# CONTENTS

**Section 1: Introduction**  
1 Professor Diane Houston (Dean of the Graduate School)  
2 Graduate School Staff  
3 Kent Graduate Student Association  
4 Postgraduate Student Representation  
5 Faculty Directors of Graduate Studies  
6 Postgraduate Students based at Brussels  
7 Term Dates 2014-15  
8 Campus Maps  
9 New Postgraduate Student’s Checklist  

**Section 2: Postgraduate Taught Courses at Kent**  
10 Kent Graduate School  
11 Communication within the University  
12 Student Responsibilities  
13 Contact within your School  
14 Credit Framework  
15 Student Data System and Moodle  
16 Presentation and examination of your dissertation  
17 Personal Development Planning  
18 Providing Feedback  
19 Postgraduate Finance  
20 Travelling and Working Overseas  

**Section 3: Student Services**  
21 Colleges  
22 Information Services  
23 Student Learning Advisory Service  
24 Centre for English and World Languages  
25 Employability and Careers  
26 Medway Student Advisory Services  
27 Student Union Advice  
28 International Development  
29 Student Support  
30 Medical Centre  
31 Chaplaincy  
32 Childcare  

**Section 4: Local Community Information**  
33 Travel  
34 Housing  
35 Leisure  

**Section 5: Regulatory Information**  
36 How is Postgraduate Study Managed at Kent?  
37 Plagiarism and Duplication of Material  

**Appendix A: Kent Academic Schools and Faculties**  

**Appendix B: University Code of Practice**  

**Appendix C: University of Kent Teaching Rooms**  

**Appendix D: Employability Points Scheme**  

**Appendix E(i): Campus Map (Canterbury)**  

**Appendix E(ii): Campus Map (Medway)**
SECTION 1: INTRODUCTION

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

Studying for a postgraduate degree will improve your detailed knowledge of your academic subject and it may also provide preparation for a professional career. Our Global Skills Award Programme offers you a unique and additional skills training opportunity which is designed to enhance global awareness and improve your employability in a competitive job market while you study for your postgraduate qualification (please see section 25.1 for further details).

Kent provides a range of other activities to enhance your postgraduate development including an invitation to apply for the Postgraduate Experience Awards, participation in the Postgraduate Research Festival and contribution to the production of the GradPost. You should also embrace the opportunities offered to you by the dynamic intellectual life of the University. Every school holds research seminars each week and these are open to all across the University, regardless of their discipline. There are also many ‘Open Lectures’ at Faculty and University level which feature leading academics and public figures. This is a fabulous opportunity to become a specialist in your field whilst also gaining an appreciation of a much broader range of disciplines and current affairs. Make the most of it!

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

2 Graduate School staff
Jo Addison
PA to the Dean of the Graduate School and Graduate School Assistant
T: +44 (0)1227 824785
E: graduateschool@kent.ac.uk

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

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Postgraduate Development Advisor
T: +44 (0)1227 816133
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Ros Beeching
Graduate School Coordinator
T: +44 (0)1227 827838
E: c.r.beeching@kent.ac.uk

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

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

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

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

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

4 Postgraduate Student Representation
Postgraduate Representatives are student volunteers who act as a voice for Postgraduate Students within their school or faculty.

There are many benefits of becoming a Postgraduate Representative, including the opportunity to:
- Develop new skills
- Enhance your CV
- Log your volunteering towards the Kent Student Certificate of Volunteering (KSCV) Award. For more information go to the Kent Union website: www.kentunion.co.uk/eandv/
- Meet new people
- Make a positive difference to the student experience at Kent

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

5 Faculty Directors of Graduate Studies
Faculty Directors of Graduate Studies are responsible for maintaining oversight of taught 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
T: 01227 823435
E: t.jeffers-mcdonald@kent.ac.uk

Dr Colin Johnson (Sciences)
Sciences Faculty Director of Graduate Studies and Senior Lecturer
School of Computing
T: 01227 827562
E: c.g.johnson@kent.ac.uk

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

7 Term Dates 2014–15
Term dates 2014-15
Welcome Week
22–26 September 2014

Autumn Term
29 September – 19 December 2014

Spring Term
19 January – 10 April 2015

Summer Term
11 May – 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 E at the back of the handbook.
9 New postgraduate student’s checklist

Following your arrival at Kent, there are a few things which you need to do as soon as possible.

