Dear Research Scholars,

I am delighted to welcome you to BSIS, where we call ourselves "an interdisciplinary community of scholars". We started as a School in 1998, and have grown and prospered since, recently celebrating our 20th anniversary.

As doctoral researchers, you are researching a variety of topics, in a range of related fields. You will find that you learn as much from each other as you do from your supervisors and from your research materials. Although you may be researching different topics, you will all experience the same struggles and the same triumphs. Share both - it will make you stronger researchers and will enhance your time as a PhD student. You might also be surprised to find that discussing a different theoretical or conceptual approach contributes to your own thinking on your topic. Work hard, and enjoy the year!

Again, a warm welcome to BSIS, and all the best for the coming academic year.

Dr. Amanda Klekowski von Koppenfels
Academic Director, BSIS
Dear Postgraduate Research Students,

You are now part of a diverse group of researchers embedded in a community of postgraduate taught students, professional services, and academics in Brussels and the wider University of Kent.

While this community can give you a sense of belonging or offer resources that can help you advance your research, it is itself not a given. It thrives on critical and constructive exchanges, collaborative work, mutual respect and, yes, simple joys of daily life and shared moments of fun, too.

You will soon learn or be reminded that working in a smaller higher education environment (such as BSIS) can shape your research and (self-) reflection, or inform how you solve problems and manage your professional goals and relationships. Unexpected breakthroughs in your work might take place in a research seminar, during a coffee break, or in one of the impromptu discussions that you are bound to have in our famous kitchenette.

And while individual and community goals are not always identical or easy to reconcile, our hope is that this handbook will help you navigate through some of the core and more obvious rules, priorities, and challenges. It also presents you with an outline of institutional resources that you can draw on to improve your experience at BSIS. For everything else, there’s… well, all of us. Don’t be a stranger!

Dr Bojan Savić
BSIS School Director of Graduate studies for research programmes
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**WHO IS WHO?**

**Staff at the University of Kent (BSIS)**

Brussels School of International Studies

A full list of staff working at BSIS can be found on our website: https://www.kent.ac.uk/brussels/people/index.html. Below is a list of the key members of staff who you may want to contact at various points throughout your time at BSIS.

### Academic Staff: Academic Administrative roles

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Director</strong></td>
<td>Dr Amanda Klekowski von Koppenfels</td>
<td><a href="mailto:ak248@kent.ac.uk">ak248@kent.ac.uk</a></td>
</tr>
<tr>
<td>Responsible for the academic leadership of BSIS</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Director of Graduate Studies – Taught (from September to December)</strong></td>
<td>Dr Albena Azmanova</td>
<td><a href="mailto:A.Azmanova@kent.ac.uk">A.Azmanova@kent.ac.uk</a></td>
</tr>
<tr>
<td><strong>Director of Graduate Studies – Taught (from January 2020)</strong></td>
<td>Dr Yvan Guichaoua</td>
<td><a href="mailto:Y.Guichaoua@kent.ac.uk">Y.Guichaoua@kent.ac.uk</a></td>
</tr>
<tr>
<td>Responsible for the oversight and development of taught masters programmes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Director of Graduate Studies – Research</strong></td>
<td>Dr Bojan Savić</td>
<td><a href="mailto:B.Savic@kent.ac.uk">B.Savic@kent.ac.uk</a></td>
</tr>
<tr>
<td>Responsible for the oversight and development of research (PhD) programmes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Director of Law</strong></td>
<td>Prof Harm Schepel</td>
<td><a href="mailto:H.J.C.Schepel@kent.ac.uk">H.J.C.Schepel@kent.ac.uk</a></td>
</tr>
<tr>
<td>Responsible for the management and development of Law programmes in collaboration the Academic Director and Directors of Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Director of Research and Ethics</strong></td>
<td>Dr Maria Mälksoo</td>
<td><a href="mailto:M.Malksoo@kent.ac.uk">M.Malksoo@kent.ac.uk</a></td>
</tr>
<tr>
<td>Responsible for staff research events and activities and research ethics (including ethics reviews for research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BSIS Journal Editor</strong></td>
<td>Dr Albena Azmanova</td>
<td><a href="mailto:A.Azmanova@kent.ac.uk">A.Azmanova@kent.ac.uk</a></td>
</tr>
<tr>
<td>Responsible for editing the BSIS Journal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Director of Global Europe Centre**
Responsible for the management of the School of Politics and International Relations’ Global Research Centre

Dr Tom Casier  
T.Casier@kent.ac.uk

---

**Dean for Europe**
Responsible for the academic leadership of the University of Kent Centres in Europe: Brussels, Paris, Athens and Rome

Prof Jeremy Carrette  
J.R.Carrette@kent.ac.uk

---

**Academic Staff: Programme Convenors**

<table>
<thead>
<tr>
<th>Programme</th>
<th>Convenor</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA EU External Relations</td>
<td>Dr Tom Casier</td>
<td><a href="mailto:T.Casier@kent.ac.uk">T.Casier@kent.ac.uk</a></td>
</tr>
<tr>
<td>LLM Human Rights Law</td>
<td>Prof Harm Schepel</td>
<td><a href="mailto:H.J.C.Schepel@kent.ac.uk">H.J.C.Schepel@kent.ac.uk</a></td>
</tr>
<tr>
<td>MA International Conflict and Security</td>
<td>Dr Maria Mälksoo</td>
<td><a href="mailto:M.Malksoo@kent.ac.uk">M.Malksoo@kent.ac.uk</a></td>
</tr>
<tr>
<td>MA International Development</td>
<td>Dr Yvan Guichaoua</td>
<td><a href="mailto:Y.Guichaoua@kent.ac.uk">Y.Guichaoua@kent.ac.uk</a></td>
</tr>
<tr>
<td>MA International Development (September to December)</td>
<td>Dr Bojan Savić</td>
<td><a href="mailto:B.Savic@kent.ac.uk">B.Savic@kent.ac.uk</a></td>
</tr>
<tr>
<td>LLM International Law</td>
<td>Prof Harm Schepel</td>
<td><a href="mailto:H.J.C.Schepel@kent.ac.uk">H.J.C.Schepel@kent.ac.uk</a></td>
</tr>
<tr>
<td>MA International Migration</td>
<td>Dr Amanda Klekowski von Koppenfels</td>
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</tr>
<tr>
<td>MA International Political Economy</td>
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<td><a href="mailto:A.Azmanova@kent.ac.uk">A.Azmanova@kent.ac.uk</a></td>
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<tr>
<td>MA International Relations</td>
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</tr>
<tr>
<td>MA Political Strategy and Communication</td>
<td>Dr Albena Azmanova</td>
<td><a href="mailto:A.Azmanova@kent.ac.uk">A.Azmanova@kent.ac.uk</a></td>
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</tbody>
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**Academic Staff: Visiting Lecturers**
Please find out more about our visiting academic here: https://www.kent.ac.uk/brussels/people/index.html#tab_visiting_lecturers

<table>
<thead>
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<th>Programme</th>
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<tbody>
<tr>
<td>Dr Valerie Arnould</td>
<td>Transitional Justice and Rule of Law Programming</td>
</tr>
<tr>
<td>Dr Elena Atanassova-Cornelis</td>
<td>Power, Interests and Identity in the Asia-Pacific</td>
</tr>
<tr>
<td>Dr Silvia Bartolini</td>
<td>EU Migration Law</td>
</tr>
<tr>
<td>Mr Alexander Mattelaer</td>
<td>International Security and Strategic Studies (VUB)</td>
</tr>
<tr>
<td>Mr Aschkan Mery</td>
<td>International Economics</td>
</tr>
<tr>
<td>Dr Vjosa Musliu</td>
<td>EU Politics and Governance</td>
</tr>
<tr>
<td>Name</td>
<td>Subject</td>
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<tr>
<td>Dr Nicolas Baygert</td>
<td>Advocacy and Campaigning</td>
</tr>
<tr>
<td>Dr Karen Büscher</td>
<td>Theories of Conflict and Violence</td>
</tr>
<tr>
<td>Dr Chris Downes</td>
<td>International Trade Law</td>
</tr>
<tr>
<td>Dr Luis Eslava</td>
<td>International Human Rights Law</td>
</tr>
<tr>
<td>Ms Maria Fanou</td>
<td>The International Law on Foreign Investment</td>
</tr>
<tr>
<td>Dr Daniel Fiott</td>
<td>European Foreign And Security Policy in the 21st Century</td>
</tr>
<tr>
<td>Prof Erik Franckx</td>
<td>International Law of the Sea</td>
</tr>
<tr>
<td>Dr Joost Hiltermann</td>
<td>Politics in the Middle East</td>
</tr>
<tr>
<td>Dr Sara Kendall</td>
<td>Legal Aspects of Contemporary International Problems</td>
</tr>
<tr>
<td>Ms Sian Lewis-Anthony</td>
<td>Critical International Migration Law</td>
</tr>
<tr>
<td>Dr Gustavo Müller</td>
<td>Global Governance and International Organisation</td>
</tr>
<tr>
<td>Dr Laura Puccio</td>
<td>EU International Relations Law</td>
</tr>
<tr>
<td>Dr Stefano Saluzzo</td>
<td>Law of Armed Conflict</td>
</tr>
<tr>
<td>Mr Dave Sinardet</td>
<td>Democracy and Nationalism (VUB)</td>
</tr>
<tr>
<td>Ms Laura Skillen</td>
<td>Negotiation and Mediation</td>
</tr>
<tr>
<td>Dr Gavin Sullivan</td>
<td>Global Security Law</td>
</tr>
<tr>
<td>Dr Pietro Sullo</td>
<td>International Diplomatic Law/Public International Law</td>
</tr>
<tr>
<td>Dr Lucy Williams</td>
<td>Human Security in Forced Migration/Migration: Conflict, the State and Human Rights</td>
</tr>
</tbody>
</table>
### Professional Services Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head of European Administration</strong></td>
<td>Alastair Ross</td>
<td><a href="mailto:A.C.G.Ross@kent.ac.uk">A.C.G.Ross@kent.ac.uk</a></td>
</tr>
<tr>
<td>Responsible for management of the University of Kent Centres in Europe: Brussels, Paris, Athens and Rome</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Brussels Centre Administration Manager</strong></td>
<td>Helena Torres</td>
<td><a href="mailto:H.M.Torres@kent.ac.uk">H.M.Torres@kent.ac.uk</a></td>
</tr>
<tr>
<td>Responsible for the management of BSIS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Main Office Reception**                  | Kimberly Attard-Owen and Tania Durt | bsis@kent.ac.uk |
| Open for student enquiries: Monday to Friday | Telephone number: +32 (0) 2 6 1721  |                |
| 09:30 – 12:30 and 13:30 – 16:00            |                                |                |

