

POSTGRADUATE RESEARCH STUDENT HANDBOOK 2020/21

Graduate and Researcher College (GRC)



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INTRODUCTION

For some, research is an opportunity to pursue a research question that they have been considering for a long period of time; for others, it is the opportunity to develop research skills whilst being supervised by a leading academic engaged in a state of the art research programme.

For all, whether you are studying for a PhD, Professional Doctorate or a Master's by Research, it is a very challenging and rewarding period which will end with a higher degree. During this time, you will require considerable motivation and dedication; there will be great days when your programme of research leaps ahead and not so good days when you might wonder why on earth you decided to undertake such a challenge. But as we all know and as Covid-19 has made us acutely aware, research is fundamental to our planet's survival and advancement.

Your supervisory team is key to guiding your research, celebrating success and progress and providing support when things do not go so well. The University's progression monitoring procedures are there to ensure that you have an opportunity to reflect on your progress and get feedback from your supervisors. Please do spend a little time reading them in order to ensure you know what is expected of you and what is expected of your supervisors and your school. It's best to be prepared for what lies ahead and we have never been in such uncertain times.

While undertaking your research you will also have many opportunities to develop as a researcher, some online and some face-to-face where possible.

There is formal training from the Researcher Development Programme as well as more informal opportunities to develop skills and enhance your time at Kent by, for example, participating in the Postgraduate Community Experience Awards, the Kent Researchers' Showcase and the production of the *GradPost*, our termly newsletter created by students for students with our support. You should also try to make the most of being part of the dynamic intellectual life of the University.

Every school/Division holds regular research seminars and other events, these are open to all across the University, regardless of their discipline. There are also many 'Open Lectures' 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. Do make the most of it, but also do make sure to know where help is if it's needed: do not be afraid to ask. Your health and safety are our priority, in everything you do with us. These are difficult times, and we are here to help. The Graduate and Researcher College and countless other university staff are on hand to assist and to ensure all your endeavours are successful.

I wish you all the best for your research.

Professor Paul Allain

Dean of the Graduate and Researcher College



POSTGRADUATE RESEARCH AT KENT



1 Research supervision

1.1 Initial meeting

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

1.2 The role of your main supervisor

Your main supervisor is the person responsible for you and to the University for your academic progress. This is also the person you should first consult about any problems relating to your work or general circumstances. The responsibilities of your main supervisor are detailed in the University's Code of Practice for Quality Assurance for Research Programmes of Study.

1.3 Supervisory meetings

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

The record will cover the following areas:

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

Records of supervisory meetings are important as they provide a useful aide-memoire for you and your supervisory team. These records also provide an evidence trail of your supervision to date, which can be used at progression reviews. Supervisory meetings are recorded on the Student Data System and postgraduate researchers are sent reminders to complete this record on a monthly basis (bi-monthly for part-time students). These monthly records are a way of ensuring that you and your supervisor are clear about your progress and the steps that should be taken to progress your research.

They do not need to be in perfect prose, nor should they take very long to complete. You are simply asked to keep a record of what has been discussed and what needs to be done next. These brief records provide an opportunity for clarification that might not arise during conversation and help to demonstrate the progress you are making.

1.4 The supervisory relationship

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

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

Supervisors will not be aware that there is a problem unless you raise this with them and having done so they will be keen to help you to identify a solution.

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

The Graduate and Researcher College also provides workshops which will assist you with your supervisory relationships such as 'Getting the most from your Academic Relationships' (see the Researcher Development Programme Handbook or online booking system <https://grctraining.targetconnect.net/unauth> for further details).

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

1.5 Preparing for a supervisory meeting

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

It is important that you record details of every meeting with your supervisor online as soon as possible. In order that a clear progression is agreed in a timely manner, students are expected to complete their report within one week of the meeting and supervisors are expected to provide written feedback within two weeks. Further information is provided in the Code of Practice for Quality Assurance for Research Programmes of Study www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes.



Postgraduate Administrative staff in your Division will be able to assist you in using the Student Data System to record these meetings.

