POSTGRADUATE RESEARCH STUDENT HANDBOOK 2014/15

The Graduate School
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SECTION 1: INTRODUCTION

Welcome to the University of Kent Postgraduate Handbook! The Handbook is a guide through all the policies and procedures that support your research and contains information about the different types of support that are available to you. We hope it will be helpful and welcome ideas and feedback about what you would like to include 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.

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

While undertaking your research you will also have many opportunities to develop as a researcher. There is formal training from the Researcher Development Programme and the Associate Teacher Accreditation Programme, as well as more informal opportunities to develop skills by participating in the Postgraduate Experience Awards, the Postgraduate Research Festival and the production of the GradPost. You should also try to make the most of being part of the dynamic intellectual life of the University. Every school holds research seminars each week and these are open to all across the University, regardless of their discipline. There are also 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
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Postgraduate Development Coordinator
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Graduate School Administration Manager
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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 Paul Stalker, Kent Union’s Representation & Postgraduate Student Coordinator at p.stalker@kent.ac.uk.

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

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

Dr Tamar Jeffers McDonald (Humanities)
Humanities Faculty Director of Graduate Studies and Senior Lecturer in Film Studies
School of Arts
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Dr Colin Johnson (Sciences)
Sciences Faculty Director of Graduate Studies and Senior Lecturer
School of Computing
T: 01227 827562
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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/bsb-web.pdf

7 Term Dates 2014–15
Term dates 2014-15
The University’s teaching term dates are 29 September – 19 December 2014 (autumn term), 19 January – 10 April 2015 (spring term), and 11 May – 19 June 2015 (summer term). This information will be particularly useful for any postgraduate researchers who are due to teach/demonstrate during the academic year.

The University’s expectations for postgraduate research students are that they study throughout the whole year, working for at least 35 hours per week, and take vacations (normally 6 weeks over the year) as agreed with their supervisor. There is only one term for postgraduate researchers and the dates of the term coincide with the academic year (22 September 2014 – 20 September 2015).
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 G at the back of the handbook.

9 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.

- **Getting Started at Kent**
  - Enrolling and setting up your Kent email account
  - Arranging fee payment
  - Getting immunised against illnesses
  - Registering with the Disability and Dyslexia Support Service (if appropriate)

- **Attend** the institutional-level and school level inductions for postgraduate researchers

- **Bookmark** the Student Directory, (a directory of helpful links and information):
  - www.kent.ac.uk/student/directory.html?tab=studying

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

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

- **Read** the University regulations for students www.kent.ac.uk/regulations/general.html and see further information in section 5 of this handbook

- **Set up** an initial meeting with your main supervisor

- **Check** with your main supervisor if there are any taught courses you need to attend

- **Meet** your school’s Postgraduate Administrator (for a list of Postgraduate Administrators see Appendix D)

- **Register** with the Graduate School’s Researcher Development Programme Booking System at: bloom.kent.ac.uk

- **Make sure** you receive a Researcher Development Programme Handbook from the Graduate School. All new postgraduate researchers are provided with a copy of the Researcher Development Programme Handbook at the institutional-level induction

- **Identify** the work space, IT support and resources which are available to postgraduate researchers within your academic school

- **Locate** your pigeonhole within your academic school for internal post

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

- **Ask** when your academic school holds research seminars and make arrangements to attend

- **Identify** the work space, IT support and resources which are available to postgraduate researchers within your academic school

- **Locate** your pigeonhole within your academic school for internal post

- **Find out** who the module convenor is for the modules on which you will be teaching or demonstrating to ensure that you meet with him or her to discuss the module plan for the academic year

- **Find out** who is responsible for supporting and overseeing the work of research student teachers and demonstrators within your school. Graduate Teaching Coordinators are listed in Appendix D at the back of the handbook

- **Refer** to Annex Q (Research Student Teachers and Demonstrators) of the Code of Practice for Quality Assurance for Research Programmes of Study (see Appendix D at the back of the handbook).

If you are due to teach or demonstrate for the first time at the University of Kent, you should:

- **Attend** a ‘Getting to Grips with University Teaching’ session organised by the Graduate School

Paul Stalker  Jack Lay  Dr Ruth Blakely  Dr Tamar Jeffers McDonald  Dr Colin Johnson
SECTION 2: POSTGRADUATE RESEARCH 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 (The Octagon – Cornwallis South East), with offices for its staff members. It has a common room dedicated for postgraduate use (Cornwallis South East, floor 1, room 6).

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

- 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
- An excellent Researcher Development Programme
- A strong framework of specialist support for our postgraduates across the University
- Internationally distinctive, exciting and innovative programmes of study that combine academic excellence with an exceptional student experience and appropriate learning resources
- Further funding and study opportunities through cultivation of external links with Research Councils, graduate schools and other organisations both nationally and internationally

Professor Diane Houston (Dean of the Graduate School) works closely with the Master of Wooff 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, Dean of the Graduate School, chairs a board that is responsible for all aspects of postgraduate education at Kent. It includes student members as representatives of the postgraduate community. The Graduate School works to ensure that student views on all aspects of the study experience are listened to and acted upon within the institution. At Kent, there is a strong postgraduate course representation system working at school, faculty and institutional levels (see page 2 of the handbook).

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 researchers can join the GradPost editorial team and/or contribute articles for publication in the newsletter. Further information about The GradPost is available at: www.kent.ac.uk/graduateschool/news/gradpost.html

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 researchers will be notified when the awards are open for applications during the course of the academic year.

10.6 Postgraduate Research Festival
The annual Postgraduate Research Festival (normally takes place in June) provides our students with the opportunity to present their work to a wider audience, network with their peers from across the University and attend academic talks. The Graduate School offers sessions on producing an effective research poster and giving presentations as part of its Researcher Development Programme. Details of these sessions can be found in the Researcher Development Programme Handbook and on the online 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.

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

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

11.2 Researcher Development Programme

The Graduate School coordinates the Researcher Development Programme for Postgraduate Researchers. Our Researcher Development Programme is designed to equip research students and postdoctoral researchers with a full range of skills which will improve their effectiveness as researchers, and ensure that they are not only highly qualified but employable in a variety of careers by the end of their research project. All our training is mapped to the national Researcher Development Framework.

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

The descriptors are structured in four domains and 12 sub-domains, encompassing the knowledge, intellectual abilities, techniques and professional standards required to do research, as well as the personal qualities, knowledge and skills to work with others and ensure the wider impact of research.

Each of the 63 descriptors contains between three to five phases, representing distinct stages of development or levels of performance within that descriptor.

The four domains of the RDF are:

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

Further information about the Researcher Development Programme is available on the Graduate School Website at: www.kent.ac.uk/graduateschool/skills/programmes/ts/index.html. Postgraduate researchers should ensure that they obtain a copy of the Researcher Development Programme Handbook and register with the online booking system at: bloom.kent.ac.uk. The handbook provides postgraduate researchers with detailed information about the programme including the trainers, workshops and links to useful resources. Most workshops take place on the Canterbury Campus but some are also run on the Medway Campus. You can travel between the Medway and Canterbury campuses on the inter-campus shuttle bus (more details are provided in section 30.1).

All new PhD students should attend a ‘Kickstart your PhD: Guidance, Skills, and the Researcher Development Assessment’ workshop, which will cover embarking on the PhD journey, key getting started information, exploration of the supervisory relationship, progression monitoring, research ethics and integrity, skills and career development and how this all relates to the Researcher Development Assessment that PhD students will complete prior to their probation review (which is undertaken at 10 months for FT PhD students and 12 months for PT PhD students) – further information is available in Annex K (Progression and Examination) and Annex P (Researcher Development Programme) of the Code of Practice for Quality Assurance for Research Programmes of Study at: www.kent.ac.uk/teaching/qa/codes/?tab=research-programmes

12 Communication within the University

12.1 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.

12.2 Post

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

12.3 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/.

13 Postgraduate researcher responsibilities

Undertaking a research degree is both an exciting and challenging experience. In order to ensure that everything goes as smoothly as possible during your time as a postgraduate researcher at Kent, you have a range of specific responsibilities which are outlined in Section 5 of Annex H (Supervision) of the University’s Code of Practice for the Quality Assurance for Research Programmes of Study (this section is provided in Appendix A at the end of this handbook for information).
SECTION 2: POSTGRADUATE RESEARCH AT KENT (CONT)

14 Research supervision

14.1 Initial meeting

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

14.2 The role of your main supervisor

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

14.3 Supervisory meetings

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

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

Records of supervisory meetings are important as they provide a useful aide memoire for you and your supervisory team. These records also provide an evidence trail of your supervision to date which can be used at progression reviews. Supervisory meetings are recorded on the Student Data System and postgraduate researchers are sent reminders to complete this record on a monthly basis (bi-monthly for part-time students). These monthly records are a way of ensuring that you and your supervisor are clear about your progress and the steps that should be taken to progress your research. They do not need to be in perfect prose, nor should they take very long to complete. You are simply asked to keep a record of what has been discussed and what needs to be done next. These brief records provide an opportunity for clarification that might not arise during conversation and help to demonstrate the progress you are making.

You will need to login to the Student Data System using your Kent username and password:

To record your supervision meeting, go to My Supervisions. Enter the date of the meeting and type in your meeting record:

14.4 The supervisory relationship

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

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

Your main supervisor is there to help you to identify parts of your research and development where you require further training or support so you should be ready to discuss skills areas where you feel less confident. Identifying areas for development at an early stage and taking action to improve your skills will set you in excellent stead for the remainder of your PhD journey. New PhD students will assess their skills at a ‘Kickstart your PhD: Guidance, Skills, and the Researcher Development Assessment’ workshop (provided through the Graduate School’s Researcher Development Programme). MPhil, MSc and MA by research students may also attend this workshop but it is only obligatory for PhD students.

The Graduate School also provides workshops which will assist you with your supervisory relationships such as “Getting the most from your Academic Relationships” (see the Researcher Development Programme Handbook or online booking system for further details) and an online training course entitled “Managing your Research Supervisor or Principal Investigator” (please see: www.kent.ac.uk/graduateschool/skills/online/trg/epigeum/index.html).

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

14.5 Preparing for a supervisory meeting

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

It is important that you record details of every meeting with your supervisor online as soon as possible. In order that a clear progression is agreed in a timely manner, students are expected to complete their report within one week of the meeting and supervisors are expected to provide written feedback within two weeks. Further information is provided in Annex H (Supervision) of the Code of Practice for Quality Assurance for Research Programmes of Study www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes. Your school’s Postgraduate Administrator (please see Appendix D for a list of names) will be able to assist you in using the Student Data System to record these meetings.
The value of producing early drafts of your thesis cannot be emphasised too strongly, even if the exact timing of when you start to produce written work will depend largely on the nature of your research topic and other individual circumstances. A piece of written work allows both you and your supervisor to see how your ideas are developing, constitutes a good basis for discussion and criticism and provides your supervisor with hard evidence of progress made or difficulties encountered. It also provides your supervisor with a valuable opportunity to give you some advice on your academic writing. The Graduate School provides workshops and one-to-one sessions on academic writing as part of its Researcher Development Programme (please see the Researcher Development Programme Handbook and online booking system for further details).

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

15 Progression monitoring
In order to ensure that your research project is on track and that you have all the necessary support and resources required to successfully complete it, there will be a series of review stages during your period of registration. These reviews include induction, probation, end of year reviews and submission reviews. In cases where there are concerns about progress, your supervisors may schedule a mid-year review. Annex K (Progression and Examination) of the University’s Code of Practice for Quality Assurance for Research Programmes of Study outlines the responsibilities of academic schools and of the supervisory team and postgraduate research student representatives. The Graduate School liaises with academic schools and the wider University to make improvements to the postgraduate experience at Kent.

The outcome of progression monitoring reviews is recorded online using the Student Data System. Your progression monitoring can be viewed by logging into the Student Data System and going to the My Progression page.

16 Teaching and demonstrating
Most postgraduate researchers will have the opportunity to teach or demonstrate in their academic schools. Some research students may be employed as Graduate Teaching Assistants (GTAs). Each academic school will have a designated member of staff who is responsible for overseeing the arrangements for postgraduate researchers who teach or demonstrate within the school (please see Appendix D for a list of Graduate Teaching Assistant Coordinators).

The Graduate School liaises with academic schools prior to the beginning of each academic year to identify new postgraduate teachers and demonstrators. These students will be contacted and invited to a “Getting to Grips with University Teaching” session which are scheduled to take place at the beginning of each academic year. Further teaching-related training sessions may also be available within your academic school and the Graduate School incorporates teaching-related sessions into its Researcher Development Programme (please keep an eye on the online booking system for details). Postgraduate researchers may also apply for a place on the Associate Teacher Accreditation Programme and Postgraduate Certificate in Higher Education which is administered by the Unit for the Enhancement of Learning and Teaching (please see: www.kent.ac.uk/teaching/qualifications/pgche/index.html).

The Graduate School has established a Network Group for postgraduate researchers who teach and demonstrate at the University. This group meets every term and information about the meetings will be circulated to new postgraduate researchers at the beginning of the academic year. Annex Q (Research Student Teachers and Demonstrators) of the University’s Code of Practice for Quality Assurance for Research Programmes of Study outlines the responsibilities of academic schools in relation to postgraduate researchers who teach and demonstrate.

An e-network for Part-Time Teachers is provided by UELT (Unit for the Enhancement of Learning and Teaching) and will start in the autumn term 2014. It is intended as a resource for all Part-Time Teachers, whether they work as Graduate Teaching Assistants, Hourly-Paid Lecturers or Researchers. It will act as a point of signposting and information with contributions from Human Resources, Research Services, UELT, and UCU among others. It will also be a forum for Part-Time Teachers to ask questions, to network, and to support each other. For more information about UELT networks please contact cpdbookings@kent.ac.uk.

Should you have any queries about your teaching contracts, you can email gta@kent.ac.uk or visit www.kent.ac.uk/teaching/qa/codes/research/annexq.html.

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

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

• Alternative Guide to Postgraduate Funding: https://www.kent.ac.uk/graduateschool/skills/onlinegrp/gradfunding.html
• Finance: www.kent.ac.uk/finance-student/index.html
• Postgraduate Scholarships: www.kent.ac.uk/scholarships/postgraduate/index.html
• Humanities Faculty Top-up Funds: www.kent.ac.uk/kiash/researchfund
SECTION 3: STUDENT SERVICES

19 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.

19.1 Canterbury postgraduates
Woolf College is the University’s postgraduate college at Canterbury. 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: darwinmastersoffice@kent.ac.uk.

Woolf Academic Building is open to postgraduate students during weekday evenings in Terms 1 and 2 for socialising and study from 7.00pm – 10.00pm.

19.2 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 j.p.glew@kent.ac.uk.

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

20.2 Library services and resources
20.2.1 Resources for postgraduates
Postgraduate researchers should find out information about the library resources available to them as soon as possible following their arrival at Kent: www.kent.ac.uk/library/. There is also a specific online guide about the library for postgraduate students available at: www.kent.ac.uk/library/students/postgraduates.html

Medway students can use the Universities at Medway Drill Hall Library on the Medway campus: campus.medway.ac.uk/.

20.2.2 Academic Liaison Librarian
In order to make the best possible use of the Library and its services it is also important for you to contact the Academic Liaison Librarian responsible for the area of research you are pursuing as soon as possible. Academic Liaison Librarians can give you one to one help throughout your course, by phone, email or in person (see www.kent.ac.uk/library/templeman/contacts/?tab=subject-support). For the Templeman Library on the Canterbury campus please see www.kent.ac.uk/library/templeman/contacts/?tab=subject-support and for the Drill Hall Library on the Medway campus please see campus.medway.ac.uk/study-resources/librarians.html. Subject guides are also available at: www.kent.ac.uk/library/templeman/contacts/index.html?tab=subject-support.

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

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

21 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/uel/learning/

21.1 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.

21.2 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).
22.3 Planning your career
In addition to the support provided by the Careers and Employability Service, the Graduate School provides workshops on career planning as part of its Researcher Development Programme including:
• Career Training
• Routes into Academia
• Employment outside Academia
• Launching an Academic Career
• Progressing in your Academic Career
• Career Planning in the Arts, Humanities and Social Sciences (online course)
• Career Planning in the Sciences (online course)

Please visit the online booking system for workshop dates at: bloom.kent.ac.uk. Information about the online courses is available at: www.kent.ac.uk/graduateschool/skills/online/training/epigeum/index.html

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

22 Career planning
22.1 Careers and Employability Services
The Careers and Employability Service aims to support you in making a successful transition from your research degree to the next stage of your career.

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

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

More information is available on the Careers and Employability Service website: www.kent.ac.uk/ces. You can also access the Career Planning Guide online at www.kent.ac.uk/careers/docs/PG%20career%20planning%20Guide%202014.pdf.

22.2 Employability Points
In 2010 the University of Kent launched a scheme to reward students actively involved with extracurricular activities and to encourage students to engage with the many opportunities the University has to offer.

Through undertaking extracurricular activities, including volunteering, part-time employment, and involvement in societies, students are actively making themselves more attractive to prospective employers.

The Employability Points Scheme allocates points to students for their engagement with such activities and these points can be cashed in for rewards. Last year, rewards ranged from internships and work experience, to bespoke training and vouchers, with over 250 rewards being offered.

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

22.3 Maths & Stats Clinics
SLAS provides a Maths and Stats Clinic for those who are struggling to understand some of the basics or feel that they need additional support in understanding more advanced principles: www.kent.ac.uk/learning/academic-advice/maths.html

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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

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For more details visit: www.kent.ac.uk/employabilitypoints
SECTION 3: STUDENT SERVICES (CONT)

25 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.

26 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 UoK 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
• Diagnostic language testing including Cambridge English language assessments, exams and courses (see www.kent.ac.uk/cewl/current-students/exam/cambridge.html), and the Pearson Test of English (PTE Academic, see www.kent.ac.uk/cewl/current-students/exam/pte.html)

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). Available at Canterbury and Medway campuses.
• 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/courses/celta/index.html).

CEWL is also involved with Kent Extra, which provides free, short, non-credit bearing modules for Kent students. See www.kent.ac.uk/extra/.

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

28 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
BusyBees Nursery is an independent nursery located opposite the Medway campus www.busybeeschildcare.co.uk/nursery/chatham.

30 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://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/
SECTION 4: LOCAL COMMUNITY INFORMATION

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

31.1 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, for the academic year 2014/15. It operates Monday to Friday during Term 1 (19 January to 10 April 2015) 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/estates/transport/bus/campus-shuttle.html

31.2 Canterbury travel information

Buses
For information see: www.stagecoachbus.com/

The buses that call at the University are:
- the Unibus (Darwin/Keynes/Parkwood/Library to town and the bus station, including both train stations)
- the 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/transport/bus/index.html for prices and details.

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

Rail
From Canterbury it is possible to travel to London via Canterbury West (high speed to St Pancras, or to Charing Cross or Waterloo East), or via Canterbury East to Victoria. The Canterbury East line also goes to Dover, and the Canterbury West line to Ramsgate. Travelling via the high speed route it is possible to get Eurostar connections from Ebbsfleet (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:
- Andy’s Taxis (Ulcombe Gardens) 01227 767111
- Cab Co (Dover Street) 01227 455455
- Galaxy Taxis (Chester Avenue) 01227 450 150
- Longleys 01227 710777
- Longport Cabs (Blean Common) 01227 458885
- Lynx (Gordon Road) 01227 484232
- Tudor cars (Barton Business Park) 01227 454151
- Z cars 01227 444444 or book online at: www.zcarsglobal.com/
- Wilkinson (London Road) 01227 450450

31.3 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: www.arrivabus.co.uk/south-east/ 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
32.2 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.
- www.campuslet.com/ (based in the campus’ Innovation Centre)

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

32.3 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 www.unisummerstorage.com/

33.1 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 (Mungos and Origins host regular quizzes and dance nights), and you can check the events at Kent Union venues via www.kentunion.co.uk/goingout/. 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.

33.2 Medway campus
The Greenwich and Kent Students’ Unions Together organise social activities and runs the student bar and the campus shop. They run a range of societies and offer help and financial support for those seeking to start their own society. The student bar, Coopers, serves quality pub food at student-friendly prices, and features regular themed nights. The No 1 Bistro located in the Rochester building offers a selection of hot and cold food and drink from 08.30 – 17.00 Monday – Thursday (term time) and 08.30 – 15.30 Friday (term time). For more information please see the 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/student/index.htm?tab=medway-student-activities.

33.3 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.

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
This is a selection of Medway’s 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

32 Housing
32.1 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.
SECTION 4: LOCAL COMMUNITY INFORMATION (CONT)

At the heart of Canterbury is the Cathedral (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). 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.kent.gov.uk/leisure_and_culture/countryside_and_coast/cycling/cycle_routes/crab_and_winkle_way.aspx).

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)

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

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

For other activities see: 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/
34 How is Postgraduate Research Managed at Kent?