| **Programmes Co-ordination**              | Sarah Konaté       | bsispgadmin@kent.ac.uk                      |
| Responsible for the administration of students, modules and programmes |                  |                                             |

| **Resources and Operations**              | Kimberly Attard-Owen | bsisoperations@kent.ac.uk                   |
| Responsible for building maintenance, timetabling, IT support |                  |                                             |

| **Finance**                               | Julien Danan       | eurofin@kent.ac.uk                          |
| Responsible for finance at University of Kent Centres in Europe: Brussels (BSIS), Paris, Athens and Rome |                  |                                             |

| **Events and Research Support**           | Tania Durt         | bsis@kent.ac.uk                             |
| Responsible for event management and supporting staff research |                  |                                             |

| **Recruitment and Admissions**            | Michael Sewell     | bsisadmissions@kent.ac.uk                   |
| Responsible for student recruitment, admissions and marketing |                  |                                             |

| **Harassment Contact**                    | Tania Durt         | tcd5@kent.ac.uk                             |
| Responsible for offering independent student support, guidance and advice within the frame of the Dignity at Work policy |                  |                                             |

| **Equality, Diversity & Inclusivity Contact** | Sarah Konaté | smk32@kent.ac.uk |
| Responsible for developing, supporting and implementing EDI policies and procedures |                  |                                             |
How to use this Handbook

This Handbook includes Brussels-specific information, so this should be your first stop. At the same time, since we are an integral part of the University of Kent, our procedures follow the University of Kent regulations. As such, this handbook should be read in conjunction with the University of Kent’s Postgraduate Research Student Handbook https://www.kent.ac.uk/graduateschool/handbooks.html and the University of Kent’s Student Charter and Regulations for Students.

Communication

All communication with you will be via your Kent email address. It is your responsibility to check this regularly to make sure you receive information related to your programme. You can set up forwarding, so that all Kent email goes to another email of your choice.

All BSIS staff and students are members of the BSIS List (bsis-18) which is designed as a means of cross centre communication.

You will also be added to the appropriate mailing list, bsis-pgr@kent.ac.uk. Through this group list, you will receive relevant emails for research students.

Please also follow us on Facebook, Twitter and Instagram.

Email Etiquette

The way in which you communicate and present yourself is important. How you choose to interact conveys your level of seriousness and professionalism.

We’d ask to please adhere to the following when emailing at Kent:

1) Always use your @kent.ac.uk email address;
2) Choose a subject that is directly relevant to the topic you are addressing;
3) Begin your email by using professional salutation, and end your email with a closing and your signature;
4) Be clear and concise;
5) Use correct spelling and proper grammar;
6) Think twice before clicking ‘reply all’;
7) To follow up on an email, do not just click ‘forward’; always include a covering note.
Academic Year 2019 – 2020

Our expectations for postgraduate research students are that they study throughout the whole year, for at least 35 hours per week and take holiday (normally 30 days over the year) as agreed with their supervisor. There is only one term; the dates of the term coincide with the academic year, 16 September 2020 – 20 September 2020

The taught Masters academic year is split into terms. The length and pattern of the terms depend on the type of programme the student is following. The period between each of the terms is a vacation period. The University will be closed over the Christmas period.

**September Term:** 23 September 2019- 13 December 2020
- 1 November 2019: All Saints Day (Public Holiday)
- 11 November 2019: Armistice Day (Public Holiday)
- 25 December 2019: Christmas Day (Public Holiday)
  Winter Vacation takes place from 13 December 2019 until 13 January 2020
- University closed from 23 December 2019 to 2 January 2020

**January Term:** 13 January 2020 – 3 April 2020
- 13 April 2020 - Easter Monday (Public Holiday)
- 1 May 2020 - Labour Day (Public Holiday)
- 21 May 2019 – Ascension Day (Public Holiday)
  Spring Vacation takes place from 4 April 2019 until 3 May 2020

**Summer Term:** 4 May 2020 – 12 June 2020
- 1 June 2020 – Pentecost Monday (Public Holiday)
- 8 June - 12 June 2020 Research degree (PhD) reviews and presentations
- 21 July 2020 – Belgian National Day (Public Holiday)
- 15 August 2020– Assumption of Mary (Public Holiday)
The underlying principle of the PhD programme is that research students work on a topic of their choice with the help of a supervisor or supervisory panel and produce a written document – the thesis or dissertation – which they submit at the end of their work. The thesis is then examined, which for PhD students involves an oral examination known as the ‘viva’ (viva voce examination – viva voce is Latin for ‘by live voice’). All programme requires students to work independently and to demonstrate self-direction in tackling and solving problems; they are also expected to attend the relevant research seminars.

A successful thesis will normally provide an ordered and critical exposition of existing knowledge at the forefront of the relevant research area; it will demonstrate that its author has a systematic understanding of the relevant subject and that she or he is able to situate the research within a wider field of knowledge. The thesis should also provide evidence that its author is able to deal with complex issues, to present arguments that are supported by reasoning and evidence, and to communicate conclusions clearly and effectively. It will provide a comprehensive and thorough overview of the relevant area of research and provide evidence of the creation and interpretation of new knowledge, through original research, of a quality to satisfy peer review, extend the forefront of the discipline and merit publication (possibly in a revised form).

A PhD thesis will normally make an original contribution to the relevant academic discipline and will therefore be publishable. In order to achieve this goal, PhD candidates are given three years (as a full time student) or 5 years (as a part-time student) and the thesis should be between 80,000 and 100,000 words. It must not be longer than 100,000 words.

Writing a PhD thesis over a period of three years is a considerable challenge as it requires independence and self-direction, research skills, creativity and the ability to listen to advisors, a considerable degree of discipline, careful time management, and the flexibility and adaptability necessary to deal with unforeseen problems.

As part of the examination process, PhD students have to attend an oral exam, in which they have to ‘defend’ their thesis. After a careful reading of the thesis, the examiners will explore and discuss the various aspects of the thesis with the candidate; they will normally focus on areas they have identified as weaknesses, e.g. unsound reasoning, methodological flaws, omissions and gaps in empirical research etc. It is not uncommon that the viva is a decisive element in the examination process. Many examiners make the final outcome of the examination process dependent on the candidate’s performance during the viva.

**Part-time and Full-time**

Students can choose between two different ‘modes’ of study: full-time and part-time. The full-time mode assumes you can devote most of your time, i.e. a full working week, to your programme of study. If you study on a part-time basis, you will be given more time to complete your studies, allowing you to study at your own pace.

If a candidate has many non-academic commitments, the part-time mode of study may be more suitable. Part-time students are required to attend the course on a pro rata basis. For example, where full-time students are required to attend the Research Seminar every week, part-time students have to attend half as many seminars. Similarly, part-time students would normally be entitled to half as many supervision sessions per term as full-time students. Part-time study is only available to EU/EEA passport holders, and for those who have the right to remain in Belgium for the duration of their degree.

**External Candidature**

In exceptional circumstances it is possible for students to read for a PhD on the basis of external candidature, which means that the candidate does not have to meet the standard residence requirements. Applications for external candidature are normally only considered in cases where the need to study away from Brussels is closely related to the research project, e.g. when someone working for UNHCR in Geneva wants to do research on the UNHCR.
Candidates must demonstrate that they have adequate access to the relevant learning resources (libraries, other academic researchers) and are able to stay in contact with the members of the supervisory panel; they must also show that their training needs can be met without being able to attend seminars in Brussels. External candidates are expected to attend supervision sessions in Brussels with some regularity, at least twice a year, and also must attend their yearly reviews in Brussels. External candidature is a complex arrangement that should only be considered in very exceptional cases as it is difficult for both candidate and supervisor to sustain an appropriate level supervision over long distances.

**University Code of Practice for Research Programmes**

The University has a Codes of Practice for Research Programmes of Study. This is available at:
https://www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes

**Programme Specification**

Each programme of study offered by the University has an approved Programme Specification. The specification for research degree programmes is available at:
Each research student in the School has a supervisory panel with three members: the main supervisor, the second supervisor and a Supervisory Chair.

**First Supervisor**

Throughout your time at Kent, your first supervisor is your most important contact and you should meet with him/her as early as possible after your arrival on campus. You should discuss your project with her/him and agree on a work plan at least for the first year of your programme. For almost everything you wish to do as part of your degree, you will need your supervisor’s support. It is crucial for the success of your studies that you have a good working relationship with your supervisor.

Your supervisor should read your work and give feedback, discuss any training needs, advise you on training opportunities, attend your research seminar presentations, help prepare you for the end of first year review, discuss with you any feedback you receive in your research seminar sessions, advise you on the steps you need to take in order to get your thesis ready for submission, decide with you on the proper timing of submission, and prepare you for the viva.

University regulations require first supervisors to meet with research students for substantive supervision at least once per month and that these meetings are logged on the Student Data System (SDS). Substantive supervision may be concentrated into term time, and where necessary, may occur by telephone/skype.