The value of producing early drafts of your thesis cannot be emphasised too strongly, even if the exact timing of when you start to produce written work will depend largely on the nature of your research topic and other individual circumstances. A piece of written work allows both you and your supervisor to see how your ideas are developing, constitutes a good basis for discussion and criticism and provides your supervisor with hard evidence of progress made or difficulties encountered. It also provides your supervisor with a valuable opportunity to give you some advice on your academic writing. The Graduate and Researcher College provides workshops and one-to-one sessions on academic writing as part of its Researcher Development Programme (please see the Researcher Development Programme Handbook and online booking system for further details).

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

2 Progression monitoring

In order to ensure that your research project is on track and that you have all the necessary support and resources required to successfully complete it, there will be a series of review stages during your period of registration. These reviews include induction, probation, end of year reviews and submission reviews. In cases where there are concerns about progress, your supervisors may schedule a mid-year review. The timing of these reviews is dependent on your particular research degree and mode of study. For more information visit: www.kent.ac.uk/teaching/qa/codes/research/annexknew.html

POSTGRADUATE RESEARCH AT KENT (CONT)

Type of student	Review stages
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.

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

3 Submission and examination

3.1 Thesis submission

Full information about the submission of your thesis is available in the Instructions to Candidates for the Examination of Research Degrees www.kent.ac.uk/teaching/qa/regulations/research/pgdipresc.html

You will have a Submission Review meeting with a review panel (which normally takes place a few months prior to the end of the minimum period of registration) to discuss your readiness to submit your thesis for examination.

3.2 Submitting your thesis for examination

Candidates must give at least two months' notice of their intention to submit a thesis for examination.

The forms you need to notify your intention to submit and for submission of your thesis for examination can be found at your School office.

3.3 Examination guidance

Full information about the examination of your thesis is available in the Instructions to Candidates for the Examination of Research Degrees www.kent.ac.uk/teaching/qa/regulations/quality-assurance/regulations/research/pgdipresc.pdf

The viva voce or oral examination is an important stage in the process of being awarded a PhD or Master's by Research. For most, the opportunity to defend your thesis in front of a panel of examiners is the end of the doctoral journey.

Doctoral and Master's theses are examined according to the University's Academic Regulations for Research Programmes of Study www.kent.ac.uk/teaching/qa/regulations/research/reg_research.html

On successful completion of a Master's degree by Research programme you will have:

- i met the Framework for Higher Education Qualifications (FHEQ) level descriptor for a Master's degree
- ii met any subject specific assessment criteria outlined in the programme specification (if applicable)
- iii shown appropriate ability in the organisation and presentation of their material in the thesis
- iv shown in the thesis ability to conduct an independent study and to understand its relationship to a wider field of knowledge.

On successful completion of a PhD or DClinSci you will have:

- i met the Framework for Higher Education Qualification (FHEQ) level descriptor for a doctorate degree
- ii met any subject specific assessment criteria outlined in the programme specification (if applicable)
- iii shown appropriate ability in the organisation and presentation of your material in the thesis.

You will be examined by two or more examiners of whom at least one shall be an external examiner. The examiners may, at their discretion and subject to your agreement, invite your supervisor to attend as a silent observer.

3.4 Final thesis submission

After examination, successful theses must be submitted electronically to the University Library. www.kent.ac.uk/guides/deposit-your-thesis

4 Teaching and demonstrating

Postgraduate researchers may have the opportunity to teach or demonstrate in their academic schools. Some research students may be employed as Graduate Teaching Assistants (GTAs).

Within the Division there will be academic members of staff who are responsible for overseeing the arrangements for postgraduate researchers who teach or demonstrate. New postgraduate teachers and demonstrators are contacted and invited to an 'Introduction to University Teaching' session which is scheduled to take place at the beginning of each academic year. Further teaching-related training sessions are also available as part of the Graduate and Researcher College's Researcher Development Programme (please keep an eye on the online booking system for details). Postgraduate researchers may also apply for a place on the Associate Fellowship Scheme via a teaching or learning support route. The scheme comprises of two 15 credit core modules of the Postgraduate Certificate for Higher Education, and the opportunity to apply for the Associate Fellowship of the Higher Education Academy. For some postgraduate students, successful completion of this scheme is a condition of the contract. The AFS is run by the Centre for the Study for Higher Education in the Unit for the Enhancement of Teaching and Learning. For more information please contact heprogsadmin@kent.ac.uk

(Research Student Teachers and Demonstrators) of the University's Code of Practice for Quality Assurance for Research Programmes of Study outlines the responsibilities of academic schools in relation to postgraduate researchers who teach and demonstrate.

Please note that students on a Tier 4 visa have restrictions placed on their work activities. Please see the University website for more information: [www.kent.ac.uk/human-resources/immigration/students/Students%20Working%20on%20a%20Tier%204%20visa%20\(website\).pdf](http://www.kent.ac.uk/human-resources/immigration/students/Students%20Working%20on%20a%20Tier%204%20visa%20(website).pdf)

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

5 Providing feedback on your research experience

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

GRADUATE AND RESEARCHER COLLEGE

The mission of the Kent Graduate and Researcher College is to lead and champion the strategic development of provision for graduate education and research at the University of Kent as well as support the development of all academic staff engaged in research. The Graduate and Researcher College is located in a central location on the Canterbury campus (Cornwallis East, third floor), with offices for its staff and a dedicated training room and social/flexible space.

The Graduate and Researcher College works in partnership with academic schools, Divisions, central service departments and Kent Union to enhance the quality of the postgraduate student experience across all campuses and centres 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, both online and face-to-face where feasible
- The Researcher Development Programme
- A strong framework of specialist support for our postgraduates across the University, including looking after their wellbeing
- Internationally distinctive, exciting and innovative programmes of study that combine academic excellence with exceptional student experience and appropriate learning resources
- Further funding and study opportunities through the cultivation of external links with Research Councils, graduate schools and other organisations both nationally and internationally.

"The Graduate and Researcher College has been extremely supportive; from the friendly and helpful staff to the amazing range of workshops and networking opportunities they offer."

PhD student

WITH PASSION AND FOCUS YOU CAN ACHIEVE ANYTHING

Academic, social and networking opportunities

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



Graduate and Researcher College Prizes

These annual prizes recognise the excellence of postgraduate researchers and outstanding work carried out by our academic and administrative staff. For more information visit www.kent.ac.uk/graduate-researcher-college/about/celebrating-success#gs-prizes



The GradPost

The GradPost is a quarterly newsletter written by postgraduates for postgraduates and is supported by the Graduate and Researcher College. The GradPost editorial team welcome article contributions for publication. For more information visit: www.kent.ac.uk/graduate-researcher-college/news



Community Experience Awards

Postgraduate students have the opportunity to bid for funding to co-ordinate their own event/project aimed at enhancing the postgraduate experience. For more information, visit: www.kent.ac.uk/graduate-researcher-college/about/celebrating-success#experience-awards



Researcher Development Programme

The RDP is designed to equip research students and postdoctoral researchers with a full range of skills which will improve their effectiveness as researchers and enhance their employability. See pages 8/9 for more information.



3MT

The 3MT® celebrates the exciting research conducted by PhD students. The competition supports their capacity to effectively explain their research in three minutes, in a language appropriate to a non-specialist audience. See page 8 for more information.



Kent Researchers' Showcase

The annual Showcase is a chance to recognise and celebrate the excellence of research at Kent. It brings together all disciplines and enhances the postgraduate community. For information on how to get involved visit: www.kent.ac.uk/graduate-researcher-college/postgraduate-researchers-showcase

RESEARCHER DEVELOPMENT

Researcher development is the personal development and training you undertake to help you manage your PhD project. This development can help you capitalise on opportunities during your PhD, equip you for the challenges of the research process, as well as prepare you for employment after the PhD.

Research Skills training

Academic Schools are responsible for ensuring that research students are provided with the research skills required to complete their research projects. Your main supervisor will be able to provide you with individual help on subject-specific research techniques and will advise you of any taught courses you should follow to develop these skills.

Researcher Development Programme

The Graduate and Researcher College coordinates the Researcher Development Programme of over 200 workshops for researchers. Our Researcher Development Programme is designed to equip research and postdoctoral researchers with a full range of skills which will improve their effectiveness as researchers, and ensure that they are not only highly qualified but also employable in a variety of careers by the end of their research project.