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

Each academic school has a Director of Graduate Studies (please see Appendix D) who will be responsible for research programmes of study within that school. In larger schools, there may be two Directors of Graduate Studies, one with responsibility for taught postgraduate courses and one with responsibility for research programmes of study. Each school will have a Graduate Studies Committee which is responsible for the quality management of research programmes of study and monitoring the progress of research 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 I of the University’s Code of Practice for Quality Assurance for Research Programmes of Study at: www.kent.ac.uk/teaching/qa/codes/research/annexi.html. The School Graduate Studies Committee reports to a Faculty Graduate Studies Committee which is chaired by the Faculty Director of Graduate Studies. There are three faculties at Kent (see the list of academic schools/faculties in Appendix D). More information about the role of the Faculty Director of Graduate Studies and Faculty Graduate Studies Committees can be found in Annex J of the University’s Code of Practice for Quality Assurance for Research Programmes of Study at: www.kent.ac.uk/teaching/qa/codes/research/annexj.html. The current Faculty Directors of Graduate Studies are:

- Dr Colin Johnson (Sciences Faculty Director of Graduate Studies)
- Dr Tamar Jeffers McDonald (Humanities Faculty Director of Graduate Studies)
- Dr Ruth Blakeley (Social Sciences Faculty Director of Graduate Studies)

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

The University Code of Practice for the Quality Assurance for Research Programmes of Study provides a framework for the quality management of research programmes of study at Kent. See: www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes. Appendix F provides you with a full list of the annexes contained within the Code of Practice for Research Programmes of Study Annexes.

34.1 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 D) 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/fso/procedures/pg/pg-research.html

34.2 Fieldwork and absence from the University

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

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

34.3 Thesis completion, submission and examination

Information about the procedures surrounding the completion, submission and examination of your research thesis is available in:

- Regulations for Research Programmes of Study (please see section 8 (examination) at: www.kent.ac.uk/teaching/qa/regulations/index.html?tab=research-programmes)
- Instructions to Candidates for the Examination of Research Degrees www.kent.ac.uk/teaching/documents/quality-assurance/regulations/research/pgdipresc.pdf

34.4 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/extendexaminers/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.

34.5 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.
34.5.1 Academic complaints
All postgraduate researchers at Kent are entitled to receive satisfactory academic supervision and support. Should you have any problems during the course of your research, you will in most cases be able to sort these out straightforwardly and easily with members of your supervisory team.

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

If students remain dissatisfied, having raised the matter informally with the supervisory staff, postgraduate research student representative and School Director of Graduate Studies, they may wish to make a formal complaint. The complaints procedure is outlined in the document Complaints Procedure 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 a formal complaint. For a formal academic complaint, 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.

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.

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

Postgraduate researchers should note that they may not submit an academic appeal:

• Against academic judgement or;
• On the grounds of poor or inadequate research supervision. Such a matter would be the subject of an academic complaint, which should have been raised and resolved at the earliest opportunity through the academic complaints procedure (see section 33.5.1).

35 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 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 has already been submitted for the same or any other course at this University or elsewhere, without acknowledging that such work has been so submitted.

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

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

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

36 Ethics
The University of Kent expects that all research carried out by postgraduate researchers is conducted to the highest level of ethical standards and in accordance with current legislation and policy requirements. The University’s Code of Ethical Practice for Research (www.kent.ac.uk/researchservices/docs/ethics-governance/code-of-ethical-practice-for-research.pdf) sets out the required standards of researcher integrity and also explains the appropriate routes for ethical review for different types of research. Advice and guidance in all aspects of research integrity and governance is available from the University’s Research Ethics and Governance Officer (N.R.Palmer@kent.ac.uk).

The Concordat to Support Research Integrity (2012) emphasises the importance of training in the work universities must do to embed their commitment to research integrity within institutional processes and the conduct of their researchers. The Graduate School supports this training by (i) subscribing to the Epigeum online training programme, which allows postgraduate researchers to access modules in good research practice and research with humans in the health and social sciences, and (ii) by providing workshops covering research integrity in the humanities, social sciences, and sciences as part of the Researcher Development Programme (see www.kent.ac.uk/graduateschool/skills/pgnd.html).

37 Intellectual Property Rights
All ideas, material, or work produced and submitted as part of the requirements of a programme of study or research, and all Intellectual Property (IP) within, belongs to the University, who may pass these on to third parties, such as, for example, funders. Please refer to section 13 (Intellectual Property Rights) of the General Regulations at www.kent.ac.uk/regulations/Regulations%20Booklet/ 13-Intellectual-Property-Rights.pdf.

Student contributions are acknowledged and, as part of the IP Policy, students are entitled to a share of the financial benefits that the University may receive arising from the exploitation of this IP.