Regarding the reading of work, first supervisors should regularly read and provide substantive feedback on the student’s work. The commitment is that such substantive feedback will be given within two weeks of receiving the work. In exceptional circumstances, such as when a colleague is on annual leave or on a field work visit, then the delay should be explained to the student, and feedback should still be given within a reasonable time frame. If the student is nearing the end of their registration and supervisors are reading the whole thesis, then there are grounds here for taking longer than the normal two week period. At other stages though, such as end of year review materials, colleagues should be endeavouring to read and provide feedback on work within two weeks, unless there are very good grounds for a delay.

Details of what students can expect from their supervisors can be found here: www.kent.ac.uk/brussels/handbook/supervisor.pdf

**Second Supervisor**

The second member of your supervisory panel is available for consultation but compared to the role of the main supervisor, (s)he is normally much less involved in your project. Especially for projects that touch on more than one research area, it can be important that students have more than one academic involved in their work. But the main work has to be done between you and your main supervisor; you and your main supervisor have to take the key decisions about the overall direction of your research.

Second supervisors are selected from among Brussels and Canterbury-based academic staff, and this is done in agreement with your first supervisor. To advance the process and find a second supervisor who has expertise in your field or topic of research, you are encouraged to explore the research interests and profiles of Kent’s academic staff and discuss your potential choice with your first supervisor.

The expectation is that second supervisors will meet with their supervisees minimally once per term. Once per term, first and second supervisors should see their student together. At a minimum, therefore, second supervisors should attend one meeting per term with both the first supervisor and student. This is to ensure that supervisors and student have a shared understanding of the direction the student’s project is taking. Second supervisors can also meet supervisees separately, in addition to this joint termly meeting.

Second supervisors are expected to read work periodically, although not as frequently as first supervisors. Certainly they should be reading work at key moments in the process (upgrade – for students on the old
The second supervisor will normally also be available as a 'back up' supervisor in case your main supervisor is unable to look after your research for longer periods of time, e.g. during study leave periods or illness.

In some cases, there may be good reason for both your supervisors to 'co-supervise' you, particularly if both of them work on research that is highly relevant to your project. The Director of Graduate Studies (PGR) will be able to help you determine whether you should have a first and second supervisor, or whether your two supervisors should share the workload equally.

**Supervisory Chair**

The role of the Supervisory Chair on the panel is NOT to provide supervision on your on-going work (unless you are one of her/his own research students). Rather, her/his role is to ensure that appropriate supervision arrangements are in place, and that those arrangements are working properly. (S)he also oversees the monitoring of your progress at various stages during your registration. (S)he can advise you on the technical aspects of the programme you are on, e.g. monitoring, progression, submission. Finally, (s)he is there to arbitrate if problems arise between you and your supervisors.

**Frequency**

You will require different levels of supervision at different stages in your research. Especially at the beginning, as you are trying to lay the foundations for your research, close contact between you and your supervisor is essential. Then there will be periods where you simply need to do the work that you and your supervisor have agreed you should do. Towards the end of your programme, as you put your thesis together, drawing on previously written chapters, again close collaboration may be essential.

There is no single model of successful research collaboration that works for everyone; some need more guidance than others. Some prefer to work independently, but even if you do work independently, it is still crucial that your supervisor is involved and knows what you are up to in your work. Because students, projects and supervision styles can vary, and because variation helps us tailor our support to each individual student and project, we are reluctant to excessively formalise our supervision arrangements. However, we are bound by the Codes of Practice issued by the Social Science Faculty and the University. The University's Codes of Practice for Research Programmes can be found at:

https://www.kent.ac.uk/teaching/qa/codes/?tab=research-programmes

**Supervisory Meetings**

At Kent, you are required to make a record of your supervisory discussions at least every four weeks during the year. This may be a record of a meeting, a telephone conversion or emails you have exchanged with your supervisor. **It will be your responsibility to complete the record and the responsibility of your main supervisor to provide any clarification and to sign it off.** The record will cover the following areas:

- Progress since the last meeting
- Points discussed at the meeting
- Work agreed

You can find a link to a user’s guide to logging in your meetings here:

https://www.kent.ac.uk/fso/documents/procedures/pgr/supervision-progression/students-sds-guide.pdf

The Student Data System Supervisory Record can be accessed here: http://sds.kent.ac.uk
Records of supervisory meetings are important as they provide a useful record for you and your supervisory team. These records also provide an evidence trail of your supervision to date which can be used at progression reviews. The supervisory meetings must be recorded on the student data system and postgraduate researchers will be sent reminders to complete this record on a monthly basis. These monthly records are a way of ensuring that you and your supervisor are clear about your progress and the steps that should be taken to progress your research. They do not need to be in perfect prose, nor should they take very long to complete. You are simply asked to keep a record of what has been discussed and what needs to be done next. These brief records provide an opportunity for clarification that might not arise during conversation and help to demonstrate the progress you are making.

**Changes to Supervision**

Supervision arrangements can be changed but frequent changes may be detrimental to your progress. Continuity of supervision – ‘stability’ – is important for research to progress effectively. There may be situations, however, when a change is advisable. Both students and supervisors may suggest such changes by contacting the Director of Graduate Studies (PGR). Please note, that the university’s offer of a place is based on a particular research proposal, and depending on the research area in question and the staffing situation, it may sometimes be difficult to find an alternative supervisor with relevant expertise.
Thursday morning sessions

The Research Seminar is at the centre of our research community. The seminar meets every week during term time on Thursday mornings at 10h30 and attendance is compulsory for all academic staff and PhD students. Full-time students are expected to attend every week; part-time students are expected to attend half as many sessions as full-time students. Part-time students may wish to discuss with their supervisors which sessions would be the most useful for them to attend.

The programme can be found on the PGR Moodle page (DP4775):
https://moodle.kent.ac.uk/2019/course/view.php?id=2991

Please find more information about the research seminars here

Graduate School Researcher Development

The Researcher Development Programme is designed to equip research students and postdoctoral researchers with a full range of skills which will improve their effectiveness as researchers, and ensure that they are not only highly qualified but employable in a variety of careers by the end of their research project.

All first year PhD students are required to complete a 'Kickstart your PhD: Guidance, Skills and the Researcher Development Assessment' workshop. This workshop will introduce researchers to the compulsory online skills assessment and through the assessment 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 them to identify opportunities to develop those skills both by participating in the skills training programme, and through their own personal development as their research progresses.

Furthermore, postgraduate researchers are expected to attend at least four Graduate School workshops in Brussels or Canterbury in their first year of studies, as well as at least six workshops delivered in the Fundamentals, Dissertation, and Research (FDR) module in Brussels (also in their first year of registration). Further details of the programme will be given at the beginning of the Academic Year.
PROGRESS REVIEWS AND REPORTING

In trying to ensure that all our postgraduate research students successfully complete their chosen programme of study, a strict set of regulations has been put in place. This includes a number of formal review processes spaced through the registration period in which students and their supervisors are required to participate. The main purpose of these reporting and review processes is to ensure that all students are making satisfactory progress and to identify any help and support that the student might need.

Progression Reviews for law students will be conducted by the KLS Director of PGR (Reviews) in most cases remotely from Canterbury.

The University requirements and further details of these procedures can be found online in the Code of Practice for Research Programmes of Study, Annex K: Progression and Examination.

Progression Criteria

Every PhD student and every research project is unique and accordingly we look at each student and each project individually. However, there are standards and criteria which apply in all cases. These can be found here: [www.kent.ac.uk/brussels/handbook/progcrit.pdf](http://www.kent.ac.uk/brussels/handbook/progcrit.pdf)

Initial Meeting

Main supervisors should hold an initial meeting with their research students within the first two weeks of registration to set out what will be required to have been completed by the end of the induction period.

Progression reviews for Law students.

Details about Law progression reviews can be found [here](http://www.kent.ac.uk/brussels/handbook/progcrit.pdf).

Induction Review

For full-time students this should be completed within 6 weeks of registration, and for part-time students within 12 weeks of registration. The induction review should involve the student and main supervisor. Details on the Induction Review can be found here: [www.kent.ac.uk/brussels/handbook/induction.pdf](http://www.kent.ac.uk/brussels/handbook/induction.pdf)

Probation Review

The Probation Review normally takes place approximately ten months after registration for full time students and twelve months for part-time students. The principal function of the probation review is to ensure that the student has embarked on the main body of their research and to address any issues of concern to students or supervisors and to identify future targets and work plan. Further details about the Probation Review and its format can be found here: [www.kent.ac.uk/brussels/handbook/probation.pdf](http://www.kent.ac.uk/brussels/handbook/probation.pdf)

End of Year Reviews

Both full-time and part-time students are required to have End of Year Reviews; for full-time they are at the end of year 2 and for part-time at the end of years 2, 3 and 4. Details on the format of the reviews can be found here: [www.kent.ac.uk/brussels/handbook/endofyear.pdf](http://www.kent.ac.uk/brussels/handbook/endofyear.pdf)

Mid-Year Reviews

The mid-year review will be conducted in cases where there were concerns about a research student’s progress at the end of year review and the panel decided “that there are concerns about the researcher’s progress but (s)he may proceed with his/her registration subject to review”. The mid-year review will be
scheduled to take place on a date agreed by the panel at the previous end of year review. Details about the Mid-Year Review can be found here: www.kent.ac.uk/brussels/handbook/midyear.pdf
https://www.kent.ac.uk/teaching/qa/codes/research/annexknew.html#midyear

Submission Review

This will normally take place three months prior to the end of the minimum period of registration, i.e. 3 years for full-time students and 6 years for part-time students. It is the expectation of the University that the student will be undertaking a programme of supervised research and training during the minimum period of registration (e.g. first three years for full-time PhD students and for the first five years for part-time PhD students). The principal function of the Submission Review is to ensure that the student is in a position to complete and submit their research in the allotted time.