Further information about the Researcher Development Programme is available on the Graduate and Researcher College website at: www.kent.ac.uk/graduate-researcher-college/skills-training/researcher-development-programme

Other training and development opportunities

3MT®

Developed by The University of Queensland, the exercise cultivates students' academic, presentation and research communication skills. The competition supports the student's capacity to effectively explain their research in three minutes, in a language appropriate to a non-specialist audience.

The Graduate and Researcher College organises a competition at Kent. All competitors are invited to a 3MT training day and online resources. The winner will go on to represent Kent in the UK semi-final in July, competing against doctoral researchers from other participating universities.

SeNSS online training

The South East Network for Social Sciences runs an online series of seminars that can be accessed by Kent students. For more information see: www.uea.ac.uk/social-sciences/graduate-school/pgr-training-in-the-faculty-of-social-science/upcoming-training-events

Researcher Development Framework

The national Researcher Development Framework (RDF) is a tool for supporting the personal, professional and career development of Researchers in Higher Education. Developed by Vitae, this framework identifies the knowledge, intellectual abilities, behaviours and skills of effective researchers; areas which are transferrable to a wide range of careers. This tool, alongside your Researcher Development Assessment, can be used to identify your skills and areas of further development.

The Graduate and Researcher College's Researcher Development Programme maps its training onto the national RDF. See the next page for example workshops we offer.

For more information about the RDF visit: www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework



"The programme has been exceptionally high quality and really impressive. All of the workshops attended have been beneficial."

Part time PhD student

"The workshops run by the Graduate and Researcher College are of excellent quality and cover a lot of subjects and skills. It's also been good to meet other PGR students at them."

PhD student

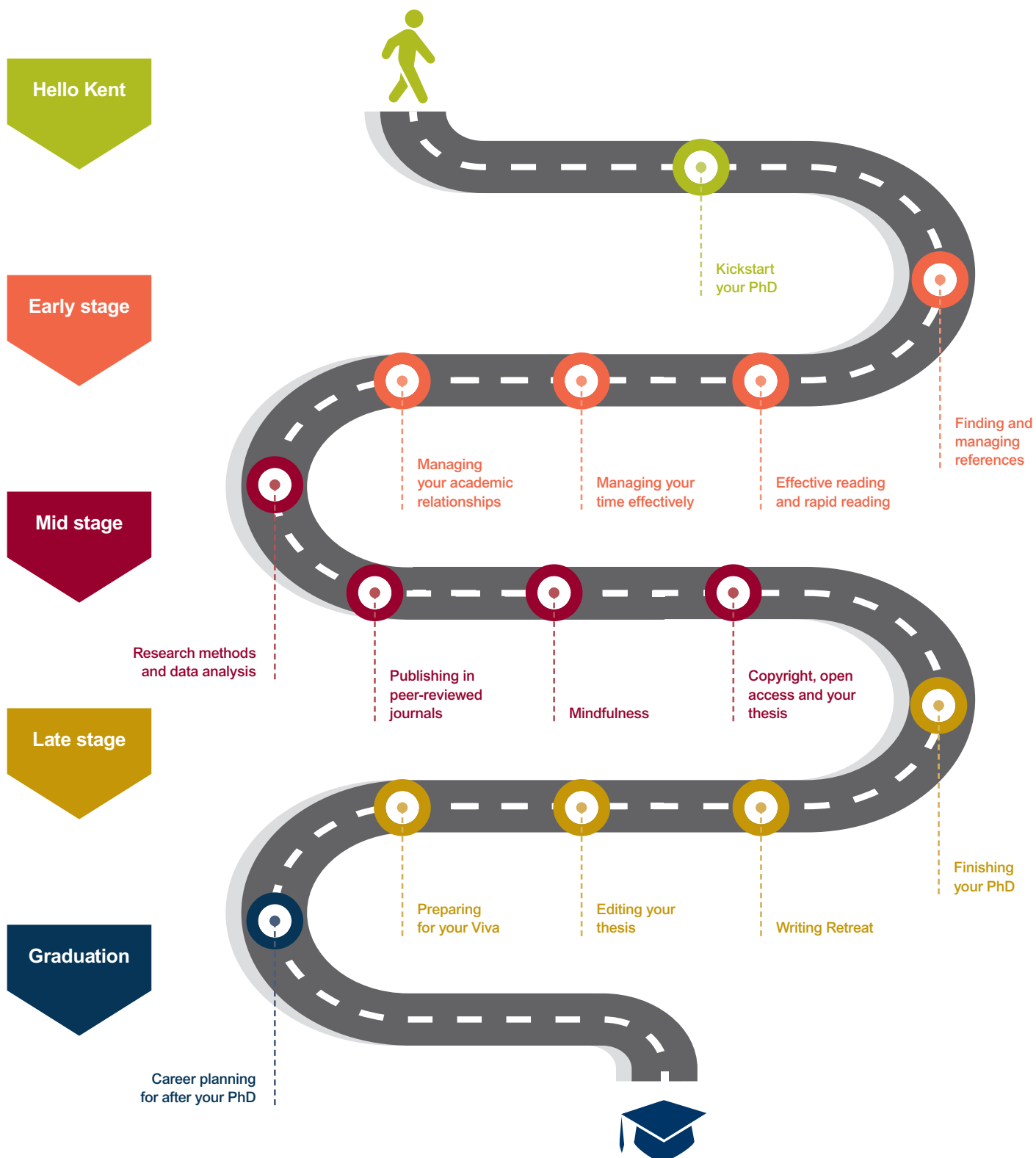
"The workshops run by the Graduate and Researcher College are very helpful and provide opportunities to discuss research with other students. Entering the 3MT competition has also been stimulating."