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

• 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/

• 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/graduate school/skills/programmes/gsicurrent.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
SECTION 2: POSTGRADUATE STUDY AT KENT

10 Kent Graduate School

10.1 Overview

The mission of the Kent Graduate School is to lead and champion the strategic development of provision for graduate education and research at the University of Kent. The Graduate School is located in a central location on the Canterbury campus (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
- A supportive environment for the intellectual interests of our postgraduates
- Student-led initiatives such as social events, conferences and workshops
- The Global Skills Award Programme and other postgraduate training opportunities
- A strong framework of specialist support for our postgraduates across the University
- Internationally distinctive, exciting and innovative programmes of study that combine academic excellence with an exceptional student experience and appropriate learning resources
- Further funding and study opportunities through cultivation of external links with Research Councils, graduate schools and other organisations both nationally and internationally

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

10.2 Championing your interests

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

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

10.3 Academic, social and networking opportunities

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

10.4 The GradPost

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

10.5 Postgraduate Experience Awards

Postgraduate students have the opportunity to bid for funding up to £1,500 to coordinate their own events and projects aimed at enhancing the postgraduate experience at Kent. Proposals for funding are required to have an interdisciplinary and/or external focus. Projects funded previously have included a cross-disciplinary Latin American Society and Research Network, an interdisciplinary conference on Social Movement, and a short story reading group. Postgraduate students will be notified when the awards are open for applications during the course of the academic year.

10.6 Postgraduate Research Festival

This annual event is open to all postgraduate students, taught and research. The festival, which normally takes place in 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. Postgraduates’ work is showcased in poster format and the awards are open for applications during the course of the academic year. Please see the Graduate School website for more information: www.kent.ac.uk/graduateschool/news/pgresearchfestival.html
10.7 Global Skills Award Programme
The Global Skills Award Programme is designed to broaden your understanding of global issues and current affairs as well as to develop personal skills which will enhance your employability. The six-month programme runs from October to April. All students registered for a taught Master’s Degree are eligible to apply for a place, which is free of charge and open to students based at Canterbury, Medway, Brussels and Paris. Please see section 25.1 for further information.

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

11 Communication within the University

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

11.2 Post
You must ensure that the University has your current local address and your home address. You can check this and make amendments via your personal pages on the Student Data System. The link to the Student Data System is available at: www.kent.ac.uk/student/index.html

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

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

13 Contact within your school

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

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

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

In general it is your responsibility to tell the Programme Convenor if you have any administrative or academic related problems. The Convenor is required by the Faculty to give prompt attention and replies to your requests, to comment on your written work within a reasonable time, and to put you in touch with other people working in your area if that is helpful. Each School will have staff who can help to support you and offer guidance with any issues that arise during your studies. The best person to talk to about a particular issue will depend on the nature of the issue and the structure of your School but help can be sought from some or all of the following:

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

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

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

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

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

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

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

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

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

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

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

The Annual PGT Survey
The annual Postgraduate Taught Experience Survey (circulated in spring/summer) provides you with an excellent opportunity to provide feedback on a range of different areas. The results of this are anonymous and the information is used by your academic schools and the wider University to make improvements to the postgraduate experience at Kent.

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

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

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

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

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

21 Colleges
The Masters’ offices at Canterbury and Medway support and assist graduate students in all matters of welfare and guidance. If you have a concern, query or problem, you should not hesitate to contact the Master, or call in to their office for further help or assistance. The Masters’ offices are part of the Student Services Department and as such have close links with all of the other student support services on campus.

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

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

22 Information Services

22.1 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/

22.2 Library services and resources

22.2.1 Resources for postgraduates
Postgraduates 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/

Students based at Brussels have a wide choice of libraries including some unique specialist libraries. Full details are available on the University of Kent at Brussels website at: www.kent.ac.uk/locations/brussels/

22.2.2 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.

22.2.3 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/templeman/services/deliveredelivery/ or visit other libraries throughout the UK using SCONUL access www.access.sconul.ac.uk/

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

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

23.2 Individual and confidential appointments
On-campus
SLAS learning advisors are available on campus for any student or small group of students wishing to improve their learning and who wish to make an appointment with them.
24 Centre for English and World Languages

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

A range of pathway programmes aims to help international students to enter full undergraduate or postgraduate degree programmes at the University the following academic year:

- **Graduate Diplomas** provide an international pre-masters’ route. The programmes focus on developing your academic subject knowledge for postgraduate study whilst improving your academic skills and English language proficiency. On successful completion and through meeting the University’s rules of progression, the diplomas guarantee entry onto the Postgraduate degree with which they are specifically connected.
- **Pre-sessional** – summer courses of between 6 and 18 weeks designed to improve the language proficiency and academic skills of students planning to join any 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](http://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](http://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).

