

# POSTGRADUATE RESEARCH STUDENT HANDBOOK 2019/20

*The Graduate School*





# / CONTENTS

<b>Introduction</b>	<b>1</b>
<b>Postgraduate Research at Kent</b>	<b>2</b>
1 Research supervision	2
2 Progression monitoring	3
3 Submission and examination	5
4 Teaching and demonstrating	5
5 Providing feedback on your research experience	5
<b>Graduate School Support</b>	<b>6</b>
<b>With passion and focus you can achieve anything</b>	<b>7</b>
<b>Researcher Development</b>	<b>8</b>
<b>Meet the team</b>	<b>10</b>
<b>Student Services</b>	<b>11</b>
<b>Student Support and Wellbeing</b>	<b>13</b>
<b>Funding</b>	<b>15</b>
<b>Regulatory Information</b>	<b>16</b>
1 Postgraduate researcher responsibilities	16
2 How is postgraduate research managed at Kent?	16
3 Plagiarism and duplication of material	17
4 Ethics	17
5 Intellectual Property Rights	17
6 Anti-Bribery and Corruption Policy	17
<b>Appendix A: Postgraduate Researcher Responsibilities</b>	<b>18</b>
<b>Appendix B: Main Supervisor Responsibilities</b>	<b>19</b>
<b>Appendix C: Quality Management Structure</b>	<b>20</b>
<b>Appendix D: University Code Of Practice</b>	<b>21</b>



# INTRODUCTION

**Welcome to the University of Kent Postgraduate Handbook! We hope that your time as a graduate student here will be rewarding and something you cherish for many years to come. The Handbook is a guide through all the policies and procedures that support your research and contains information about the different types of support that are available to you. We hope it will be helpful.\***

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. 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, your supervisors and your school. It's best to be prepared for what lies ahead.

While undertaking your research you will also have many opportunities to develop as a researcher. 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, the Research Café and the production of the *GradPost*.

You should also try to make the most of being part of the dynamic intellectual life of the University. Every school holds regular research seminars and other events, which are open to everyone across the University, regardless of their discipline. There are also many 'Open Lectures' at Faculty and University level which feature leading academics and public figures. This is a fabulous opportunity to become a specialist in your field whilst also gaining an appreciation of a much broader range of disciplines and current affairs.

Do make the most of it, but also make sure to know where help is if it's needed – don't be afraid to ask. The Graduate School and countless other university staff are on hand to assist and to ensure all your endeavors are successful.

I wish you all the best for your research.

**Professor Paul Allain**  
Dean of the Graduate School



\* We have aimed to provide general regulatory information that is relevant across all our campuses and European centres. Your own School may also provide additional information that is relevant to your particular discipline or research area. Postgraduate students studying at our European centres will receive additional centre-specific information.



# 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 Section 4.2 of Annex H (Supervision) of the University's Code of Practice for Quality Assurance for Research Programmes of Study (this section is provided in Appendix D at the end of this handbook for information).

### 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, 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

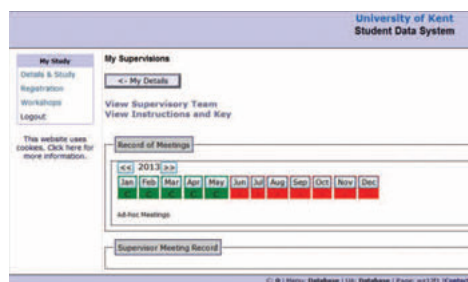
Records of supervisory meetings are important as they provide a useful aide-memoire for you and your supervisory team. These records also provide an evidence trail of your supervision to date, which can be used at progression reviews. Supervisory meetings are recorded on the Student Data System and postgraduate 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.

You will need to login to the Student Data System using your Kent username and password:

A screenshot of the University of Kent Student Data System login page. The page has a purple header with the text 'University of Kent Student Data System'. Below the header, there is a 'My Study' section with links for 'Details & Study', 'Registration', 'Workshops', and 'Logout'. To the right of this is a 'Bulletin' section with a yellow background and the text 'ALL STUDENTS PLEASE READ THE'. Below the bulletin is a 'My Details' section with a form containing fields for 'Name', 'Login', 'Faculty', 'School', 'Programme of Study', 'Campus', 'Stage', 'Registration Status', 'Study Mode', and 'Study Level'. There is a note above the form: 'If any of the following details are incorrect, please contact your school.' Below the form are buttons for 'My Record (details of your record)', 'My Supervisors', 'My Progression', and 'My Inclusive Learning Plan (disability details)'. At the bottom of the page, there is a footer with the text '© 2018 Kent University / Kent University / Kent University / Kent University'.