PhD student

CONTINUED OVERLEAF

RESEARCHER DEVELOPMENT (CONT)

Example of Graduate and Researcher College workshops available at each stage of your PhD journey



STUDENT SERVICES

Information Services

IT Services

If you have no formal training in IT 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. Information Services run 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 researchers. An advisory service is available at: www.kent.ac.uk/itservices/training

Library Services and Resources

Resources for Postgraduates

Postgraduate researchers should find out information about the library resources available to them as soon as possible following their arrival at: www.kent.ac.uk/library. There is also a specific on-line guide about the library for postgraduate students available at: www.kent.ac.uk/library/students/postgraduate.html Medway students can use the Universities at Medway Drill Hall Library on the Medway campus: <http://campus.medway.ac.uk>

Liaison Librarians and Academic Support Librarians

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

Subject guides are also available at: www.kent.ac.uk/library/subjects (Canterbury) and at: <http://campus.medway.ac.uk/study-resources/guides.html> (Medway).

On-line Resources

The Library makes available a substantial number of electronic resources, including e-journals, journal and thesis indexes, e-books, online newspapers, online theses 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 can request the material via the document delivery service www.kent.ac.uk/library/borrow/document-delivery.html or visit other libraries throughout the UK using SCONUL access www.sconul.ac.uk/sconul-access. For further information, please contact your Liaison Librarian.

Postgraduate Work Space

If you need somewhere to study and you don't need to use Library books, try one of the study hubs, PC rooms or extra vision spaces across campus. If you are working on the Canterbury campus there is a dedicated Postgraduate Study Hub located in the Senate building. You will need your KentOne card to gain access to the hub at all times. Full details can be found at: www.kent.ac.uk/student/studying/pcrooms

Careers and Employability Services

Career Planning

As well as the Global Skills Award Programme organised by the Graduate and Researcher College, the University boasts an award-winning Careers and Employability Service (CES) that 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 for personal careers advice and guidance and for support with your job-hunting. This may include help with developing interview skills and making successful applications for both academic posts and 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 also produced a booklet which covers career options for postgraduates, the transferable skills gained through your studies, finding job opportunities and making successful applications.

Although you can make use of the CES at any stage of your studies, and even after you graduate, we would recommend that you start to use it early in order to gain the maximum benefit from the support it offers.

For more information, see the CES website: www.kent.ac.uk/ces

Employability Points

The Employability Points Scheme rewards students for their active involvement with co-curricular activities. Through undertaking co-curricular activities, including volunteering, part-time work, attending workshops, joining societies, and much more, students are actively making themselves more attractive to prospective employers. The Employability Points Scheme allocates points to students for completing such activities and towards the end of the academic year, these points can be redeemed for rewards. In 2019-20, the Employability Points Scheme offered over 870 rewards to participating students, ranging from paid internships and project placements to work experience, bespoke training and vouchers.