CEWL is also involved with Kent Extra, which provides free, short, non-credit bearing modules for Kent students. See [www.kent.ac.uk/extra/](http://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/](http://www.kent.ac.uk/cewl/)

25 Employability and careers

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

25.1 Global Skills Award Programme

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

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

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

25.2 Postgraduate research
A postgraduate research qualification can enhance your career and earning prospects and can set you apart from everyone who has an undergraduate degree and postgraduate taught degree. You may like to explore the postgraduate research degrees on offer at Kent when planning your next move after you have completed your present qualification. Postgraduate research enables you to become an expert in a particular field of study while at the same time gaining transferable and research skills via the Graduate School’s Researcher Development Programme.

Kent’s excellent performance in the 2008 Research Assessment Exercise (RAE) confirmed our position as one of the UK’s leading universities. Our 18 academic schools were found to be engaged in research of international and world-class standing. Following our strong RAE results, Kent’s ranking among the research-intensive universities rose substantially, leading to an increase in research funding of 46%. This new investment is enabling Kent to further develop its state-of-the-art research facilities.

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

Kent has a scholarship fund in excess of £8.5 million to provide a variety of financial support opportunities for postgraduate students. These include a generous number of research student scholarships and a Graduate Teaching Assistantship Scheme whereby postgraduate research students receive financial support in return for teaching. More information on research degree funding opportunities at Kent is available at: www.kent.ac.uk/scholarships/postgraduate/.

25.3 Careers and Employability Service
The 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 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 transferable 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 studies. 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.

25.4 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 and see Appendix D at the back of the handbook.

25.5 Kent Student Certificate of Volunteering
The Kent Student Certificate for Volunteering (KSCV) is run jointly by the University and Kent Union and formally acknowledges the efforts of student volunteers. It can help build your CV and skills profile and an advanced KSCV can even lead to credits towards our degree programme.

What is volunteering?
Volunteering is about you giving up your time and using your skills for the benefit of others. There are many ways in which you can volunteer, and you may be doing them already. You can be a volunteer at university – whether it’s being on the committee of a society or sports club, getting involved with student media or becoming a mentor. Or you can volunteer in the community – work with others, get experience in your field of study or help the environment. You can even volunteer from home with research roles and online mentoring.

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

How to register as a volunteer and browse placements:
To register as a volunteer go to www.kentunion.co.uk/eandv and click on the E&V toolkit to register. Once you have registered you are free to browse all the placements we have on the database, you can do this through either searching by your interests or just browsing them. Once you click on a placement you will be able to view more details of what the role involves and how you can contact the placement provider.

As a Kent student who is volunteering you can log the hours that you volunteer and work towards the KSCV awards. There are various KSCV awards and students who complete each award will receive a certificate at the KSCV award ceremony in May/June where you are presented with your certificate followed by a buffet and drinks reception.

• KSCV Bronze – Log 25 volunteering hours
• KSCV Silver – Log 50 volunteering hours, record 6 employability skills and complete a review (only takes about 30 minutes)
• KSCV Gold – Log 100 volunteering hours, record two training sessions and complete a written reflection online.
• KSCV Gold + – complete all of the above awards and log 200 hours of volunteering
• KSCV Platinum – The highest level of the award, complete three modules over one academic year, 10 minute panel presentation, a portfolio of evidence, essay and a report. To undertake this award you need to have previous volunteering experience. Depending on your course the KSCV platinum can be a credit bearing module (15 credits), if not it will show on your degree transcript as an extra module.

27 Student Union Advice
27.1 Kent Union Advice Centre
The Student Advice Centre is able to provide advice on a wide variety of problems that students may face whilst they are studying. The Centre is similar to a Citizens Advice Bureau for students and it can give advice on a range of areas such as immigration, housing, academia and funding to name but a few. The service is free and confidential and available to all students studying at the University of Kent. The Centre is based in the Mandela Building on the Canterbury campus and its opening hours are Monday to Friday 10.00am until 4.00pm all throughout the year. You can access the service by making an appointment to see one of the advisers, coming to one of their drop in sessions or phoning the Advice Help Line at 01227 827 724 (10.00am-4.00pm, Monday to Friday). You can also email (advice@kent.ac.uk) or visit the website at www.kentunion.co.uk/advice.

27.2 The Greenwich and Kent Students’ Unions Together Advice Centre
The Greenwich and Kent Students’ Unions Together provides an Advice Centre based in the Pilkington Building on the Medway Campus and offers pre-booked appointments, drop-in sessions, email advice and a dedicated telephone advice line. For more information please see their website at: www.umssa.org.uk/advice/advice_centre.html.
SECTION 3: STUDENT SERVICES (CONT)

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

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

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

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

For information about the Student Support please go to: www.kent.ac.uk/studentsupport.

