**Route to Recognition for Experienced Staff (HEA Accreditation)**

**Please note:** Staff applying for HEA recognition RRES do so at no cost to themselves. Independent application incurs a cost of £400. All events will take place in the UELT seminar room unless stated otherwise.

**Route Induction Workshops**

The induction workshops will give you an opportunity to learn more about the route, what you will gain from it and how the process works from introductions to claim submission. Please email recognition@kent.ac.uk to book yourself on either of the following introduction workshops.

1. **Wednesday 17th October 2018 10am – 12pm in UELT Seminar Room**
2. **Thursday 17th January 2019 2pm – 4pm in UELT Seminar Room**
3. **Thursday 18th April 2019 10am – 12pm in UELT Seminar Room**

After attending an induction workshop you should: start to gather and prepare your evidence; brainstorm your application track record and case studies, start writing your claim for recognition.

**Structured Writing Retreat**

The aim of a structured writing retreat is to use dedicated writing time to progress writing of your claim for recognition in a supportive, non-surveillance environment. All individuals write together in the same room using the same programme of writing slots and refreshment/discussion breaks. Refreshments are available. Lunch is provided approximately at 12.30pm and you should inform by email: recognition@kent.ac.uk any dietary needs at least 3 weeks in advance of the event.

Please email recognition@kent.ac.uk to book yourself on either of the following writing retreats:

1. **Monday 12th November 2018 9.30am – 3pm in UELT Seminar Room 9.30 – 3pm**
2. **Monday 7th January 2019 9.30am – 3pm in UELT Seminar Room 9.30 – 3pm**
3. **Monday 18th March 2019 9.30am – 3pm in UELT Seminar Room 11.45 – 4.30pm**
4. **Thursday 16th May 2019 9.30am – 3pm in UELT Seminar Room 9.30 – 3pm**
5. **Thursday 29th August 2019 9.30am – 3pm in UELT Seminar Room 9.30 – 3pm**


**What to bring to a retreat:**

Laptop, power cable, memory stick, notes, writing plans, data.

**Writing retreats works best when you:**

- Focus exclusively on writing.
- Do not to use internet in the writing room.
- Decide on a how you are going to use the time and do reading and other preparation beforehand.
- Define specific writing goals and sub-goals for each of the writing slots of the day,
- Take stock of your achievements towards these goals throughout the day.
- Discuss your writing-in-progress during breaks to gain mutual peer support.