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

Study Plus

Study Plus offers a diverse range of non-credit bearing courses on a wide variety of topics which are completely free and are open to all registered Kent students. Study Plus workshops give you an opportunity to learn something different from your main area of study, build key transferrable and employment skills and enhance your CV. You will also be eligible for employability points.

Examples of courses include:

- Creative arts and digital photography
- Microsoft Office
- Student mentoring at University
- Language Express Bitesize: Arabic, Dutch, French, Japanese, Mandarin, Modern Greek and Spanish
- Gaining work experience and employability skills
- Business start-up workshops

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

Kent Union

Postgraduate Student Representation

Postgraduate Representatives are student volunteers who act as a voice for postgraduate students within their School or Division.

There are so many benefits to becoming a Postgraduate Rep in Kent Union's Student Reps programme, including the opportunity to:

- develop new skills
- liaise with the University on postgraduate student issues
- meet new people
- become familiar with University structures
- be rewarded through Kent Union's KASR (Kent Award for Student Representative) system
- enhance your CV

If you like the sound of all that and are interested in becoming a Postgraduate Rep for your School or Division, please contact your Kent Union VP for Postgraduate Experience, Patrick Stillman at union-postgrad@kent.ac.uk

Kent Student Certificate of Volunteering

The Kent Student Certificate for Volunteering is run by Kent Union and endorsed by the University. It is the formal recognition scheme for volunteers which acknowledges the time and effort that they put into their volunteering. The award is also designed to encourage volunteers to think about the skills that they have developed as a result of their volunteering, and gives them the opportunity to practice talking about these skills, which can be used later in job interviews, or on CVs and applications.

For more information visit: <https://kentunion.co.uk/volunteering>

CONTINUED OVERLEAF

STUDENT SERVICES (CONT)

Advise Services

Medway Student Advisory Services

Advice and Support Services at Medway are located in the Gillingham Building and are available to all postgraduate students based on the Medway campus: www.kent.ac.uk/locations/medway/support

Kent Union Advice

The Student Advice Centre is able to provide advice on a wide variety of problems that students may face whilst they are studying. 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. You can access the service by making an appointment to see or speak to one of the advisers.

Helpline: 01227 827 724

Email: advice@kent.ac.uk

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.gkunions.co.uk/advice/aboutus

Nightline

Nightline is a non-judgmental listening service for students, run by trained student volunteers at Kent Union. Any student from Kent can call on 01227 824848 or email listening@canterbury.nightline.ac.uk (reply within 48 hours)

20.00-08.00, Monday, Wednesday, Friday, Saturday and Sunday.

International Partnerships

The International Partnerships directorate is responsible for increasing the University's global presence by developing a range of international partnership activity including research, education and mobility opportunities for both students and staff. The team manages and initiates partnerships with institutions worldwide, it manages staff and student mobility through study/work abroad and Erasmus exchange arrangements, and enhances engagement with international training, capacity building and funding projects such as Erasmus+.

For further information visit www.kent.ac.uk/global/partnerships

International Programmes

International Programmes specialises in the delivery of internationally focused programmes, modules and courses in English and other World languages. International Programmes provision is driven by both the University's Internationalisation Strategy and our institution's position in the sector as 'The UK's European university'. The team offers international learning opportunities which are designed to appeal to the full breadth of the University community and beyond.

International Programmes offer English language and academic skills aimed at encouraging current international students to reach their full academic potential, examples include:

- In-sessional English language modules (credit-bearing, available to international students at all levels as wild modules).

- Free English Language and Academic Skills workshops (ELAS) (non-credit bearing, open to all students whose first language is not English). The workshops cover a range of skills including essay writing; grammar; presentation skills, listening comprehension and note taking.
- Individual and group writing tutorials at all levels.
- Bespoke English exam preparation courses for the Cambridge Advanced (CAE) and Proficiency (CPE) tests.
- International English Language Testing Systems (IELTS) preparation course.