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

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

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

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

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

32 Childcare
Canterbury
The Oaks Day Nursery is run by Kent Union and is situated on the Canterbury campus. It offers nursery care and education for children aged from three months to five years. The nursery operates from 8.00am to 6.00pm Monday to Friday for 50 weeks of the year, closing for two weeks over the Christmas period and on bank holidays. More information is available at http://oaksnurserykent.co.uk.

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

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

33.1 Campus shuttle
The University has introduced a free coach service, only available to University of Kent staff and students, which operates between the campuses at Medway and Canterbury. It operates Monday to Friday during Term 1 (29 September to 19 December 2014) and Term 2 (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

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

- 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/.

33.3 Medway travel information
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 cabs Taxi’s (Ulcombe Gardens) 01227 767111
- Cal Co (Dover Street) 01227 455455
- Galaxy Taxis (Chestnut Avenue) 01227 450 150
- Longleys 01227 710777
- Longport Cabs (Blean Common) 01227 458885
- Lynx (Gordon Road) 01227 484232
- Tudor cars (Barton Business Park) 01227 451451
- Z cars 01227 444444 or book online at: www.zcarsglobal.com/
- Wilkinson (London Road) 01227 450450

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

Buses call at the University of Greenwich Gatehouse, which is a 5 minute walk from the University of Kent campus. The buses that call at the University are:
- the 100
- the 140
- the 141
- the 116
34 Housing

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

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

For Canterbury
- www.caxtons.com/
- www.leydonlettings.co.uk/
- www.stla.co.uk/ (Student Lettings Agency)
- The Letting Shop: 76 Castle Street, Canterbury, Kent CT1 2QD 01227 784784
- www.canterburystudents.com/
- www.studentpad.co.uk/canterburyhousing/
  Canterbury Student Housing is an accreditation scheme for student housing run by Canterbury City Council.
  - www.campuslet.com/ (based in the campus’ Innovation Centre)

For Medway
- www.kent.ac.uk/accommodation/medway/housing/

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

If you need any help moving your things, try www.taxivankent.co.uk/.

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

You can also try www.unisummerstorage.com/

35 Leisure

35.1 Canterbury campus
Canterbury is a lively campus and there is always something going on. You can find listings of events at the Gulbenkian Theatre and Cinema at www.kent.ac.uk/gulbenkian/. Specific Kent Hospitality bars host weekly events (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.

35.2 Medway campus
The Greenwich and Kent Students’ Unions Together organises social activities and runs the student bar and the campus shop. They run a range of 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.

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

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

**Shopping:** The train to London St Pancras stops at three excellent shopping centres: Ashford (McArthur Glenn outlet centre), Bluewater (via Ebbsfleet train station) and Westfield (next to Stratford International train station). There is also Westwood Cross shopping centre which is located between Margate and Ramsgate. Near the Medway campus there is the Dockside Shopping Outlet and Chatham Maritime (shops, eateries, cinema, marina, and Dickens World).

**History:** You can visit Tunbridge Wells, Dover Castle, Walmer Castle (Deal), Leeds Castle (via Tonbridge station), Brighton (either via Victoria or Canterbury West), Rye, Dickens House Museum in Broadstairs, Chatham Maritime Museum, Sandwich, Rochester Cathedral and Rochester Castle. From the Medway campus you can also visit the Dickens centre in Chatham, Chatham Historic Dockyard and Fort Amherst.

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

**Cycling:** Some of the most popular cycle routes are between Canterbury and Ashford, Canterbury and Whitstable (the Crab and Winkle Way), through Fordwich and along the coast between Whitstable and Reculver. National Cycle Route 1 runs along the Thames and Medway Canal between Gravesend and Higham. See the SPOKES East Kent website for more cycle-related information (www.spokeeastkent.org.uk/)

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

**Sports:** There are swimming pools at Kings School Recreation Centre, 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 (jnictham.co.uk/) and Folkestone www.folkestoneoutdoorsportscentre.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/
36 How is Postgraduate Study Managed at Kent?

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

Each academic school has a Director of Graduate Studies (please see Appendix A) who will be responsible for taught programmes of study within that school. In larger schools, there may be two Directors of Graduate Studies one with responsibility for taught postgraduate courses and one with responsibility for research programmes of study. Each school will have a Graduate Studies Committee which is responsible for the quality management of taught programmes of study and monitoring the progress of taught students within each school, as essential platforms for feedback and support. More information about the role of the School Director of Graduate Studies and School Graduate Studies Committees can be found in Annex T of the University’s Code of Practice for Quality Assurance for Taught Programmes of Study at: www.kent.ac.uk/teaching/qa/codes/taught/annexT.html. The School Graduate Studies Committee reports to a Faculty Graduate Studies Committee which is chaired by the Faculty Director of Graduate Studies. There are three faculties at Kent (see the list of academic schools/faculties in Appendix A). More information about the role of the Faculty Director of 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 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/orth.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/index.html.