In order to familiarise yourself with IP and the University’s approach to IP, you are encouraged to read the University’s IP policy, which is available at https://www.kent.ac.uk/enterprise/university-staff/ files/policy-and-procedure/ipr-policy-2013.pdf. Kent Innovation & Enterprise (KIE) provides advice and manages the IP protection and exploitation. KIE also holds a number of IP sessions in Schools and as part of the Graduate School’s Researcher Development Programme (details are available on request).

If you have any queries regarding your IP rights, please email enterprise@kent.ac.uk.
APPENDIX A: POSTGRADUATE RESEARCHER RESPONSIBILITIES

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

Research students are responsible for:

1. The content, completion and submission for examination of their theses under the supervision of academic staff members. The student should take ultimate responsibility for his or her research.
2. Ensuring that they are familiar with and comply with University regulations, school guidelines and any other procedures relating to their degree.
3. Attending a Researcher Development Assessment workshop prior to the probation review (if studying for a PhD).
4. Completing a Researcher Development Assessment and discussing this and their training needs with their supervisors on a regular basis.
5. Providing a formal annual report on progress.
6. Preparing adequately for formal progress reviews and supervisory meetings.
7. Ensuring work progresses in accordance with the stages agreed with their supervisor(s).
8. Advising their supervisor(s) of any illness, holidays or other occasions when they will be absent from the University.
9. Seeking advice from their supervisor(s) in an active manner and taking the initiative in raising problems or difficulties (including illness or other exceptional circumstances) with their supervisors.
10. Agreeing a programme of work with their supervisor(s) at the beginning of their first-year and to review this at appropriate intervals in each academic year in consultation with the supervisors ensuring that any deviation from the programme is reported to supervisors as soon as possible.
11. Agreeing a schedule of meetings with their supervisor(s).
12. Devoting appropriate time and effort to their studies.
13. Taking note of the guidance and feedback provided on their work by their supervisor(s).
15. Complying with health and safety requirements.
16. Complying with ethical requirements.
17. Ensuring that they complete registration and make payment of fees at the appropriate time.
18. Assisting the University in keeping their records up to date by cooperating fully with administrative procedures.
19. Contributing to the research environment of the academic school, wider university community and externally (as appropriate) by taking up opportunities to present work at seminars and by networking with other researchers.
20. Providing feedback on their student experience through annual reports, postgraduate surveys, postgraduate representatives and Staff-Student Liaison Committees (as appropriate).
21. Reporting any concerns about their supervision to the School Director of Graduate Studies without delay. If the School Director of Graduate Studies is a member of the supervisory team, concerns should be reported to the Faculty Director of Graduate Studies.
APPENDIX B: MAIN SUPERVISOR RESPONSIBILITIES

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

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

As detailed in Annex K of the University’s Code of Practice for Quality Assurance for Research Programmes of Study – available at: www.kent.ac.uk/teaching/qa/codes/research/annexknew.html

<table>
<thead>
<tr>
<th>Type of student</th>
<th>Review stages</th>
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<tbody>
<tr>
<td><strong>FT PhD student</strong></td>
<td>1 Induction Review (6 weeks)</td>
</tr>
<tr>
<td></td>
<td>2 Probation Review (10 months)</td>
</tr>
<tr>
<td></td>
<td>3 End of Year 2 Review (24 months)</td>
</tr>
<tr>
<td></td>
<td>4 Submission Review (33 months)</td>
</tr>
<tr>
<td></td>
<td>5 Continuation Year Review 1 (41 months)</td>
</tr>
<tr>
<td></td>
<td>6 Continuation Year Review 2 (46 months)</td>
</tr>
<tr>
<td><strong>PT PhD student</strong></td>
<td>1 Induction Review (6 weeks)</td>
</tr>
<tr>
<td></td>
<td>2 Probation Review (12 months)</td>
</tr>
<tr>
<td></td>
<td>3 End of Year 2 Review (24 months)</td>
</tr>
<tr>
<td></td>
<td>4 End of Year 3 review (36 months)</td>
</tr>
<tr>
<td></td>
<td>5 End of year 4 review (48 months)</td>
</tr>
<tr>
<td></td>
<td>6 Submission Review (57 months)</td>
</tr>
<tr>
<td></td>
<td>7 Continuation Year Review 1 (65 months)</td>
</tr>
<tr>
<td></td>
<td>8 Continuation Year Review 2 (70 months)</td>
</tr>
<tr>
<td><strong>FT MPhil student</strong></td>
<td>1 Induction Review (6 weeks)</td>
</tr>
<tr>
<td></td>
<td>2 Probation Review (10 months)</td>
</tr>
<tr>
<td></td>
<td>3 Submission Review (21 months)</td>
</tr>
<tr>
<td><strong>PT MPhil student</strong></td>
<td>1 Induction Review (6 weeks)</td>
</tr>
<tr>
<td></td>
<td>2 Probation Review (12 months)</td>
</tr>
<tr>
<td></td>
<td>3 End of Year 2 Review (24 months)</td>
</tr>
<tr>
<td></td>
<td>4 Submission Review (33 months)</td>
</tr>
<tr>
<td><strong>FT Master’s student</strong></td>
<td>1 Induction Review (6 weeks)</td>
</tr>
<tr>
<td></td>
<td>2 Probation Review (6 months)</td>
</tr>
<tr>
<td></td>
<td>3 Submission Review (9 months)</td>
</tr>
<tr>
<td><strong>PT Master’s student</strong></td>
<td>1 Induction Review (6 weeks)</td>
</tr>
<tr>
<td></td>
<td>2 Probation Review (12 months)</td>
</tr>
<tr>
<td></td>
<td>3 Submission Review (21 months)</td>
</tr>
</tbody>
</table>

Note: In cases where a research student intermits from his/her period of research for a set period, the timings above would need to be adjusted accordingly.
APPENDIX D: KENT ACADEMIC SCHOOLS AND FACILITIES

Faculty of Social Sciences
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These lists are correct at the time this publication went to press in August 2014
APPENDIX E: QUALITY MANAGEMENT STRUCTURE

Senate
Vice-Chancellor

Graduate School Board
Dean of the Graduate School

Faculty Boards
Deans

Faculty Graduate Studies Committee
Faculty Directors of Graduate Studies

School Graduate Studies Committees
School Directors of Graduate Studies

Staff/Student Liaison Committees

Programme Approval Sub-Committee

Supervisor/Supervisory Team
# Appendix F: University Code of Practice

## Annexes

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<tr>
<th>Annex</th>
<th>Description</th>
<th>Link</th>
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<td>Approval of New Programmes</td>
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<td>Research Student Teachers and Demonstrators</td>
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<td>Student Engagement in Quality Assurance and Enhancement</td>
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APPENDIX G(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
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 Lyneat Court
G2 Woody’s Bar
G3 Park Wood Shop
G4 Park Wood Administration Building
G5 Bishopdon 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 Walch
J5 Grimond Building
J6 LIET Building
J8 Banks
J9 Lumley Building
J10 Gulbenkian Theatre
J11 Templeman Library
J12 Senate
J13 Marlowe Building
J14 Locke Building
APPENDIX G(ii): CAMPUS MAP (MEDWAY)
The Universities at Medway campus is shared with the Universities of Canterbury Christ Church and Greenwich.

Buildings labelled

- **B1** Compass Centre
  - Centre for Professional Practice
  - Kent Law School
  - Kent Law Clinic
- **B2** Jellicoe Building
  - Coopers bar
  - Essentials (campus shop)
- **C1** Rowan Williams Court
  - Touchdown Medway Café
- **C2** Pilkington Building
  - Student Advice Centre
  - The Venue Café
  - SK Together (Student Union)
- **C3** Drill Hall Library
  - Archibald Hay Mess café
- **C4** Sports Hall
- **C5** Medway Building
  - Kent Business School
  - School of Computing
  - School of Sport and Exercise Sciences
  - Student Finance
  - Visitor Reception
- **C6** Rochester Building
  - No.1 Bistro
- **F1** Galvanising Shop
  - Performances and exhibitions
- **F2** Smithies
  - Gallery and studios
- **F3** Foundry
  - Music studios
- **F4** Fire Station
  - Music studios
- **F5** Engineering Workshop
- **F6** Bridge Wards’ College
  - Clocktower Café
  - Teaching and studios
- **F7** Central Boiler House
  - Workshop
- **F8** The Old Surgery
  - School of Music and Fine Art
  - Reception
- **G1** Pembroke Building
  - Pembroke Café
- **H1** Anson Building
  - Medway School of Pharmacy
- **K1** Liberty Quays
  - (accommodation)
- **L1** Sail and Colour Loft
  - Fine Art studios
- **N1** Medway Park
  - Respiratory Clinic
  - Sports Centre
  - Sport Therapy Clinic

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