To record your supervision meeting, go to My Supervisions. Enter the date of the meeting and type in your meeting record:



## 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 School'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 School 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 for further details).

**1.4.3** 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'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 Annex H (Supervision) of the Code of Practice for Quality Assurance for Research Programmes of Study [www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes](http://www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes)

Your school's Postgraduate Administrator 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 School 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. 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 (please see Annex K at: [www.kent.ac.uk/teaching/qa/codes/research/annexknew.html](http://www.kent.ac.uk/teaching/qa/codes/research/annexknew.html)). The timing of these reviews is dependent on your particular research degree and mode of study.

# POSTGRADUATE RESEARCH AT KENT (CONT)

## 2.1 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](http://www.kent.ac.uk/teaching/qa/codes/research/annexknew.html)

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](http://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/documents/quality-assurance/regulations/research/pgdipresc.pdf](http://www.kent.ac.uk/teaching/documents/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.

More detailed information of what to expect during your oral examination is available on the Graduate School website: [www.kent.ac.uk/graduateschool/skills/onlinetrg/viva-guidance.html](http://www.kent.ac.uk/graduateschool/skills/onlinetrg/viva-guidance.html)

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/regs\\_research.html](http://www.kent.ac.uk/teaching/qa/regulations/research/regs_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/library/research/thesis-deposit](http://www.kent.ac.uk/library/research/thesis-deposit)

## 4 Teaching and demonstrating

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

Each academic school will have a designated member of staff who is responsible for overseeing the arrangements for postgraduate researchers who teach or demonstrate within the school.

The Graduate School liaises with academic schools prior to the beginning of each academic year to identify new postgraduate teachers and demonstrators. These students will be contacted and invited to an 'Introduction to University Teaching' session which are scheduled to take place at the beginning of each academic year. Further teaching-related training sessions may also be available within your academic school and the Graduate School incorporates teaching-related sessions into its 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 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](mailto:heprogsadmin@kent.ac.uk)

Annex Q (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](mailto:gta@kent.ac.uk) or visit [www.kent.ac.uk/teaching/qa/codes/research/annexq.html](http://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 SCHOOL SUPPORT

## Kent Graduate School

### Overview

The mission of the Kent Graduate School is to lead and champion the strategic development of provision for graduate education and research at the University of Kent. The Graduate School is located in a central location on the Canterbury campus (Cornwallis East, third floor), with offices for its staff and a dedicated training room.

The Graduate School works in partnership with academic schools, faculties, central service departments and Kent Union to enhance the quality of the postgraduate student experience across all campuses and create a vibrant postgraduate community at Kent.

We aim to ensure that the academic and social interests of postgraduate students, both taught and research, are appropriately provided for within the University by developing:

- Dedicated postgraduate facilities
- A supportive environment for the intellectual interests of our postgraduates
- Student-led initiatives such as social events, conferences and workshops
- An excellent Researcher Development Programme
- A strong framework of specialist support for our postgraduates across the University
- Internationally distinctive, exciting and innovative programmes of study that combine academic excellence with an exceptional student experience and appropriate learning resources
- Further funding and study opportunities through cultivation of external links with Research Councils, graduate schools and other organisations, both nationally and internationally

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

### Championing your interests

As your Dean, Paul chairs a board that is responsible for all aspects of PG education at Kent. This board includes postgraduate student representatives. The Graduate School works to ensure that student views on all aspects of the study experience are listened to and acted upon within the institution.



*“The Graduate School offers an extensive range of services to support Postgraduate students throughout the course of their studies. My own research experience has been enhanced by the workshops available – particularly those that focus on publishing research, boosting public engagement, and preparing for the Viva. Additional skills training has also been a real advantage to both my academic and professional development. