Welcome to the University of Kent! We hope that your time as a graduate student at Kent will be fun and rewarding and something you cherish for many years to come. 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.*

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. 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 regular research seminars which are open to everyone 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. Do make the most of it, but also make sure to know where help is if it’s needed and don’t be afraid to ask. The Graduate School and countless other university staff are on hand to assist and to ensure you have success with your project.

I wish you all the best for your work.

Professor Paul Allain
Dean of the Graduate School

* 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.
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
- Choose your modules (if required).
- Arrange fee payment
- Get immunised against illnesses
- Register 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

For more information about ‘Getting Started at Kent’ visit www.kent.ac.uk/gettingstarted
Communication within the University

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
- Information on how to access IT resources from home is available at: www.kent.ac.uk/itservices/home

The Graduate School sends postgraduate students a weekly bulletin by email.

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/hsugo/sds

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

Twitter and Facebook: @KentUniGradSch

Term dates 2018-19

Welcome Week
17 September 2018 – 21 September 2018

Autumn term
24 September 2018 – 14 December 2018

Spring term
14 January 2019 – 5 April 2019

Summer term
7 May 2019 – 14 June 2019
STUDENT SERVICES

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 Student Services and as such have close links with all other student support services on campus.

Canterbury postgraduates
Wolf College is the University’s postgraduate college at Canterbury. The Master of Wolf College, Dr Jonathan Friday, has normal office hours in term time, Monday – Friday, 09.00-17.00 (with 1 hour closure for lunch). The Wolf College Master’s contact details are as follows: Room B3-22 in Darwin College, Ext 7650 and Email: wolfmastersoffice@kent.ac.uk

Wolf Academic Building is open to postgraduate students during weekday evenings in Terms 1 and 2 for socialising and study from 18.00-23.00.

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

Information Services
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

Library Services and Resources
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: http://campus.medway.ac.uk

Liaison Librarians and Academic Support Librarians
In order to make the best 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/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 (Canterbury) and at: http://campus.medway.ac.uk/study-resources/guides.html (Medway).

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/borrow/documentation-delivery.html or visit other libraries throughout the UK using SCONUL access www.sconul.ac.uk/sconul-access. For further information, please contact your Liaison Librarian.

Postgraduate Work Space
If you need somewhere to study and you don’t need to use Library books, try one of the study hubs, PC rooms or extra vision spaces across campus. Full details can be found at: www.kent.ac.uk/student/studying/picrooms

Careers and Employability Services
Career Planning
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 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

Employability Points
The Employability Points Scheme rewards students for their active involvement in co-curricular activities. Through undertaking co-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 2017-18, the Employability Points Scheme offered over 800 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

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.

For more information visit: https://kentunion.co.uk/volunteering

Study Plus
Study Plus offers a diverse range of non-credit bearing courses on a wide variety of topics which are completely free and are open to all registered Kent students. Study Plus workshops give you an opportunity to learn something different from your main area of study, build key transferrable and employment skills and enhance your CV. You will also be eligible for employability points.
Examples of courses include Creative arts and digital photography; Microsoft Office; Student mentoring at University; Language Express Bitesize: Arabic, Dutch, French, Japanese, Mandarin, Modern Greek and Spanish; Gaining work experience and employability skills; Business start-up workshops; and many more. For details see: www.kent.ac.uk/studyplus

Medway Student Advisory Services
Advice and Support Services at Medway are located in the Gillingham Building and are available to all postgraduate students based at the Medway campus: www.kent.ac.uk/studentservices/medway

Student Union Advice
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 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. You can access the service by making an appointment, attending a drop-in session or phoning the Advice Help Line at 01227 827 724 (10.00-16.00, Monday – Friday). You can also email (advice@kent.ac.uk) or visit the website at: https://kentunion.co.uk/welfare/advice

The Greenwich and Kent Students’ Unions Together Advice Centre
The Greenwich and Kent Students’ Unions Together provides an Advice Centre based in the Pilkinson 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.kjunions.co.uk/advice/aboutus

International Partnerships
The International Partnerships directorate is responsible for increasing the University’s global presence by developing a range of international partnership activity including research, education and mobility opportunities for both students and staff. The team manages and initiates partnerships with institutions worldwide, it manages staff and student mobility through study/work abroad and Erasmus exchange arrangements, and enhances engagement with international training, capacity building and funding projects such as Erasmus+.

For further information visit www.kent.ac.uk/global/partnerships

Centre for English and World Languages (CEWL)
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.

Supporting employability through offering opportunities for language learning and teacher training:

• World language modules (credit bearing):
  - Mandarin, Japanese, Arabic, Russian
  - CEWL’s Language Express evening classes available at Canterbury and Medway campuses.
  - Choose from a wide variety of 11 modern foreign languages at a number of different ability levels including Arabic, Dutch, French, German, Italian, Japanese, Mandarin Chinese, Modern Greek, Portuguese, Russian or Spanish

• Teacher training in the form of CELTA 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)

• We also offer a level 1 British Sign Language course over 20 weeks, starting in October 2018 at the Canterbury campus.

English language and academic skills aimed at encouraging current international students to reach their full academic potential:

• In-sessional English language modules (credit bearing, available to international students at all levels as well as wild modules)

• Free English Language and Academic Skills workshops (ELAS) (non-credit bearing, open to all students whose first language is not English). The workshops cover a range of skills including: Essay Writing; Grammar; Presentation Skills; Listening Comprehension and Note-taking; Academic Reading; Pronunciation and Good Academic Practice; Referencing Workshops

• Individual and Group Writing Tutorials at all levels, including postgraduate

• Bespoke English language and academic skills enhancement sessions

• Cambridge English Exam Preparation courses for the Cambridge Advanced (CAE) and Proficiency (CPE) tests

• International English Language Testing System (IELTS) Preparation courses. Demonstrate your English skills and prepare for an IELTS test with a course at the Canterbury campus.

Please contact us on cewl@kent.ac.uk or see website: www.kent.ac.uk/cewl

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. For details see www.kent.ac.uk/learning/programmes

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.

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.

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.

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 and Medway

Booking details
For 1-1 appointments: https://kentslas.targetconnect.net/student/appointments.html
For workshops/events: https://kentslas.targetconnect.net/student/events.html
Students with mobility difficulties, specific learning difficulties (e.g., dyslexia), medical and sensory impairments or mental health issues, can receive guidance and personal support from Student Support and Wellbeing.

Depending on your specific needs, we may be able to assist with the following:

- Arranging signers, note takers and other support workers for you
- Helping you to find out if you have dyslexia
- Talking to your lecturers about any particular help you may need in lectures and seminars
- Discussing any special arrangement you need for examinations
- Contacting other departments about any specific adjustments you may require via Inclusive Learning Plans (ILPs)
- Applying for funding to pay for specialist equipment and helpers (e.g., SpLD tutors, mentors, note takers and assistive technology)

Our Wellbeing Service is an integral part of Student Support and Wellbeing and is free of charge to University students. It provides counselling and support for all students experiencing distress arising from psychological, emotional or mental health issues. In addition, the Wellbeing team delivers a range of group events and activities throughout the year.

Students who require additional support should make contact with Student Support and Wellbeing and complete a registration form.

Further information:
Student Support team
T: +44 (0)1227 823158
E: accessibility@kent.ac.uk
www.kent.ac.uk/studentsupport

Wellbeing team
T: +44 (0)1227 823206
E: wellbeing@kent.ac.uk
www.kent.ac.uk/wellbeing

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.kent.ac.uk/medical

Medway
Students are advised to register with the Sunlight Medical Centre in Gillingham, www.sunlighturgery.co.uk

PG Minds
You will be using your brains extensively during postgraduate study, but it's important to keep ‘mind and body’ as healthy as possible too. The PG Minds wellbeing programme has been put together by the Graduate School in conjunction with Kent’s Wellbeing Team. For details of upcoming events visit www.kent.ac.uk/graduateschool/pgminds.html

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 08.00-18.00, Monday – 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://oaksnurserykent.co.uk

Medway
BusyBees Nursery is an independent nursery located opposite the Medway campus, www.busybeeschildcare.co.uk/nursery/chatham

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

Big White Wall
Big White Wall is an online mental health and wellbeing service. They offer 24/7 online and anonymous support free to all University of Kent students. Contact the Wellbeing Team at wellbeing@kent.ac.uk for more information and how you can access this support.

Diversity
Kent has a diverse and inclusive community. We are committed to a working and learning culture that encompasses dignity, courtesy, respect and consideration for all.

There are a number of support avenues at the University to help you if you are confused, looking for friends or just want someone to talk to in complete confidence. For more details visit: www.kent.ac.uk/student/support-and-wellbeing/diversity.html

Big White Wall™
FINDING YOUR WAY AROUND

Campus maps
Campus maps and directions to all campuses can be found at www.kent.ac.uk/maps

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

Campus shuttle
The University provides a free shuttle 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 time 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

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/estates/services/transport/buses for prices and details.

National Express
A National Express coach leaves from Hemstead Valley Shopping Centre at Gillingham (for Victoria coach station London, and Dover). To check ticket prices and timetables consult: coach.nationalexpress.com

Taxis
Canterbury 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 456455
- Galaxy Taxis (Chertsey 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

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: www.arrivabus.co.uk/kent-and-surrey or Call: Traveline 0871 2002233

Buses call at the University of Greenwich Gatehouse, which is a five minute walk from the University of Kent campus. The buses that call at the University are:
- the 100
- the 140
- the 141
- the 116

National Express
A National Express coach leaves from Hemstead Valley Shopping Centre at Gillingham (for Victoria coach station London, and Dover). To check ticket prices and timetables consult: coach.nationalexpress.com

Taxis
Medway taxi companies provided for information only. These firms are not supported or endorsed by the University:
- ABC 01634 840840
- Computer Cabs 01634 848848
- CNC 01634 576666
- Express 01634 661234
Kent, sometimes known as the ‘Garden of England’ for its abundance of orchids and hop gardens, has plenty of places to visit and things to do during all seasons. Here are just a few places of interest.

Canterbury
On campus
• Gulbenkian Theatre and Cinema
  https://thegulbenkian.co.uk
• Sports Centre www.kent.ac.uk/sports
• Kent Hospitality bars www.kent.ac.uk/catering

City Centre
• Canterbury Cathedral – full-time students can use their student ID to access the precinct
  www.canterbury-cathedral.org
• Canterbury Tales
  www.canterburytales.org.uk
• St Augustine’s Abbey
  www.english-heritage.org.uk/visit/places/st-augustines-abbey
• The Westgate Towers Museum
  www.canterburywestgatetowers.com
• The Canterbury Roman Museum
  https://canterburymuseums.co.uk/romanmuseum
• Ghost tours
• Punting along the river Stour

Further afield
• Coastlines of Whitstable, Herne Bay, Margate, Ramsgate, Broadstairs, Dover and Deal
• Howletts Zoo at Bekesbourne
  www.aspinallfoundation.org/howletts
• Stodmarsh Nature Reserve
• Blean Woods at Rough Common (close to the Canterbury campus)
• Westwood Cross shopping centre between Margate and Ramsgate
  https://westwoodx.co.uk

Medway
On campus
• Cargo bar and bistro
  www.kent.ac.uk/catering/where-to-eat/cargo.html
• The Deep End at The Student Hub
  www.facebook.com/deependmedway
• Drill Hall Library for social and study space
  http://campus.medway.ac.uk

The heart of Medway
• Rochester Cathedral
  www.rochestercathedral.org
• Chatham Historic Dockyard
  http://thedockyard.co.uk
• Rochester Castle
  www.english-heritage.org.uk/visit/places/rochester-castle
• Medway Park sports centre
  www.medwaypark.org.uk
• Central Theatre
  http://tickets.medway.gov.uk
• Dickens World
  www.facebook.com/dickensworldkent

Further afield
• Bluewater and Westfield shopping centres
• Upnor Castle
  www.english-heritage.org.uk/visit/places/upnor-castle
• Fort Amherst
  http://fortamherst.com/

Useful links
• www.kent.ac.uk
• www.visitkent.co.uk
• https://canterbury.mytownmycity.co.uk
1 Contact within your school

1.1 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.

1.2 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 (with responsibility for taught programmes of study), or other members of academic and support staff.

1.3 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

2 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
3 What does a taught course entail?
Our taught programmes consist of coursework with other students (lectures, seminars, tutorials and laboratory work as appropriate) and, for the Master’s degree, independent study for a supervised dissertation or project.

4 Student responsibilities concerning University regulations
Please familiarise yourself with the University Regulations for Students which can be viewed at www.kent.ac.uk/regulations

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

5 Student Data System and Moodle
5.1 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

5.2 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/2017

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

6 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/learning/programmes/postgraduate.html

7 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 on Student resources to help you with this process are available from the Unit for the Enhancement of Learning and Teaching (UELT) at: www.kent.ac.uk/learning/PDP-and-employability/pdp

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

8.1 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/annexm.html

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

8.2 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.

8.3 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/annexm.html

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

9.2 Postgraduate loans for Master’s degrees
The Government recently established new student loans for Master’s degrees. Eligible students can now borrow up to £10,000. Further information is available at www.kent.ac.uk/scholarships/search/FNADPG LQAN02

10 Travelling and working overseas
Students may have the opportunity to travel or work overseas as part of their programme of study (e.g. 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

11
Kent Graduate School

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 and a dedicated training room.

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 Paul Allain (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.

“...have been invaluable throughout my Master’s programme at Kent, mainly thanks to the Global Skills Award. In particular, the CV and Cover Letters and Interview Skills workshops both helped me to prepare for job hunting alongside my degree, whilst the Writing Skills workshop has helped me to effectively research, plan, and write my dissertation, therefore supporting me with my degree, and with finding a job after university.”

Sarah Murphy
MA in French and Comparative Literature
WITH PASSION AND FOCUS
YOU CAN ACHIEVE ANYTHING

Academic, social and networking opportunities
The Graduate School provides many opportunities for postgraduate students to meet and socialise. It is also 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

<table>
<thead>
<tr>
<th>Championing your interests</th>
<th>The GradPost</th>
<th>Community Experience Awards</th>
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</thead>
<tbody>
<tr>
<td>As your Dean, Paul chairs a board that is responsible for all aspects of PG education at Kent. This board includes postgraduate student representatives. 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.</td>
<td><em>The GradPost</em> is a quarterly newsletter written by postgraduates for postgraduates and is supported by the Graduate School. The GradPost editorial team welcome article contributions for publication. For more information visit: <a href="http://www.kent.ac.uk/graduateschool/news/gradpost.html">www.kent.ac.uk/graduateschool/news/gradpost.html</a></td>
<td>Postgraduate students have the opportunity to bid for funding to co-ordinate their own event/project aimed at enhancing the postgraduate experience. For more information, visit: <a href="http://www.kent.ac.uk/graduateschool/news/pgexperience.html">www.kent.ac.uk/graduateschool/news/pgexperience.html</a></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>International Families Network Group</th>
<th>Postgraduate Festival</th>
<th>Global Skills Award</th>
</tr>
</thead>
</table>
| The Graduate School coordinates an annual group meeting to help new families make friends, discuss experiences and offer useful information. For more information visit: www.kent.ac.uk/graduateschool/internationalfamilynetwork.html | The annual Festival is a chance to recognise and celebrate the excellence of research at Kent. It brings together all disciplines and enhances the postgraduate community. For information on how to get involved visit: www.kent.ac.uk/graduateschool/news/pgfestival.html | The Programme is designed to broaden your understanding of global issues and current affairs. It also develops personal skills which will enhance your employability.
For more information see page 14 |