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

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

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

36.2 Examination

Information about the procedures surrounding the submission of your dissertation and examination is available in:

• Regulations for Taught Programmes of Study: www.kent.ac.uk/teaching/qa/credit-framework/index.html
• Instructions to Candidates for the Degree of Master by Coursework or Master by Coursework and Dissertation or for a Postgraduate Diploma: www.kent.ac.uk/teaching/qa/regulations/taught/cwkinsttc.html
• Credit Framework for Taught Programmes of Study: www.kent.ac.uk/teaching/qa/credit-framework/index.html

36.3 External Examiners’ Reports

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

36.4 Academic complaints and appeals

An academic complaint is any specific concern about the provision of a programme of study or related academic service. An academic appeal is a request for a review of a decision of an academic body charged with making decisions on student progression, assessment and awards. The procedures for complaints and appeals brought by postgraduate students are outlined in the document Complaints Procedures for Students, found on the Regulations website at www.kent.ac.uk/regulations/Regulations%20Booklet/complaints_procedure_students_august2013v5.pdf. Students are advised to refer to this prior to lodging any formal complaint or appeal. For formal academic complaints, students should complete a Complaints Form (available on the Regulations website and in the Complaints Procedures document), which will ensure that the complaint is investigated thoroughly. In the event that students are not satisfied with the outcome of the formal complaint, they can request a formal review by the Dean of the Faculty.

The academic appeals procedures for taught programmes are outlined in Annex 9 of the Credit Framework for taught programmes at http://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex9.html.

37 Plagiarism and duplication of material

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

A student must not reproduce in any work previously submitted for assessment (for example, examination answers, essays, project reports, dissertations or theses) 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/uelt/ai/
APPENDIX A: KENT ACADEMIC SCHOOLS AND FACULTIES

Faculty of Social Sciences
School of Anthropology and Conservation
Director of Graduate Studies
Dr David Roberts
E: d.l.roberts@kent.ac.uk

Postgraduate Administrator
Nicola Kerry-Yoxall
E: n.a.kerry-yoxall@kent.ac.uk

Kent Business School
Directors of Graduate Studies
Dr Fragkiskos Filippaios (Autumn)
E: f.filippaios@kent.ac.uk
Dr Marian Garcia (Spring)
E: m.garcia@kent.ac.uk

Programmes Administration and Admissions Manager
Tamsin Harris
E: t.harris@kent.ac.uk

Student Progress Officer
Janine Anderson
E: j.e.anderson@kent.ac.uk

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

Postgraduate Coordinator
Siobhan Buckingham
E: s.e.buckingham@kent.ac.uk

Kent Law School
Directors of Graduate Studies
Vicky Conway
E: v.conway@kent.ac.uk
Simone Wong
E: s.w.y.wong@kent.ac.uk

Postgraduate Administrator
Lynn Risbridger
E: l.risbridger@kent.ac.uk

School of Politics and International Relations
Director of Graduate Studies
Dr Elena Korosteleva
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Postgraduate Secretary
Nicola Huxtable
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School of Psychology
Director of Graduate Studies
Dr Lindsey Cameron
E: l.cameron@kent.ac.uk

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

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

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

Faculty Centres
Brussels School of International Studies
Director of Graduate Studies
Dr Tugba Basaran
E: t.basaran@kent.ac.uk

Postgraduate Administrator
Eileen Hartney
E: e.hartney-204@kent.ac.uk

Centre for Journalism
Director of Graduate Studies
Lesley Phippen
E: l.phippen@kent.ac.uk

PA to Head of Centre for Journalism
Anastasia Bakowski
E: a.bakowski@kent.ac.uk

Centre for Professional Practice
Director of Graduate Studies
Debbie Reed
E: d.reed@kent.ac.uk

Postgraduate Administrators
Linda Le Grys (Canterbury)
E: cppcanterbury@kent.ac.uk
Julie Goodall (Medway)
E: cppmedway@kent.ac.uk

Faculty of Humanities
Kent School of Architecture
Director of Graduate Studies
Dr Timothy Brittain-Catlin
E: t.j.brittain-catlin@kent.ac.uk

Postgraduate Coordinator
Victoria Friedman
E: v.friedman-46@kent.ac.uk

School of Arts
Director of Graduate Studies
Dr Virginia Pitts
E: v.t.pitts@kent.ac.uk

Postgraduate Administrator
Angela Whiffen
E: a.j.whiffen@kent.ac.uk
School of English
Director of Graduate Studies
Dr Vy barr Cregan-Reid (Autumn)
E: v.cregan-reid@kent.ac.uk
Professor Wendy Parkins (Spring)
E: w.j.parkins@kent.ac.uk

Administrative Assistant
Claire-Ann Lyons
E: c.lyons@kent.ac.uk

School of European Culture and Languages
Director of Graduate Studies
Dr Vikki Janke
E: v.janke@kent.ac.uk

Postgraduate Coordinator
Gemma Eves
E: g.eves@kent.ac.uk

School of History
Director of Graduate Studies
Dr Stefan Goebel
E: s.p.goebel@kent.ac.uk

Postgraduate Coordinator
Faye Beesley
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School of Music and Fine Art
Director of Graduate Studies
Shona Illingworth
E: s.illingworth@kent.ac.uk

Postgraduate Administrator
Graham Lewis
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Faculty Centres
Centre for American Studies
Director of Graduate Studies
Dr John Wills
E: j.wills@kent.ac.uk

Centre Administrator
Claire Taylor
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Canterbury Centre for Medieval and Early Modern Studies
Director of Graduate Studies
Professor Bernhard Klein
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Centre Administrator
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These lists are correct at the time this publication went to press in August 2014.
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>Curriculum Policy&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annixa.html</td>
</tr>
<tr>
<td>Annex B</td>
<td>Approval of New Modules&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexb.html</td>
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<td>Annex C</td>
<td>Approval of New Taught Programmes&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexc.html</td>
</tr>
<tr>
<td>Annex D</td>
<td>Information to students&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexd.html</td>
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<tr>
<td>Annex E</td>
<td>Annual Monitoring&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexe.html</td>
</tr>
<tr>
<td>Annex F</td>
<td>Periodic Review&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexf.html</td>
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<tr>
<td>Annex G</td>
<td>Personal Academic Support System&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexg.html</td>
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<td>Annex H</td>
<td>School Directors of Learning &amp; Teaching and Learning &amp; Teaching Committees&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexh.html</td>
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<tr>
<td>Annex I</td>
<td>Faculty Directors of Learning &amp; Teaching and Learning &amp; Teaching Committees&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexi.html</td>
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<td>Annex J</td>
<td>Meetings of Boards of Examiners&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexj.html</td>
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<tr>
<td>Annex K</td>
<td>External Examiners&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexk.html</td>
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<tr>
<td>Annex M</td>
<td>Student Evaluation&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexm.html</td>
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<tr>
<td>Annex N</td>
<td>Student Engagement in Quality Assurance and Enhancement&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexn.html</td>
</tr>
<tr>
<td>Annex O</td>
<td>QA Procedures for Programmes of study at Associate/Partner Colleges leading to University Awards&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexo.html</td>
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<tr>
<td>Annex P</td>
<td>Academic Audit Committee&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexp.html</td>
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<td>Annex Q</td>
<td>Work-Based and Placement Learning&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexq.html</td>
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<tr>
<td>Annex R</td>
<td>Accreditation of Prior Experiential/Certificated Learning (APECL)&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexr.html</td>
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<tr>
<td>Annex S</td>
<td>University Procedures for engaging with Professional, Statutory and Regulatory Bodies (PSRBs)&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexs.html</td>
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<tr>
<td>Annex T</td>
<td>School Directors of Graduate Studies and Graduate Studies Committees&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annext.html</td>
</tr>
<tr>
<td>Annex U</td>
<td>Faculty Directors of Graduate Studies and Graduate Studies Committees&lt;br&gt;www.kent.ac.uk/teaching/qa/codes/taught/annexu.html</td>
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## APPENDIX C: UNIVERSITY OF KENT TEACHING ROOMS