Please contact the team at internationalprogrammes@kent.ac.uk for more information.

Student Learning Advisory Service (SLAS)

We are a free academic guidance service for all students (from foundation to PhD), covering all aspects of effective learning strategies and study skills.

Support for postgraduate students

We provide one-to-one guidance (in-person or online), bookable workshops and online resources and study guides. Our teaching covers a wide range of topics, such as:

- Getting the most from supervision
- Academic reading and criticality
- Using research to develop and support ideas
- Referencing
- Planning and developing a written assignment eg research or project proposal, report, academic paper, literature review, thesis
- Understanding specific principles of maths and statistics, from basic to advanced
- Presenting ideas, both visual and verbal approaches

- Research methods eg developing questionnaires, surveys and interview schedules
- Linguistic development for different purposes and audiences
- Managing multiple projects and responsibilities ... and much more

For more information our services and resources go to: www.kent.ac.uk/learning.

To book an appointment please go to <https://kentslas.targetconnect.net/student/appointments.html>

You can also visit us Monday-Friday 09.00-17.00

Medway campus

Room G0-09, Gillingham Building
E: learningmedway@kent.ac.uk
T: 01634 888884

Canterbury campus

SLAS offices in UELT Building (entrance next to Santander Bank)
E: learning@kent.ac.uk
T: 01227 824016

STUDENT SUPPORT AND WELLBEING

Students with mobility difficulties, specific learning difficulties (eg dyslexia), medical and sensory impairments or mental health issues, can receive guidance and personal support from Student Support and Wellbeing.

Depending on your specific needs, we may be able to assist with the following:

- Arranging signers, note takers and other support workers for you
- Helping you to find out if you have dyslexia
- Talking to your lecturers about any particular help you may need in lectures and seminars
- Discussing any special arrangement you need for examinations
- Contacting other departments about any specific adjustments you may require via Inclusive Learning Plans (ILPs)
- Applying for funding to pay for specialist equipment and support (eg Study Skills Tutors, Mentors and assistive technology)

Student Support and Wellbeing can provide counselling and support for all students experiencing distress arising from psychological, emotional or mental health issues. In addition a range of group workshops are arranged throughout the year.

Students who require additional support should make contact with Student Support and Wellbeing and complete a registration form.

Further information

Student Support and Wellbeing

T: +44 (0)1227 823158

E: accessibility@kent.ac.uk

www.kent.ac.uk/studentsupport

Student Guide

At the University of Kent we aim to build a supportive community environment and we are committed to helping you get the most out of the challenges and opportunities university study brings. We all need resources to improve our wellbeing and help us find ways to be more content and feel like we're coping, even in stressful moments. Visit the Student Guide for more information: www.kent.ac.uk/guides/wellbeing

Diversity

Kent has a diverse and inclusive community. We are committed to a working and learning culture that encompasses dignity, courtesy, respect and consideration for all.

There are a number of support avenues at the University to help you if you are confused, looking for friends or just want someone to talk to in complete confidence. For more details visit: www.kent.ac.uk/student/support-and-wellbeing/diversity.html

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

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 08.00-18.00, Monday – Friday for 50 weeks of the year, closing for two weeks over the Christmas period and on bank holidays. More information is available at <http://oaksnurserykent.co.uk>

Medway

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

Chaplaincy

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

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

Big White Wall

Big White Wall is an online mental health and wellbeing service. They offer 24/7 online and anonymous support free to all University of Kent students. Contact the Wellbeing Team at wellbeing@kent.ac.uk for more information and how you can access this support.



REGULATORY INFORMATION

1 Postgraduate researcher responsibilities

Undertaking a research degree is both an exciting and challenging experience. In order to ensure that everything goes as smoothly as possible during your time as a postgraduate researcher at Kent, you have a range of specific responsibilities which are outlined in the University's Code of Practice for the Quality Assurance for Research Programmes of Study.

