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SECTION 1: INTRODUCTION

Welcome to the University of Kent! This Handbook is a guide through the policies and procedures that underpin your postgraduate 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 on what you would like included in it in the future. We have aimed to provide general regulatory information that is relevant across all our campuses and European centres. Your own School may also provide additional information that is relevant to your particular discipline or research area. Local community information is provided for Canterbury and Medway. Postgraduate students studying at our European centres will receive additional centre-specific information.

Studying for a postgraduate degree will improve your detailed knowledge of your academic subject and it may also provide preparation for a professional career. Our Global Skills Award Programme offers you a unique and additional skills training opportunity which is designed to enhance global awareness and improve your employability in a competitive job market while you study for your postgraduate qualification (please see section 25.1 for further details). The 2015 Higher Education Review of the University of Kent by the UK’s Quality Assurance Agency recognised the benefits of the Global Skills Award Programme in terms of the development and networking opportunities it provided to postgraduate students.

Kent provides a range of other activities to enhance your postgraduate development including an invitation to apply for the Postgraduate Experience Awards, participation in the Postgraduate Research Festival and contribution to the production of the GradPost. You should also embrace the opportunities offered to you by 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 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 Graduate School staff
Jo Addison
PA to the Dean of the Graduate School and Graduate School Assistant
T: +44 (0)1227 824785
E: graduateschool@kent.ac.uk

Deborah Molloy
Graduate School Assistant
T: +44 (0)1227 824089
E: graduateschool@kent.ac.uk

Carla Doolan
Postgraduate Development Co-ordinator
T: +44 (0)1227 824896
E: skills@kent.ac.uk

Dr Jo Collins
Postgraduate Development Advisor
T: +44 (0)1227 816133
E: j.p.collins@kent.ac.uk

Ros Beeching
Graduate School Co-ordinator
T: +44 (0)1227 827838
E: c.r.beeching@kent.ac.uk

Suzie Morris
Graduate School Administration Manager
T: +44 (0)1227 823182
E: s.m.morris@kent.ac.uk

For further details about Graduate School staff, please see the website at www.kent.ac.uk/graduateschool/contacts/contacts.html.

3 Kent Graduate Student Association
The Kent Graduate Student Association (KGSA) 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 together with Kent Union, the Graduate School and the Master of Woolf College (our postgraduate college) to make sure university life is a rewarding experience for postgraduate students. More information about the KGSA is available at: www.kent.ac.uk/graduateschool/community/woolf.html.

The KGSA can also be emailed at: kgsa@kent.ac.uk

4 Postgraduate Student Representation
Postgraduate Representatives are student volunteers who 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. For more information go to the Kent Union website: www.kentunion.co.uk/eandv/
• 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 Jack Lay, Vice-President (Education) at union-education@kent.ac.uk or Kent Union’s Representation and Democracy Team at representation@kent.ac.uk

5 Associate Deans (Graduate Studies)
Associate Deans (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 Tim Hopthrow (Social Sciences)
Social Sciences Associate Dean (Graduate Studies) and Senior Lecturer in Psychology
T: 01227 823951
E: t.hopthrow@kent.ac.uk

Professor Gordana Fontana-Giusti (Humanities)
Humanities Associate Dean (Graduate Studies) and Professor of Regional Regeneration
T: 01227 824700
E: g.fontana-giusti@kent.ac.uk

Dr Colin Johnson (Sciences)
Sciences Associate Dean (Graduate Studies) and Senior Lecturer (Temporary cover pending permanent appointment)
T: 01227 827562
E: c.g.johnson@kent.ac.uk

6 Postgraduate Students based at Brussels
Information for postgraduate students who are based at the Brussels School of International Studies can be found on the ‘Getting Started/Brussels’ website at: www.kent.ac.uk/gettingstarted/brussels/pdf/gsb-web.pdf

7 Term Dates 2015-16
Term dates 2015-16
Welcome Week
21 September 2015 – 25 September 2015

Autumn Term
28 September 2015 – 18 December 2015

Spring Term
18 January 2016 – 8 April 2016

Summer Term
9 May 2016 – 18 September 2016

8 Campus maps
Campus maps and directions to all campuses can be found at www.kent.ac.uk/maps/
Copies of the Canterbury and Medway campus maps can be found in Appendix E at the back of the handbook.
9 New postgraduate 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.

• Go to Getting Started at Kent
  www.kent.ac.uk/gettingstarted/ which will provide you with guidance on:
  - Enrolling and setting up your Kent email account
  - Choosing your modules (if required).
  - Arranging fee payment
  - Getting immunised against illnesses
  - Registering with the Disability and Dyslexia Support Service (if appropriate)

• Familiarise yourself with the Student Guide which helps you get connected and provides links to key services www.kent.ac.uk/student/

• Attend the institutional-level and school level inductions for postgraduate taught students. This information will be available in your Welcome Week timetable provided by your academic school and via emails inviting you to attend the University’s postgraduate induction.

• Make sure you receive a copy of your School’s postgraduate handbook.

• Meet your school’s Postgraduate Administrator (for a list of Postgraduate Administrators see Appendix A)

• Make sure you receive a Global Skills Award Programme booklet from the Graduate School. All new postgraduates are provided with a copy of this at the institutional-level induction and you can apply to participate in the programme at: www.kent.ac.uk/graduateschool/skills/programmes/gsacurrent.html

• Identify the work space, IT support and resources which may be available to postgraduate taught students within your academic school (NB. Not all schools are able to provide dedicated space for their taught postgraduates)

• Find out the name of your academic liaison librarian and visit the library to discover the resources available in your subject area.

• Find out who the Director of Graduate Studies (with responsibility for Taught Programmes) is within your academic school. More information about the role of the School Director of Graduate Studies and School Graduate Studies Committees can be found in Annex T of the University’s Code of Practice for Quality Assurance for Taught Programmes of Study at: www.kent.ac.uk/teaching/qa/codes/taught/annext.html

• Find out about the personal academic support system in operation within your academic school. More information about the role of Academic Advisers and the Personal Academic Support System can be found in Annex G of the University’s Code of Practice for Quality Assurance for Taught Programmes of Study at: www.kent.ac.uk/teaching/qa/codes/taught/annexg.html

Suzie Morris
Jack Lay
Dr Tim Hopthrow
Professor Gordana Fontana-Giusti
Dr Colin Johnson
SECTION 2: POSTGRADUATE STUDY AT KENT

10 Kent Graduate School

10.1 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 on the Canterbury campus (Cornwallis East, third floor), with offices for its staff members. It has a common room dedicated for postgraduate use (Cornwallis South East, floor 1, room 106).

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:

- Dedicated postgraduate facilities
  www.kent.ac.uk/graduateschool/pgfacilities.html
- A supportive environment for the intellectual interests of our postgraduates
- Student-led initiatives such as social events, conferences and workshops
- The Global Skills Award Programme and other postgraduate training opportunities
- 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 the President of the Kent Graduate Student Association to ensure a cohesive approach to the provision of support and activities for postgraduates at Kent.

10.2 Championing your interests
Professor Diane Houston 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 course representation system working at School, Faculty and institutional levels.

If you would like more information, or are interested in becoming a Postgraduate Representative within your School or Faculty, please contact Jack Lay Vice-President (Education) at union-education@kent.ac.uk or Paul Stalker, Kent Union’s Representation and Postgraduate Student Co-ordinator at p.stalker@kent.ac.uk

10.3 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

10.4 The GradPost
There is a quarterly postgraduate newsletter (The GradPost) which is supported by the Graduate School. Postgraduate students 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 gradpost@kent.ac.uk if you would like to become involved with the newsletter.

10.5 Postgraduate Experience Awards
Postgraduate students have the opportunity to bid for funding up to £1,500 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 students will be notified when the awards are open for applications during the course of the academic year.

10.6 Postgraduate Research Festival
This annual event is open to all postgraduate students, taught and research. The festival, which normally takes place in the summer term, 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. Postgraduates’ work is showcased in poster format and the Graduate School offers sessions on producing an effective research poster. Details of these sessions can be found in the online skills workshop 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. Please see the Graduate School website for more information:
www.kent.ac.uk/graduateschool/news/pgresearchfestival.html
10.7 Global Skills Award Programme

The Global Skills Award Programme is designed to broaden your understanding of global issues and current affairs as well as to develop personal skills which will enhance your employability. The six-month programme runs from November to April. All students registered for a taught Master’s Degree are eligible to apply for a place, which is free of charge and open to students based at Canterbury, Medway, Brussels and Paris. Please see section 25.1 for further information.

10.8 Other skills training

Postgraduate students who are not taking part in the Global Skills Award Programme are still encouraged to attend a range of other skills workshops available to them free of charge through the Graduate School. Topics include negotiation, leadership, team working and presentation skills, all of which will aid you in your future studies or job search. In order to book onto these workshops, you will need to register with the Graduate School’s online skills workshop booking system which can be accessed at: https://bloom.kent.ac.uk or contact Carla Doolan Postgraduate Development Co-ordinator at skills@kent.ac.uk

11 Communication within the University

11.1 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.

11.2 Post

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

11.3 Social media

The University also regularly communicates information to students via social media. Many schools and centres, including the Graduate School, maintain their own social media sites, eg Twitter and Facebook. For more information, including the University of Kent’s social media policies and guidelines, see www.kent.ac.uk/socialmedia/

12 Student responsibilities concerning University regulations

Please familiarise yourself with the University Regulations for Students which can be viewed at www.kent.ac.uk/regulations/index.html

This link will provide you with access to the General Regulations (including the Student Charter) and the Academic Regulations.

13 Contact within your school

13.1 Postgraduate administration

You should make contact with the member of staff who deals with postgraduate programmes within your school’s administrative team as soon as possible (please see Appendix A). They will be able to help with administrative matters regarding your registration and should be your first point of contact should you have any queries or problems relating to your studies.

13.2 Programme convenor

Each taught programme has a convenor or director. This member of staff is an academic within your school who is responsible for the development of the programme of study and your progress within it. He or she is also the person you consult about any queries or problems relating to your work or general circumstances.

If you need to develop further skills for your programme, the convenor/director can give you advice and arrange for extra tuition if necessary. Convenors are also able to request that you attend additional classes, lectures and tutorials if these are thought necessary for your academic progress.

In general, it is your responsibility to tell the Programme Convenor if you have any administrative or academic related problems. The Convenor is required by the Faculty to give prompt attention and replies to your requests, to comment on your written work within a reasonable time, and to put you in touch with other people working in your area if that is helpful.

Each School will have staff who can help to support you and offer guidance with any issues that arise during your studies. The best person to talk to about a particular issue will depend on the nature of the issue and the structure of your School, but help can be sought from some or all of the following:

• Academic Adviser, Student Representative, Student Support Adviser, Module Convenors, Director of Graduate Studies (for responsibility of taught programmes of study), or other members of academic and support staff.

14 Credit Framework

The Credit Framework for Taught Programmes provides information about the credit structure of taught programmes of study, award of credits, progression and conventions for award and classification of qualifications. The annexes to the Credit Framework include information about qualification level descriptors, minimum credit requirements for awards, marking, resit marks, concessions applications and appeals against recommendations of Boards of Examiners, academic discipline procedures and the European Credit Transfer System (ECTS). The Credit Framework can be viewed at: www.kent.ac.uk/teaching/qa/credit-framework/index.html
SECTION 2: POSTGRADUATE STUDY AT KENT (CONT)

15 Student Data System and Moodle

15.1 Student Data System (SDS)
An invaluable source of information is the Student Data System, from which you can get your timetable details, as well as check your marks and deadlines. The Student Data System can be accessed via the Student Guide on the University website at: www.kent.ac.uk/student

15.2 Moodle
Most taught modules at the University of Kent have an associated Moodle module available for use by staff to help them deliver online teaching resources to students. To access visit: https://moodle.kent.ac.uk/2015

For instructions and documentation on how to use Moodle please go to the E-Learning website at: www.kent.ac.uk/elearning/moodle/index.html?tab=inf ormation-for-students

16 Presentation and examination of your dissertation
Where a dissertation is a requirement for your programme of study, students should aim to complete and submit their dissertation by the end of their period of registration. In exceptional circumstances an extension in the time allowed for submission may be considered, in such cases your academic school will advise you on the procedure.

The Student Learning and Advisory Service (SLAS) runs the student skills and learning development programme, a workshop programme which includes sessions on planning and preparing for your dissertation. More information can be found on their website: www.kent.ac.uk/student/skills/canterbury/

17 Personal Development Planning
Part of the experience of studying at university is the acquisition of the skills you need to become a more effective, independent and confident learner. Personal Development Planning (PDP), a process in which you reflect on your learning and achievement and plan for your educational, academic and career development, can help you to achieve this. All students are encouraged to undertake PDP as part of the development of a personal Progress File. Further information and online resources to help you with this process are available from the Unit for the Enhancement of Learning and Teaching (UEL) at: www.kent.ac.uk/learning/PDP-and-employability/pdp/index.html.

18 Providing feedback
Postgraduate students have a number of mechanisms which they can use to provide feedback on their experience.

Module evaluations
Module evaluations encourage students to reflect on their own learning and provide developmental feedback to staff. Further information can be found under Annex M of the Code of Practice for Taught Programmes of Study:
www.kent.ac.uk/teaching/qa/codes/taught/annem. html

You can direct feedback to your programme convenor or postgraduate student representative(s).

The Annual PGT Survey
The annual Postgraduate Taught 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.

Staff/Student Liaison Committees
Staff/Student liaison committees are one of the means by which students are able to discuss with staff their views on degree programmes, modules, and administrative arrangements. The committees include representatives from the School’s postgraduate programmes which are elected via the Kent Union Student Representative elections.

Further information on Staff/Student Liaison Committees can be found in Section 5 of Annex M of the University’s Code of Practice for Quality Assurance for Taught Programmes at www.kent.ac.uk/teaching/qa/codes/taught/annem. html

19 Postgraduate finance
Postgraduate students fund their degrees through a range of routes (eg self-funded, employer sponsored and Career Development Loans). Useful Kent websites related to postgraduate funding include:
- Postgraduate Scholarships: www.kent.ac.uk/scholarships/postgraduate/index. html
- Alternative Guide to Postgraduate Funding: https://www.kent.ac.uk/graduateschool/skills/ onlinetrg/gradfunding.html
- Finance: www.kent.ac.uk/finance-student/index.html

20 Travelling and working overseas
Students may have the opportunity to travel or work overseas as part of their programme of study (eg as part of a placement or group visit).

Where this is the case, students should refer to the University’s requirements concerning travelling and working overseas. The member of staff leading or organising the visit must carry out a risk assessment for all work undertaken overseas. Full details of the University’s requirements concerning travelling and working overseas are available for reference at: www.kent.ac.uk/safety/hs/pages/travel-work- overseas/travel-work-overseas.html.
SECTION 3: STUDENT SERVICES

21 Colleges
The Masters’ offices at Canterbury and Medway support and assist graduate students in all matters of welfare and guidance. If you have a concern, query or problem, you should not hesitate to contact the Master, or call in to their office for further help or assistance. 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.

21.1 Canterbury postgraduates
Woolf College is the University’s postgraduate college. The Master of Woolf College has normal office hours in term time, Monday to Friday, between 9.00am and 5.00pm (with 1 hour closure for lunch). The Woolf College Master’s contact details are as follows: Room B3-22 in Darwin College, Ext 7650 and Email: woolfmastersoffice@kent.ac.uk.

Woolf Academic Building is open to postgraduate students during weekday evenings for socialising and study from 7.00pm – 10.00pm.

21.2 Medway postgraduates
Postgraduates based at Medway are affiliated to Medway College. Jane Glew is the College Master for Medway and is based in room M2-25 in the Medway Building. She can also be contacted by email MedwayMastersOffice@kent.ac.uk.

22 Information Services
22.1 IT Services
If you have no formal training in IT we urge you to take advantage of the opportunities at Kent. Improving your IT skills may speed up your work and increase your chances of employment when you have finished your degree. Information Services run 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 researchers. An advisory service is available at: www.kent.ac.uk/itservices/training/

22.2 Library Services and Resources
22.2.1 Resources for Postgraduates
Postgraduate researchers should find out information about the library resources available to them as soon as possible following their arrival at: www.kent.ac.uk/library/. There is also a specific online guide about the library for postgraduate students available at: www.kent.ac.uk/library/students/postgraduate.html. Medway students can use the Universities at Medway Drill Hall Library on the Medway campus: campus.medway.ac.uk/

22.2.2 Liaison Librarians and Academic Support Librarians
In order to make the best possible use of the Library and its services it is also important for you to contact the Liaison Librarian (Canterbury) or Academic Support Librarian (Medway) responsible for the area of research you are pursuing as soon as possible.

Liaison Librarians can give you one to one help throughout your course, by phone, email or in person. For Liaison Librarians at the Templeman Library on the Canterbury campus see: www.kent.ac.uk/library/templeman/contacts/index.html?tab=subject-support. For Academic Support Librarians at the Drill Hall Library on the Medway campus please see: http://campus.medway.ac.uk/study-resources/librarians.html.

Subject guides are also available at: www.kent.ac.uk/library/subjects/index.html (Canterbury) and at http://campus.medway.ac.uk/study-resources/guides.html (Medway).

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

If you need to use material not held by this Library, there are two options. You can request the material via the document delivery service www.kent.ac.uk/library/templeman/services/documentdelivery/ or visit other libraries throughout the UK using SCONUL access www.access.sconul.ac.uk/. For further information, please contact your Liaison.

23 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 all students. www.kent.ac.uk/learning/programmes/index.html

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

23.2 Individual and confidential appointments
On-campus
SLAS learning advisors are available on campus for any student or small group of students wishing to improve their learning and 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 for Medway on learningmedway@kent.ac.uk).

23.3 Maths and 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: www.kent.ac.uk/learning/academic-advice/maths.html

23.4 Workshops
SLAS provides the student skills and 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

24 Centre for English and World Languages
The Centre for English and World Languages (CEWL) specialises in the delivery of internationally-focused programmes, modules and courses in English and other World languages. CEWL's provision is driven by both the University’s Internationalisation Strategy and our institution's position in the sector as The UK’s European University. CEWL offers international learning opportunities, which are designed to appeal to the full breadth of the University community and beyond.

A range of pathway programmes aims to help international students to enter full undergraduate or postgraduate degree programmes at the University the following academic year:
- Graduate Diplomas provide an international pre-masters’ route. The programmes focus on developing your academic subject knowledge for postgraduate study whilst improving your academic skills and English language proficiency. On successful completion and through meeting the University’s rules of progression, the diplomas guarantee entry onto the Postgraduate degree with which they are specifically connected.
- Pre-sessional – summer courses of between 6 and 18 weeks designed to improve the language proficiency and academic skills of students planning to join any University of Kent programme.

Language support aimed at encouraging current international students to reach their full academic potential:
- In-sessional English language modules (credit bearing, available to students at all levels as wild modules)
- In-sessional language support (IES) (non-credit bearing, free to all students whose first language is not English)
- One-to-one tutorials at all levels, including postgraduate
- Bespoke language sessions in English for specific academic purposes for KBS and Computing
- Cambridge English Exam Preparation courses for the Cambridge Advanced (CAE) and Proficiency (CPE) tests.

Supporting employability through offering opportunities for language learning and teacher training:
- World languages (credit bearing): Mandarin, Japanese, Arabic, Danish, Russian
- CEWL’s Language Express (includes English classes for partners of international students) at Canterbury and Medway campuses. Humanities postgraduate students can apply to their school for permission and funding to take a Language Express course.
- Teacher training in the form of CELTA courses courses – CELTA is an internationally recognised qualification which provides participants with the minimum entry level for the English language teaching profession (www.kent.ac.uk/cewl/).

