GENERAL INFORMATION
FOR
STAFF TEACHING H.E. PROGRAMMES
IN PARTNER COLLEGES

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1.0 UNIVERSITY LOGINS

All College staff who teach on HE courses in Partner Colleges can apply for a University login which gives them access to restricted areas on the University website and enables them to log onto the University Computing system when on one of the University campuses.

To apply for a login, staff should contact their Partnership Development Officer who will request the login from Information Services and send details to the College lecturer. The lecturer is required to sign and return the agreement which they receive to confirm the login. The login will be made up of the lecturer’s initials and a number will be sent with a temporary login.

1.1 How to claim your account

If using the password from off campus for the first time eg. to access the University of Kent student data system, then you must change this password on the University of Kent website [https://www.kent.ac.uk/itaccount/password/index.html](https://www.kent.ac.uk/itaccount/password/index.html) before trying to use it.

If there are any problems phone the helpdesk on 01227 824888 or email helpdesk@kent.ac.uk. The helpdesk is available 9am to 5pm, Monday to Friday.

2.0 ACCESS TO UNIVERSITY STUDENT DATA SYSTEM

College HE staff are required to enter marks for their students directly onto the University of Kent student data system so that accurate composite mark sheets can be produced for Board of Examiner meetings (see Sections 6 and 7 of this handbook). In order to do this, staff should contact their Partnership Development Officer who will arrange for the necessary permissions to be given.

Training on the use of the University student data system is provided in each college. However if you require additional help, please contact your partnership development officer who will be able to arrange for extra support.

3.0 THE UNIVERSITY WEBSITE

College staff and use their Kent login to access the restricted areas of the University of Kent website. The website has a number of areas which provide useful information to College staff.

This staff handbook and other useful information, including relevant University forms can be found at [http://www.kent.ac.uk/associate/staff/index.html](http://www.kent.ac.uk/associate/staff/index.html).

Programme and module specifications are available on the relevant faculty website. They can be accessed by following the relevant links from the Partner College staff pages at:
4.0 ACCESS TO UNIVERSITY LIBRARIES

Staff teaching on University of Kent programmes in Partner Colleges can request a library card which will give them access to the Templeman Library on the Canterbury Campus and/or the Drill Hall Library on the Medway Campus.

To do this, staff should contact their Partnership Development Officer who will confirm the current procedure.

5.0 STAFF DEVELOPMENT

The Unit for Enhancement of Learning and Teaching offer support to all teachers in the University. Their website provides useful support and guidance on teaching and assessment and can be found at http://www.kent.ac.uk/teaching/. UELT offer a number of qualifications and occasional workshops and seminars on various teaching and learning issues. Details can be found at http://www.kent.ac.uk/teaching/qualifications/.

The Centre for the Study of Higher Education is located within UELT and runs a programme of seminars each term on topics of interest to those working and teaching in Higher Education. Partner College staff who teach on Kent programmes are welcome to attend these sessions which can be found at http://www.kent.ac.uk/cshe/news-events.html.

The Partnership Development Office arrange occasional staff development sessions on both the Medway and Canterbury campuses to update staff on changes to Quality Assurance or administrative procedures and to provide a forum for the exchange of ideas and good practice. The PDO also offer training for secretaries and anyone involved in Boards of Examiners. As part of their role, they will also provide one-to-one sessions on particular issues for individual staff as required.

6.0 OTHER MEETINGS

College staff are invited to a number of meetings each year at the University. The University’s Academic Registrar and the Senior Partnership Development Officer meet senior staff in the colleges on a termly basis to discuss issues of common interest. Senior staff may also invited to an annual meeting with the University Senior Deputy Vice Chancellor. All staff teaching on Kent programmes are invited to attend the annual Partnerships Forum held in March and attended by representatives of all the University’s partner and validated institutions. This meeting provides an opportunity for College staff to raise any Quality Assurance issues and to meet representatives of Pearsons. Further details of the forum can be found on the University website at http://www.kent.ac.uk/teaching/qa/collaborative/forum/index.html
The Partnership Development Officers and other University staff are available to meet College staff at any time to discuss problems or issues which arise. The PDOs also meet with members of senior staff and administrative staff in the Colleges on a regular basis. School liaison officers for franchised and validated plus programmes will meet with teaching staff at least three times a year. All University liaison staff can be contacted at any time by telephone and email.

7.0 SPORTS FACILITIES

Partner College staff who are responsible for significant amounts of teaching on HE programmes are also eligible to join the University of Kent Sports Centre on the Canterbury Campus at staff rates. Colleges will provide a list of eligible staff each year.

Details of the sports centre can be found at http://www.kent.ac.uk/sports/index.html