Details about the Submission Review can be found here:
www.kent.ac.uk/brussels/handbook/submission.pdf
https://www.kent.ac.uk/teaching/qa/codes/research/annexknew.html#submission

Continuation Year

You should be aware that the University attaches great importance to the completion of research and that unless a reasoned case for entering the continuation year has been approved by the Director of Graduate Studies (PGR), a late thesis will NOT be admitted for examination. All deadlines are exact deadlines; if your thesis is submitted only one day late, it will not be admitted for examination. Details on the Continuation Year can be found here: www.kent.ac.uk/brussels/handbook/continuation.pdf

Continuation Year Reviews

It is the expectation of the University that the supervisor should be in contact with their researchers on a monthly basis during the continuation year; however, there will be two more formal opportunities to review progress during the continuation year. If the researcher has not submitted his/her thesis by the 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.

Continuation Year Review 1

This will take place 5 months into the continuation year for both full-time and part-time students.

Continuation Year Review 2

If the researcher (whether full-time or part-time) has not submitted his/her thesis by the 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 and Graduate School that the researcher proceeds to a final writing-up period for a set period. This period should not extend beyond 12 months. All cases in which candidates fail to submit by the end of the continuation year will be referred to the Dean of the Graduate School for consideration.

https://www.kent.ac.uk/teaching/qa/codes/research/annexknew.html#continuation
Intention to Submit

You are required to notify the School Office three months before you submit your thesis of your intention to do so by completing a ‘Notice of Submission’ form so that arrangements can be made for the formal appointment of the examiners. If the Submission Review panel decides that you should be allowed to submit, this form will be sent to you by the School Office along with a letter informing you of the decision of the Panel.

https://www.kent.ac.uk/fso/documents/procedures/pgr/submission/notice-of-submission.docx

Your thesis must be submitted to the Student Records Administrator in the Brussels main administrative office either in person or through the post (registered or recorded delivery). Please note that a thesis given to a supervisor has not been submitted for examination. It is your responsibility to make sure your thesis is received by the Student Records Administrator. In addition to the hardcopy you must also submit an electronic copy of the thesis via the University’s virtual learning environment, Moodle.

Further advice on how to submit on Moodle can be found here:

www.kent.ac.uk/brussels/handbook/upload.pdf

Early Submission

You cannot submit your thesis earlier than three months before the end of your registration. If you and your supervisor are very confident that your thesis could be ready earlier than this, you should apply for a Submission Review.

The Regulations for PhD degrees allow for a reduction in registration by not more than one year, where the appropriate Faculty Committee deems it to be appropriate. The provision for the remission of not more than one year of study is intended normally to apply in the case of candidates who have significant experience of advanced work in their intended field of study before the start of the period of registration.

If you wish to submit your thesis early please fill in the following Reduction of Registration Form along with a Notice of Submission Form and send them, along with details of your Submission Review, to bsispgadmin@kent.ac.uk

https://www.kent.ac.uk/fso/documents/procedures/pgr/registration/reduction-form.docx
https://www.kent.ac.uk/fso/documents/procedures/pgr/submission/notice-of-submission.docx
https://www.kent.ac.uk/fso/documents/procedures/pgr/submission/enter-cont-year-form.docx

Submission

Presentation of Theses for Examination

All copies of the thesis must be clearly legible and properly corrected after proofreading.

The three copies required to be produced for examination must be bound in a ‘perfect’ binding with card, spirals or soft 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. The cover should also show the total word count.

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). Please find more information about submission here
Word Count

Word count for Politics students
The research completed must be presented in the form of a single PhD dissertation, a monograph format, which must be no more than 100,000 words.
The word limits given above may be taken as excluding bibliographies, appendices, tables and footnotes/endnotes. However, candidates are strongly discouraged from using long, discursive footnotes/endnotes in order to incorporate material that they were unable to include without exceeding the relevant word limit. The ability to communicate findings and to appropriately organise and present research is an essential criterion for the award of the degree. Conciseness of presentation is an integral part of this ability.

Word count for Law students
The word count in KLS for research theses is as follows:-

PhD between 80,000 and 100,000 words
MPhil 60,000 words maximum
LLM 40,000 words maximum

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

Examination
Your thesis will be read and examined by two examiners – the internal and the external examiner.
The internal examiner will normally be a member of the School, who knows and understands your research area but has not been involved in the supervision of your work; the internal examiner should not be too close to you and your work. Occasionally we ask colleagues from other University schools (History, Sociology, Philosophy etc.) to act as internal examiners. The ‘external’ examiner comes from a different university and should be a senior scholar with a substantial publication record in your research area. Your supervisor and the Director of Graduate Studies (PGR) will discuss who should be appointed as examiners and they will eventually recommend two names to the University. Their appointment as examiners has to be approved by the Head of School, the Social Science Faculty, and the University’s ProVice-Chancellor for Research.

Note that Under no circumstances should students contact their Internal or External Examiners, or any Independent Observer, about their research degree examination outside the formal examination process.

Viva
An integral part of the examination is a viva voce examination (viva), to be held on a day convenient to the two examiners and the candidate. Your supervisor may, at the discretion of the examiners, be invited to attend the viva voce examination as a silent observer.
The viva is an oral examination, which is generally conducted as a conversation and discussion between examiners and candidate. In some cases, the examiners will have made up their mind about the thesis prior to the viva; in other cases, the viva may well be crucial for determining the outcome of the examination. While reading the thesis, the examiners may have spotted problems, gaps, and perhaps factual errors or errors of judgement, and they will bring these problems to the oral exam. The viva is sometimes called a ‘defence’ because the candidate will have to defend his or her research and findings. On average the viva will take approximately two hours although we have had some viva voce examinations
in the past that were shorter and indeed some that went on for much longer than two hours. When the examiners are satisfied that they have asked all their questions and feel ready to take a decision on the outcome of the examination, they will ask the candidate to leave the room while they discuss their views on the candidate’s research and his or her viva performance.

Prior to your viva (usually a few weeks before), Brussels-based staff will run a mock-viva for you as part of your preparation for the actual dissertation defence. This will give you an opportunity to see how the procedures work in practice and it will help you prepare to present and defend your research design and findings.

Guidance on the viva can also be found here: [www.kent.ac.uk/brussels/handbook/vivatips.pdf](http://www.kent.ac.uk/brussels/handbook/vivatips.pdf)

**Result**

Once the examiners have agreed on the final result, the candidate is called back into the room and informed of the result.

Details on the different result options can be found here:
[www.kent.ac.uk/brussels/handbook/vivareresult.pdf](http://www.kent.ac.uk/brussels/handbook/vivareresult.pdf)

Once your result is a *Pass* will receive a confirmation letter and be asked to deposit your thesis to the online library:
[https://www.kent.ac.uk/library/research/your-thesis/](https://www.kent.ac.uk/library/research/your-thesis/)

Once this is done, the Dean of the Faculty and the university Senate will have to confirm the examiners’ recommendation. After that you will be contacted by the congregation office regarding the graduation ceremony. You are conferred the degree at the ceremony.
EXTENSIONS

The application for all extensions must be made on the following form.
https://www.kent.ac.uk/fso/documents/procedures/pgr/submission/extension-form.docx

Beyond the Continuation Year
If after the Continuation Year Review 2, it is decided that you will need more time to finish writing your thesis, you can apply for an extension.

This extension is usually only granted on medical grounds or in grave exceptional circumstances and is normally limited to a maximum of six months. Concessionary evidence should be provided with the application. For first extension requests of up to three months, approval will be sought from the School Director of Graduate Studies. For subsequent extension requests and requests over three months, approval will also be sought from the Faculty Associate Dean (Graduate Studies).

Corrections/Revisions Deadline
If after examination your thesis is judged to be receivable after revisions, you will be given a second deadline. If you cannot meet this deadline, you can apply for an extension to the submission deadline for minor corrections/major revisions.

This is usually only granted in exceptional circumstances and is normally limited to a maximum of three months. Concessionary evidence should be provided with the application. For first extension requests of up to three months, approval will be sought from the School Director of Graduate Studies. For subsequent extension requests and requests over three months, approval will also be sought from the Faculty Associate Dean (Graduate Studies).

Re-submission Deadline
If after the examination of your thesis you are asked to re-submit, you will be given a re-submission deadline. If you cannot meet this deadline, you can apply for an extension to the deadline for the re-submission.

This is usually only granted in exceptional circumstances and is normally limited to a maximum of three months. Concessionary evidence should be provided with the application. For first extension requests of up to three months, approval will be sought from the School Director of Graduate Studies. For subsequent extension requests and requests over three months, approval will also be sought from the Faculty Associate Dean (Graduate Studies).

Submission beyond Maximum Time
In accordance with the Academic Regulations, a full-time candidate for a research degree must have submitted his/her thesis for examination within 5½ years of their initial registration at the University to remain eligible for the award. A part-time candidate for a research degree must have submitted his/her thesis for examination within 8½ years of their initial registration at the University to remain eligible for the award.

This is usually only granted on medical grounds or in grave exceptional circumstances and is normally limited to a maximum of six months. Concessionary evidence should be provided with the application. The application will need the approval of the School Director of Graduate Studies (who must indicate whether the research remains viable and relevant), the Faculty Associate Dean (Graduate Studies) and the Dean of the Graduate School.
COMPLAINTS AND APPEALS

Complaints
If a matter arises which a student feels has not been satisfactorily handled or resolved, the issue should be brought to the attention of the Academic Director. Where a number of students have been affected by the same issue, the BGSU should also be informed to identify the scope of the issue and other student opinion. Please do not let problems fester - seek help to resolve any issues swiftly.

If the complaint cannot be resolved by the Academic Director, students are advised to consult the complaints and appeals procedure found in the Academic Regulations and Student Charter and Regulations for Students.

Appeals
Appeals must be submitted within 21 days of the publication of results.

Students may not appeal against the academic judgement of the examiners. Appeals will be considered only in the event of procedural error, where there are concessionary circumstances which the student was not able to bring to the attention of the Board of Examiners at the appropriate time, or where Boards of Examiners have not considered concessionary circumstances properly.