<table>
<thead>
<tr>
<th>Canterbury campus building</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colyer-Fergusson Music Building</td>
<td>CFSR Seminar Room</td>
</tr>
<tr>
<td>Cornwallis George Allen Wing</td>
<td>Knowledge Management Centre</td>
</tr>
<tr>
<td>Cornwallis Mathematical Institute</td>
<td>Maths.LT</td>
</tr>
<tr>
<td></td>
<td>McVittie Lib</td>
</tr>
<tr>
<td>Cornwallis North East</td>
<td>CNE08</td>
</tr>
<tr>
<td>Cornwallis North West</td>
<td>CNWG34</td>
</tr>
<tr>
<td></td>
<td>CNWsr 1 – 12 (Seminar rooms 1 – 12)</td>
</tr>
<tr>
<td></td>
<td>MMLab1</td>
</tr>
<tr>
<td></td>
<td>MMLab2</td>
</tr>
<tr>
<td>Cornwallis South East</td>
<td>CCO1, CCO2, CCO3, CCO4</td>
</tr>
<tr>
<td></td>
<td>COLT2, COLT3</td>
</tr>
<tr>
<td></td>
<td>Comp SE14</td>
</tr>
<tr>
<td></td>
<td>Comp SW101</td>
</tr>
<tr>
<td></td>
<td>KITC</td>
</tr>
<tr>
<td>Cornwallis West</td>
<td>CWG35</td>
</tr>
<tr>
<td>Darwin College</td>
<td>D.PeterBrown</td>
</tr>
<tr>
<td></td>
<td>D.Tw Rm</td>
</tr>
<tr>
<td></td>
<td>DLT1, DLT2, DLT3</td>
</tr>
<tr>
<td></td>
<td>DS1, DS2, DS7, DS8, DS9, DS10, DS11,</td>
</tr>
<tr>
<td></td>
<td>DS12, DS14</td>
</tr>
<tr>
<td>Drama Facilities</td>
<td>Aphra Theatre</td>
</tr>
<tr>
<td></td>
<td>Design Workshop</td>
</tr>
<tr>
<td></td>
<td>Lumley</td>
</tr>
<tr>
<td>Eliot College</td>
<td>E.Barlow Rm</td>
</tr>
<tr>
<td></td>
<td>E.BC16, E.BC17 (Eliot Becket Court</td>
</tr>
<tr>
<td></td>
<td>Seminar Room)</td>
</tr>
<tr>
<td></td>
<td>E.Brid, E.Chilver, E.Dr St, E.Dr</td>
</tr>
<tr>
<td></td>
<td>Whitehouse, E.Hall, E.Holland, E.Kennedy,</td>
</tr>
<tr>
<td></td>
<td>E.Lyons Rm, E.Pollard Rm, E.Taylor</td>
</tr>
<tr>
<td></td>
<td>ECT1 (Computer room)</td>
</tr>
<tr>
<td></td>
<td>ELT2</td>
</tr>
<tr>
<td></td>
<td>ES1, ES2, ES3</td>
</tr>
<tr>
<td></td>
<td>EX7, EX8, EX9 (Eliot Extension) Sound</td>
</tr>
<tr>
<td></td>
<td>Studio</td>
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<tr>
<td>Grimond Building</td>
<td>GLT1, GLT2, GLT3</td>
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<tr>
<td></td>
<td>GS1, GS2, GS3, GS4, GS5, GS6, GS7, GS8</td>
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<tr>
<td>Ingram Building</td>
<td>IS16</td>
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<tr>
<td></td>
<td>PS GS2</td>
</tr>
<tr>
<td></td>
<td>PS Lab1, PS Lab2, PS Lab3, PS Lab4</td>
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<tr>
<td></td>
<td>PS Research Labs</td>
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<td></td>
<td>PS110</td>
</tr>
<tr>
<td></td>
<td>PS-LT</td>
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<tr>
<td>Jarman Building</td>
<td>Jarman Studio 1 – 17</td>
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<tr>
<td>Jennison Building</td>
<td>Engineering Lab Blue</td>
</tr>
<tr>
<td></td>
<td>Engineering Lab Green</td>
</tr>
<tr>
<td></td>
<td>Engineering Lab Orange</td>
</tr>
<tr>
<td></td>
<td>JCS1 Purple, JCS2 Red, JCS3 Blue,</td>
</tr>
<tr>
<td></td>
<td>JCS4, JCS5</td>
</tr>
<tr>
<td></td>
<td>JLT1</td>
</tr>
<tr>
<td></td>
<td>JS1, JS2, JS3</td>
</tr>
<tr>
<td></td>
<td>Photographic Studio</td>
</tr>
<tr>
<td></td>
<td>Production Studio</td>
</tr>
</tbody>
</table>

