leave%20procedure.pdf)

English Language Support

A resource for all non-native speaking staff at the University of Kent. Classes are free of charge. If you require further information visit:

The English Language Unit
School of European Culture and Languages
Cornwallis Building
The University
Canterbury
Kent
CT2 7NF U.K.
or email eng-lang@kent.ac.uk

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.

Car Parking

In order to qualify for a parking permit you should be employed by the University either on a permanent basis, a contract or a temporary contract. For an annual car parking permit please contact Pat Lane, Estates Department on 3609. Day permits for visitors are available from the secretaries in the General Office.

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 phonocards 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.

Colleges

College membership for Academic and Related staff will be arranged by the Registry.

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.

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

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

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.

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.

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.

FES

20/8/2010