For general enquiries relating to our provision, please contact us on cewl@kent.ac.uk or see website: www.kent.ac.uk/cewl/

25 Employability and careers
A postgraduate degree will put you in a good position to face the demands of a tough economic environment. During your studies at Kent you will acquire a high level of academic knowledge and develop transferable skills that can be applied to all aspects of employment. Below are listed the various skills development programmes, volunteering opportunities and careers and employability support services offered to postgraduate students at Kent.

25.1 Global Skills Award Programme
The Graduate School’s Global Skills Award Programme is designed to broaden your understanding of global issues and current affairs, as well as to develop personal skills, which will enhance your employability. This six-month programme runs from November to April.
All students registered for a taught Master's Degree are eligible to apply for a place, which is free of charge and open to students based at Canterbury, Medway, Brussels and Paris. Once accepted for the programme, you will take part in a personal assessment, which will help you reflect on your past experience and future development. A lecture series will allow you to participate in discussion on issues of global importance such as the economy, the environment, world politics and developments in science. A series of skills training workshops will offer you the chance to develop career opportunities, as well as acquire the skills you need in your search for a job, enhancing your career development, as well as enabling you to develop the skills you need to succeed in the workplace, such as team working, networking and leadership. By completing the Global Skills Award Programme you can earn employability points, as part of the Employability Points Scheme, which rewards actively involved students with points for every activity (see section 25.4).

Postgraduate taught students accepted onto the programme will:

- Complete two online personal development assessments one at the beginning and one at the end of the programme
- Attend a minimum of six GSA workshops
- Attend a minimum of eight lectures on global issues, which will take place between 6pm and 8pm on Mondays throughout November to April. Details of the lecture programme will be online at www.kent.ac.uk/graduateschool/skills/programmes/gsacurrent.html and on our online booking system.
- Provide feedback on all the workshops and lectures attended
- Comply with the Terms of Engagement

The 2015 Higher Education Review of the University of Kent by the UK's Quality Assurance Agency recognised the benefits of the Global Skills Award Programme in terms of the development and networking opportunities it provided to postgraduate students.

For further information please contact Carla Doolan Postgraduate Development Co-ordinator at skills@kent.ac.uk

25.2 Postgraduate research

A postgraduate research qualification can enhance your career and earning prospects and can set you apart from everyone who has an undergraduate degree and postgraduate taught degree. You may like to explore the postgraduate research degrees on offer at Kent when planning your next move after you have completed your present qualification.

Postgraduate research enables you to become an expert in a particular field of study while at the same time gaining transferable and research skills via the Graduate School's Researcher Development Programme.

Kent's excellent performance in the 2014 Research Excellence Framework (REF) confirmed our position as one of the UK's leading research-intensive universities: we were judged to have world-leading research in all subjects submitted to the REF, which means you study with some of the most influential thinkers in the world.

With programmes of study that are informed by research, our students are able to develop skills and knowledge relevant to contemporary issues. Our research activities and collaborations with outside organisations create knowledge that is influential across a range of disciplines.

Kent has a scholarship fund in excess of £9 million to provide a variety of financial support opportunities for postgraduate students. These include a generous number of research student scholarships and a Graduate Teaching Assistantship Scheme, whereby postgraduate research students receive financial support in return for teaching. All students who apply for a postgraduate research degree by 31st January are automatically considered for scholarship funding. The major research council deadlines for scholarship applications are in January although the University continues to allocate funding throughout the year. More information on research degree funding opportunities at Kent is available at: www.kent.ac.uk/scholarships/postgraduate/

25.3 Careers and Employability Service

The University's award-winning Careers and Employability Service (CES) aims to support you in making a successful transition from your postgraduate degree to the next stage of your career.

Qualified and experienced Careers Advisers and Employability Advisers are available for personal careers advice and guidance and for support with your job-hunting. This may include help with developing 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 also produced a booklet which covers career options for postgraduates, the transferable skills gained through your studies, finding job opportunities and making successful applications.

Although you can make use of the CES at any stage of your studies, and even after you graduate, we would recommend that you start to use it early in order to gain the maximum benefit from the support it offers.

For more information, see the CES website www.kent.ac.uk/ces.
25.4 Employability Points

The Employability Points Scheme rewards students for their active involvement with extra-curricular activities. Through undertaking extra-curricular activities, including volunteering, part-time work, attending workshops, joining societies, and much more, students are actively making themselves more attractive to prospective employers. The Employability Points Scheme allocates points to students for completing such activities and towards the end of the academic year, these points can be redeemed for rewards. In 2014-15, the Employability Points Scheme offered over 550 rewards to participating students, ranging from paid internships and project placements to work experience, bespoke training and vouchers.

For more details visit: www.kent.ac.uk/employabilitypoints

25.5 Kent Extra

Kent Extra workshops and courses are non-credit bearing and give you an opportunity to learn something different from your main area of study, build key transferable and employment skills and enhance your CV. You will also be eligible for employability points. For details, see: www.kent.ac.uk/extra

25.6 Kent Student Certificate of Volunteering

The Kent Student Certificate for Volunteering is run by Kent Union and endorsed by the University. It is the formal recognition scheme for volunteers which acknowledges the time and effort that they put into their volunteering. The award is also designed to encourage volunteers to think about the skills that they have developed as a result of their volunteering, and gives them the opportunity to practice talking about these skills, which can be used later in job interviews, or on CVs and applications.

What is volunteering?

Volunteering is about giving up your time and using your skills for the benefit of others. There are many ways in which you can volunteer, and you may be doing them already. You can be a volunteer at university through Kent Union, whether it’s being on the committee of a sports club or society, volunteering as a course rep, or getting involved with student media. You can also volunteer within the local community, at a local school or charity, or volunteer, in order get experience in your field of study.

Why volunteer?

Volunteering isn’t just about helping others it also has huge benefits to you:
• Improve your job prospects and employability
• Make new friends
• Improve your confidence
• Gain new skills
• Become active in the local community
• Road test careers
• Get recognition through the Kent Student Certificate for Volunteering (KSCV)

How to find out more and get recognition for your volunteering

You can register on the Kent Union toolkit by visiting www.kentunion.co.uk/toolkit/ and creating an account with your university log in details. Once you are registered you can use the toolkit to log your volunteering hours, record the skills which you have developed through your volunteering, and browse opportunities.

As aKent Student who is volunteering, you can log the hours you spend volunteering and work towards the KSCV award. The award runs from May to May, and there is an awards ceremony after the KSCV deadline to celebrate all the volunteering achievements of the year. You can find more information about the award on the Kent Union website: www.kentunion.co.uk/activities/volunteering/kscv/

26 Medway Student Advisory Services

Advice and Support Services at Medway are located in the Gillingham Building and are available to all postgraduate students based on the Medway campus: www.kent.ac.uk/locations/medway/support/index.html.

27 Student Union Advice

27.1 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 and 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, 10.00-16.00. We are closed during the University’s Christmas shut down. During vacations the drop in service is available from 1.00pm to 4.00pm.

27.2 The Greenwich and Kent Students’ Unions Together Advice Centre

The Greenwich and Kent Students’ Unions Together 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 and confidential and available to all students studying at the University of Kent. The Centre is based in the Pilkington Building on the Medway campus and offers pre-booked appointments, drop-in sessions, email advice and a dedicated telephone advice line. For more information please see their website at: www.umsa.org.uk/advice/advice_centre.html.
28 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 to 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.

29 Student Support

Student Support will do everything it can to make your time at the University of Kent a positive experience. It is committed to improving access to learning for all students and provides a wide range of educational support services, from counselling and mental health support to disability support and help with specific learning difficulties.

Depending on your specific needs, the Student Support 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 Student Support please go to: www.kent.ac.uk/studentsupport/

30 Medical Centre

Canterbury

The University Medical Centre is an NHS general practice based on the University of Kent Canterbury campus. Students who live within a six mile radius may register with the University Medical Centre. Appointments can be booked by telephone or in person.

For information about the University Medical Centre please go to: www.umckent.co.uk

Medway

Students are advised to register with the Sunlight Medical Centre in Gillingham www.medwaycommunityhealthcare.nhs.uk/see-a-gp/the-sunlight-centre

31 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/

32 Childcare

Canterbury

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 three months to five years. The nursery operates from 8.00am to 6.00pm Monday to Friday for 50 weeks of the year, closing for two weeks over the Christmas period and on bank holidays. More information is available at http://oaksnursery.kent.co.uk/

Medway

BusyBees Nursery is an independent nursery located opposite the Medway campus www.busybeeschildcare.co.uk/nursery/chatham.
SECTION 4: LOCAL COMMUNITY INFORMATION

33 Travel
Travel directions to all the University of Kent’s campuses are available on the website at: www.kent.ac.uk/directions/

33.1 Campus shuttle
The University has introduced a free coach service, only available to University of Kent staff and students, which operates between the campuses at Medway and Canterbury. It operates Monday to Friday during Term 1 (28th September 2015 to 18th December 2015) and Term 2 (18th January 2016 to 8th April 2016) and bookings must be made in advance to guarantee a seat. Further information on how to book is available on the Estates website at: www.kent.ac.uk/campus-shuttle/index.html

33.2 Canterbury travel information
Buses
For information see: www.stagecoachbus.com/

The buses that call at the University are:
• the Unibus (Darwin/Keynes/Park Wood/Library to town and the bus station, including both train stations)
• the 4X, 4 and 4a (Keynes College to Tyler Hill and Blean, Whitstable, then Herne Bay and Sturry)
• the 6X, 6, 6A and 6B (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 Spring Lane, Hales Place, 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/buses-trains.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 (and less frequently from Ashford). Canterbury is also well connected to Gatwick (through rail routes via Tonbridge or Victoria), and it is easy to travel to Stanstead and Heathrow from Canterbury too.

Taxis
This is a selection of Canterbury’s taxi companies provided for information only. These firms are not supported or endorsed by the University:
• Andycabs Taxis (Ulcombe Gardens) 01227 767111
• Cab Co (Dover Street) 01227 455455
• Galaxy Taxis (Chesternut Avenue) 01227 450 150
• Longleys 01227 710777
• Longport Cabs (Blean Common) 01227 458885
• Lynx (Gordon Road) 01227 464232
• Tudor cars (Barton Business Park) 01227 451451
• Z cars 01227 444444 or book online at: www.zcarsglobal.com/
• Wilkinson (London Road) 01227 450450

33.3 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. Gillingham station is also located near to the Medway campus. There is no direct bus service from the station to the campus but taxis are available outside. Travelling on the high speed route, it only takes 45 minutes from Gillingham to London St Pancras and you can get Eurostar connections to Lille, Paris and Brussels 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: wwwarrivabus.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
• the 140
• the 141
• the 116
34 Housing

34.1 The Accommodation Office
Kent’s Accommodation Office is situated on the Canterbury campus at Tanglewood, near Keynes College. It is open Monday to Friday, 9.00am to 5.00pm, and during the arrivals weekend in September from 10.00am to 6.00pm (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.

34.2 Letting agents and websites
Besides the campus’ Accommodation Office, there are a number of letting shops and dedicated websites that deal with student properties. These include:

For Canterbury
- www.caxtons.com/
- www.leydonlettings.co.uk/
- www.stla.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.

For flat/house shares you can also try:
- www.spareroom.co.uk
- www.gumtree.com/ or www.flatmaterooms.co.uk/canterbury

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

For Medway
www.kent.ac.uk/accommodation/medway/housing/index.html

34.3 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/

(Please note that these companies are not supported or endorsed by the University.)

You can also try unimove.org

35 Leisure

35.1 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.kent.ac.uk/gulbenkian/. Specific Kent Hospitality bars host weekly events (Nungus and Origin host regular quizzes and dance nights). There are also a number of postgraduate societies that organise events, for example the short story reading group which meets every Friday, or the Kent Graduate Student Association which organises events specifically for postgraduate students.

35.2 Medway campus
The Greenwich and Kent Students’ Unions Together organises social activities and runs the student bar and the campus shop. They run a range of social and sporting activities for students, in addition to those provided by Greenwich and Kent Students’ Unions Together website: www.gkunions.co.uk/.

The College Master at Medway also runs a calendar of social and sporting activities for students, in addition to those provided by Greenwich and Kent Students’ Unions Together www.kent.ac.uk/locations/medway/nightlife.html

35.3 Places and things of interest
If you live in the Canterbury district you qualify for the MyCanterbury scheme, which replaces the former Residents Card. This entitles you to a variety of special offers at some of the district’s attractions, restaurants and hotels. Deals have included discounts on hot air balloon flights, free admission to museums, and cheap cinema tickets, perfect for getting to know the area and having a great time. For more information visit www.mytownmycity.co.uk
SECTION 4: LOCAL COMMUNITY INFORMATION (CONT)

At the heart of Canterbury is the Cathedral ([http://www.canterbury-cathedral.org/](http://www.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](http://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.

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 campus’ Estates department (contact T.Curteis@kent.ac.uk) to explore the Crab and Winkle Way (seven miles of almost traffic-free cycling between Canterbury and Whitstable) ([www.spokeseastkent.org.uk/](http://www.spokeseastkent.org.uk/)).