### Canterbury campus building | Room number
---|-----------------------------|
**KBS Extension** | KBSX1, KBSX2, KBSX3, KBSX4 |
**Kent Business School** | KBS Sr1, KBS Sr2, KBS Sr3, KBS Sr4, KBS Sr5 |
|                             | KBS Symposium Room            |
|                             | KBSLT                      |
| **Keynes College**         | Keynes Seminar Room L1.9     |
|                             | KLT1, KLT2, KLT3, KLT4, KLT5,|
|                             | KLT6, KSL1, KSL2, KSL3,     |
|                             | KSL4, KSL5, KSL6, KSL7,     |
|                             | KSL9, KSL10, KSL11, KSL12, |
|                             | KSL13, KSL14, KSL15, KSL16,|
|                             | KSL17, KSL20, KSL21,        |
|                             | KSL22, KSL23, KSL24, KSL25  |
|                             | KSA1                       |
|                             | Psycomp Rm                  |
|                             | Psyconf Rm                  |
| **Marlowe Building**       | Drama Design Space           |
|                             | Drama Workshop              |
|                             | Ethnobiology Lab            |
|                             | Mar 113, Mar 115, Mar 119   |
|                             | Mar 9                      |
|                             | Mar Crit Rm                 |
|                             | Mar MA Comp Lab, Mar PC Lab  |
|                             | Mar Studio 1, Mar Studio 2, Mar Studio 3 |
|                             | Mar Workshop               |
|                             | MAR Arch Studio             |
|                             | Marlowe Seminar A, Marlowe Seminar B |
|                             | MarL1, MarL2               |
|                             | Stirling Library            |
|                             | Swingland Room              |
| **Research & Development Centre** | RDC-101A Video Conference Room |
|                             | RDC-101B Mirror Lab         |
|                             | RDC-102, RDC-108            |
|                             | RDC-22, RDC-23              |
| **Rutherford College**     | R.CL.15, R.CL.16, R.CL.17, R.CL.19,|
|                             | R.CL.20, R.CL.21            |
|                             | R.Rogers Rm                 |
|                             | RL1, RL2                    |
|                             | RS4, RS5, RS6, RS7          |
|                             | RX11, RX12 (Extension)      |
| **Sports Centre**          | Dance Studio                |
| **Stacey Building**        | Bio Lab 1, Bio Lab 2, Bio Lab 3 |
|                             | Biosciences Research Labs   |
|                             | BLT1, BLT2                  |
|                             | Howard Rogers Room          |
| **Templeman Library**      | TR201, TR301, TR302         |
| **The Gulbenkian**         | C.GUS                       |
|                             | Cinema                      |
| **UEL Building**           | UELT Seminar Room           |
| **Woodlands**              | Woodlands                   |
| **Woollf College**         | W1-SR1, W1-SR2, W1-SR3, W1-SR4,|
|                             | W1-SR5, W1-SR6 W-LT         |
APPENDIX D: EMPLOYABILITY POINTS SCHEME

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

5 key areas – suggested points allocation.

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

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

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.

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

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>
<th>Max times awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modern Language taster session</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Completion of a foreign language course</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Interpreting skills</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Attendance of international event or conference</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>Presenting at an international event or conference</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>International buddy</td>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td>Study, work or volunteer abroad (min 2 weeks)</td>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td>Study, work or volunteer abroad (min 3 months eg Erasmus)</td>
<td>25</td>
<td>3</td>
</tr>
<tr>
<td>Holiday host to international student</td>
<td>10</td>
<td>6</td>
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</table>

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
<th>Max times awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteering in one off activity</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Volunteering Kent Union award</td>
<td>30</td>
<td>1</td>
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<tr>
<td>Fundraising – verified</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Active member of society or club</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>Active committee member of society /club charity</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>Student Ambassador</td>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td>School/Faculty Ambassador</td>
<td>10</td>
<td>3</td>
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<tr>
<td>Contributor to a creative project</td>
<td>5</td>
<td>10</td>
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<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
<th>Max times awarded</th>
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</thead>
<tbody>
<tr>
<td>Kent Union Stand out training</td>
<td>5</td>
<td>10</td>
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<tr>
<td>Attend assessment centre experience</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Careers Workshops</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Employer event</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Careers Fair</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Workshops</td>
<td>5</td>
<td>10</td>
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<tr>
<td>Work placement (min 4 weeks FT)</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>Work placements (6 – 12 months eg year in industry)</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>Part Time work (any verified post – min 3 or more months)</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Part Time work (verified managerial position 3 or more months)</td>
<td>15</td>
<td>6</td>
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<tr>
<td>Join Professional network</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Money management course eg money Dr</td>
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<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
<th>Max times awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Enterprise event</td>
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<td>10</td>
</tr>
<tr>
<td>Completion of funding for enterprise project</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Completion of enterprise boot camp</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Enter enterprise competition</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
<th>Max times awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active member of university sports team</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Participant in Music event</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Academic award</td>
<td>20</td>
<td>3</td>
</tr>
<tr>
<td>Elected post in Faculty, student society, School</td>
<td>25</td>
<td>2</td>
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</tbody>
</table>

For more details of the Employability Points Scheme visit: www.kent.ac.uk/employabilitypoints
APPENDIX E(ii): CAMPUS MAP (MEDWAY)
The Universities at Medway campus is shared with the Universities of Canterbury Christ Church and Greenwich.