2 How is postgraduate research managed at Kent?

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

Each academic Division has a Director of Graduate Studies and Student Experience who will be responsible for research programmes of study within that Division. Each Division will have a Graduate Studies Committee which is responsible for the quality management of research programmes of study and monitoring the progress of research students within each Division, as essential platforms for feedback and support. More information about the role of the Divisional Director of Graduate Studies and the Graduate Studies Committees can be found in the University's Code of Practice for Quality Assurance for Research Programmes of Study at: www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes

2.1 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 within your academic schools will be able to direct and advise you on the administrative procedures involved with such changes. The procedures are available for consideration at: www.kent.ac.uk/fso/procedures/pg/pg-research

2.2 Fieldwork and absence from the University

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

Please check with your school about arrangements which should be put in place prior to a period of fieldwork. Information on student fieldwork insurance cover can be found at: www.kent.ac.uk/fso/procedures/pg/pg-research/registration.html?tab=fieldwork-and-off-campus-study

2.3 Thesis completion, submission and examination

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

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

2.4 External Examiners' Reports

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

2.5 Academic complaints and appeals

An academic complaint is any specific concern about the provision of a programme of study or related academic service. An academic appeal is a request for a review of a decision of an academic body charged with making decisions on student progression, assessment and awards.

2.5.1 Academic complaints

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

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

If students remain dissatisfied, having raised the matter informally with the supervisory staff, postgraduate research student representative and School Director of Graduate Studies, they may wish to make a formal complaint.

The complaints procedure is outlined in the document Complaints Procedures for Students, found on the Regulations website at www.kent.ac.uk/teaching/qa/guidance/appeals.html. Students are advised to refer to this prior to lodging a formal complaint. For a formal academic complaint, students should complete a Complaints Form (available on the Regulations website and in the Complaints Procedures document), which will ensure that the complaint is investigated thoroughly.

2.5.2 Academic appeals

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

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

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

3 Plagiarism and duplication of material

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

A student must not reproduce any work previously submitted for assessment (for example, examination answers, essays, project reports, dissertations or theses) or any material derived from work authored by another without clearly acknowledging the source.

Duplication of material means the inclusion in coursework (including extended essays, projects and dissertations) of a significant amount of material which 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 so submitted.

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

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

4 Ethics

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

The Concordat to Support Research Integrity (2012) emphasises the importance of training in the work universities must do to embed their commitment to research integrity within institutional processes and the conduct of their researchers. The Graduate and Researcher College supports this training by providing workshops covering research integrity in the humanities, social sciences, and sciences as part of the Researcher Development Programme (see www.kent.ac.uk/graduate-researcher-college/skills-training/researcher-development-programme).

5 Intellectual Property Rights

All ideas, material, or work produced and submitted as part of the requirements of a programme of study or research, and all Intellectual Property (IP) within, belongs to the University, who may pass these on to third parties, such as, for example, funders. Please refer to section 7 (Intellectual Property Rights) of the General Regulations at www.kent.ac.uk/regulations/general.html

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

In order to familiarise yourself with IP and the University's approach to IP, you are encouraged to read the University's IP policy, which is available at: www.kent.ac.uk/governance/policies-and-procedures/Intellectual%20Property%20Policy.pdf

Kent Innovation and Enterprise (KIE) provides advice and manages the IP protection and exploitation. KIE also holds a number of IP sessions in Schools.

If you have any queries regarding your IP rights, please email enterprise@kent.ac.uk

6 Anti-Bribery and Corruption Policy

The University's Anti-Bribery and Corruption Policy applies to all students in their activities as students of the University and to the full range of the University's activities, both in the UK and overseas. The University is committed to conducting its business fairly, honestly and openly, to the highest standards of integrity and in accordance with all legal requirements. The Anti-Bribery and Corruption Policy provides a clear statement that the University will not permit any form of bribery and outlines the procedures to prevent employees or students from engaging with bribery. The full policy can be found on the University's Governance website at www.kent.ac.uk/governance/policies-and-procedures/bribery.html

Code of Practice

The University requires that there should be a Code of Practice for Quality Assurance that expresses the principles, responsibilities and structures through which it assures academic standards and the continuous improvement of the student academic experience.

This Code is based on the principles that quality assurance procedures will be simple and effective; will be integrated into the routine management of research programmes of study; and will harmonise as far as possible internal University and external agency requirements.

For information on the Code of Practice for Quality Assurance for Research Programmes of visit: www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes

