RESEARCH DEGREE SUPERVISOR’S HANDBOOK

The Graduate School
INTRODUCTION

A welcome from the Dean of the Graduate School

A strong intellectual community of research students is fundamental to Kent’s identity as a research intensive university. Our research students recognise the benefits of working alongside world leading researchers who support their studies at an advanced level and engage with them in the discovery of new knowledge. Having successful research students feeds into a supervisor’s research and can be both highly rewarding and stimulating. This handbook is intended to help you make this as mutually productive and satisfying a relationship as possible.

The role of a supervisor is to provide regular and consistent supervision, mentoring, guidance and training to a postgraduate research student. In order to do this effectively, it is essential that supervisors understand the regulations and guidance provided to their students and learn about the support, training and resources which are available to them at Kent, especially our Researcher Development Programme. Regulations and guidance, which should be read in conjunction with this handbook are:

1. Regulations for Research Programmes of Study
2. Code of Practice for the Quality Assurance for Research Programmes of Study
3. Postgraduate Research Student Handbook 2016-17
4. Researcher Development Programme Handbook 2016-17

This handbook covers aspects of the postgraduate research student journey from recruitment and admissions through to supervision, progression monitoring, examination, graduation and career advice. It aims to advise research degree supervisors about areas where their postgraduate researchers will expect assistance from their main supervisor and supervisory team. It also lays out our expectations of research students and their commitment to their programmes. Additionally, it highlights further sources of support and guidance available to supervisors and their research students. The handbook may also be useful for School Directors of Graduate Studies with responsibility for research programmes of study and postgraduate administrators.

I welcome feedback on the ways in which this handbook might be improved in the future. This includes suggestions for additional support and development opportunities you would like to see provided to research degree supervisors. The handbook is reviewed towards the end of each academic year to ensure that any approved revisions to the Regulations and Code of Practice for Research Programmes of Study are reflected within it. However, while time and care is taken to ensure that information is accurate at the time of publication, some information may change at a later date. Please contact the Kent Graduate School if you have any queries about its content (graduateschool@kent.ac.uk).

I hope you find this handbook a useful tool and that you have many successes with your supervisions.

Professor Paul Allain
Dean of the Graduate School
PART 1: RESEARCH DEGREES AT KENT

1 Appointment and role of supervisors

1.1 Supervisor and supervisory team

The main supervisor will have expertise in the research topic being undertaken by the research student. Kent operates a supervisory team model and every research student is appointed a supervisory team comprising at least two academic members of staff. The ethos behind the supervisory model team is that it ensures that research degree students have a greater range of perspectives on their work along with access to further support and guidance throughout the period of their registration. The supervisory team also provides a supportive structure through which less experienced academic staff members can develop as supervisors.

The supervisory team should normally be proposed during the application process before any offer is made to the applicant/student and following consideration of the team’s expertise, experience and supervisory capacity. The University does not limit supervisors on the number of students they can supervise, but it does expect schools to ensure that research degree supervision is factored into the Workload Allocation Model. It is the responsibility of the School Director of Graduate Studies and Heads of School to ensure that academic staff members have a manageable supervisory load.

1.2 Supervisory Chair

Each supervisory team has a supervisory chair who must have been approved by the University. In order to be appointed to this role, an academic staff member must have: (i) evidence of research activity to be appointed to this role, an academic staff member must have been approved by the University. In order

1.3 Additional supervisors

Members of the supervisory team who are not acting as main supervisor will be able to offer an alternative perspective on the research project and would be expected to undertake responsibility for overseeing the team to ensure that supervisory and student responsibilities are being fulfilled as expected by the Code of Practice for Research Programmes of Study and for providing support and guidance to other members of the team as and when required. The supervisory chair will also participate in student progress reviews as required by Annex K (Progression and Examination) of the Code of Practice for Research Programmes of Study.

1.4 External supervisors

A school may under certain circumstances arrange for the appointment of a supervisor who is external to the University. For example, this may occur when it is identified at the beginning of a research project that it would be beneficial for a student to receive external supervisory expertise from a partner university or non-academic partner institution or when a research project develops in such a way that it then requires some additional input from an external subject specialist.

The costs of the appointment of the external supervisor will be covered by the School except in cases where it is agreed that this will form part of a separate agreement. In all cases where an external supervisor is appointed to a research student, there should also be two members of University academic staff appointed as part of the supervisory team. Please see section 9 (external supervisors) of Annex H (Supervision) of the Code of Practice for Research Programmes of Study for an overview of the responsibilities of and appointment process for external supervisors.

1.5 Role of the main supervisor

The responsibilities of the main supervisor include:

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 (see section 9.1).
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.
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 (based on the Vitae Researcher Development Framework) (see Section 18.3).
7. Ensuring that the particular needs of international 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 (see section 24.2), progression (see section 20) and examination (see section 24).
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 any concerns about a student’s unsatisfactory progress so that appropriate follow up action can be taken (see section 21.1).

13. Ensuring that there are clear records on the Student Data System of supervisory meetings and interactions with their students (see section 19).

14. Requesting written work as appropriate and returning this work with substantial constructive feedback within an agreed timetable.

15. Participating in and preparing for student progress reviews (see section 20).

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 (see section 23.2).

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 (see section 23.8).

20. Remaining familiar with and understanding the requirements of the Regulations for Research Programmes of Study and the Code of Practice for the Quality Assurance for Research Programmes of Study.

21. Considering the safety implications of their students’ research.

Although these areas are listed as the responsibility of the main supervisor, in practice, these may be shared across the supervisory team. However, it is important that there is a clear agreement between members of the supervisory team and the student about how each of the above areas will be covered.

### 1.6 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 Associate Dean (Graduate Studies).
PART 1: RESEARCH DEGREES AT KENT (CONT)

1.7 Supervisor briefing and support
Academic staff members new to supervision, external supervisors and those joining the University from other universities should attend the introductory briefing for research degree supervisors to gain an overview of the University of Kent’s procedures. The Graduate School also offers sessions for supervisors during the academic year, a good supervision series and a Supervisor Network, which aims to provide an opportunity for both new and more experienced colleagues to consider best practice approaches to supervision. The Unit for Enhancement of Learning and Teaching (UELT) provides a 15 credit module entitled ‘Developing as a Researcher Degree Supervisor’ (UN813). Full details on supervisory briefings and development opportunities available throughout the academic year will be published on the supervisor section of the Graduate School’s Website. If supervisors require guidance or support on particular student cases then they should discuss these with their School Director of Graduate Studies in the first instance.

1.8 Changes to the supervisory team
If any member of the supervisory team can no longer supervise the research student and it means that there will be fewer than two Kent supervisors, it will be necessary for another member of academic staff to be appointed to the team. Reasons for this could include long-term health, maternity or paternity leave, sabbatical leave, a transfer to another University retirement or where the student-supervisor relationship is not working well. If no one with appropriate subject expertise is available to replace the main supervisor, it may be necessary to appoint an external supervisor (see section 3.4). The new supervisory team will require approval by the School Director of Graduate Studies. If the research student is funded by a Research Council studentship awarded by a Doctoral Training Partnership (DTP), the change to the supervisory team should be notified to the Kent administrative lead for the relevant DTP (see section 8.1).

2 University committees with responsibility for research degrees
2.1 Graduate School Board
The Graduate School Board (GSB) reports directly to the University Senate and meets five times each academic year. Chaired by the Dean of the Graduate School, GSB advises the University Senate on strategy and policy in relation to postgraduate education, research and training at Kent. The GSB has delegated responsibility from Senate to the Graduate School for the quality assurance of postgraduate research programmes. Its responsibilities include:
- ensuring programmes submitted for approval conform with the requirements of the Code of Practice for Research Programmes of Study
- monitoring of programmes and determining action to be taken as a consequence
- providing academic advice and support for their research students
- obtaining and considering the views of students on the education which the School provides
- reflecting on the education which they provide, in particular as part of internal periodic review in order to support quality enhancement and the dissemination of good practice
- responding to the reports of internal periodic review panels
- hearing any serious quality concerns and appropriately escalating them to the relevant departments/individuals within the University
- acting upon the decisions of Faculty Boards and the Graduate School Board
- reviewing the progress of students on the programmes and determining action to be taken as a consequence
- approving the recommendations of upgrading and examination panels and mediating in the cases where panels are unable to reach a consensus.

All supervisors are able to bring issues to the School or Faculty Graduate Studies Committees by requesting that their School Director of Graduate Studies raise them for discussion at either committee.

3 Academic Regulations and Code of Practice for Research Programmes of Study
- The Academic Regulations for Research Programmes of Study can be found on the website of the Office for Quality Assurance and Validation.
- The Code of Practice for Research Programmes of Study outlines Kent’s processes for maintaining and enhancing the quality of its research degrees and ensures that the University meets the expectations of Chapter B11 (Research Degrees) of the UK Quality Code for Higher Education. This Code of Practice outlines the quality assurance management structure for our postgraduate research provision and it defines the responsibilities of students, supervisors, academic schools, faculties and the Graduate School Board within this structure. Please see Appendices D and E for further details.

4 Annual monitoring and periodic review of research degree programmes
- The annual monitoring and periodic review of research degree programmes is overseen by the University’s Graduate School Board at institutional level.

6 www.kent.ac.uk/teaching/qualifications/pgche/modules/un813.html
7 www.kent.ac.uk/teaching/qualifications/pgche/modules/un813.html
9 www.kent.ac.uk/teaching/qualifications/pgche/modules/un813.html
10 www.kent.ac.uk/teaching/quality/programmes/researchprogrammes/un813.html
11 www.kent.ac.uk/humanities/facultyoffice/committees/gsc
12 www.kent.ac.uk/voocs/faculty/committees/gsc
13 www.kent.ac.uk/sms/faculty/committees/gsc
14 www.kent.ac.uk/teaching/quality/programmes/researchprogrammes/un813.html
15 www.kent.ac.uk/teaching/quality/programmes/researchprogrammes/un813.html
The School Director of Graduate Studies leads on preparing an annual monitoring report on research degrees which will cover progression monitoring, student feedback, quality of postgraduate research resources, quality of the research environment, research skills training, feedback from research degree examiners, feedback from supervisory staff and statistical data on admissions. This report will be submitted to the School Graduate Studies Committee for discussion before being taken to the Faculty Graduate Studies Committee which will review the reports to check that they are satisfactory and prepare faculty-level summaries for consideration by the Graduate School Board. The annual monitoring process is outlined in Annex E (Annual Monitoring) of the Code of Practice for Research Programmes of Study.16

Research degrees are reviewed as part of the periodic review of a school’s undergraduate, postgraduate taught and postgraduate research programmes of study which takes place on a six-year cycle. The process for this review is outlined in Annex F (Periodic Review) of the Code of Practice for Research Programmes of Study.17

5 Postgraduate Research Experience Survey

Launched in 2007, the Higher Education Academy’s biennial Postgraduate Research Experience Survey (PRES) is the only sector-wide survey to gather insight from postgraduate research students about their learning and supervision experience. The University of Kent coordinates its own postgraduate survey in alternate years. The data from these surveys is analysed by the Planning and Business Information Office which produces summaries for schools to review and take action in response to the results. The survey results are monitored and discussed by schools, faculties and at an institutional-level by the Graduate School Board. The surveys are launched in the spring term each year and supervisors are asked to encourage their students to respond to these.

6 Research Degree Partnerships

6.1 RCUK-funded collaborative Doctoral Training Partnerships

The University is proud to be part of three prestigious RCUK-funded collaborative Doctoral Training Partnerships. In partnership with the relevant faculties, the Graduate School provides strategic and senior administrative leadership for Kent’s link with these three consortia (see table opposite)

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16 www.kent.ac.uk/teaching/qa/codes/research/annexe.html
17 www.kent.ac.uk/teaching/qa/codes/research/annexf.html
PART 1: RESEARCH DEGREES AT KENT (CONT)

Our Doctoral Training Partnerships provide PhD studentships through an annual competition and a range of training, development and networking opportunities for our research students throughout the academic year. The deadlines for the annual studentship competition are set early in the calendar year so if you are approached by prospective students seeking RCUK funding, you should advise them to apply for postgraduate study as soon as possible and refer them to the website for further details: www.kent.ac.uk/scholarships/postgraduate/research_council If you are supervising a CHASE, SeNSS or EnvEast research student, you will be provided with further guidance about their specific requirements directly. Any queries relating to these partnerships can be directed to the relevant academic and administrative leads (see opposite).

The Graduate School is responsible for the negotiations for and management of applications for Doctoral Training Partnerships and has quality oversight of applications for externally funded PhD studentships. The Graduate School will work closely with the relevant Faculty and academic schools during the preparation and review of these proposals. Research degree supervisors are advised to contact the Graduate School as soon as they start to prepare an application. All RCUK studentship/DTP applications require approval by the Graduate School before they are submitted for review via J-es. Should you have any queries about this, please contact Suzie Morris (Head of Graduate School Administration) Email: S.M.Morris@kent.ac.uk

6.2 Eastern Academic Research Consortium

The Universities of Kent, East Anglia and Essex have joined forces to form the Eastern Academic Research Consortium (Eastern ARC) which is a research and doctoral collaboration. There are currently three specific research strands: (i) Quantitative Social Science, (ii) Digital Humanities and (iii) Synthetic Biology. The University has established an Eastern ARC events and mobility fund so if your research students are interested in undertaking a training or collaborative activity with either of these partner universities, you should refer them to information about the Eastern ARC on the Graduate School's website at: www.kent.ac.uk/graduateschool/easternarc.html

6.3 Working with non-academic institutions

Many research degree supervisors will also have strong links with non-academic institutions, which could provide further opportunities for research students eg placements, training or co-supervision. Such arrangements can be mutually beneficial for both the student and the non-academic institution. If such an opportunity presents itself, please ensure that you advise the research student on the need for an appropriate contract to be drawn up outlining the responsibilities of the student, university and non-academic institution. Such opportunities will likely be extremely rewarding for the research student but it is essential to ensure that the interests of all parties are properly protected before entering into such an arrangement. If you would like direction on how to approach this, please contact Suzie Morris (Head of Graduate School Administration) Email: S.M.Morris@kent.ac.uk

6.4 Dual research degree awards with other institutions

The University is able to establish institutional-level agreements with partner institutions abroad, which enable students to receive a research award from both institutions following a successful research degree examination. Research students must spend at least 12 months of their period of registration at each of the institutions under the supervision of an academic staff member from the partner institution and a supervisory team at Kent. Once an institutional-level agreement is in place with the partner institution, a student contract is approved for each individual student.

Kent is keen to build up strong links with a range of non-UK partner institutions in support of internationalisation and leading to a frequent exchange of research students between the two institutions. The procedures for establishing a cotutelle arrangement and the Kent template contracts can be found on-line at: www.kent.ac.uk/teaching/qa/collaborative/regsjointers

Should you have any queries about the process for establishing dual research award arrangements, please contact Rosalind Beeching, Graduate School Co-ordinator (C.R.Beeching@kent.ac.uk).

7 Visiting research students

Supervisors may occasionally be approached by research students wishing to visit Kent to undertake research with them. Supervisors should refer to the Visiting Student Policy for further guidance: www.kent.ac.uk/applicants/files/Visiting-Student-Policy-Nov2015.pdf Visiting Students will normally be registered at Kent for a period of no less than one calendar month and no more than 12 months.

8 Research student agreements with external institutions

If supervisors are approached by a visiting or registered research student who is requesting signature of an agreement from an external institution (eg award sponsors, European PhD agreements or internship/placement agreement), the agreement should be referred to the Graduate School for review (graduateschool@kent.ac.uk). The Graduate School will ensure that the agreement does not contravene any of the regulations for research programmes of study and liaise with other offices (eg Office for Quality Assurance and Validation, Faculties Support Office, International Development, Research Services, Finance and Kent Innovation and Enterprise) as required by the agreement to confirm any final details.

9 Type of research degree

The majority of research programmes of study follow a traditional format in which research students are based at a University of Kent site and they conduct their research during the period of registration. A smaller number of candidates follow different formats including the following:

9.1 External research degrees

The University offers external research degrees, which enable research students to be located externally to the University while studying for a University of Kent degree. Arrangements for individual candidates wishing to follow the external research degree route are subject to scrutiny at school, faculty and institutional levels prior to their approval. Please see the procedures at: www.kent.ac.uk/teaching/documents/quality-assurance/regulations/research/extresearches.pdf

If supervisors have applicants who are interested in undertaking a degree by external research degree candidature then they would need to work with him/her and the school to complete a form outlining a justification for the external research candidature including: (i) an assessment of the external place of study, (ii) arrangements for supervision, progression and examination, (iii) research training and career development opportunities as well as (iv) a description of the research environment and facilities. The form needs to be approved at school, faculty and institutional levels.

9.2 PhD by Published Works

Individuals from outside the University of Kent may apply for the PhD by Published Works. The University will award this degree to registered candidates whose submitted work: (i) forms a coherent body of research, (ii) is timely and current as determined by academic judgement, (iii) demonstrates the use of appropriate research methodology and (iv) meets the criteria for the PhD as specified in the Regulations for Research Programmes of Study.
11 Graduate School
The mission of the Graduate School is to lead and champion the strategic development of graduate education at Kent. 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 centres to create a vibrant postgraduate community. Supervisors are encouraged to promote the benefits of engaging with the wider postgraduate community outside their home schools. The Graduate School offers a range of opportunities for research students to develop their skills, disseminate their research and create new networks across the University. Initiatives include our annual postgraduate festival, the postgraduate experience awards, The GradPost (postgraduate newsletter) and regular research cafes. Please see the following link for more details: www.kent.ac.uk/graduateschool/pgcommunity.html. The Graduate School is located in a central location on the Canterbury campus (3rd floor of the Cornwallis East Building) with offices for its staff, a dedicated training room and adjacent networking space for postgraduate use.

12 Administrative support
12.1 School support
Each school has a postgraduate administrator who has responsibility for supporting the administration of postgraduate research students. Please see the list of contacts in Appendix A. The postgraduate administrator should be the first point of contact for supervisors seeking advice on administrative matters relating to postgraduate research administration.

12.2 Faculty support
The Faculties Support Office:
• Provides a range of professional administration and support services, related to quality assurance and faculty related business.
• Ensures that the faculties and schools comply with the University’s regulatory framework for Quality Assurance and Credit Framework.
• Provides support for the faculties in relation to committee servicing, appeals, complaints, reviews and planning.
• Provides professional advice on academic administration related matters to senior members of the faculties and the schools.
• Maintains the Postgraduate Research Administration Guidance (see section 15 below).

12.3 Graduate School support
The Graduate School acts as an authoritative source of guidance on postgraduate research matters within the University. It also works closely with the Associate Deans (Graduate Studies), School Directors of Graduate Studies, Faculties Support Office and postgraduate administrators. The Graduate School coordinates network groups for both School Directors of Graduate Studies and postgraduate administrators, which meet termly to disseminate information, discuss current issues and share best practice. Supervisors should contact the Graduate School directly if they have specific queries relating to the Researcher Development Programme (see section 18.2) and supervisor briefings and support (see section 3.6).

12.4 Postgraduate space
In addition to the postgraduate study and social spaces provided by individual schools, there are a number of dedicated postgraduate spaces across campuses for postgraduates of all disciplines (pictured above left, postgraduate study and social space, room 329, Cornwallis East, third floor). Please encourage your postgraduate research students to visit www.kent.ac.uk/graduateschool/pgfacilities.html for a full list of general postgraduate facilities.

13 Postgraduate research administration guidance
The Faculties Support Office maintains the postgraduate research administration guidance pages which provides information on the forms and procedures relating to registration, intermission, progression, submission, examination, deposition of theses and pass lists.

