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SECTION 1: INTRODUCTION

Welcome to the University of Kent Postgraduate Research Student Handbook! The Handbook is a guide through all the policies and procedures that support your PhD studies and contains information about all the different types of support that are available to you. We hope it will be helpful and welcome ideas and feedback as to what you would like included in it in the future. We have aimed to provide general information that is relevant across the Canterbury, Brussels and Medway campuses; your own School may also provide additional information that is relevant to your particular discipline or research area.

For some a PhD is an opportunity to pursue a research question that they have been considering for a long period of time; for others it is the opportunity to develop research skills whilst being supervised by a leading academic engaged in a cutting-edge research programme. For all, whether you are studying for a PhD, or a Master’s by Research, it is a very challenging and rewarding period which will end with a degree. During this time you will require considerable motivation and dedication; there will be great days when your programme of research leaps ahead and not so good days when you might wonder why on earth you decided to undertake such a challenge. Your supervisory team is key to guiding your research, celebrating success and progress and providing support when things don’t go so well. The University’s progression monitoring procedures are there to ensure that you have an opportunity to reflect on your progress and get feedback from your supervisors. They may seem like a lot of tedious rules and regulations but they are there to ensure that you get the supervision you require and the feedback you need. Please do spend a little time reading them in order to ensure you know what is expected of you and what is expected of your supervisors and your school.

While undertaking your PhD you will also have many opportunities to develop as a researcher. There is formal training from the Researcher Development Programme and the ATAP, as well as more informal opportunities to develop skills by participating in the Postgraduate Experience Awards, the Postgraduate Research Festival and the production of the GradPost. You should also try to make the most of being part of the dynamic intellectual life of the University. Every school holds research seminars each week and these are open to all across the University, regardless of their discipline. There are also a great many ‘Open Lectures’ at faculty and University level which feature leading academics and public figures. This is a fabulous opportunity to become a specialist in your field whilst also gaining an appreciation of a much broader range of disciplines and current affairs. Make the most of it!

Professor Diane Houston
Dean of the Graduate School
SECTION 1: INTRODUCTION
(CONT)

2 Claire Powell (President of the Graduate Student Association)

The Graduate Student Association is available to postgraduate students across all of our campuses at the University of Kent. The committee represents both taught and research postgraduates in the areas of welfare and education. Its members also provide extracurricular opportunities for postgraduate students through activities, events and sports. The committee works with Kent Union, the Graduate School and with the Master of Woolf College (our postgraduate college) to make sure University life is a rewarding experience for postgraduate students.

More information about the Graduate Student Association is available at: www.kent.ac.uk/graduateschool/community/woolf.html.

The Graduate Student Association can also be emailed at: gsa@kent.ac.uk.

3 Paul Stalker (Representation and Postgraduate Student Coordinator)

Postgraduate Representatives are student volunteers who represent and act as a voice for Postgraduate Students within their school or faculty.

There are many benefits of becoming a Postgraduate Representative, including the opportunity to:
• Develop new skills
• Enhance your CV
• Log your volunteering towards the Kent Student Certificate of Volunteering (KSCV) Award
• Meet new people
• Make a positive difference to the student experience at Kent

If you would like more information, or are interested in becoming a Postgraduate Representative for research students within your school or faculty, please contact Alex Murray, Vice-President (Education) at union-education@kent.ac.uk or Paul Stalker, Kent Union’s Representation & Postgraduate Student Coordinator at p.stalker@kent.ac.uk.

4 Faculty Directors of Graduate Studies

Faculty Directors of Graduate Studies are responsible for the oversight and development of research programmes of study across their faculties. The current Faculty Directors of Graduate Studies are:

Dr Ruth Blakeley (Social Sciences)
Social Sciences Faculty Director of Graduate Studies and Senior Lecturer in International Relations
School of Politics and International Relations
Rutherford College
Tel 01227 824504
Email r.j.blakeley@kent.ac.uk

Dr Monserrat Roser i Puig (Humanities)
Humanities Faculty Director of Graduate Studies and Senior Lecturer in Hispanic Studies
School of European Culture and Languages
Cornwallis North West
Tel 01227 827057
Email m.roserr-i-puig@kent.ac.uk

Professor Michael Smith (Sciences)
Sciences Faculty Director of Graduate Studies and Professor of Astrophysics
School of Physical Sciences
Ingram Building
Tel 01227 827654
Email m.d.smith@kent.ac.uk

5 New Research Student’s Checklist

Following your arrival at the University of Kent, there are a few things which you need to do as soon as possible:
• Enrol and set up your Kent email account
• Attend the institutional-level and school level inductions for postgraduate researchers
• Set up an initial meeting with your main supervisor
• Check with your main supervisor if there are any taught courses you need to attend
• Register with the Graduate School’s Researcher Development Programme Booking System at: bloom.kent.ac.uk
• Make sure you receive a Researcher Development Programme Handbook from the Graduate School. All new postgraduate researchers are provided with a copy of the Researcher Development Programme Handbook at the institutional-level induction
• Identify the work space, IT support and resources which are available to postgraduate researchers within your academic school
• Locate your pigeonhole within your academic school for internal post
• Find out the name of your academic liaison librarian and visit the library to discover the resources available in your subject area
• Ask when your academic school holds research seminars and make arrangements to attend
• Find out who the Director of Graduate Studies (with responsibility for Research Programmes) is within your academic school

If you are due to teach or demonstrate for the first time at the University of Kent, you should:
• Attend “An Introduction to University Teaching” session
• Find out who the module convenor is for the modules on which you will be teaching
• Order demonstrating to ensure that you meet with him or her to discuss the module plan for the academic year
SECTION 2: POSTGRADUATE RESEARCH AT KENT

6 Kent Graduate School

6.1 Overview
The mission of the Kent Graduate School is to lead and champion the strategic development of provision for graduate education and research at the University of Kent. The Graduate School is located in a central location in the Cornwallis South East Octagon on the Canterbury and has a common room dedicated for postgraduate use (Cornwallis South East, floor 1, room 6).

The Graduate School works in partnership with academic schools, faculties, central service departments and Kent Union to enhance the quality of the postgraduate student experience across all campuses and create a vibrant postgraduate community at Kent. We aim to ensure that the academic and social interests of postgraduate students, both taught and research, are appropriately provided for within the University by developing:

• High-quality postgraduate facilities
• A supportive environment for the intellectual interests of our postgraduates
• Student-led initiatives such as social events, conferences and workshops
• An excellent Researcher Development Programme
• A strong framework of specialist support for our postgraduates across the University
• Internationally distinctive, exciting and innovative programmes of study that combine academic excellence with an exceptional student experience and appropriate learning resources
• Further funding and study opportunities through cultivation of external links with Research Councils, graduate schools and other organisations both nationally and internationally

Professor Diane Houston (Dean of the Graduate School) works closely with the Master of Woolf College (Postgraduate College) and Claire Powell (President of the Kent Graduate Student Association) to ensure a cohesive approach to the provision of support and activities for postgraduates at Kent.

6.2 Championing your interests
Professor Diane Houston, Dean of the Graduate School, chairs a board that is responsible for all aspects of postgraduate education at Kent. It includes student members as representatives of the postgraduate community. The Graduate School works to ensure that student views on all aspects of the study experience are listened to and acted upon within the institution. At Kent, there is a strong postgraduate representation system working at school, faculty and institutional levels.

6.3 Academic, social and networking opportunities
The Graduate School provides many opportunities for postgraduate students to meet and socialise and is especially keen to support student-driven initiatives such as workshops and conferences. Please keep an eye on the Graduate School events calendar for further information at: www.kent.ac.uk/graduateschool/news/calendar.html

6.4 The GradPost
The quarterly postgraduate newsletter (the GradPost) is supported by the Graduate School. Postgraduate researchers can join The GradPost editorial team and/or contribute articles for publication in the newsletter. Further information about the GradPost is available at: www.kent.ac.uk/graduateschool/news/gradpost.html Please email grad-editors@kent.ac.uk if you would like to become involved with the newsletter.

6.5 Postgraduate Experience Awards
Postgraduate students have the opportunity to bid for funding to coordinate their own events and projects aimed at enhancing the postgraduate experience at Kent. Proposals for funding are required to have an interdisciplinary and/or external focus. Projects funded previously have included a cross-disciplinary Latin American Society and Research Network, an Interdisciplinary Conference on Social Movement, and a short story reading group. Postgraduate researchers will be notified when the awards are open for applications during the course of the academic year.

6.6 Postgraduate Research Festival
The annual Postgraduate Research Festival (normally scheduled to take place in July) provides our students with the opportunity to present their work to a wider audience, network with their peers from across the University and attend academic talks. The Graduate School offers sessions on producing an effective research poster and giving presentations as part of its Researcher Development Programme. Details of these sessions can be found in the Researcher Development Programme Handbook and on the on-line booking system (bloom.kent.ac.uk). Further information about how to become involved in the festival will be circulated to students during the course of the academic year.

7 Researcher Development
It is easy for new postgraduate students (even after the most successful undergraduate career) to underestimate the difficulties of research, both with regard to the development of specific skills and with regard to more general research techniques.

7.1 Subject-specific research skills training
Your main supervisor will be able to provide you with individual help on subject specific research techniques and will advise you of any taught courses you should follow to develop these skills. You may also wish to undertake an on-line training course in research methods through Epigeum on-line training which is provided by the Graduate School. There are on-line training modules for postgraduate researchers in the Humanities, Sciences and Social Sciences (please see: www.kent.ac.uk/graduateschool/skills/onlinetraining/epigeum/index.html).

7.2 Researcher Development Programme
The Graduate School coordinates the Researcher Development Programme for Postgraduate Researchers. Our 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 our training is mapped to the national Researcher Development Framework (RDF).

The RDF is a tool for promoting and supporting the personal, professional and career development of researchers in higher education. The Researcher Development Statement is a reference document which describes the domains, sub-domains and descriptors of the full framework. The purpose of this statement is to give a common view of the skills and experience of a typical researcher thereby providing universities with a clear and consistent message aimed at helping them to ensure that all research training is of the highest standard, across all disciplines.

The descriptors are structured in four domains and twelve sub-domains, encompassing the knowledge, intellectual abilities, techniques and professional standards required to do research, as well as the personal qualities, knowledge and skills to work with others and ensure the wider impact of research. Each of the sixty-three descriptors contains between three to five phases, representing distinct stages of development or levels of performance within that descriptor.

The four domains of the RDF are:

A Knowledge and Intellectual Abilities
B Personal Effectiveness
C Research Governance and Organisation
D Engagement, Influence and Impact

Further information about the Researcher Development Programme is available on the Graduate School Website at: www.kent.ac.uk/graduateschool/skills/programmes/tsiindex.html. Postgraduate researchers should ensure that they obtain a copy of the Researcher Development Programme Handbook and register with the on-line booking system at: bloom.kent.ac.uk.

The handbook provides postgraduate researchers with detailed information about the programme including the trainers, workshops and links to useful resources. Most workshops take place on the Canterbury Campus, but some are also run on the Medway Campus (and Medway-based PhD students
are able to claim their travel expenses in order to attend sessions taking place on the Canterbury Campus). Further details about this can be obtained by emailing: skills@kent.ac.uk.

All new PhD students will be invited to attend a Researcher Development Assessment Workshop which will introduce them to the Researcher Development Assessment. Completion of a Researcher Development Assessment via the on-line booking system is a requirement for successful completion of the probation review for PhD students (which is undertaken at 10 months for FT PhD students and 12 months for PT PhD students) – further information is available in Annex K (Progression and Examination) and Annex P (Skills Training) of the Code of Practice for Research Programmes of Study at www.kent.ac.uk/itservices/hom e/index.html.

8 Communication within the University

8.1 Email
The main means of communication within the University is email so it is vital that you ensure that you set up your email account as soon as possible and check your emails on a regular basis. You will be allocated an email account as part of the enrolment process.

- Information about the email account is available on our website at: www.kent.ac.uk/itservices/email/
- Information about how to claim your IT account is available at: www.kent.ac.uk/itservices/account/index.html
- Information on how to access IT resources from home is available at: www.kent.ac.uk/itservices/home/index.html
- The Graduate School sends postgraduate students a weekly bulletin by email.

8.2 Post
Mail will be sent to you at your local address or to your academic school so make sure you know where your pigeonhole is. You must ensure that the University has your current local address and your home address. You can check this and make amendments via your personal pages on the Student Data System. The link to the Student Data System is available at: www.kent.ac.uk/student/index.html.

9 Postgraduate researcher responsibilities

 Undertaking a research degree is both an exciting and challenging experience. In order to ensure that everything goes as smoothly as possible during your time as a postgraduate researcher at Kent, you have a range of specific responsibilities which are outlined in Section 5 of Annex H (Supervision) of the University’s Code of Practice for Research Programmes of Study (this section is provided in Appendix A at the end of this handbook for information).

10 Research supervision

10.1 Initial meeting
Upon arrival at Kent you should make arrangements to meet with your main supervisor and other members of your supervisory team as soon as possible. You may well have been in contact with your supervisors prior to arriving at Kent but it is important to set up an initial meeting to discuss your research project and plan future meetings which will suit your research topic and individual circumstances. All postgraduate research students at Kent are appointed a supervisory team which means that you have more than one supervisor to assist you with your research project. Initial discussions should include an agreement of how you will liaise with and make use of the expertise of each of the members of your supervisory team.

10.2 The role of your main supervisor
Your main supervisor is the person responsible for you and to the University for your academic progress. This is also the person you should first consult about any problems relating to your work or general circumstances. The responsibilities of your main supervisor are detailed in Section 4.2 of Annex H (Supervision) of the University’s Code of Practice for Research Programmes of Study (this section is provided in Appendix B at the end of this handbook for information).

10.3 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 conversation 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

Records of supervisory meetings are important as they provide a useful aide memoir 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. From the 2012-13 academic year supervisory meetings will 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.

10.4 The supervisory relationship

10.4.1 Your supervisory team will provide you with specific details about how supervision will work within your academic school. There may be differences in supervision styles between academic schools depending on the nature and requirements of the subject area.

10.4.2 An effective relationship with your main supervisor is essential for ensuring that you make good progress with your research. One model of supervision does not fit all research candidates so it is advisable to use your first few meetings with your main supervisor to: (i) discuss your expectations of how the supervisory relationship will work and (ii) review whether the current level of supervisory support you are receiving is helping you to progress. If you have concerns or consider that you require more guidance in certain areas, raise this with your main supervisor as soon as possible. Supervisors will not be aware that there is a problem unless you raise this with them and having done so they will be keen to help you to identify a solution.

Your main supervisor is there to help you to identify parts of your research and development where you require further training or support so you should be ready to discuss skills areas where you feel less confident. Identifying areas for development at an early stage and taking action to improve your skills will set you in excellent stead for the remainder of your PhD journey. New PhD students will assess their skills at a Researcher Development Assessment Workshop but it is only obligatory for PhD students. The Graduate School also provides workshops which will assist you with your supervisory relationships such as “Getting the most from your Academic Relationships” (see the Researcher Development Programme Handbook or on-line booking system for further details) and an on-line training course entitled “Managing your Research Supervisor or Principal Investigator” (please see: www.kent.ac.uk/graduateschool/skills/onlinetrg/epigeum/index.html).

10.4.3 Supervisors and students are expected to treat one another with courtesy and discuss any problems at the earliest opportunity to allow any issues to be resolved quickly and effectively. In cases where there is a more serious breakdown in the main supervisor/student relationship, the matter should be brought to the attention of the School’s Director of Graduate Studies (with responsibility for research programmes of study) who will review the situation. In cases where there is an irreparable breakdown in the student/supervisor relationship, an alternative main supervisor may be provided.
10.5 Preparing for a supervisory meeting

Postgraduate researchers need to be very well organised when managing their research projects. This includes being well prepared for supervisory meetings. You should ensure that you bring your notes from any earlier supervisory meetings, your research project plan and any drafts of your thesis along to the meeting for discussion.

The value of producing early drafts of your thesis cannot be emphasised too strongly even if the exact timing of when you start to produce written work will depend largely on the nature of your research topic and other individual circumstances. A piece of written work allows both you and your supervisor to see how your ideas are developing, constitutes a good basis for discussion and criticism and provides your supervisor with hard evidence of progress made or difficulties encountered. It also provides your supervisor with a valuable opportunity to give you some advice on your academic writing. The Graduate School provides workshops and one-to-one sessions on academic writing as part of its Researcher Development Programme (please see the Researcher Development Programme Handbook and on-line booking system for further details).

In order to give considered feedback, supervisors require written work to be handed in several days in advance of scheduled supervision meetings. If you are handing in a substantial piece of work such as a full chapter it is advisable to submit it a week in advance of the meeting. Supervisors will expect any work submitted for their consideration to be word processed. Please ensure that your work is backed up properly to avoid any loss through computer failure.

11 Progression monitoring

In order to ensure that your research project is on track and that you have all the necessary support and resources required to successfully complete it, there will be a series of review stages during your period of registration. These reviews include induction, probation, end of year reviews and submission reviews. In cases where there are concerns about progress, your supervisors may schedule a mid-year review. Annex K (Progression and Examination) of the University’s Code of Practice for Research Programmes of Study at: www.kent.ac.uk/uelt/quality/rescode2005/index.html provides detailed information about each of these review stages (please see Annex K at: www.kent.ac.uk/uelt/quality/rescode2005/annexknew.html). The timing of these reviews is dependent on your particular research degree and mode of study (please see Appendix C for information).

From the 2012-13 academic year, the outcome of progression monitoring reviews will be recorded on the student data system. Examples of the progression monitoring forms are available under Annex K (Progression and Examination) of the University’s Code of Practice for Research Programmes of Study at: www.kent.ac.uk/uelt/quality/rescode2005/index.html

12 Teaching and demonstrating

Most postgraduate researchers will have the opportunity to teach or demonstrate in their academic schools. Some research students may be employed as Graduate Teaching Assistants. Each academic school will have a designated member of staff who is responsible for overseeing the arrangements for postgraduate researchers who teach or demonstrate within the school.

The Graduate School liaises with academic schools prior to the beginning of each academic year to identify new postgraduate teachers and demonstrators. These students will be contacted and asked to book onto an “An introduction to University Teaching” session which are scheduled to take place at the beginning of each academic year. Further teaching-related training sessions may also be available within your academic school and the Graduate School will be incorporating teaching-related sessions into its Researcher Development Programme from the 2012-13 academic year (please keep an eye on the on-line booking system for details). Postgraduate researchers may also apply for a place on the ATAP and PGCHE which is administered by the Unit for the Enhancement of Learning and Teaching (please see: www.kent.ac.uk/uelt/academic-practice/apt-dev-prog/PGCHE/index.html for further information).

From the 2012-13 academic year, the Graduate School will be working with the three Faculties at Kent to establish a Network Group for postgraduate researchers who teach and demonstrate at the University. Further information about the Network Group will be circulated to new postgraduate researchers at the beginning of the academic year.

13 Providing feedback on your research experience

Postgraduate researchers have a number of mechanisms which they can use to provide feedback on their research experience. You can provide feedback to your academic school via your supervisory team and postgraduate research student representatives. The annual Postgraduate Research Experience Survey (circulated in spring/summer) provides you with an excellent opportunity to provide feedback on a range of different areas. The results of this are anonymous and the information is used by your academic schools and the wider University to make improvements to the postgraduate experience at Kent.

14 Postgraduate funding

Postgraduate researchers fund their research degrees through a range of routes (e.g self-funded, employer sponsored, Research Council Studentship, Graduate Teaching Assistantships and Career Development Loans). Useful Kent websites related to postgraduate funding include:

- Alternative Guide to Postgraduate Funding: www.kent.ac.uk/graduateschool/skills/onlinetrg/gradfunding2012.html
- Finance: www.kent.ac.uk/finance-student/index.html
- Postgraduate Scholarships: www.kent.ac.uk/scholarships/postgraduate/index.html
SECTION 3: STUDENT SERVICES

15 Woof College
Woof College is the University’s Postgraduate college. The Woof College Master’s office supports and assists graduate students in all matters of welfare and guidance. If you have a concern, difficulty, query or problem, you should not hesitate to contact the Woof College Master, or call in to the Master’s office for further help or assistance. Normal office hours in term time are Monday to Friday, between 9.00am and 5.00pm (with 1 hour closure for lunch). The Masters’ offices are part of the Student Services Department and as such have close links with all of the other student support services on campus. The Woof College Master’s contact details are as follows: Dr Peter Klappa (Acting Woof College Master), Room B3-22 in Darwin College, Ext 7650 and Email PKlappa@kent.ac.uk.

16 Information Services

16.1 Computing Services
If you have no formal training in computing we urge you to take advantage of the opportunities at Kent. Improving your IT skills may speed up your work and may increase your chances of employment when you have finished your degree. The Computing Service runs courses just before the start of the academic year to introduce new students to the facilities at Kent and there are short courses on topics of interest to computer users. An advisory service is available to all research computer users. Take a look at: www.kent.ac.uk/itservices/training/

16.2 Library services and resources

16.2.1 Resources for Postgraduates
Postgraduate researchers should find out information about the library resources available to them as soon as possible following their arrival at Kent: www.kent.ac.uk/library/
There is also a specific on-line guide about the library for postgraduate students available at: www.kent.ac.uk/library/students/postgraduates.html

16.2.2 Academic Liaison Librarian
In order to make the best possible use of the Library and its services it is also important for you to contact the Academic Liaison Librarian responsible for the area of research you are pursuing as soon as possible. Academic Liaison Librarians can give you one to one help throughout your research, by phone, email or in person (see www.kent.ac.uk/library/tempelman/contacts/?tab=subject-support). Subject guides are also available at: http://library.kent.ac.uk/library/bysubject.shtml

16.2.3 On-line Resources
The Library makes available a substantial number of electronic resources, including e journals, journal and thesis indexes, e books and e reference works. Please see: www.kent.ac.uk/library/resources/

If you need to use material not held by the University Library, there are two options. You could request the material via the document delivery service www.kent.ac.uk/library/tempelman/services/documntdelivery/ or visit other libraries throughout the UK using SCONUL access www.access.sconul.ac.uk/

17 Student Learning Advisory Service

The Student Learning Advisory Service (SLAS) is a free and friendly advice service providing guidance and information on all aspects of effective learning and study skills to all students.
www.kent.ac.uk/uel/t/learning/index.html

17.1 Support for postgraduate students
SLAS recognises the excitement and difficulties of postgraduate study, and wants to help you in all aspects of your work. SLAS can support postgraduate students through a mixture of resources, workshops and one-to-one appointments.

17.2 Individual and confidential appointments
On-campus
SLAS learning advisors are available on campus for any student or small group of students keen to improve their learning who wish to make an appointment with them.

Off-campus
SLAS can arrange a telephone appointment for those who are unable to come to the campus. You can arrange this by emailing Canterbury on learning@kent.ac.uk or Medway on learningmedway@kent.ac.uk.

17.3 Maths & stats clinics
SLAS provides a maths and stats clinic for those who are struggling to understand some of the basics or feel that they need additional support in understanding more advanced principles.

17.4 Workshops
SLAS provides the student skills & learning development programme, which is a practical programme of workshops for all University of Kent students including: IT training, study skills and information about further sources of advice. Workshops are free to postgraduate students. Workshops are held in Canterbury:
www.kent.ac.uk/student/skills/canterbury/index.html and Medway:
www.kent.ac.uk/student/skills/medway/index.html

18 Career planning

18.1 Careers and Employability Service
The Careers and Employability Service (CES) aims to support you in making a successful transition from your research degree to the next stage of your career.

Qualified and experienced Careers Advisers and Employability Advisers are available at any stage of your studies – and beyond – for personal careers advice and guidance. This may include job-hunting, interview skills and making successful applications for both academic posts and for graduate positions in other sectors.

There is an extensive careers website which includes a section dedicated to postgraduate students, and an online database of graduate vacancies. The CES has produced a ‘Career Planning Guide for Postgraduate Students and Researchers’, covering
career options for postgraduates, the transferable skills gained through your studies, finding job opportunities and making successful applications. To gain the maximum advantage from the CES, we would recommend that you start to use them at an early stage in your research. More information is available on the Careers and Employability Service website at: www.kent.ac.uk/ces.

18.2 Planning your career
In addition to the support provided by the Careers and Employability Service, the Graduate School provides workshops on career planning as part of its Researcher Development Programme including:
- Career Training
- Routes into Academia
- Employment outside Academia
- Launching an Academic Career
- Progressing in your Academic Career
- Career Planning in the Arts, Humanities and Social Sciences (on-line course)
- Career Planning in the Sciences (on-line course)

Please visit the on-line booking system for workshop dates at: bloom.kent.ac.uk. Information about the on-line courses is available at: www.kent.ac.uk/graduateschool/skills/onlinetrng/epigum/epigumindex.html

19 Kent Union Advice Centre
The Student Advice Centre is able to provide advice on a wide variety of problems that students may face whilst they are studying. The Centre is similar to a Citizens Advice Bureau for students and it can give advice on a range of areas such as immigration, housing, academia and funding to name but a few. The service is free, confidential and available to all students studying at the University of Kent. The Centre is based in the Mandela Building on the Canterbury campus and its opening hours are Monday to Friday 9.00am until 6.00pm during term time and 9.00am until 5.00pm during the vacations. You can access the service by making an appointment to see one of the advisers, coming to one of their drop in sessions or telephoning the Advice Help Line.

20 International Development
The International Development Office is based in the Registry building on the Canterbury campus and serves as a useful point of contact for all international students. Staff members from the International Development Office meet international students and their parents at exhibition fairs and pre-departure events around the world, provide tours of the campus in Canterbury, organise the welcome events for new international students, and act as a signposting service with an open drop-in policy throughout the year. The office also produces useful publications and web-pages on all aspects of being an international student at Kent, acts as an information source for students sending email enquiries prior and during their studies, and administers the International Scholarship. The International Development Office also manages student exchanges, assists students who wish to spend part of their degree in a second country, and helps those students who come to Kent on a short term basis.

In partnership with the Alumni Office, International Development is a life-long liaison contact for international alumni around the world. For information about the International Development Office please go to: www.kent.ac.uk/international.

21 Disability and Dyslexia Support Service
The Disability and Dyslexia Support Service (DDSS) will do everything they can to make students’ time at the University of Kent a positive experience. They are committed to improving access to learning for all students and provide a wide range of educational support services.

Depending on your specific needs, the DDSS may be able to assist with the following:
- Applying for funding to pay for specialist equipment and helpers
- Arranging signers, notetakers and other support workers for you
- Helping you find out if you have dyslexia
- Talking to your lecturers about any particular help you may need in lectures and seminars
- Discussing any special arrangements you need for exams
- Contacting other departments about any specific assistance you may require

For information about the DDSS please go to: www.kent.ac.uk/ddss/

22 Medical Centre
For information about the University Medical Centre please go to: www.kent.ac.uk/medical/

23 Chaplaincy
The University Chaplaincy supports the many religious groups, societies and congregations on the campuses; it has links to faith groups in the local community (where there are volunteering opportunities) and also runs social events and day trips which are popular with international and postgraduate students. Chaplains are always available for one-to-one pastoral support, or to answer and discuss specific questions about the faith traditions they represent.

Contact us at chaplaincy@kent.ac.uk
Chaplaincy: www.kent.ac.uk/chaplaincy/

24 Oaks Nursery
The Oaks Day Nursery is run by Kent Union and is situated on the Canterbury campus. It offers nursery care and education for children aged from 3 months to 5 years. The nursery operates from 8.00am to 6.00pm Monday to Friday for 50 weeks of the year, closing for 2 weeks over the Christmas period and on bank holidays. More information is available at www.kentunion.co.uk/oaksdaynursery/
SECTION 4: LOCAL COMMUNITY INFORMATION

25 Travel

25.1 Canterbury travel information

Buses

For information see: www.stagecoachbus.com/

The buses that call at the University are:
- the Unibus (Darwin/Keynes/Parkwood/Library to town and the bus station, including both train stations)
- the 4 (Keynes College to Tyler Hill and Blean, Whitstable, then Herne Bay and Sturry)
- the 5 (Darwin College, Tyler Hill, then Chestfield and Seasalter)
- the 6 (Keynes College to town and the bus station, including both train stations)
- The 26 and 26A (Keynes College to Hales Place and Sturry Road)
- For other locations such as Rough Common, Spring Lane and locations further afield such as Faversham, Margate, Maidstone, Folkestone, or Dover you will need to travel to the bus station in town.

It is possible for students to purchase a bus pass to cover the academic year of travel (October to June). Additional passes are available during the three month summer period. See www.kent.ac.uk/estates/transport/bus/index.html for prices and details.

National Express

A National Express coach leaves from the Keynes bus stop for Victoria coach station, London and Dover. To check ticket prices and timetables consult: coach.nationalexpress.com/

Rail

From Canterbury it is possible to travel to London via Canterbury West (high speed to St Pancras, or to Charing Cross or Waterloo East), or via Canterbury East (to Victoria). The Canterbury East line also goes to Dover and the Canterbury West line to Ramsgate. Travelling via the high speed route it is possible to get Eurostar connections from Ebbsfleet. Canterbury is also well connected to Gatwick (through rail routes via Victoria), and it is easy to travel to Stansted and Heathrow too.

Buses

For information see: www.arrivabus.co.uk/south-east/ or Call: Traveline 0871 2002233

Buses call at the University of Greenwich Gatehouse, which is a 5 minute walk from the University of Kent campus. The buses that call at the University are:
- the 100 www.arrivabus.co.uk/serviceInformation.aspx?id=12300
- the 140 www.arrivabus.co.uk/serviceInformation.aspx?id=12306
- the 141 www.arrivabus.co.uk/serviceInformation.aspx?id=12306

National Express

National Express coaches leave from Hemsted Valley Shopping Centre at Gillingham (for Victoria coach station London and Dover). To check ticket prices and timetables consult: http://coach.nationalexpress.com/

Taxis

This is a selection of Medway’s taxi companies provided for information only. These firms are not supported or endorsed by the University:
- Andycabs Taxis (Ulcombe Gardens) 01227 787111
- Cab Co (Dover Street) 01227 455455
- Galaxy Taxis (Chesnut Avenue) 01227 450 150
- Longleys 01227 710777
- Longport Cabs (Blean Common) 01227 458865
- Lynx (Gordon Road) 01227 464232
- Tudor cars (Barton Business Park) 01227 451451
- Z cars 01227 444444 or book online at: www.zcarnsglobal.com/?gclid=COifpviCvLAChF5gtAodx51Rmg
- Wilkinson (London Road) 01227 450450

25.2 Medway travel information

Rail

The nearest station to the University of Kent at Medway is Chatham. From there it is possible to catch a bus to the campus. From Chatham station it is possible to travel to Dover, to London Victoria and to London Charing Cross (London Bridge and Waterloo East) via Strood, Dartford and Gravesend. Travelling via the high speed route, it is possible to get Eurostar connections from Ebbsfleet. Chatham is also well connected to Gatwick (through rail routes via Victoria), and it is easy to travel to Stansted and Heathrow too.

Buses

For information see: www.arrivabus.co.uk/serviceInformation.aspx?id=12306

For other locations such as Rough Common, Spring Lane and locations further afield such as Faversham, Margate, Maidstone, Folkestone, or Dover you will need to travel to the bus station in town.

26 Housing

26.1 The Accommodation Office

Kent’s Accommodation Office is situated on the Canterbury campus at Tanglewood, near Keynes College. It is open Monday to Friday, 9.00 am until 5.00 pm, and during the arrivals weekend in September from 10.00 am until 6.00 pm (tel : 44 (0)1227 766660). The office deals with enquiries for both Medway and Canterbury accommodation. All new postgraduate students who hold an unconditional offer from Kent and who apply before 31 July in the year of entry will be offered University accommodation. Postgraduate students who apply after 31 July will be offered accommodation subject to availability.

26.2 Letting agents and websites

Besides the campus’s Accommodation Office, there are a number of letting shops and dedicated websites that deal with student properties in Canterbury. These include:
- www.caxtons.com/
- www.keydonlettings.co.uk/
- www.stfa.co.uk/ (Student Lettings Agency)
- The Letting Shop: 76 Castle Street, Canterbury. Kent CT1 2QD 01227 784784
- www.canterburystudents.com/
- www.studentpad.co.uk/canterburyhousing/ Canterbury Student Housing is an accreditation scheme for student housing run by Canterbury City Council
- www.campuslet.com/ (based in the campus’s Innovation Centre)

For flat/house shares you can also try: www.spareroom.co.uk, www.gumtree.com/ or www.flatmate rooms.co.uk/canterbury

You can also visit the Council’s website for information and guidance on living in Canterbury please visit the Council’s website at: www.canterbury.gov.uk/students

26.3 Storage and removals

When moving out, storage units of varying sizes and tariffs are available along Sturry Road at Storage King (see www.storageking.co.uk).

If you need any help moving your things, try www.taxivankent.co.uk/
You can also try www.unisummerstorage.com/

27 Leisure

27.1 Canterbury campus

Canterbury is a lively campus and there is always something going on. You can find listings of events at the Gulbenkian Theatre and Cinema at www.canterbury.gov.uk/leisure
At the heart of Canterbury is the Cathedral (http://canterbury-cathedral.org/), and full-time students can use their student ID to access the Precincts. Chaucer is brought to life at the Canterbury Tales (www.canterburytales.org.uk/). Canterbury’s diverse history can be further explored at St Augustine’s Abbey, the Canterbury Museum, the Westgate Towers Museum and the Roman Museum (free entry to all museums with a Resident’s Card).

Fun activities in Canterbury include enjoying a punt down the Stour, the infamous Ghost Tour and seeing a show at the Marlowe theatre in town. Bikes can be hired from the Estates department on campus (contact T.Curtis@kent.ac.uk) to explore the Crab and Winkle Way.

For activities further afield:

The coast: Whitstable, Herne Bay, Margate, Rye, the Dickens centre in Chatham, Dickens House Museum in Broadstairs, Chatham Maritime Museum, Sandwich or Rochester Cathedral.

Walking: try Stodmarsh Nature Reserve, the coastal route from Whitstable to Herne Bay or Reculver. Woodland walks can be found in Bean Woods at Rough Common, which is close to the University.

Cycling: some of the most popular cycle routes are between Canterbury and Ashford, Canterbury and Whitstable (the Crab and Winkle Way), through Fordwich and along the coast between Whitstable and Reculver. See the SPOKES East Kent website for more cycle-related information (www.spokeeastkent.org.uk/).

Animals: Visit Howletts Zoo (Bekesbourne), Wildwood Animal Park (Herne Common), Wingham Wildlife Park (Wingham). There are also seal watching excursions from Sandwich or Ramsgate (see: www.thanetcoast.org.uk/whats_on/seal_excursions_-_ne_kent.aspx)

Sports: There are swimming pools at Kings School Recreation Centre and Kingsmead in Canterbury, or further afield in Whitstable and Faversham. At Whitstable you can try sailing, windsurfing, powerboating, canoe training courses, and kite surfing (http://oystercoastwatersports.org.uk/). Other activities include tenpin bowling at Whitstable and Margate, minigolf in Herne Bay, iceskating at Gillingham (http://silver-blades.co.uk/page/About Us/Gillingham), skiing in Chatham (http://jnlchatham.co.uk/) and Folkestone (www.folkestonesportcentre.co.uk/facilities-ski.asp) and even roller skating (hockey, dance and derby) in Herne Bay (http://hernebayunited.co.uk/ and www.healthycanterbury.org/category/roller-skating/).

Nightlife: Canterbury offers a varied and lively nightlife, beyond the campus.

For Entertainment see: www.canterbury.co.uk/things-to-see-and-do/evening-nightlife.aspx

For other activities see: www.canterbury.co.uk/things-to-see-and-do/
SECTION 5: REGULATORY INFORMATION

28 How is Postgraduate Research managed at Kent?

There is a network of staff members and committees at Kent dedicated to the management of postgraduate education within the University and the safeguarding of the interests of our postgraduate researchers. All the committees include elected postgraduate student members.

Each academic school has a Director of Graduate Studies who will be responsible for research programmes of study within that school. In larger schools, there may be two Directors of Graduate Studies one with responsibility for taught postgraduate courses and one with responsibility for research programmes of study. Each school will have a Graduate Studies Committee which is responsible for the quality management of research programme of study and monitoring the progress of research students within that school. More information about the role of the School Director of Graduate Studies and School Graduate Studies Committees can be found in Annex I of the University’s Code of Practice for Research Programmes of Study at: www.kent.ac.uk/uelt/quality/rescode2005/annexi.html

The School Graduate Studies Committee reports to a Faculty Graduate Studies Committee which is chaired by the Faculty Director of Graduate Studies. There are three faculties at Kent (see the list of academic schools/faculties in Appendix D). More information about the role of the Faculty Director of Graduate Studies and Faculty Graduate Studies Committee can be found in Annex J of the University’s Code of Practice for Research Programmes of Study at: www.kent.ac.uk/uelt/quality/rescode2005/annexj.html

The current Faculty Directors of Graduate Studies are:
• Professor Michael Smith (Sciences Faculty Director of Graduate Studies)
• Dr Montserrat Roser i Puig (Humanities Faculty Director of Graduate Studies)
• Dr Ruth Blakeley (Social Sciences Faculty Director of Graduate Studies)

The Faculty Graduate Studies Committees report via Faculty Boards to the University-level Graduate School Board which is chaired by the Dean of the Graduate School. More information about the role of the Graduate School Board can be obtained at: www.kent.ac.uk/graduateschool/gsboard/och.html

The University Code of Practice for Research Programmes of Study provides a framework for the quality management of research programmes of study at Kent. See: www.kent.ac.uk/uelt/quality/rescode2005/index.html. Appendix E provides you with a full list of the annexes contained within the Code of Practice for Research Programmes of Study.

28.1 Intermission, transfer of registration, change of status and withdrawal from the University

If you are considering intermitting, transferring your registration to another programme of study, changing from full-time to part-time (or vice-versa) or withdrawing from the University, you should first discuss this with your supervisor who will be able to provide you with advice. Postgraduate administrators within your academic schools will be able to direct and advise you on the administrative procedures involved with such changes. The procedures are available for consideration at: www.kent.ac.uk/seo/procedures/pg/pg-research.html

28.2 Fieldwork and absence from the University

Permission to be absent from the University for fieldwork should be sought from the School Director of Graduate Studies (Research Programmes), who should be satisfied that the appropriate facilities for research are available and arrangements for supervision are satisfactory. Requests for a reduction in fees for periods spent away from the University must gain the approval of the University Finance Committee. Information on procedures is available at: www.kent.ac.uk/seo/procedures/pg/pg-research.html

Please check with your school about arrangements which should be put in place prior to a period of fieldwork. Information on student fieldwork insurance cover can be found at: www.kent.ac.uk/finance-staff/services/insurance/studentfieldwork

28.3 Thesis completion, submission and examination

Information about the procedures surrounding the completion, submission and examination of your research thesis is available in:
• Regulations for Research Programmes of Study (please see section 8 (examination) at: www.kent.ac.uk/uelt/quality/regulations/research/pgdipresc.html)
• Instructions to Candidates for the Examination of Research Degrees: www.kent.ac.uk/uelt/quality/regulations/research/pgdipresc.html

28.4 Academic complaints and appeals

An academic complaint is any specific concern about the provision of a programme of study or related academic service. An academic appeal is a request for a review of a decision of an academic body charged with making decisions on student progression, assessment and awards.

28.4.1 Academic complaints

All postgraduate researchers at Kent are entitled to receive satisfactory academic supervision and support. Should you have any problems during the course of your research, you will in most cases be able to sort these out straight away and easily with members of your supervisory team.
11

29. Plagiarism and duplication of material

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

A student must not reproduce in any work submitted for assessment (for example, examination answers, essays, project reports, dissertations or theses) any material derived from work authored by another without clearly acknowledging the source.

Duplication of material means the inclusion in coursework (including extended essays, projects and dissertations) of a significant amount of material which is identical or substantially similar to material which has already been submitted for the same or any other course at this University or elsewhere, without acknowledging that such work has been so submitted.

The University does not accept plagiarism or duplication of material and imposes severe penalties if it occurs in coursework, dissertations, projects, examinations and theses. If you need guidance on the correct use and presentation of quotations and source material, you should consult your tutor or supervisor.

Further university guidance on plagiarism, academic integrity and good practice is available at: www.kent.ac.uk/uelt/ai/

The Graduate School provides an on-line training course through Epigeum focused on avoiding plagiarism. Please see: www.kent.ac.uk/graduateschool/skills/onlinetrg/epigeum/epigeumindex.html for further details.

However, it does occasionally happen that there are more serious grounds for dissatisfaction which can be dealt with only by someone other than the supervisory staff concerned. If an individual or group of students feels that the basic requirements of good supervision are not being met, or that there are other issues relating to postgraduate support which they feel give grounds for complaint, the matter should be raised immediately with your School Director of Graduate Studies or postgraduate research student representative.

If students remain dissatisfied, having raised the matter informally with the supervisory staff, postgraduate research student representative and School Director of Graduate Studies, they may wish to make a more formal complaint. The complaints procedure is outlined in Section 6 (Comments, Suggestions and Complaints (and Appeals) of the University Student Charter available at: www.kent.ac.uk/regulations/Regulations%20Booklet/Student-Charter-2008.pdf. Students are advised to refer to this prior to lodging a formal complaint. For a formal academic complaint, students should write to their Head of School in the first instance. If students remain unsatisfied, having received a response to the academic complaint from the Head of School, students may write to the Dean of their Faculty and, if still dissatisfied by the response, thereafter, to the Vice-Chancellor.

28.4.2 Academic appeals

The procedures for appeals brought by postgraduate research students are outlined in the Standing Orders Governing Research Appeals available at: www.kent.ac.uk/uelt/quality/regulations/research/soga.html Postgraduate research students should read these procedures carefully to find out in what circumstances and on what grounds they may submit an appeal. If they wish to pursue an appeal, they should complete a research appeal form to accompany their letter of appeal and submit this to the Faculties Support Office in the Marlowe Building. The research appeal form is available at: www.kent.ac.uk/uelt/quality/regulations/research.html

Postgraduate researchers should note that they may not submit an academic appeal:
• Against academic judgement or;
• On the grounds of poor or inadequate research supervision. Such a matter would be the subject of an academic complaint, which should have been raised and resolved at the earliest opportunity through the academic complaints procedure (see section 28.4.1).

The University does not accept plagiarism or duplication of material and imposes severe penalties if it occurs in coursework, dissertations, projects, examinations and theses. If you need guidance on the correct use and presentation of quotations and source material, you should consult your tutor or supervisor.

Further university guidance on plagiarism, academic integrity and good practice is available at: www.kent.ac.uk/uelt/ai/

The Graduate School provides an on-line training course through Epigeum focused on avoiding plagiarism. Please see: www.kent.ac.uk/graduateschool/skills/onlinetrg/epigeum/epigeumindex.html for further details.
APPENDIX A: POSTGRADUATE RESEARCHER RESPONSIBILITIES

This following is an extract from Annex H (Supervision) of the University’s Code of Practice for Research Programmes of Study. Annex H is available for consideration in full at: www.kent.ac.uk/uelt/quality/rescode2005/annexh.html

Research students are responsible for:

1. The content, completion and submission for examination of their theses under the supervision of academic staff members. The student should take ultimate responsibility for his or her research.

2. Ensuring that they are familiar with and comply with University regulations, school guidelines and any other procedures relating to their degree.

3. Attending a Researcher Development Assessment workshop prior to the probation review (if studying for a PhD).

4. Completing a Researcher Development Assessment and discussing this and their training needs with their supervisors on a regular basis.

5. Preparing adequately for formal progress reviews and supervisory meetings.

6. Ensuring work progresses in accordance with the stages agreed with their supervisor(s).

8. Advising their supervisor(s) of any illness, holidays or other occasions when they will be absent from the University.

9. Seeking advice from their supervisor(s) in an active manner and taking the initiative in raising problems or difficulties (including illness or other exceptional circumstances) with their supervisors.

10. Agreeing a programme of work with their supervisor(s) at the beginning of their first-year and to review this at appropriate intervals in each academic year in consultation with the supervisors ensuring that any deviation from the programme is reported to supervisors as soon as possible.

11. Agreeing a schedule of meetings with their supervisor(s).

12. Devoting appropriate time and effort to their studies.

13. Taking note of the guidance and feedback provided on their work by their supervisor(s).


15. Complying with health and safety requirements.

16. Complying with ethical requirements.

17. Ensuring that they complete registration and make payment of fees at the appropriate time.

18. Assisting the University in keeping their records up to date by cooperating fully with administrative procedures.

19. Contributing to the research environment of the academic school, wider university community and externally (as appropriate) by taking up opportunities to present work at seminars and by networking with other researchers.

20. Providing feedback on their student experience through annual reports, postgraduate surveys, postgraduate representatives and Staff-Student Liaison Committees (as appropriate).

21. Reporting any concerns about their supervision to the School Director of Graduate Studies without delay. If the School Director of Graduate Studies is a member of the supervisory team, concerns should be reported to the Faculty Director of Graduate Studies.
APPENDIX B: MAIN SUPERVISOR RESPONSIBILITIES

This following is an extract from Annex H (Supervision) of the University’s Code of Practice for Research Programmes of Study. Annex H is available for consideration in full at: www.kent.ac.uk/uelt/quality/rescode2005/annexh.html

Main Supervisors are responsible for:

1. Offering guidance on the student’s research project (in consultation with other members of the supervisory team).
2. Advising the student of the respective roles and responsibilities of each of the members of the supervisory team.
3. Ensuring that the student is aware of his/her responsibilities during the period of research;
4. Scheduling regular meetings with the student and setting aside adequate time to discuss progress and future work. The minimum requirement is one formal meeting per month. A meeting may be face to face or may take the form of email or a telephone conversation in which substantive matters are raised and progressed.
5. Ensuring that students are introduced to all School, Faculty and University facilities which are relevant to their research.
6. Making sure that students’ training needs (both subject-specific and transferable) are reviewed regularly through consideration of the researcher development assessment and encouraging them to take up training opportunities.
7. Ensuring that the particular needs of overseas students are taken fully into account during the early stages of research and to give help and advice on language problems and training where necessary.
8. Advising students on academic matters including expected attendance, research standards, methodologies, academic writing, plagiarism, progression and examination.
9. Approving a timetable of work and overseeing this to completion. Timely completion of research projects is expected by the University.
10. Keeping the School Director of Graduate Studies informed of any absences likely to impact upon time available for supervisory duties.
11. Ensuring that students are made aware of inadequacy of progress or standards of work below that generally expected. This should be recorded formally in notes of supervisory meetings and progress reviews.
12. Taking action to bring to the attention of the Supervisory Chair (where this is a different member of staff) and School Director of Graduate Studies (with responsibility for research programmes) any concerns about a student’s unsatisfactory progress.
13. Ensuring that there are clear records of supervisory meetings and interactions with their students.
14. Requesting written work as appropriate and returning such work with constructive feedback within an agreed timetable.
15. Participating in and preparing for student progress reviews as required by the Code of Practice (see Annex K: Progression and Examination).
16. Advising students on the ethical implications of their research and appropriate routes for ethical approval where appropriate.
17. Arranging, where appropriate, for students to make oral presentations about their work within the University and at conferences and to publish material from their research (ensuring proper credit is given for joint research).
18. Recommending examiners for the student’s thesis to the school in good time.
19. In conjunction with the examiners where appropriate, providing advice to the student concerning the corrections and/or revisions required to the thesis following examination.
20. Remaining familiar with and understanding the requirements of the Regulations for Research Programmes of Study and the Code of Practice for Research Programmes of Study.
21. Considering the safety implications of their students’ research.
## APPENDIX C: POSTGRADUATE RESEARCH STUDENT PROGRESSION REVIEW STAGES

As detailed in Annex K of the University’s Code of Practice for Research Programmes of Study – available at: www.kent.ac.uk/uelt/quality/rescode2005/annexknew.html

<table>
<thead>
<tr>
<th>Type of Student</th>
<th>Review Stages</th>
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<tbody>
<tr>
<td><strong>FT PhD Student</strong></td>
<td>1 Induction Review (6 weeks)</td>
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<td>2 Probation Review (10 months)</td>
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<td></td>
<td>3 End of Year 2 Review (24 months)</td>
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<td></td>
<td>4 Submission Review (33 months)</td>
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<td></td>
<td>5 Continuation Year Review 1 (41 months)</td>
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<td></td>
<td>6 Continuation Year Review 2 (46 months)</td>
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<tr>
<td><strong>PT PhD Student</strong></td>
<td>1 Induction Review (6 weeks)</td>
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<td></td>
<td>2 Probation Review (12 months)</td>
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<td></td>
<td>3 End of Year 2 Review (24 months)</td>
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<td>4 End of Year 3 review (36 months)</td>
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<td>5 End of year 4 review (48 months)</td>
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<td>6 Submission Review (57 months)</td>
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<td>7 Continuation Year Review 1 (65 months)</td>
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<td>8 Continuation Year Review 2 (70 months)</td>
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<tr>
<td><strong>FT MPhil Student</strong></td>
<td>1 Induction Review (6 weeks)</td>
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<td>2 Probation Review (10 months)</td>
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<td></td>
<td>3 Submission Review (21 months)</td>
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<tr>
<td><strong>PT MPhil Student</strong></td>
<td>1 Induction Review (6 weeks)</td>
</tr>
<tr>
<td></td>
<td>2 Probation Review (12 months)</td>
</tr>
<tr>
<td></td>
<td>3 End of Year 2 Review (24 months)</td>
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<td>4 Submission Review (33 months)</td>
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<tr>
<td><strong>FT Masters Student</strong></td>
<td>1 Induction Review (6 weeks)</td>
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<tr>
<td></td>
<td>2 Probation Review (6 months)</td>
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<td></td>
<td>3 Submission Review (9 months)</td>
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<tr>
<td><strong>PT Masters Student</strong></td>
<td>1 Induction Review (6 weeks)</td>
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<tr>
<td></td>
<td>2 Probation Review (12 months)</td>
</tr>
<tr>
<td></td>
<td>3 Submission Review (21 months)</td>
</tr>
</tbody>
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Note: In cases where a research student intermits from his/her period of research for a set period, the timings above would need to be adjusted accordingly.
APPENDIX D: KENT ACADEMIC SCHOOLS AND FACULTIES

Faculty of Social Sciences

School of Anthropology and Conservation
- Centre for Biocultural Diversity
- Durrell Institute of Conservation and Ecology
- Centre for Social Anthropology and Computing

Kent Business School
- Anglo-Chinese Business and Management Centre
- Centre for Employment, Competitiveness and Growth
- Centre for Heuristic Optimisation
- Centre for Supply Chain Research
- Centre for Tourism in Islands and Coastal Areas

School of Economics
- Centre for European Agri-Environmental Studies
- Centre for European, Regional and Transport Economics

Centre for Journalism

Kent Law School
- Centre for Critical International Law
- Centre for European and Comparative Law
- Kent Law Clinic
- Kent Centre for Law, Gender and Sexuality

School of Politics and International Relations
- Conflict Analysis Research Centre
- Centre for Federal Studies

School of Psychology
- Centre for the Study of Group Processes

School of Social Policy, Sociology and Social Research
- Centre for Health Services Studies
- European Centre for the Study of Migration and Social Care
- Personal Social Services Research Unit
- Centre for Philanthropy, Humanitarianism and Social Justice
- Centre for the Study of Social and Political Movements
- Tizard Centre
- Urban and Regional Studies Unit

Faculty Centres

Brussels School of International Studies
Centre for Professional Practice:
- Clinical Practice
- Cardio Pulmonary
- Counselling
- Psychotherapy
- Supportive and Palliative Care
- Surgical Practice
- Division of Dentistry
- Professional Studies
- Applied Professional Practice

Faculty of Humanities

Kent School of Architecture
- Centre for Research in European Architecture

School of Arts
- Drama and Theatre Studies
- European Theatre Research Network
- Event and Experience Design
- Film Studies
- Centre for the Interdisciplinary Study of Film and the Moving Image
- Fine Art
- History and Philosophy of Art
- Music and Audio Studies

School of English
- Centre for Colonial and Postcolonial Research
- Centre for Creative Writing
- Centre for Gender, Sexuality and Writing
- Centre for Studies in the Long Eighteenth Century
- Centre for Modern Poetry

School of European Culture and Languages
- Classical and Archaeological Studies
- Comparative Literature
- English Language and Linguistics
- French
- German
- Hispanic Studies
- Centre for the History of Archaeology
- Italian
- Centre for Language and Linguistic Studies
- Centre for Modern European Literature
- Centre for the Study of Myth
- Philosophy
- Centre for Reasoning
- Religious Studies

School of History
- Centre for the History of Medicine, Ethics and Medical Humanities
- Centre for the History of the Sciences
- Centre for the Study of Propaganda, War and Society

Faculty Centres
- Centre for American Studies
- Kent Institute for Advanced Studies in the Humanities
- Centre for Medieval and Early Modern Studies

Faculty of Sciences

School of Biosciences

School of Computing
- Kent IT Clinic

School of Engineering and Digital Arts
- Electronic Systems Design Centre

School of Mathematics, Statistics and Actuarial Science
- National Centre for Statistical Ecology

Medway School of Pharmacy

School of Physical Sciences
- Centre for Astrophysics and Planetary Science

School of Sports and Exercise Science

Faculty Centres
- Centre for BioMedical Informatics
- Centre for Research on Social Climate
- Centre for Cognitive Neuroscience and Cognitive Systems
- Centre for Molecular Processing
APPENDIX E: QUALITY MANAGEMENT STRUCTURE FOR POSTGRADUATE RESEARCH PROGRAMMES

- Senate
  - Vice-Chancellor

- Graduate School Board
  - Dean of the Graduate School

- Programme Approval Sub-Committee

- Faculty Boards
  - Deans

- Faculty Graduate Studies Committee
  - Faculty Directors of Graduate Studies

- School Graduate Studies Committees
  - School Directors of Graduate Studies

- Staff/Student Liaison Committees

- Supervisor/Supervisory Team
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A link for the Code of Practice for the Quality Assurance for Research Programmes of Study is available at: www.kent.ac.uk/uelt/quality/regulations/research.html