At the Medway campus, being close to the river means that many students take part in water sports such as canoeing, sailing and rowing and the Medway Boat race has become an annual fixture. Other local leisure facilities include an ice rink, dry ski slope and toboggan run, 18 hole golf course and driving range, kart circuit and climbing.

For activities further afield:

**The coast:** Whitstable, Herne Bay, Margate, Ramsgate, Broadstairs, Dover, Deal (Whitstable is famous for Oysters, its seafood and its sunsets).

**Shopping:** The train to London St Pancras stops at three excellent shopping centres: Ashford (McArthur Glenn outlet centre), Bluewater (via Ebbsfleet train station) and Westfield (next to Stratford International train station). There is also Westwood Cross shopping centre which is located between Margate and Ramsgate. Near the Medway campus there is the Dockside Shopping Outlet and Chatham Maritime Centre which is located between Margate and Ramsgate. The Medway campus you can also visit the Dickens centre in Chatham, Chatham Historic Dockyard and Fort Amherst.

**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 (including The Great Stour Way), Canterbury and Whitstable (the Crab and Winkle Way), through Fordwich and along the coast between Whitstable and Reculver. National Cycle Route 1 runs along the Thames and Medway Canal between Gravesend and Higham. See the SPOKES East Kent website for more cycle-related information ([www.spokeseastkent.org.uk](http://www.spokeseastkent.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.thenetcoast.org.uk/whats_on/seek_excursions_-_ne_kent.aspx](http://www.thenetcoast.org.uk/whats_on/seek_excursions_-_ne_kent.aspx)).

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

At Medway, the multimillion-pound Medway Park sports centre offers a swimming pool, athletics track, fitness suite and spa, as well as several sports halls at special rates for Kent students. Partly funded by the University, the Park houses our Centre of Excellence for Sports Science and Sports Therapy teaching and research. It was an approved training camp for thirteen Olympic and eight Paralympic sports for the London 2012 Olympic and Paralympic Games. In addition, there is a Sports Injury clinic and respiratory clinic at Medway Park run by staff and students from the School of Sport and Exercise Sciences, which offers facilities to university students, the general public and elite athletes.

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

For Entertainment see: [www.canterbury.co.uk/things-to-see-and-do/Entertainment.aspx](http://www.canterbury.co.uk/things-to-see-and-do/Entertainment.aspx)

For other activities see: [www.canterbury.co.uk/things-to-see-and-do/](http://www.canterbury.co.uk/things-to-see-and-do/)

From the Medway campus, the surrounding area offers, for example, Casino Rooms Rochester, Tap N’Tin Rochester, and Bliss Gillingham.

For all local activities see: [http://www.visitmedway.org/](http://www.visitmedway.org/)
### 36 How is Postgraduate study 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 students. All the committees include elected postgraduate student members.

Each academic school has a Director of Graduate Studies (please see Appendix A) who will be responsible for taught 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 taught programmes of study and monitoring the progress of taught students within each school, as essential platforms for feedback and support. More information about the role of the School Director of Graduate Studies and School Graduate Studies Committees can be found in Annex T of the University’s Code of Practice for Quality Assurance for Taught Programmes of Study at: www.kent.ac.uk/teaching/qa/codes/taught/annext.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 A). More information about the role of the Associate Deans (Graduate Studies) and Faculty Graduate Studies Committee can be found in Annex U of the University’s Code of Practice for Quality Assurance for Taught Programmes of Study at: www.kent.ac.uk/teaching/qa/codes/taught/annexu.html. The current Associate Deans (Graduate Studies) are:

- Dr Colin Johnson (Sciences Associate Dean) – temporary cover
- Dr Tim Hopthrow (Social Sciences Associate Dean)
- Professor Gordana Fontana-Giusti (Humanities Associate Dean)

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/orhtml

The University Code of Practice for Quality Assurance for Taught Programmes of Study provides a framework for the quality management of taught programmes of study at Kent. See: www.kent.ac.uk/teaching/qa/codes/index.html.

Appendix B provides you with a full list of the annexes contained within the Code of Practice for Quality Assurance for Taught Programmes of Study Annexes.

### 36.1 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 (please see Appendix A) 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/iso/procedures/pg/pg-taught.html

### 36.2 Examination

Information about the procedures surrounding the submission of your dissertation and examination is available in:
- Regulations for Taught Programmes of Study: www.kent.ac.uk/teaching/qa/regulations/index.html
- Instructions to Candidates for the Degree of Master by Coursework or Master by Coursework and Dissertation or for a Postgraduate Diploma: www.kent.ac.uk/teaching/qa/regulations/taught/cwkinstc.html
- Credit Framework for Taught Programmes of Study: www.kent.ac.uk/teaching/qa/credit-framework/index.html

### 36.3 External Examiners’ Reports

It is now a QAA requirement that institutions make external examiners’ annual reports available in full to all students. In order to address this the Quality Assurance Office has made reports accessible at https://www.kent.ac.uk/teaching/qa/external/examiners/reports. External examiners’ reports for the most recent year will be available to all Kent-registered students, who need a Kent login to access the information.

### 36.4 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. The procedures for complaints and appeals brought by postgraduate students are outlined in the document Complaints Procedures for Students, found on the Regulations website at www.kent.ac.uk/regulations/Regulations%20Booklet/complaints_procedure_students_august2013v5.pdf. Students are advised to refer to this prior to lodging any formal complaint or appeal. For formal academic complaints, students should complete a Complaints Form (available on the Regulations website and in the Complaints Procedures document), which will ensure that the complaint is investigated thoroughly. In the event that students are not satisfied with the outcome of the formal complaint, they can request a formal review by the Dean of the Faculty.

The academic appeals procedures for taught programmes are outlined in Annex 9 of the Credit Framework for taught programmes at http://www.kent.ac.uk/teaching/qa/credit-framework/creditframework/creditframeworkindexx9.html.

### 37 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 previously submitted for assessment (for example, examination answers, essays, project reports, dissertations or theses) or 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 that has already been submitted for the same or any other course at this University or elsewhere, without acknowledging that such work has been 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/ueit/ai/
APPENDIX A: KENT ACADEMIC SCHOOLS AND FACULTIES

Faculty of Social Sciences
School of Anthropology and Conservation
Directors of Graduate Studies
Dr Zoe Davis (DICE)
E: z.g.davis@kent.ac.uk
Dr Anna Waldstein (Anthropology)
E: a.waldstein@kent.ac.uk

Postgraduate Administrator
Nicola Kerry-Yoall
E: n.a.kerry-yoall@kent.ac.uk

Kent Business School
Director of Graduate Studies
Dr Marian Garcia
E: m.garcia@kent.ac.uk

Postgraduate Administrator
Tamsin Harris
E: t.t.harris@kent.ac.uk

School of Economics
Director of Graduate Studies
Professor Sophia Davidova
E: s.m.davidova@kent.ac.uk

Postgraduate Administrator
Charlotte Ransom (temp)
E: econpg@kent.ac.uk

Kent Law School
Directors of Graduate Studies
Professor Iain Ramsay
E: i.d.c.ramsay@kent.ac.uk
Dr Simone Wong
E: s.w.y.wong@kent.ac.uk

Postgraduate Administrator
Lynn Ristbriderg
E: l.risbriderg@kent.ac.uk

School of Politics and International Relations
Director of Graduate Studies
Professor Elena Korosteleva
E: e.korosteleva@kent.ac.uk

Postgraduate Administrator
Sophie Godfrey
E: s.godfrey@kent.ac.uk

School of Psychology
Director of Graduate Studies
Dr Lindsey Cameron
E: psygradtaught@kent.ac.uk

Postgraduate Administrator
Esme Rigden
E: e.l.rigden@kent.ac.uk

School of Social Policy, Sociology and Social Research
Director of Graduate Studies
Dr Balihar Sanghera
E: b.s.sanghera@kent.ac.uk

Postgraduate Administrator
Kalli Glezakou
E: k.glezakou@kent.ac.uk

Faculty Centres
Brussels School of International Studies
Director of Graduate Studies
Dr Amanda Klekowski von Koppenfels
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## APPENDIX B: UNIVERSITY CODE OF PRACTICE

<table>
<thead>
<tr>
<th>Annexes</th>
<th>University Code of Practice for the Quality Assurance for Taught Programmes of Study</th>
</tr>
</thead>
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<tr>
<td>Annex A</td>
<td>Curriculum Policy&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexa.html</td>
</tr>
<tr>
<td>Annex B</td>
<td>Approval of New Modules&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexb.html</td>
</tr>
<tr>
<td>Annex C</td>
<td>Approval of New Taught Programmes&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexc.html</td>
</tr>
<tr>
<td>Annex D</td>
<td>Information to students&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexd.html</td>
</tr>
<tr>
<td>Annex E</td>
<td>Annual Monitoring&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexe.html</td>
</tr>
<tr>
<td>Annex F</td>
<td>Periodic Review&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexf.html</td>
</tr>
<tr>
<td>Annex G</td>
<td>Personal Academic Support System&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexg.html</td>
</tr>
<tr>
<td>Annex H</td>
<td>School Directors of Learning &amp; Teaching and Learning &amp; Teaching Committees&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexh.html</td>
</tr>
<tr>
<td>Annex I</td>
<td>Faculty Directors of Learning &amp; Teaching and Learning &amp; Teaching Committees&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexi.html</td>
</tr>
<tr>
<td>Annex J</td>
<td>Meetings of Boards of Examiners&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexj.html</td>
</tr>
<tr>
<td>Annex K</td>
<td>External Examiners&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexk.html</td>
</tr>
<tr>
<td>Annex M</td>
<td>Student Evaluation&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexam.html</td>
</tr>
<tr>
<td>Annex N</td>
<td>Student Engagement in Quality Assurance and Enhancement&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexn.html</td>
</tr>
<tr>
<td>Annex O</td>
<td>QA Procedures for Programmes of study at Associate/Partner Colleges leading to University Awards&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexo.html</td>
</tr>
<tr>
<td>Annex P</td>
<td>Academic Audit Committee&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexp.html</td>
</tr>
<tr>
<td>Annex Q</td>
<td>Work-Based and Placement Learning&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexq.html</td>
</tr>
<tr>
<td>Annex R</td>
<td>Accreditation of Prior Experiential/Certificated Learning (APECL)&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexr.html</td>
</tr>
<tr>
<td>Annex S</td>
<td>University Procedures for engaging with Professional, Statutory and Regulatory Bodies (PSRBs)&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexs.html</td>
</tr>
<tr>
<td>Annex T</td>
<td>School Directors of Graduate Studies and Graduate Studies Committees&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annext.html</td>
</tr>
<tr>
<td>Annex U</td>
<td>Faculty Directors of Graduate Studies and Graduate Studies Committees&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexu.html</td>
</tr>
</tbody>
</table>
## APPENDIX C: UNIVERSITY OF KENT TEACHING ROOMS

<table>
<thead>
<tr>
<th>Canterbury campus building</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colyer-Fergusson Music Building</td>
<td>CFSR Seminar Room</td>
</tr>
<tr>
<td>Cornwallis George Allen Wing</td>
<td>Knowledge Management Centre</td>
</tr>
<tr>
<td>Cornwallis Mathematical Institute</td>
<td>MathsLT, McVitie Lib</td>
</tr>
<tr>
<td>Cornwallis East</td>
<td>CNEPC1, CNEPC2, CNESR2</td>
</tr>
<tr>
<td>Cornwallis North West</td>
<td>CNWG34, CNWsr 1 – 12, MMLab1, MMLab2</td>
</tr>
<tr>
<td>Cornwallis South East</td>
<td>CC02, CC03, COLT2, COLT3, Comp SE14, Comp SW101, KTC</td>
</tr>
<tr>
<td>Darwin College</td>
<td>D.PeterBrown, DLT1, DLT2, DLT3, D.S1, D.S2, D.S7, D.S8, D.S9, D.S10, D.S11, D.S12, D.S14</td>
</tr>
<tr>
<td>Drama Facilities</td>
<td>Aphra Theatre, Design Workshop, Lumley</td>
</tr>
<tr>
<td>Eliot College</td>
<td>E.Barlow Rm, E.BC16, E.BC17 (Eliot Becket Court Seminar Room), E.Brid, E.Chilver, E.Dr St, E.Dr Whitehouse, E.Hall, E.Holland, E.Kennedy, E.Lyons Rm, E.Pollard Rm, E.Taylor, ECT1 (Computer room), ELT2, ES1, ES2, ES3, EX7, EX8, EX9 (Eliot Extension)</td>
</tr>
<tr>
<td>Grimond Building</td>
<td>GLT1, GLT2, GLT3, GS1, GS2, GS3, GS4, GS5, GS6, GS7, GS8</td>
</tr>
<tr>
<td>Ingram Building</td>
<td>IS16, PS GS5, PS Lab1, PS Lab2, PS Lab3, PS Lab4, PS Research Labs, PS110, ILT</td>
</tr>
<tr>
<td>Jarman Building</td>
<td>Jarman Studio 1 – 17</td>
</tr>
<tr>
<td>Jennison Building</td>
<td>Engineering Lab Blue, Engineering Lab Green, Engineering Lab Orange, JCS1 Purple, JCS2 Red, JCS3 Blue, JCS4, JCS5, JLT1, JLS1, JLS2, JLS3, Photographic Studio, Production Studio</td>
</tr>
</tbody>
</table>

### Canterbury campus building

<table>
<thead>
<tr>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>KBS Extension</td>
</tr>
<tr>
<td>Kent Business School</td>
</tr>
<tr>
<td>Marlowe Building</td>
</tr>
<tr>
<td>Rutherford College</td>
</tr>
<tr>
<td>Sports Centre</td>
</tr>
<tr>
<td>Stacey Building</td>
</tr>
<tr>
<td>Templeman Library</td>
</tr>
<tr>
<td>The Gulbenkian</td>
</tr>
<tr>
<td>UELT Building</td>
</tr>
<tr>
<td>Woodlands</td>
</tr>
</tbody>
</table>

*Please note this list may change throughout the year. Please visit the following webpage for an updated list: www.kent.ac.uk/timetabling/rooms*
APPENDIX D: EMPLOYABILITY POINTS SCHEME

The Employability Points Scheme rewards actively involved students with points for every activity, which leads to rewards.

5 key areas – suggested points allocation.

- Global Skills
- Professional Ability
- Volunteering and Challenges
- Student Enterprise
- University Achievements

Global skills
Study, work or volunteer abroad (eg ERASMUS exchange), mentor a foreign student, complete a modern language lunchtime course, attendance at an event or conference.

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study, work or volunteer abroad (not as part of degree)</td>
<td>30-90</td>
</tr>
<tr>
<td>Completion of a World language module</td>
<td>45</td>
</tr>
<tr>
<td>Completion of a Language Express course</td>
<td>30</td>
</tr>
<tr>
<td>Completion of Taster language module</td>
<td>20</td>
</tr>
<tr>
<td>International Buddy</td>
<td>15-30</td>
</tr>
<tr>
<td>Attending an event or conference</td>
<td>10-30</td>
</tr>
<tr>
<td>Presenting at an event or conference</td>
<td>20-50</td>
</tr>
</tbody>
</table>

Professional ability
Kent Union Stand Out training, Careers workshops, IT skills, work experience and placements, part time work, joining a professional network.

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Experience</td>
<td>10-20</td>
</tr>
<tr>
<td>Kent Union Stand Out Training</td>
<td>15</td>
</tr>
<tr>
<td>Part-time work</td>
<td>20-50</td>
</tr>
<tr>
<td>Internship (4-12 weeks)</td>
<td>20-80</td>
</tr>
<tr>
<td>Skills Workshop</td>
<td>5-15</td>
</tr>
<tr>
<td>Careers Fair</td>
<td>5</td>
</tr>
<tr>
<td>CV Check</td>
<td>10</td>
</tr>
</tbody>
</table>

Volunteering and challenges
Engage in volunteering (KSCV), organise/take part in a fundraising event, student ambassador, active member of a club or society, contributor to a creative project.

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteering</td>
<td>10-40</td>
</tr>
<tr>
<td>Kent Union KSCV Award</td>
<td>15-35</td>
</tr>
<tr>
<td>Student Ambassador</td>
<td>30</td>
</tr>
<tr>
<td>Member of society</td>
<td>5</td>
</tr>
<tr>
<td>Committee member of society</td>
<td>20</td>
</tr>
<tr>
<td>Member of media group</td>
<td>15</td>
</tr>
</tbody>
</table>

Student enterprise
Attend an enterprise event or workshop, enter an enterprise competition, start a business, participate in a social enterprise activity.

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend business advice session</td>
<td>10</td>
</tr>
<tr>
<td>Enterprise Skills Award</td>
<td>15-30</td>
</tr>
<tr>
<td>Student Enterprise Competition</td>
<td>15</td>
</tr>
</tbody>
</table>

University achievements
Compete in a University Sports team, or participate in a musical event, gain an academic award, hold an elected post in a student society.

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member of Sports Team</td>
<td>10</td>
</tr>
<tr>
<td>Careers Employability Award on Moodle</td>
<td>60</td>
</tr>
<tr>
<td>Global Skills Award workshop</td>
<td>5-15</td>
</tr>
<tr>
<td>Global Skills Award open lecture</td>
<td>5</td>
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</tbody>
</table>

Reward

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Internship</td>
<td>200</td>
</tr>
<tr>
<td>Project placement</td>
<td>175</td>
</tr>
<tr>
<td>Work experience</td>
<td>150</td>
</tr>
<tr>
<td>Training</td>
<td>125</td>
</tr>
<tr>
<td>Work shadowing</td>
<td>100</td>
</tr>
<tr>
<td>Skills development</td>
<td>75</td>
</tr>
<tr>
<td>Company experience</td>
<td>75</td>
</tr>
<tr>
<td>Mock assessment centre</td>
<td>75</td>
</tr>
<tr>
<td>Employability session</td>
<td>50</td>
</tr>
<tr>
<td>Voucher</td>
<td>50</td>
</tr>
</tbody>
</table>

Sponsored ‘highest points’ prizes variable
APPENDIX E(i): CAMPUS MAP (CANTERBURY)

Buildings labelled on map
A1 Sports Pavilion
C1 Maintenance Centre
D1 Estates Department
D2 Design & Print Centre
D3 Cornwallis North-West
D4 George Allen Wing
D5 Cornwallis West
D6 Woolf College
D7 Colyer-Fergusson Music Building
E1 Cornwallis North-East
E2 Cornwallis Maths Institute
E3 Cornwallis South-East Octagon
E4 Darwin Houses
E5 Darwin College
E6 Cornwallis East
F1 Bossenden Court
F2 Nickle Court
F3 Stock Court
F4 Kemsdale Court
F5 Purchas Court
F6 Ellenden Court
F7 Thornden Court
F8 Grounds Maintenance
F9 Oaks Nursery
G1 Lyteact Court
G2 Woody's Bar
G3 Park Wood Shop
G4 Park Wood Administration Building
G5 Bishopden Court
G6 Farthings Court
G7 Marley Court
H1 Kent Business School
H2 Research and Development Building
H3 Jennison Building
H4 Ingram Building
H5 Sports Centre
H6 Canterbury Enterprise Hub
H7 Stacey Building
H8 Tanglewood
J1 Boiler House
J2 Cornwallis Lecture Theatre
J3 Cornwallis South & South West
J4 Campus Watch
J5 Grimond Building
J6 UELT Building
J8 Banks
J9 Lumley Building
J10 Gulbenkian Theatre
J11 Templeman Library
J12 Senate
J13 Marlowe Building
J14 Locke Building

www.kent.ac.uk/graduateschool

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APPENDIX E(ii): CAMPUS MAP (MEDWAY)
The Universities at Medway campus is shared with the Universities of Canterbury Christ Church and Greenwich.