Appendix A.
A list of academic GTA co-ordinators is available in Appendix A.
PART 2: SUPERVISOR’S ROLE IN THE RESEARCH STUDENT JOURNEY

14 Recruitment and admissions

14.1 Supervisor research profile
Attracting high-quality research degree candidates is essential for all research-active staff members as postgraduate researchers enrich and strengthen the research environment of a school. Prospective students are strongly encouraged to contact the academic school that runs the programme they are interested in prior to making an application. All potential research degree supervisor should ensure that they have an up to date staff research profile on their academic school website, which is welcoming to research degree applicants and advertises the key areas in which they would be pleased to receive research degree applications. There is an option on the Kent website to find potential supervisors by name or by keyword, so you should ensure that your profile includes up-to-date information about your research interests, professional experience, publications, current/former research students and projects.

14.2 Admissions

- The University will ensure that only appropriately qualified and prepared research students are admitted to research programmes. The admissions process provides assurance that balanced and independent admissions decisions are made and that admissions procedures are clear, consistently applied, and demonstrate equality of opportunity. Prospective students will apply via the on-line application system at: www.kent.ac.uk/courses/postgraduate/apply and the consideration of applications will be managed through e-vision.
- The School Director of Graduate Studies is responsible for reviewing all applications in conjunction with one or more members of the School with experience in a suitable subject area (to include the potential supervisors). All research degree applicants must be interviewed in person or via SKYPE before an offer of admission is made. UK Visa and Immigration Agency (UKVI) regulations require for the SKYPE interviews of Tier 4 applicants to be recorded.
- The School must be satisfied that the candidate meets the criteria for admission to the PhD programme:
  - The candidate holds a 2:1 UK honours degree or better (or equivalent international qualifications/experience) and a Master’s degree where appropriate
  - The candidate meets the University’s criteria for competence in English and in the case of overseas students complies with any UKVI visa requirements for CAS issuance
  - The candidate’s references are of appropriate quality. A minimum of two references are required one of these should be able to comment on the applicant's prior academic experience
  - The research proposal/proposed area of research is of an appropriate standard and falls within the scope of the programme for which the candidate has applied
  - The School Director of Graduate Studies must also be satisfied there exists sufficient facilities to provide all students on research programmes with a suitable research environment
  - Proposals to waive University entry requirements must be made in writing and be reviewed by the appropriate School Director of Graduate Studies prior to approval at a faculty level
  - Recommendations on approval for all applications must be made by the appropriate School Director of Graduate Studies. Formal offers of admission are made by Enrolment Management Services. School Directors of Graduate Studies will make clear recommendations on matters such as the need for preliminary or additional courses so that these can be specified in the conditions of the offer and brought to the attention of the student and his or her sponsors where relevant
  - EMS will ensure the appropriate non-academic eligibility criteria (Fee status/Visa/Criminal convictions etc) have been met before an offer is communicated to the applicant. Please be aware that in certain cases an academic offer recommendation may not be processed by EMS for non-academic reasons, therefore it is important to check that the offer has been communicated to the applicant via EMS in the first instance before communicating directly with the applicant.

14.3 Interviewing applicants
Supervisors should discuss the School’s approach to interviewing research degree applicants with their School Director of Graduate Studies. An interview with a prospective research student should:
- confirm the applicant has the correct qualifications;
- confirm a satisfactory standard in English for applicants whose first language is not English;
- discuss the research proposal;
- discuss any issues relating to research ethics;
- ensure that the applicant is aware of the demands of a research degree, including the expectation for completion;
- outline the work commitment, including working hours and leave entitlement*;
- ensure the applicant is aware that leave and any interruptions to the registration must be approved;
- discuss any research training requirements;
- confirm the financial arrangements of the research, especially for self-funded applicants;
- outline information about the research culture of the school and its research environment;
- discuss any assistance for students with a disability (if required).

* The University of Kent’s expectations for FT research students are that they study throughout the calendar year, working for at least 35 hours per week and take vacations (normally 30 days over the year) as agreed with their supervisor.

15 Induction

15.1 Institutional-level induction
The Graduate School organises an institutional-level induction for postgraduate researchers at the beginning of the autumn term and a smaller scale induction at the beginning of the spring term for New Year starters. The inductions are led by the Dean of the Graduate School and Associate Deans (Graduate Studies) and they welcome new postgraduate researchers to the Kent postgraduate research community and provide them with essential information. Please see the Graduate School Website for further details.

15.2 Initial meeting with main supervisor
Main supervisors should hold an initial meeting with their research students within the first two weeks of registration to set out what they require their research student to have completed by the induction (see Appendix F for timescales). Where there is a tradition of team or laboratory research, this supervision meeting may not take place on a one-to-one basis. This meeting should cover what resources and facilities are available to research students within the school.

15.3 Postgraduate research student handbook
All new postgraduate researchers receive a postgraduate research student handbook. The handbook is circulated in hard copy at induction and it is also made available through a postgraduate research landing page on the Graduate School’s website. The handbook provides a range of essential information relating to how postgraduate research is regulated, managed and supported at Kent such as information about key contacts across the University and within academic schools, the Graduate School, the Researcher Development Programme, student services, the responsibilities of main supervisors and postgraduate researchers, research degree supervision, progression monitoring, research ethics and integrity, intellectual property and how to provide feedback on the postgraduate research degree experience as well as the appeals and complaints processes. School and subject-specific information is provided separately by academic schools to complement institutional-level information.

19 www.kent.ac.uk/graduateschool/induction/index.html
20 www.kent.ac.uk/graduateschool/pgr-landing.html

www.kent.ac.uk/graduateschool
10

www.kent.ac.uk/graduateschool

PART 2: SUPERVISOR’S ROLE IN THE RESEARCH STUDENT JOURNEY (CONT)

16 Research training requirements and development opportunities

16.1 ‘Kick-start your PhD: Guidance, skills and the Researcher Development Assessment’

All new PhD students are required to attend a ‘Kick-start your PhD’ workshop at the beginning of their registration period at Kent. The workshop explores the responsibilities of a postgraduate researcher, the supervisory relationship, progression monitoring and skills development. Vitae’s Researcher Development Framework (RDF) is considered as a tool to orientate development as a researcher. PhD students will use the workshop and an introduction to the University’s Researcher Development Assessment (see Appendix G) to begin to identify what skills they as individual students particularly need to develop during the course of their research and approaches to achieving these goals.

16.2 Researcher Development Programme

The Graduate School is committed to supporting the career development of all postgraduate researchers within the University. Our postgraduate researchers are provided with high-quality teaching, supervision and support from their academic schools and this provision is supplemented by Researcher Development opportunities coordinated by the Graduate School.

The Researcher Development Programme (RDP) is designed to equip research students with a full range of skills designed to 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. The RDP comprises of a broad range of face-to-face workshops and on-line courses which are mapped to the Vitae Researcher Development Framework which is structured into four domains covering the knowledge, behaviours and attributes of researchers.

It sets out the wide-ranging knowledge, intellectual abilities, techniques and professional standards expected to do research, as well as the personal qualities, knowledge and skills to work with others and ensure the wider impact of research. Within each of the domains there are three sub-domains and associated descriptors.

Research students are able to book places on RDP workshops by registering with the Graduate School’s on-line booking system (https://bloom.kent.ac.uk).

Supervisors should familiarise themselves with the coverage of the Researcher Development Programme so that they can direct their research students to appropriate workshops. Please see the Researcher Development Programme 2016-17 Handbook. Recommendations for new workshops from supervisors are also welcomed by the Graduate School and these can be sent to Carla Doolan (Postgraduate Development Co-ordinator) at skills@kent.ac.uk

16.3 Researcher Development Assessment

The University’s Researcher Development Assessment (RDA) (which uses the Vitae Researcher Development Assessment as a basis)\(^{21}\) is an on-line self-assessment tool for PhD students, which they access through the Graduate School’s RDP booking system once they have attended a ‘Kick-start your PhD’ workshop. The RDA is mapped to the four domains of the Researcher Development Framework described above. In completing the assessment, PhD students are encouraged to consider their existing portfolio of skills as well as the skills they need to acquire both while undertaking their doctoral research and for their future careers.

\(^{21}\) Vitae, © 2010 Careers Research and Advisory Centre (CRAC) Limited, www.vitae.ac.uk/rdf
The identification of their training and development needs at an early stage in the registration period means that PhD students are able to make a skills development plan, which will in turn enable them to complete their research and writing effectively. PhD students must complete an RDA in advance of their probation reviews (10 months for full-time students and 12 months for PT students).

The RDA template is available for supervisors to view in Appendix G. The supervisor’s role will be to discuss the completed Researcher Development Assessment with the student at a supervision meeting after (s)he has attended the ‘Kickstart your Assessment with the student at a supervision meeting’ workshop. This will enable supervisor and student to have an open discussion about the student’s training needs, including those which are subject specific, and to identify opportunities to develop those skills, whether through attendance at workshops run as part of the Graduate School’s Researcher Development Programme, through departmental research methods training, or through other external development opportunities.

16.4 Advanced training

The University also provides a portfolio of advanced training workshops, which are available to our postgraduate researchers. These workshops are not necessarily discipline specific, but instead explore topics that may be of interest to researchers across a range of disciplines in the arts, social sciences and sciences. These workshops are also open to bookings from external participants and research students studying at other universities across the UK. For more details, please contact the Graduate School at: www.kent.ac.uk/graduateschool/skills/advancedtraining.html

17 Supervisory meetings

While it is acknowledged that research students may work closely with their supervisors and have a great deal of informal supervision, it is a University requirement that students should also be involved in regular formal supervision meetings. Where there is a tradition of team or laboratory research, this supervision meeting may not take place on a one-to-one basis.

The University expects that these meetings should normally take place at least every four weeks during the year and a minimum of eight weeks for part-time students. The meeting will be a substantial period of discussion focused on the research project in which substantive matters are raised and progressed between the student and supervisor.

The main supervisor, other members of the supervisory team and research student should agree the frequency of meetings and how the team will interact. The majority of meetings should be with the main supervisor. A meeting should generally be face-to-face. Video conferencing/SKYPE is permissible if a face-to-face meeting has not been possible to arrange. It may on occasion be necessary for the meeting to take the form of an email or telephone conversation in which substantive matters are raised and progressed. This may be particularly appropriate if students are on field work, studying at another institution or on placement. Variations on this timetable may take vacations into account.

Research students are responsible for completing a monthly supervision record on the student data system and supervisors will be notified when the record is ready for their consideration and approval. The record will cover: (i) progress since the last meeting, (ii) points discussed at the meeting and (iii) work agreed. 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 of the meeting. During July and August, it will be acceptable that one report covers both months.

Records of supervisory meetings are important as they provide a useful aide memoire for the research student and supervisory team. These records also provide an evidence trail of the supervision to date which can be used at progression reviews. The records do not need to be in perfect prose, nor should they take very long to complete. These brief records provide an opportunity for clarification that might not arise during conversation and they help to demonstrate a research student’s progress. If there are concerns about a student’s progress then this should be clear from the supervisory record.

18 Formal progression monitoring

In order to ensure that a student’s research project is on track and they have all the necessary support and resources required to successfully complete it, there will be a series of review stages during their period of registration. The student will attend each of these review meetings, which include induction, probation, end of year reviews and submission reviews. In cases where there are concerns about a student’s progress, a review panel may also decide to 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 provides detailed information about each of these review stages (www.kent.ac.uk/teaching/qa/codes/research/annexknew.html). The timing of these reviews is dependent on the student’s particular research degree and mode of study (please see Appendix F for details). A summary of the primary focus of each review is provided below:

18.1 Induction review

The induction review aims to ensure that research students have access to all the subject-specific academic guidance, resources and facilities they require to embark on their research project. Supervisors should use this review to work with their research students to approve an initial work plan. The review should cover confirmation of key publications and sources relevant to the research topic, identification of internal and external resources, which would be useful for the project and a discussion of any initial concerns. Supervisors should also use this review to discuss with their research students areas where they may need to develop their research and transferable skills in order to undertake the project effectively.

The induction review provides an opportunity for the supervisor and student to discuss how the supervisory team/student relationship will work over the course of the period of registration and confirming the intended division of responsibilities between the members of the supervisory team. A written report of the induction review should be completed on the student data system within a week of the induction review meeting. All induction review reports are reviewed and approved by the School Director of Graduate Studies.

18.2 Probation review

The probation review aims to ensure that the research student has embarked on the main body of their research and to address any areas of concern. The review involves a panel comprising the main supervisor, supervisor chair (where this is not the main supervisor) and the School Director of Graduate Studies (or his/her nominee) who will act as chair. At the end of the review, the review panel recommends whether the research student should: (i) proceed based on exemplary progress, (ii) proceed based on satisfactory progress, (iii) proceed subject to a mid-year review, (iv) transfer registration to a different degree or (v) withdraw from the University.
PART 2: SUPERVISOR’S ROLE IN THE RESEARCH STUDENT JOURNEY (CONT)

A recommendation of withdrawal from the University will only be made in cases where a research student has been warned about his/her progress on two previous occasions. The student prepares a portfolio of work in advance of the review. The School Director of Graduate Studies is involved in this review as an independent panel member and all reviews are scrutinised and approved by the Associate Dean (Graduate Studies) who is also independent of the supervisory team. In cases where the School Director of Graduate Studies or Associate Dean (Graduate Studies) is a member of the supervisory team, another independent member of academic staff undertakes this role (in the case of the School Director of Graduate Studies, another member of the School Graduate Studies Committee would be co-opted to this role. In the case of the Associate Dean (Graduate Studies), the reviews would be considered by the Faculty Dean or another member of senior faculty staff.