Further details about appeals can be found here: https://www.kent.ac.uk/fso/appeals/
**Change of Attendance**

Research students can apply for a change from part-time to full-time mode of study at any point during their programme. The Director of Graduate Studies (PGR) may allow students to transfer from full-time to part-time and vice versa, provided he/she is satisfied that the candidate will be able to complete the degree satisfactorily in the new format. Students can also switch to external candidature during their studies provided that the conditions mentioned above are met. If you are the recipient of a scholarship or stipend, you must first check with your sponsor that they approve the proposed change in your registration before proceeding with your application. Part-time study is only available to EU/EEA passport holders or those with a right to remain in Belgium (such as spousal, fiancé(e), diplomatic or work visa).

To change your attendance please contact submit the change in mode of study form to your supervisor and bsispgadmin@kent.ac.uk.

www.kent.ac.uk/brussels/handbook/studchange.docx

**Intermission**

Students can take time out from their studies (known as intermitting) for a variety of reasons, mainly personal, but sometimes financial or medical. If you feel you need some time out, go and see your supervisor. The University does not encourage people to take longer than normal to complete their studies but is willing to discuss this with you. Applications must be submitted and approved before an interruption of studies; they are not granted retroactively.

Further details about Intermission, together with the form, can be found here:

www.kent.ac.uk/brussels/handbook/pgrintermission.pdf

**Note:** that if you go on intermission just before an end of year review, you will come back to your studies starting with the missed end of year review (no extension can be given).

**Withdrawal**

If you run into serious problems that make it impossible for you to continue your research, and if these are long-term problems so that even a break (intermission) will not help you find a solution, you may have to consider withdrawing from the programme. You can withdraw at any time by informing the School in writing of your decision. If you face problems that affect your work, you should discuss your situation with your supervisor and/or the Director of Graduate Studies (PGR).
Research Skills
In contrast to postgraduate taught programmes, the research programme is a self-directed study. Students accepted in the programme are expected to already have robust skills of research, analysis, and writing, and continue to develop these skills in the course of their programme. Students who have not completed equivalent research training as part of a previous degree programme, are expected to take the module PO997 ‘Fundamentals, Dissertation and Research’ as part of their on-going research training.

Researcher Development Programme
The Graduate School coordinates the Researcher Development Programme for Postgraduate Researchers. The Researcher Development Programme is designed to equip research students and postdoctoral researchers with a full range of skills which will improve their effectiveness as researchers, and ensure that they are not only highly qualified but employable in a variety of careers by the end of their research project. All training is mapped to the national Researcher Development Framework. Further information about the Researcher Development Programme is available on the Graduate School Website at: www.kent.ac.uk/graduateschool/skills/programmes/tstindex.html

Postgraduate researchers should ensure that they obtain a copy of the Researcher Development Programme Handbook and register their interest with the School director of Graduate studies. The handbook provides postgraduate researchers with detailed information about the programme including the trainers, workshops and links to useful resources.

All new PhD students should attend a Researcher Development Assessment Workshop which will introduce them to the Researcher Development Assessment.

Teaching Assistants
The School aims to provide postgraduate researchers, where possible, with the opportunity to teach as part of their programme, however, with no undergraduate community in Brussels, this teaching is often limited to those in receipt of a scholarship. Tasks include leading methodology seminars, mentoring of MA/LLM students as well other academic tasks that contribute to the life of the school.

Those in receipt of university funding are required, under the terms of their scholarship contract, to teach a number of seminar groups per year (2-hour per week for 12 week term) according to their year of study. Scholars are divided into those in receipt of only a fee waiver and those in receipt of a fee waiver and a stipend. The continuation of funding is conditional on good performance: progress on research project, fulfilment of teaching and other obligations, contribution to the research community. The decision on continuation of funding is made by the student’s supervisory committee at the end of the academic year. The maximum teaching load (number of 2-hour seminars) per academic year is shown below.

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</table>
Module convenors are responsible for providing research students teaching on their modules with an induction, teaching materials and guidance on delivery methods. In addition to this, the Brussels Director of Graduate Studies (PGR) is responsible for providing support to research student teachers and overseeing their teaching arrangements. Those teaching on the methodology module Fundamentals, Dissertation and Research are required to attend all FDR lectures in their first teaching term. Occasionally, Module Conveners will attend their Teaching Assistants’ seminars. This will assure that Teaching Assistants receive timely feedback on the organization and content of their seminars, while also providing them with a venue to discuss their teaching approaches and techniques with an experienced lecturer.

https://www.kent.ac.uk/teaching/qa/codes/research/annexq.html

**Research Groups**

Postgraduate teaching at BSIS is underpinned by the high quality research undertaken by our teaching staff and our research students. BSIS is a multidisciplinary School and thus much of our research is informed by the critical presence of those with different disciplinary backgrounds through the weekly research seminar. But it is also strengthened by the links with our core contributing Schools in the University.

Whilst at BSIS PhD students are encouraged to contribute to the established Research Groups listed below:

- Critical Social Theory
- Fragmentation and Contestation in the International Law of Armed Conflict
- Migration in Global Politics
- Political Violence, Security Governance and Development
- Russia, the EU and the Neighbourhood
- Security, Identity, Memory
- Social Justice and the Reconfiguration of Capitalism in the EU

**Skills Online Training**

The Graduate School is pleased to also be able to offer online training. The suite of training workshops is being made available to postgraduate researchers in Brussels, part-time researchers and all first-year postgraduate researchers in the first instance. Details on the workshops, which cover research Ethics and Research Methods, Transferrable Skills and Entrepreneurship and Research Integrity, can be found here: https://www.kent.ac.uk/graduateschool/skills/onlinetrg/index.html

**Saving Work Safely**

It is appreciated that people work in different ways but there are three golden rules when it comes to looking after your work:

- Keep one copy in your university Home Folder (Z: drive on public PCs. This is very safe.)
- Keep more than one copy (ALL storage will fall over or break down sometimes. Don't let it be with the single copy of your coursework which you need right now on it.)
- Don't expect any extensions or concessions to be given for computer problems

**Plagiarism**

Plagiarism is the act of presenting the ideas and discoveries of another as one’s own. To copy sentences, phrases, or even striking expressions without acknowledgement in a manner which may deceive the reader
as to the source is plagiarism; to paraphrase in a manner which may deceive the reader is likewise plagiarism.

The University regards plagiarism and duplication of material as an extremely serious offence and imposes severe penalties if they occur in coursework, dissertations, projects and examinations.

The University must keep records of plagiarism and may be required to include this information in employment or academic references.

https://www.kent.ac.uk/ai/students/index.html

The University does not accept plagiarism or duplication of material and imposes severe penalties if it occurs in coursework, dissertations, projects, examinations and theses. The penalties include marks of zero for individual coursework, ineligible to re-sit examinations or de-registration from university for serious or repeat offences. Additionally, any offence may be noted in your student record. Guidance on Academic Integrity and how to avoid plagiarism can be found here:

www.kent.ac.uk/brussels/handbook/ai.pdf

For all essays and dissertations, re-use of your material (previously submitted essays) is permitted only up to a maximum of 10%, and only when clearly acknowledged as such. Otherwise such duplication of material is handled in the same way as plagiarism.

Academic Discipline

The BSIS Disciplinary Committee, to consider alleged breaches of General Regulation V.3, consists of three academic members of staff with the BSIS Academic Director as Chair. In the case of an allegation against a law student or involving a law module, one of the committee members must come from KLS. All discipline cases are dealt with in accordance with Annex 10 of the Credit Framework with Brussels staff managing the administration.

http://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex10.html

The relevant academic school must be informed of the outcome of each case, including penalty, so that these can be included in any school return. Students have a right of appeal to the formal School Disciplinary Committee in Canterbury and then, in accordance with para 4 of Annex 10, to Faculty.

In the event of an allegation against a law student the Chair of the KLS Disciplinary Committee must be consulted before an award can be made.

Theses

There are a range of resources to assist you in writing a thesis and in successfully engaging with your supervisor. The following website contains a number of theses through which you can discover the standard, different types of theses, and the literature in your field, although you should also always consult with your supervisor. https://www.kent.ac.uk/library/resources/theses/

The university also offers writing and other forms of assistance for PGR students. https://www.kent.ac.uk/learning/programmes/postgraduate.html

Anyone can learn to write better. Good writing is more of a learned skill than innate talent, so if you’re concerned, don’t despair. Bloom’s taxonomy (www.kent.ac.uk/brussels/handbook/taxonomy.pdf) may assist you in appreciating what the various levels of PGR degree require. Thesis work in particular and academic work in general is designed for procrastination. The following article suggests some steps - breaking a large task into smaller ones, setting deadlines, being accountable to someone other than yourself - that can assist in minimizing procrastination.

www.kent.ac.uk/brussels/handbook/procrastination.pdf

Writing a thesis is always a challenging process; consulting these resources and reaching out can help make thesis writing, the supervision interaction, and even your annual reviews more fulfilling.
RESEARCH FUNDING

For advice on research funding schemes and help with drafting proposals please contact Research Services.

Politics

Funds are available to support politics students attending conferences and/or research training events and courses (e.g. summer schools). Every research student can apply for up to £500 during the course of his or her registration. You can either spend the amount on one conference/event or use parts of the amount for a number of conferences/events, but the total amount claimed during your entire programme should not exceed the limit of £500.

Please contact the Director of Graduate Studies (PGR) if you wish to apply for financial support to cover such research expenses. In exceptional circumstances – e.g. if you present a paper at a panel at one of the major national or international political science conferences (PSA, APSA, BISA, ISA) – we may consider offering more support on a case-by-case basis.

On top of this we have additional funding to support two trips per year for students to visit Canterbury. This is on an application basis with students being required to have a good reason to travel (meet with a supervisor or attend a training session). The costs should be kept to a minimum (no more than £325 per trip) and cover a (reasonably priced) train ticket and university accommodation.

Applications should be supported by the student’s main supervisor and directed to the Academic Director of BSIS.

In addition, there are some funds available to help students who are in the final stages of writing up their dissertation and do not have other financial support. The ‘completion fund’ application can be found below.

Please find the different application forms here:

- School PGR training fund application
- SPIR Completion Fund Form
- PGR School Research Fund

Law

The Kent Law School provides an allowance of £500 for full-time research students, and £250 for part-time research students per year of registration. Please note that this allowance is only available to registered PhD students. The allowance can only be used for purposes related to research activities, such as attending conferences, travel to visit libraries, field work, business cards and printing expenses. However, additional financial support can be sought as below.

Research Support Fund (including Fieldwork)

Students can apply to the Research Support Fund only if their annual allowance has been exhausted.

Students can apply for funds in excess of their annual allowance in order to attend a conference or undertake specialist training:

- If they are to deliver a paper at the conference in question (and provide an abstract and evidence of the paper having been accepted).
- If the student justifies that attendance will significantly benefit the progress of their research and this is agreed by their primary supervisor.
- If the specialist training in question is not already offered through the University.
This additional amount will not exceed £500, except in very exceptional circumstances where up to a maximum of £750 may be considered – the funding is limited and is not exhaustive.

Research Support Fund application form

Completed forms should be emailed to klspgoffice@kent.ac.uk by the deadlines below. Applications should be supported by the student’s main supervisor and will be considered by the Directors of Graduate Studies (Research). Students will be informed of the outcome within one week after the deadline.

- Autumn Term deadline by 1400, Friday 13 December 2019
- Spring Term deadline by 1400, Friday 3 April 2020
- Summer Term deadline by 1400, Friday 12 June 2020

Please ensure that you contact KLS Finance before any bookings are made. We cannot guarantee that any expenditure you incur yourself will be reimbursed if you haven’t contacted us first.

Other External Sources of Funding

In addition to the internal research funding, PGR students, where appropriate, may also wish to apply for other external sources of funding. For current PGR students, this usually comes in the form of a fieldwork or conference attendance bursary or a ‘writing up’ year fellowship or stipend. Some examples are listed below. PGR students are very welcome to contact the KLS Research Office for advice and help in preparing and writing applications (klresearch@kent.ac.uk).

a) Learned Societies

- PhD Fieldwork Grant: https://www.slsa.ac.uk/index.php/small-grants#how
- Bursaries for Annual Conference attendance and sometimes bursaries for attending the American Law and Society Annual Conference, or other international socio-legal conferences co-sponsored by SLSA: https://www.slsa.ac.uk/index.php/students
- KLS, including KLS PGR students, have a good success rate with applications to SLSA schemes.

Society of Legal Scholars:

- Research Activities Fund: http://www.legalscholars.ac.uk/research-activities-fund/

American Society of International Law:

- Helton Fellowships (‘micro grants’ for fieldwork on issues involving international law, human rights, humanitarian affairs and other related areas): https://www.asil.org/about/helton-fellowship-program

If your work is interdisciplinary, other learned societies – eg British Society of Criminology, the British Sociological Association, British Society for the History of Philosophy, Social History Society – may have similar schemes.

b) Academic Journals
**Modern Law Review:**

- Scholarships for research students: [http://www.modernlawreview.co.uk/about-mlr-scholarships/](http://www.modernlawreview.co.uk/about-mlr-scholarships/)

**Feminist Review Trust:**

- Funding for projects that support women (not necessarily academic research): [http://www.feminist-review-trust.com/](http://www.feminist-review-trust.com/)

**‘Writing-up’ Fellowships (sometimes residential):**

- [The Harry Frank Guggenheim Foundation - USA](http://www.hfg.org/df/guidelines.htm) (projects relating to human violence and aggression)
- [Max Plank Institute for Comparative and International Private Law – Germany](https://www.mpipriv.de/en/pub/Work%20and%20Study%20at%20the%20Institut/scholarships.cfm) (projects relating to human violence and aggression)
- [Institute for Global Law & Policy Residential Fellowship Program at Harvard Law School](http://www.opportunitydesk.org/2018/02/05/iglp-residential-fellowship/) (sometimes residential)

These are just some examples – specialist research centres and institutions in your academic field may well have more opportunities. Previous PGR students have found this ‘writing-up’ fellowships funding database at the University of Notre Dame a useful search tool:
[https://graduateschool.nd.edu/professional_development/research/dissertation-completion-fellowships/](https://graduateschool.nd.edu/professional_development/research/dissertation-completion-fellowships/)

**Faculty Top-up Fund**

The Faculty has introduced a top-up fund to support exceptional requests to assist PhD research. Examples of the sorts of activities that might be supported include: specialised training, the presentation of papers at overseas conferences, or visits to archives. Applicants are encouraged to comment on how the proposed funding could help them in their efforts to publish their work. Applications should be made using the form below (1-2 pages maximum) in consultation with the Primary Supervisor and School Director of Graduate Studies, both of whom must endorse the application. Two applications per registration can be put forward for consideration, and this could be in the continuation year.

[https://www.kent.ac.uk/socsci/documents/procedures/pg/top-up-fund/top-up-fund-form.doc](https://www.kent.ac.uk/socsci/documents/procedures/pg/top-up-fund/top-up-fund-form.doc)

**Fieldwork: Risk Assessment and Insurance**

If you undertake overseas work experience, fieldwork, study, research, or any other course related activity you must discuss the risks involved in these activities with your supervisors. This risk assessment must be completed PRIOR to your departure. All University of Kent students who undertake such work abroad are now eligible to take advantage of University travel and personal accident insurance. Further details together with the relevant forms can be found on the following pages:

[https://www.kent.ac.uk/finance-staff/services/insurance/studentfieldwork/index.html](https://www.kent.ac.uk/finance-staff/services/insurance/studentfieldwork/index.html)
[https://www.kent.ac.uk/finance-staff/services/insurance/travelpostgraduate/indexstudentsPG.html](https://www.kent.ac.uk/finance-staff/services/insurance/travelpostgraduate/indexstudentsPG.html)
[https://www.kent.ac.uk/finance-staff/services/insurance/forms/student-travel.html](https://www.kent.ac.uk/finance-staff/services/insurance/forms/student-travel.html)
[https://www.kent.ac.uk/finance-staff/services/insurance/studentfieldwork/risk.html](https://www.kent.ac.uk/finance-staff/services/insurance/studentfieldwork/risk.html)
[https://www.kent.ac.uk/safety/oh/Travel/Travel%20Health%20Assessments.html](https://www.kent.ac.uk/safety/oh/Travel/Travel%20Health%20Assessments.html)
The University requires that each department has procedures in place to ensure that the ethical implications of research involving human participants have been considered and that ethical standards of conduct are achieved. All research proposals that involve any human participants should therefore be subjected to an ethical review prior to their commencement. Interviews and surveys of staff, students and other groups are included in this category alongside scientific interventional techniques and the use of non-anonymised primary source data.

If a PhD student wishes to carry out any research interviews they must complete an ethics review process. This must be submitted at least three weeks before interviews are to be carried out or before you leave on the research trip.

In the case of a spontaneous opportunity arising, you must still complete an ethics review process, even though it is less than three weeks prior to the interview. In this case, you must demonstrate that it is not your poor planning which results in the short time frame. Details on the Ethics Review Process can be found here: http://www.kent.ac.uk/brussels/handbook/ethics.pdf
ACCESSING ONLINE SERVICES

To access your email, the online learning environment, the Student Data System and other systems using the Student Guide home page. www.kent.ac.uk/student

Student Data System

Amongst other things the Student Data System is where students must record all of your supervisory meetings. To know more about how the system works for you as a Brussels student; http://www.kent.ac.uk/brussels/handbook/sds.pdf

Moodle and Readings

Moodle is the University of Kent's Virtual Learning Environment (VLE). Every taught module has an associated Moodle module available for staff to deliver online teaching resources and interactive activities to MA students, who are automatically enrolled on their modules.

As a PGR student you are welcome to audit lectures. You have been automatically added to all the modules offered at BSIS.

If you find that you do not have access to a module, please inform bsispgadmin@kent.ac.uk.

Your module convenor will make sure that readings for their module are available electronically via the University of Kent Library Resources or as a download in Moodle. Full details will be given in individual module outlines, available on each Moodle page.

Any students experiencing technical difficulties with Moodle should contact the IS helpdesk.

DP4775 BSIS PGR student Moodle

Research student have access to the following Moodle to upload documents and have forum discussions: https://moodle.kent.ac.uk/2019/course/view.php?id=2991

There should be a section for you with a folder for file upload and a forum entry. If this is not appearing please email bsispgadmin@kent.ac.uk

This Moodle page is also used to upload your final thesis on Turnitin, the plagiarism detection programme.

For a tutorial on how to submit on Turnitin:
https://www.kent.ac.uk/elearning/turnitin/index.html?tab=information-for-students
The University of Kent and BSIS benefit from an extensive and continually updated digital library. Your required readings are available via the digital library, and the resources you will need for your research can be easily accessed as well. These resources are available 24/7 and can be accessed from any electronic device anywhere and anytime to fit in with how you prefer to study. You have access to an ever-growing collection of over 7,000 e-books and over 1,500 peer reviewed e-journals. You also have access to a number of specialist databases including legal databases containing case law and legislation, newspaper archives, multimedia collections and online dissertations and theses.

To support additional research needs, an inter-library loan scheme is provided supplying books and journal articles through the British Library (known as Document Delivery). Studying in Brussels, you also have access to other libraries within the city, including the European Commission library.

In short, you have access to resources. One challenge in the digital era is the wealth of resources and we will provide sessions to help you navigate these rich seas.

**E-Resources**

The start point for all e-resources is the university library’s Brussels landing page:

http://www.kent.ac.uk/library/students/brussels.html

From here you will be able to access e-books, e-journals, subject guides and other e-resources.

Key information:

1. To find library holdings use LibrarySearch Europe. This covers ebooks and online articles.
2. Use library subject guides for subject specific advice
3. If you can’t find the book you need on LibrarySearch Europe, you also have access to an additional 180,000 e-books through Ebook Central. To access follow the link to extra e-books from the Kent at Brussels library page
4. You can access a huge range of e-resources from your digital library link including news resources, government publications, multimedia resources, reference material, theses and dissertations and more.

Do note that some resources, particularly Law resources (e.g. HeinOnline, WestLaw International, Max Planck Encyclopedia), are not available via LibrarySearch, but must be accessed through the e-resource a-z list or through the Subject Guides.

If you are using Google Scholar, you should adjust the settings so that you can easily access resources that are available to Kent staff and students. To do so, go to http://scholar.google.com, click on Settings, then Library Links, then type in Kent into the search box, and then select the University of Kent option.

If you are searching for policy papers or other non-academic sources, you will have to use Google search. But do be aware that some sources are not as reliable as others.

**Physical Collections**

If you cannot find the item(s) you need on LibrarySearch Europe, Ebook Central or through the other e-resources, you can also draw on local libraries in Brussels. A list of recommended libraries in Brussels is on the Brussels library webpage.
To search across local libraries, you can use the catalogue of Belgian research libraries, which includes the catalogues of all Belgian state institutions: http://www.unicat.be/.

**Document Delivery**

If your programme director agrees that the publication you are trying to find is important for your work, and if it is not available via any of the above resources, you can request the item via document delivery services. For information see Books, chapters or articles not available through LibrarySearch or in Brussels.

**Need more help?**

Contact us at BSISlibraryhelp@kent.ac.uk

**Referencing Style Guides**

These are the recommended referencing guides for Politics/ Law:

**Politics**: Kent Harvard

- Harvard - [https://www.kent.ac.uk/ai/Harvard-Style-Guide.pdf](https://www.kent.ac.uk/ai/Harvard-Style-Guide.pdf) or RefWorks users select Kent Harvard - 2010 revised edition

**Law**: OSCOLA


General advice on referencing and styles is also available through Cite Them Right.
**Congregation**

BSIS students receive their degrees in November in the Canterbury Cathedral. After your degree recommendation is ratified by the Dean of the Faculty of Social Sciences and the Senate, (a few weeks after official BSIS result email) successful students will start getting information about the congregation ceremony.

For more information about Congregations visit: [https://www.kent.ac.uk/congregations/](https://www.kent.ac.uk/congregations/)

**Certificate**

Please note that there will be a delay between you notification of result and the conferring of the award which only happens at the November ceremony (or by post after that). If you need a confirmation of completion before that, please contact Central Administration in Canterbury csao@kent.ac.uk

Alumni can receive replacement degree certificates or additional transcripts through our Central Administration Office in Canterbury. [http://www.kent.ac.uk/student-records/graduates/index.html](http://www.kent.ac.uk/student-records/graduates/index.html)
We value student feedback and use it to help make changes and developments to our modules and programmes at BSIS, which we do on an ongoing basis. There are different ways of being able to give your views.

**Staff/Student Liaison Committee and the Brussels Graduate Student Union**
The Staff/Student Liaison Committee meets twice per term and is attended by all academic and professional services staff, Student Representatives from the Brussels Graduate Student Union (BGSU), who are elected by the student body at the start of each term, and the PGR Representative, who is elected by PGR students at the end of every academic year. The meeting covers all aspects of the BSIS, not just the conduct of academic courses and ensures that we are always responsive to student feedback. The BGSU will solicit comments and feedback from all students and will place on the agenda concerns that have been raised by students. The minutes of the meetings are reported direct to the student body as well as to relevant academic Schools and the Board of Studies.

BSIS has adopted use of these meetings as the most effective way to ensure the quality management of its cross-departmental portfolio of programmes and make certain that the needs of its diverse student body are met equally.

**Postgraduate Research Experience Survey**
The Postgraduate Research Experience Survey (PRES) is a national survey designed to gain insight into the learning and teaching experiences of postgraduate students at UK universities. It is run between February and April of each year and asks questions on a wide variety of areas. The results are considered by relevant members of staff at BSIS and area used as part of the University’s quality assurance procedures.

**Other**
Finally, and perhaps even most importantly, if you have any concerns during the course of any term, you should always feel able to raise those concerns with your supervisor, the Director of Graduate Studies (Research), the Academic Director or Centre Administration Manager.
The Brussels Graduate Students Union is a group of elected students from within BSIS, usually the MA/LLM students, who represent the study body. Elections take place at the start of each term to elect a President, Vice-President and a group of Executive Officers to cover academic matters, social activities, sports and finance. There are links with Kent Union, the University of Kent's Student Union, which provides some guidance and training. The BGSU provides support, organises activities and events and represents the views of students at BSIS committees, such as the Staff Student Liaison Committee (SSLC) and the Board of Studies. The PGR representative, elected by the PGR students each year, sits on both SSLC and Board of Studies as well.

Student-led Fora

MA/LLM students have established a number of fora over the years; these have included the Human Rights Forum, the Migration Forum, and more. BGSU representatives will give you further information. PGR students are encouraged to join the MA/LLM-led initiatives.

Internships

In Belgium companies hiring students as interns often require a “Convention de Stage” to be signed with the student and the university. You are able to undertaken one internship as an integral part of their academic programme of study at the University of Kent although the credit from this will not count towards their degree. The internship is designed to offer students with the opportunity to gain valuable work experience in the institutions, international organizations, representations and companies in Brussels.

Further details can be found here: [http://www.kent.ac.uk/brussels/handbook/internships.pdf](http://www.kent.ac.uk/brussels/handbook/internships.pdf)

International Dinner

Since its creation twenty years ago, the Brussels School of International Studies has celebrated the end of each academic year with a dinner attended by students, staff and guests. Known as the International Dinner, this event is held in the last week of the January term coinciding with the International Conference.
Designed and delivered each year by the BGSU, the International Dinner is normally a formal, seated event with speeches and, in some cases, dancing.

**BSIS Journal**

The *Brussels Journal of International Studies* is the academic journal of the University of Kent’s Brussels School of International Studies and is published twice annually on the basis of the best essays and dissertations submitted in the previous year.

The aim of the journal is to present readers with new perspectives on topics in international studies. This is achieved by publishing innovative and thought provoking articles, based on student coursework, and commenting on current topics in diverse fields. The Editor is a member of BSIS academic staff, currently Dr. Albena Azmanova.

**International Conference**

Each year, the BSIS Graduate Student Union (BGSU) organises an International Conference as a means of enhancing the School’s reputation as well as showcasing its research. Work starts early in the September term to form an organising committee and decide upon a topic. The conference is funded by BSIS.

**Sports Activities**

BSIS is close to the Vrije Universiteit Brussel (Free University of Brussels, or VUB), which has a full sports infrastructure; this is available to all. The sports facilities include:

- 25m swimming pool and instruction pool
- Athletics track
- Multi sports hall
- Artificial grass pitch for rugby or football
- Artificial grass court for tennis
- Squash courts
- Martial arts room

For more information consult [https://www.vub.be/sport](https://www.vub.be/sport). In addition, the BasicFit gym, with numerous locations throughout Brussels (membership allows you to go to any location), also has a location at the VUB.

**Podcast: Not the News**

In 2017/18 a group of students at BSIS launched a Podcast Series. This successful initiative won a University of Kent Student Award. The podcast evolved in 2018/19 and the current team will be welcoming new members in 2019/20.

**Other initiatives**

You are encouraged to explore and develop other initiatives; if a student group does not yet exist, then start one! Speak with the Centre Administration Manager or Academic Director about your ideas.
FOREIGN LOANS

All student loans are managed directly by the Foreign Loans Office in Canterbury and the staff there should be the first point of call for all queries: forloans@kent.ac.uk.

If you are in receipt of US Federal loans will receive a message from the university's Foreign Loans office during the year requesting completion of a Satisfactory Academic Progress (Attendance Monitoring) US Federal Loans form. You should ask your programme convenor to complete the second box on the form and you should then either hand in the signed form to the BSIS office or scan and email the form to forloans@kent.ac.uk for onward return to the Foreign Loans office.
BSIS Academic and Administrative support

You will most likely have questions, or may have concerns, whether academic or other, during your studies. In that case, there are a number of resources:

In case of academic concerns, your first point of contact will typically be your module convenor or programme convenor (who is also typically your academic adviser), with the Director of Graduate Studies a next resource, followed by the Academic Director.

With respect to any administrative concerns, typically your first point of contact will be the Student Records Administrator, or, depending upon the nature of your query, one of the other Administrative Officers, or the Centre Administration Manager.

Other students on your programme, the Brussels Graduate Student Union and Kent Union all also serve as possible further resources.

You can always start with the person with whom you feel most comfortable, and that person can help you find a more appropriate point of contact, if necessary. Always feel free to reach out for support.

Disability Support

Disability Support to students at BSIS is managed centrally from Canterbury, with support being delivered either remotely or locally in collaboration with local institutions. Assistance includes:

- Arranging one-to-one support as specified by independent assessors;
- Arranging signers, note takers and other support workers for you as specified by independent assessors;
- Equipment loan;
- Liaison with academic and other departments about specific assistance you may require;
- Discussing any special arrangements you need for exams.

Website: https://www.kent.ac.uk/studentsupport/ Email: accessibility@kent.ac.uk

Inclusive Learning Plans

Guidance for students on the development of Inclusive Learning Plans (ILPs) by Student Support and Wellbeing can be found here:
https://www.kent.ac.uk/studentservices/files/ILP%20Guidance%20for%20students%202016.pdf
Wellbeing

The Wellbeing team offers free support to all registered students experiencing distress arising from psychological, emotional or mental health issues. For students who are upset, confused or struggling with a particular problem and would like to discuss things with someone outside your circle of family and friends, the Wellbeing team is on hand to offer support and guidance.