<table>
<thead>
<tr>
<th>Eastern Arc Events Fund</th>
<th>Enhancement events</th>
<th>Feedback</th>
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<tbody>
<tr>
<td>Students can apply for events funding to enhance their academic leadership, networking and event organisation skills. Visit: <a href="http://www.kent.ac.uk/graduateschool/easternarc.html">www.kent.ac.uk/graduateschool/easternarc.html</a></td>
<td>The Graduate School organises workshops and events to support and encourage the next steps you take in your postgraduate study. Keep an eye on the events calendar at: <a href="http://www.kent.ac.uk/graduateschool/news/calendar.html">www.kent.ac.uk/graduateschool/news/calendar.html</a></td>
<td>During your time at Kent you will have opportunities to provide feedback on your academic and social experiences. The Graduate School welcome your views at any point during the year; you can contact us at: <a href="mailto:graduateschool@kent.ac.uk">graduateschool@kent.ac.uk</a></td>
</tr>
</tbody>
</table>
GLOBAL SKILLS AWARD PROGRAMME

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 October to April. All students registered for a taught Master’s Degree are eligible to enrol, which is free of charge and open to students based at Canterbury and Medway.

A lecture series will allow you to participate in discussion on issues of global importance such as the environment, culture, social changes, 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 work place, 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 page 5 for more information on the Employability Points Scheme).

To receive an award postgraduate taught students accepted onto the programme will:
• Complete a personal development assessment
• Attend a minimum of three GSA workshops
• Attend a minimum of three lectures on global issues
• Comply with the Terms of Engagement
• Complete a final evaluation of the GSA

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.

In order to enrol onto the GSA and to book onto 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

Examples of lecture topics:
• The Wisdom of Psychopaths
• Brexit: Where are we?
• Flexible working: the way of the future?
• Cancer research and treatment; past, present and future
• Are our genetic male bits shrinking?
• Exploring global cultures
• Walking, Talking, Solidarity: calling for an end to indefinite detention

There are a variety of workshops on offer, which include:

<table>
<thead>
<tr>
<th>Workshop topics</th>
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<tr>
<td>Careers management</td>
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<tr>
<td>1:1 CV review</td>
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<td>Interview skills</td>
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<td>Cover letters</td>
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<td>Application forms</td>
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<td>Mock Assessment Centre</td>
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<tr>
<td>Linkedin</td>
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<tr>
<td>Commercial awareness</td>
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<tr>
<td>Time management</td>
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<tr>
<td>Writing skills</td>
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<tr>
<td>Digital communication skills</td>
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<tr>
<td>Cross cultural communication</td>
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<tr>
<td>Networking</td>
</tr>
<tr>
<td>Team working</td>
</tr>
<tr>
<td>Presentation skills</td>
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<tr>
<td>Negotiation skills</td>
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<tr>
<td>Leadership</td>
</tr>
</tbody>
</table>

Award levels
The table below shows the number of lectures and workshops you need to attend in order to gain a specific level of award.

<table>
<thead>
<tr>
<th>Award level</th>
<th>Lectures</th>
<th>Workshops</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold Award</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Silver Award</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Bronze Award</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

Should you have any further queries about the Global Skills Award Programme or our booking system please contact:
Carla Doolan
Postgraduate Development Co-ordinator
T: +44 (0)1227 82(4896)
E: skills@kent.ac.uk
3rd floor, Cornwallis East
(in the Graduate School, Canterbury campus)
MEET THE TEAM

Graduate School staff

Abigail Stravroulakis-McMahon
PA to the Dean of the Graduate School and Graduate School Assistant
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Graduate School Administration Manager
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Felicity Clifford
Postgraduate Experience Officer
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Julia Gavriel
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For further details about Graduate School staff, please see the website at www.kent.ac.uk/graduateschool/contacts/contacts.html

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:

Professor Fragkiskos Filipaïos
Social Sciences Associate Dean (Graduate Studies) and Reader in International Business
T: +44 (0)1227 824222
E: t.filippaiois@kent.ac.uk

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

Dr Gurprit Lall
Sciences Associate Dean (Graduate Studies) and Senior Lecturer in Pharmacology
T: +44 (0)1634 202964
E: g.lall@kent.ac.uk

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/kgsa.html

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

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: https://kentunion.co.uk/volunteering
• 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 within your school or faculty, please contact Stuart Lidbetter, Vice-President (Education) at union-education@kent.ac.uk or Kent Union’s Representation and Democracy Team at representation@kent.ac.uk
1 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 Gurprit Lall (Sciences Associate Dean)
• Dr Fragkiskos Filippaios (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/tor.html

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

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.

1.1 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/fs0/procedures/pg/pg-taught.html

1.2 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/taught.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.html

1.3 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 www.kent.ac.uk/teaching/qa/externaminers/eers.

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.

1.4 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/teaching/qa/guidance/index.html?tab=procedures. 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 www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex9.html

2 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 is plagiarism; to paraphrase in a manner which deceives the reader is likewise plagiarism. A student must not reproduce 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 which 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/uel/ai

3 Anti-Bribery and Corruption Policy

The University’s Anti-Bribery and Corruption Policy applies to all students in their activities as students of the University and to the full range of the University’s activities, both in the UK and overseas. The University is committed to conducting its business fairly, honestly and openly, to the highest standards of integrity and in accordance with all legal requirements. The Anti-Bribery and Corruption Policy provides a clear statement that the University will not permit any form of bribery and outlines the procedures to prevent employees or students from engaging in bribery. The full policy can be found on the University’s governance website at www.kent.ac.uk/governance/policies-and-procedures/bribery.html
APPENDIX A: KENT ACADEMIC SCHOOLS AND FACULTIES

Faculty of Social Sciences
Associate Dean (Graduate Studies)
Professor Fragkiskos Filippaios
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School of Anthropology and Conservation
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Postgraduate Administrator
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Student Support
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Postgraduate Administrators
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Postgraduate Administrator
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Student Support
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Centre for Professional Practice
Director of Graduate Studies
Anne-Marie Brennan
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Postgraduate Administrator
Lyn Le Grys (Canterbury)
Julie Goodall (Medway)
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cppmedway@kent.ac.uk
Student Support
Sue Evans
E: cppstudentsupport@kent.ac.uk

Faculty of Humanities
Associate Dean (Graduate Studies)
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Kent School of Architecture
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Student Support
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Dr Clare Wright
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Dr Ben Hickman
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Dr Ryan Perry
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Megan Barrett
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Student Support
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Faculty of Sciences
School of Biological Sciences
Postgraduate Administrator
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Student Support
Lin Richards
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School of Computing
Postgraduate Administrator
Lucy Ashby
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Student Support
Clare Campbell
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School of Engineering and Digital Arts
Director of Graduate Studies
Dr Jim Ang
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Postgraduate Administrator
Kim Hill
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Student Support
Kimberly Hill
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School of Mathematics, Statistics and Actuarial Science
Director of Graduate Studies
Mr Andrew James
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Postgraduate Administrator
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Student Support
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School of Physical Sciences
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School of Sport and Exercise Science
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These lists are correct at the time this publication went to press in August 2018.
# 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>
<tbody>
<tr>
<td>Annex A</td>
<td>University Curriculum Policy&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexa.html</td>
</tr>
<tr>
<td>Annex B</td>
<td>Approval and Withdrawal of Modules&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexb.html</td>
</tr>
<tr>
<td>Annex C</td>
<td>Approval and Withdrawal of 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>Approval and Withdrawal of Modules&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexb.html</td>
</tr>
<tr>
<td>Annex F</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 G</td>
<td>Student Evaluation&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexm.html</td>
</tr>
<tr>
<td>Annex H</td>
<td>Academic Audit Committee&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexp.html</td>
</tr>
<tr>
<td>Annex I</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 J</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 K</td>
<td>University Procedures for engaging with Professional, Statutory and Regulatory Bodies (PSRBs) and Quality Assurance Agency (QAA) Subject Benchmark Statements&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexs.html</td>
</tr>
<tr>
<td>Annex L</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 M</td>
<td>Associate Deans (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: 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 (e.g., 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 a 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>

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>
</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>