18.3 End of year review

End of year reviews follow a similar format to the probation review (see above). The end of year review should be used to ensure that that the quality of research undertaken to date is of sufficient quality for the research degree for which the student is registered and that the plan for completion of the research project is on target.

18.4 Submission review

The submission review takes place a few months prior to the end of minimum period of registration (see Appendix F for timescales) and it is used to assess the research student’s progress towards submission. The review will be undertaken by the main supervisor, supervisory chair (where (s)he is not the main supervisor) and School Director of Graduate Studies (or his/her nominee) as an independent reviewer. The submission review panel will use this review as an opportunity to explain the three different options available for final digital deposition of the thesis into the Kent Academic Repository (KAR). The options will be: (a) immediate open access; (b) open access to full text embargoed for three years; or (c) permanent restriction to electronic public access. Full guidance on these options is available at:

- Advice to candidates:
  www.kent.ac.uk/library/research/docs/digital-deposition-of-theses-advice-to-candidates.pdf
- Advice to supervisors and School Directors of Graduate Studies:

18.5 Organisation of progression reviews

Supervisors should liaise with their School Director of Graduate Studies and postgraduate administrator (see Appendix A) to find out the arrangements for the organisation of progression reviews in the school. Supervisors should ensure that progression reviews are taking place for their students in a timely fashion and that the record of the review is recorded on the student data system within a week of the meeting.

19 Supervisory challenges

19.1 Concerns about student progress

There may be cases where a research student is failing to make progress. Performance issues might include a failure to attend supervisory meetings, failure to submit written work or the submission of work, which is significantly below the required standard. If a formal review is imminent, concerns about poor progress should be raised formally at this time. If a review is not imminent and less formal attempts to resolve issues relating to unsatisfactory progress have not been successful, the supervisory team should discuss this with the School Director of Graduate Studies. If problems persist then the School can make arrangements to send a formal warning letter to the research student: (i) outlining the issues, (ii) inviting him/her to a meeting to discuss them and (iii) advising him/her of the possible outcomes should his/her progress fail to improve. The letter should be sent from the School Director of Graduate Studies, Annex K (Progression and Examination) of the Code of Practice for Research Programmes of Study provides template letters for use in these situations.

19.2 Termination of registration

If a student fails to improve following two warnings from the School, the School may recommend to the appropriate Faculty that his/her registration be terminated (this recommendation may be made as part of an end of year review or during the course of an academic year). The case will be considered by the Board of the Faculty who will provide the student with an opportunity to appeal the recommendation. In cases where termination of registration is recommended, it will be essential for the School to be able to show that it has a clear record of all communications with the student. The Faculty will need to see that the student has received two formal warnings from the School about his/her progress prior to making a recommendation for termination of registration. The Faculty will wish to see evidence that the research student has had the issues explained to them on two occasions and been advised of the consequences should the School fail to see an improvement in his/her progress or attendance in the future. Supervision and progression monitoring records are also likely to be considered by the Faculty as part of this review process. In cases where the student is a foreign loan or scholarship holder then it is essential for the school to notify foreignloans@kent.ac.uk or studentships@kent.ac.uk in cases where a termination of registration is anticipated.
19.3 Breakdown in supervisory relationship
Supervisors and students are expected to treat one another with courtesy and discuss any problems at the earliest opportunity thus allowing 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 Director of Graduate Studies who will review the situation. In cases where there is an irreparable breakdown in the student/supervisor relationship, an alternative main supervisor will be provided. If such a situation occurs around the time of a progression review, the student may request a review panel independent from the supervisor or supervisory team.

19.4 Supporting students with well-being issues
There may be occasions on which a supervisor suspects that his/her student may be experiencing difficulties with their research as a result of well-being issues. In these circumstances, supervisors can seek advice on how to approach these cases from the University’s well-being service. The well-being team offers free support to all students experiencing distress arising from psychological, emotional or mental health issues. Web site: www.kent.ac.uk/studentwellbeing

20 Changes to registration
20.1 Change in mode of study
If a research student is considering a change to their mode of study, the supervisor should discuss the reasons for this with them to ensure that it is the best course of action under the circumstances. It is important for supervisors to be aware that overseas research students cannot change their attendance mode from full-time to part-time and if the student is receiving a foreign loan or scholarship then (s)he must contact foreignloans@kent.ac.uk or scholarships@kent.ac.uk to discuss the implications of this change before it is given approval. The procedures and application form for requesting a change to a research student’s mode of study are available at: www.kent.ac.uk/fso/procedures/pg/pg-research/registration.html

20.2 Intermission
Personal, financial or medical circumstances may in more serious cases require a research student to seek an intermission. Students are encouraged to discuss intermission with their supervisors as the University does not ordinarily encourage research students to take longer than normal to complete their studies but there will occasions where an intermission is clearly in the best interests of a particular student. Supervisors should remind students that in cases where they are in receipt of a scholarship or foreign loan then scholarships@kent.ac.uk and foreignloans@kent.ac.uk should be notified of the plans for intermissions as soon as possible.

International students should be advised to investigate the implications for their visas if they plan to intermit. The procedures and intermission application form are available in the Postgraduate Research Administration Guidance at: www.kent.ac.uk/fso/procedures/pg/pg-research/intermission.html. Intermissions shorter than six months can be approved by the School Director of Graduate Studies. An intermission (an accumulation of more than one intermission) which exceed six months will require the approval of the Associate Dean (Graduate Studies).

20.3 Withdrawal
Students can request to withdraw from the University but wherever possible supervisors should discuss the reasons for this with the student in advance of a formal notification being issued to see if arrangements can be made which will allow the student to continue with his/her research. If the student still wishes to withdraw following this discussion then this request should be made in writing to the academic school. The school will then follow the withdrawal procedures which are available at: www.kent.ac.uk/fso/procedures/pg/pg-research/registration.html?tab=withdrawal

21 Research degree examinations
21.1 Assessment criteria
The assessment criteria for research degree is outlined in section 8.4 of the Regulations for Research Programmes of Study at: www.kent.ac.uk/teaching/documents/quality-assurance/regulations/research/regs_research.pdf

21.2 Appointment of examiners
The criteria for the appointment of internal and external research degree examiners is outlined in Annex L (Internal and External Examiners) of the Code of Practice for Research Programmes of Study. The examination of theses should be undertaken by two or more examiners of whom at least one shall be an external examiner. Supervisors should consider the most appropriate external examiner for the research project. In doing so, it is important to ensure that there are no conflicts of interest. For example, a proposed examiner should not have published substantially with members of the supervisory team.
PART 2: SUPERVISOR’S ROLE IN THE RESEARCH STUDENT JOURNEY (CONT)

Recommendations for the appointment of examiners should be submitted on the appropriate form along with a copy of the proposed external examiner’s CV. Once this form has been completed and signed by the Head of School it will be sent to the Faculties Support Office for scrutiny prior to approval by the Dean of the relevant Faculty. When the form has been signed by the Dean of the Faculty it will be sent to the Chair of the Graduate School Board for approval on behalf of Senate and Council.