As an integral part of Student Support and Wellbeing, the Counselling Service is offered free of charge to staff and students. The Counselling Service can support BSIS students through E-therapy; a service carried out via email exchanges, Skype text chats, or a combination of both.

Website: www.kent.ac.uk/studentwellbeing. Email: etherapy@kent.ac.uk. Phone: +44 1227 823206 or simply dial 3206 from any Mitel phone at BSIS

Brussels based Services

- Community Help Service also provides an anonymous and confidential 24 hour Crisis and Information service (02 648 4014) in Brussels. They also run a Mental Health Centre which covers all matters from drug and alcohol addiction through to depression and anxiety. http://www.chsbelgium.org/en/
- The VUB has a medical practice with general practitioners who can speak English and can offer advice on any medical condition and refer to a specialist practitioner if required. https://student.vub.be/en/health-wellbeing#general-practitioners
- As a University of Kent student you can access free, 24/7 online support for issues around mental health and wellbeing. The Big White Wall is a UK nationally recognised online safe environment, overseen by qualified therapists. Details of how you can access this can be found on the University’s Student Support and Wellbeing web pages: https://www.kent.ac.uk/studentsupport/wellbeing/student.html

Student Learning Advisory Service (SLAS)

The Student Learning Advisory Service (SLAS) is a free, friendly advice service providing guidance and information on all aspects of effective learning and study skills to postgraduate students. The service provides advice on:

- Managing your time and academic organisation;
- Getting the best from the supervisory process;
- Extended academic writing;
- Effective literature reviews;
- Coping with the reading load;
- Effective reading and plagiarism-prevention strategies;
- Making the transition from undergraduate study;
- Dissertations and extended essays.

They can be contacted at: learning@kent.ac.uk
Online resources can be found here: https://www.kent.ac.uk/learning/resources/resources.html
https://www.kent.ac.uk/learning/e-learning/index.html

Equality, Diversity and Inclusivity

The University of Kent is committed to the promotion of diversity and inclusivity within the university community. Details of all of the related policies and information are on the Kent website: https://www.kent.ac.uk/equality/ Each department has an Equality, Diversity and Inclusivity representative. The representative at BSIS is Sarah Konaté

Harassment and Bullying

The University of Kent is committed to developing a working and learning culture environment which encompasses dignity, courtesy, respect and consideration and is free from harassment and bullying. The Respect at Kent Policy includes advice and guidance on what to do if you encounter behaviours associated with harassment and bullying: https://www.kent.ac.uk/regulations/general.html When reading this, you should not think of yourself as only a student, but also bear in mind that you exercise a position of power vis-à-vis the MA and LLM students.

If you should ever feel that you have experienced harassment or bullying, you can, as a first instance, reach out to the Harassment Contact at BSIS, who can provide you with a listening ear, and advice, if necessary, on further steps. The BSIS Harassment Contact is Tania Durt; you can either speak to her in the BSIS Office or contact her at tcd5@kent.ac.uk to set up a confidential time and place to speak.
LIVING IN BELGIUM

There is a wealth of information online about settling in Belgium. The Expats In Brussels Guide that is given to all new BSIS students during Welcome Week is also a very good point of reference. Here are a couple of key points:

**Health Insurance**

In Belgium, everyone has a right to health insurance. A portion of health care expenses are covered by a *mutuelle* health insurance fund. A *mutuelle* is a private insurer that reimburses you, in full or in part, for your health care costs.

http://www.belgique-infos.be/belgium/health/?lang=en#.WZQFaNljGUm

If you are from another EU country and registered there, you can receive health care and be reimbursed with an European Health Insurance Card (EHIC) without registration with a Belgian *mutuelle*.

Further information useful can be found via the website for non-citizens living in Brussels: https://expatsinbrussels.be/fr/securite-sociale-et-sante

A visit to a doctor can vary between 27 and 35 Euros. If the doctor is ‘conventionné’ the majority of this will be reimbursed by your *mutuelle*. While we do not endorse any particular doctor, a list of English-speaking doctors can be found here: https://en.doctena.be/General_Practitioner_GP/Brussels.

**Tax Guidance**

If you receive a brown envelope from the Belgian Ministry of Finance requesting details of any income earned during the financial year (typically in April or May), you must complete the form and return to avoid incurring a fine. The following instructions are designed to provide students who have not received income from work during the previous year in Belgium, with guidance on how to complete the form: www.kent.ac.uk/brussels/handbook/taxguide.pdf

**Proof of Registration**

As a student you may need to prove that you are registered as a student. For example:

- Opening a bank account;
- Applying for residency at the Commune;
- If you are in receipt of benefits and require proof of your student status;
- Your sponsor wants proof of your studies;
- To provide tax information to the Belgian Ministry of Finance.

You will be provided with a status letter at registration; please scan it and print it when you need it. To request an additional status letter, please email bsispgadmin@kent.ac.uk requesting the letter and stating whether it should be in French, English or Dutch. Please allow 2-3 working days for your status letter to be produced.
OFFICE AND FACILITIES

Opening Hours
The main office is open Monday - Friday from 09:30 – 12:30 and 13:30 – 16:00. It is closed on Belgian holidays and during University Closure in December over Christmas and New Year.

Summer opening hours differ and will be sent via email.

To make an appointment, please email the member of staff concerned.

The Finance Office hours are 14:00 – 16:00 and/or you can email eurofin@kent.ac.uk

Building Access
The building is accessible with an access card which you will be given when you arrive. The premises are separated into two parts; the offices and lecture rooms are open Monday-Friday between 9:00 and 17:00, while the student area is available to you 24/7. For reasons of student safety the premises are monitored by CCTV.

If you lose your access card, you can receive a replacement from the Administrative Office for a 10€ fee, payable by card.

Study Space
At BSIS, there are two rooms for PhD students which are available for quiet study. We encourage you to use these, yet we recognise that there are many different tastes and preferences for study space.

As such, we encourage you to try out the following libraries as well:

- The Royal Library of Belgium
- ULB Library
- VUB Library
- MuntPunt

There are also several study-friendly cafés in Brussels, with wifi, coffee and more.

Telephones
The BSIS premises have both Belgian and University (MITEL) telephones. You can use the former to make local calls and contact emergency services if required (112). The Kent (MITEL) telephones are connected to the University network, they can be found in the study area, the photocopier room and the conference room and can be used to contact university services based in Canterbury.

Computers and Wifi
There are 5 student PCs and a Quick Access Print PC in the student study area, and space for personal study:

https://www.kent.ac.uk/itservices/pcs/

http://www.kent.ac.uk/brussels/handbook/pcinstructions.pdf

You are asked to take care that you do not trap and damage the power extension cables. Eduroam wifi is available throughout the premises: https://www.kent.ac.uk/itservices/wireless/. Guest Wifi is available in the study area, with the password: kentbsis. In the event of a problem, please contact the IT Helpdesk at helpdesk@kent.ac.uk or by dialling extension 4999 using a University MITEL phone.
Printers

Two printer-scanners are available between 9:00 and 17:00

https://www.kent.ac.uk/itservices/print/

http://www.kent.ac.uk/brussels/handbook/printers.pdf

You receive a one-time allowance from your academic school of £15 to enable you to print the material required for your programme.

If you print to bxlppt, this will enable you to collect your printing at either printer. Printer credits can be purchased from the main office during opening hours. There is a minimum of 10€ top-up, payable by card.

To print from your laptop: visit printing.kent.ac.uk, log in with your Kent username (eg abc1); and click Web Print from the left menu.

The cheapest photocopying and printing in the vicinity of BSIS can be found in several nearby copy shops, one of which is on the VUB campus.

- Crazy Copy Center – VUB Campus
- Copyland, Chaussée de Wavre 1051, 1160 Auderghem
- BCD Express, Boulevard Général Jacques 135, 1050 Ixelles.
- Mister Copy, Boulevard Général Jacques 123, 1050 Ixelles

Maps

Map of BSIS premises: www.kent.ac.uk/brussels/handbook/layout.pdf

VUB campus

Deliveries

Students may not use the university’s address for personal deliveries.

Parking

Bicycle parking is available at Level -1 in the building. Access is via the garage door to the right of the main entrance by using your access card.

Security and Safety

Brussels is a safe city but as with all large cities, you must use your common sense. Be prepared: Always have some battery available on your phone and carry a charger. Carry your ID and a minimum amount of cash. Always keep possessions in your sight. Be vigilant and take extra care in major railway stations and on public transport, particularly late at night. If something out of the ordinary happens, stay calm and don’t be afraid to talk to the people around you about it.

The University of Kent’s Estates department offers ‘Stay Safe’ advice on what to do in the unlikely event of a terror incident which we advise you to read: https://www.kent.ac.uk/estates/services/security/run-hide.html

Safe Zone App

The University has launched a free app service to help give round-the-clock safety reassurance to staff and students. SafeZone is a simple-to-use application that’s free to download. It’s designed to help students and staff summon security or safety assistance via your mobile phones.

https://www.kent.ac.uk/safezone/
First Aid
There is a First Aid Box located in the cupboard by the vending machines of our offices at 2a Boulevard Louis Schmidt for use in emergencies. We hope that you will not need to use the First Aid equipment but if you do, please inform staff in the main office so that we can ensure the Box is replenished.

Further guidance on Health and safety can be found here:
http://www.kent.ac.uk/brussels/handbook/healthandsafety.pdf

Emergency
There is an Emergency Call Button by the vending machines, on the wall across from Seminar Room 2. Pressing it will trigger an intervention by the emergency services. The emergency services can also be contacted by dialling 112.

Recycling
In Brussels, waste is required to be sorted according to type and placed in separate containers. There are bins to this effect by the vending machines and in the photocopy room; please use them. For details on how to dispose of waste:
https://www.brussels.be/artdet.cfm/4023#a_3