The appointment of examiners form is available under Annex L. (Internal and External Examiners) at: www.kent.ac.uk/teaching/qa/guidance/videolink.html

21.3 Submission of a thesis for examination

Research students are required to give the University two months’ notice of their intention to submit a thesis for examination. Ordinarily this should allow sufficient time for the appointment of examiners to be completed although, of course, occasionally this is not the case. However, in no circumstances should a prospective examiner be given a copy of the thesis to be examined prior to his/her appointment being approved by the Chair of the Graduate School Board. Similarly, in no circumstances should a viva examination of a candidate be held prior to the approval of the examiners by the Chair of the Graduate School Board.

The postgraduate administrator in your school will follow the guidance for submission and examination of the thesis, which is available at: www.kent.ac.uk/fsoprocureprocedures/pg/pg-research/examination.html. This will involve ensuring that the student data system is updated accordingly, that the thesis has been checked for plagiarism, checking that the research student does not have any outstanding debts to the University (which would prevent the examination of the thesis) and taking forward arrangements for the thesis to be sent to the examiners.

21.4 Plagiarism

Research students should have academic integrity and approach their work with honesty. However, some research students may require additional support from their supervisors to prevent plagiarism. The University provides additional support in this area such as guidance on academic integrity which is available at: www.kent.ac.uk/ai/students

If plagiarism is suspected when reviewing a research student’s work or during the examination of a thesis then this should be brought to the attention of the School Director of Graduate Studies. Plagiarism cases will be dealt with in accordance with the academic discipline procedures, which can be accessed at: www.kent.ac.uk/teaching/documents/quality-assurance/credit-framework/creditinfoannex10.pdf

21.5 Examination

The examination instructions for research students and research degree examiners are available on the website of the Office for Quality Assurance and Validation:

• Candidates: www.kent.ac.uk/teaching/documents/quality-assurance/regulations/research/pgdipresc.pdf
• Examiners: www.kent.ac.uk/teaching/documents/quality-assurance/regulations/research/pgdipres.pdf

21.6 Arrangements for the viva voce

Arrangements for organising the viva voce examination may vary between academic schools. Supervisors should liaise with the School Director of Graduate Studies and postgraduate administrator to find out how these are organised in your particular academic school.

21.7 Viva by video link

The normal expectation is that the oral examination for a research degree will take place at the University at Kent. An oral examination will only be conducted by video link in exceptional circumstances when the candidate or external examiner is at a distance from the University and unable to travel to the University at the appropriate time. A full statement should be provided outlining the reasons for which an oral examination by video link is necessary. The Faculty Associate Dean for Graduate Studies must approve this arrangement. The full guidance is available at: www.kent.ac.uk/teaching/qa/guidance/videolink.html

21.8 Following the viva voce examination

The examiners will agree a final recommendation following the viva. The outcome will be one of the following:

• that the degree be awarded
• that the degree be awarded subject to minor corrections being carried out to the satisfaction of the internal examiner within 3 months of the official notification.

• that the degree be awarded subject to revisions being carried out to the satisfaction if the internal and external examiner within six months of the official notification.
• that the degree not be awarded at present but the candidate be permitted to resubmit the thesis in a revised form no later than 12 months after the decision to allow resubmission has been made by the Board of the Faculty.
• that the candidate be awarded a lower degree without further scrutiny.
• that the candidate be awarded a lower degree subject to corrections.
• that the degree not be awarded.

Supervisors should refer to Section 8.6 (Examiners’ recommendations) of the Regulations for Research Programmes of Study for specific details. The examiners will agree one final report following the examination. Supervisors should be available for email contact with research students for minor corrections. In the case of revisions or resubmission, supervisors and research students should have monthly supervision meetings to ensure that the student is on track to complete.

22 Academic complaints

All postgraduate researchers at Kent are entitled to receive satisfactory academic supervision and support. If students encounter any problems during the course of their research, they will in most cases be able to sort these out straightaway and easily through a conversation with members of the supervisory team. Supervisors should be ready to listen to any concerns raised by their students and seek advice with the School Director of Graduate Studies on how to handle these where appropriate.

It might very occasionally occur that there are more serious grounds for dissatisfaction which can only be dealt with by someone other than the supervisory team concerned. In these cases, the research student should be referred to the School Director of Graduate Studies. If a student remains dissatisfied, having raised the matter informally with the supervisory staff and School Director of Graduate Studies, they may wish to make a formal complaint. The complaints procedure is outlined in the document Complaints Procedures for Students, found on the Regulations website at www.kent.ac.uk/regulations/Regulations%20Booklet/Complaints%20Procedure%202017%20Academic%20Year%20and%20Revisions%20chart.pdf. Students should be referred to this prior to lodging a formal complaint.
23 Academic appeals
The procedures for appeals brought by research students are outlined in the Standing Orders Governing Research Appeals (SOGRAS) available at: www.kent.ac.uk/teaching/pa/regulations/research/soga.html. Research students may appeal against the recommendations of examiners, review panels, a decision to terminate registration or a decision that a candidate is no longer eligible to submit a thesis for examination.

Postgraduate research students should read SOGRAS 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/pa/regulations/?tab= research-programmes

Postgraduate researchers cannot 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.

24 Research ethics and research integrity
The University 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. 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 on all aspects of research integrity and governance is available from Nicole Palmer, Research Ethics and Governance Officer (N.R.Palmer@kent.ac.uk).

25 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 it belongs to the University who may pass these on to third parties, such as 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

26 Careers guidance
Supervisors should discuss the career aspirations of their research students with them in order to provide them with appropriate advice. It is the responsibility of the supervisor to support their students with their career plans and refer them to the range of support services, training workshops and resources, which are available to them including:
• Career development workshops provided as part of the Researcher Development Programme: www.kent.ac.uk/graduateschool/skills/programmes/RDP%20handbook%202017.pdf
• Careers and Employability Service: www.kent.ac.uk/ces
• Vitae Researcher Careers Advice: www.vitae.ac.uk/researcher-careers

27 External organisations
27.1 UK Council for Graduate Education (UKCGE)
The University of Kent is a member of the UK Council for Graduate Education (UKCGE). UKCGE is the leading independent representative body for Postgraduate Education in the UK. Its mission is to be the authoritative voice for postgraduate education in the UK, providing high quality leadership and support to its members to promote a strong and sustainable postgraduate education sector. To its members UKCGE communicates valuable information and research, facilitates networking through events and forums, provides an influential lobbying function and produces relevant publications. For instance, the UKCGE facilitates a Research Supervisors Network that aims to provide a forum for the discussion of good practice, to enable supervisors to support each other in enhancing their practice and to encourage the dissemination of excellent practice. The UKCGE has also published “The Research Supervisor’s Bibliography” with key references according to topics. This can be downloaded from their website at www.ukcge.ac.uk. The Council’s website is a reference tool where all of these opportunities can be brought together for relevant and interested parties.

27.2 Vitae
The University of Kent is a member of Vitae, which is dedicated to realising the potential of researchers through transforming their professional and career development. Vitae is an international programme led and managed by CRAC: The Career Development Organisation and it is a not-for-profit registered UK charity dedicated to active career learning and development. Working in the UK since 1968, when Vitae ran its first project to support transitions of doctoral researchers to industry, Vitae has great expertise at enhancing the skills and career impact of researchers locally, within a global context. Much its work has been funded by the UK Research Councils and it has played a key role in the UK drives for high-level skills, innovation and world-class researchers.

Vitae brings together all those with a stake in realising the potential of researchers. It established partnerships to champion the needs of researchers and demonstrate their impact on economies and society. Vitae provides online information, advice and resources for higher education institutions and researchers on professional and career development support for researchers.

Vitae aims to:
• Build human capital by influencing the development and implementation of effective policy relating to researcher development
• Enhance higher education provision to train and develop researchers
• Empower researchers to make an impact in their careers
• Evidence the impact of professional and career development support for researchers

Vitae is a registered UK charity dedicated to active career learning and development. Working in the UK since 1968, when Vitae ran its first project to support transitions of doctoral researchers to industry, Vitae has great expertise at enhancing the skills and career impact of researchers locally, within a global context. Much of its work has been funded by the UK Research Councils and it has played a key role in the UK drives for high-level skills, innovation and world-class researchers. As a member of the University of Kent, you can register with the Vitae website to gain access to their resources at: www.vitae.ac.uk
APPENDIX A:
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These lists are correct at the time this publication went to press in October 2017
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**Researcher Development Programme**  
www.kent.ac.uk/graduateschool/skills/programmes/tstindex.html

**Researcher Development Programme Handbook 2017-18**  
www.kent.ac.uk/graduateschool/skills/programmes/RDP%20handbook%202017.pdf

**Postgraduate Research Student Handbook 2017-18**  
www.kent.ac.uk/graduateschool/images/Handbooks/PGR%202017_FINAL_FINALweb.pdf

**Graduate School**  
www.kent.ac.uk/graduateschool

**Social Media**

Twitter  
@UniKentGradSch

Facebook  
University-of-Kent-The-Graduate-School
APPENDIX C: KEY DOCUMENTATION

- University Code of Practice for Research Programmes of Study
  www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes

- University Regulations for Research Programmes of Study
  www.kent.ac.uk/teaching/qa/regulations/index.html?tab=research-programmes

- University Postgraduate Administration Guidance
  www.kent.ac.uk/fso/procedures/pg/pg-research

- University procedures for the approval of external research degree candidates
  www.kent.ac.uk/teaching/documents/quality-assurance/regulations/research/extdegresproc.pdf

- Regulations for the PhD by Published Works
  www.kent.ac.uk/teaching/documents/quality-assurance/regulations/research/phd-published-works-annex_2.pdf

- Regulations for dual and joint research awards
  www.kent.ac.uk/teaching/qa/collaborative/resejoinres

- Visiting student policy
  www.kent.ac.uk/applicants/files/Visiting-Student-Policy-Nov2015.pdf

- Examination instructions for research degree candidates
  www.kent.ac.uk/teaching/documents/quality-assurance/regulations/research/pgdipresc.pdf

- Examination instructions for research degree examiners
  www.kent.ac.uk/teaching/documents/quality-assurance/regulations/research/pgdiprese.pdf

- Guidance on examination by video link
  www.kent.ac.uk/teaching/qa/guidance/videolink.html

- Guidance for candidates on depositing their thesis with the library
  www.kent.ac.uk/library/research/thesis-deposit

- Digital Deposition of Theses – Advice for supervisors and Directors of Graduate Studies

- Complaints procedure
  www.kent.ac.uk/regulations/Regulations%20Booklet/Complaints%20Procedure%202017%20Academic%20year%2020and%2020flow%20chart.pdf

- Academic appeals
  www.kent.ac.uk/teaching/documents/quality-assurance/regulations/research/soga.pdf
# APPENDIX D: CODE OF PRACTICE

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APPENDIX E: QUALITY MANAGEMENT STRUCTURE

- Senate
  - Vice-Chancellor
- Graduate School Board
  - Dean of the Graduate School
- Faculty Boards
  - Deans
- Associate Deans (Graduate Studies)
- School Graduate Studies Committees
  - School Directors of Graduate Studies
- Programme Approval Sub-Committee
- Staff/Student Liaison Committees
- Supervisor/ supervisory team
APPENDIX F:
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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</thead>
</table>
| **FT PhD student** | 1 Induction review (6 weeks)  
2 Probation review (10 months)  
3 End of year 2 review (24 months)  
4 Submission review (33 months)  
5 Continuation year review 1 (41 months)  
6 Continuation year review 2 (46 months) |
| **PT PhD student** | 1 Induction review (6 weeks)  
2 Probation review (12 months)  
3 End of year 2 review (24 months)  
4 End of year 3 review (36 months)  
5 End of year 4 review (48 months)  
6 Submission review (57 months)  
7 Continuation year review 1 (65 months)  
8 Continuation year review 2 (70 months) |
| **FT MPhil student** | 1 Induction review (6 weeks)  
2 Probation review (10 months)  
3 Submission review (21 months) |
| **PT MPhil student** | 1 Induction review (6 weeks)  
2 Probation review (12 months)  
3 End of year 2 review (24 months)  
4 Submission review (33 months) |
| **FT Master’s student** | 1 Induction review (3 weeks)  
2 Probation review (4 months)  
3 Submission review (10 months) |
| **PT Master’s student** | 1 Induction review (6 weeks)  
2 Probation review (9 months)  
3 Submission review (18 months) |

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.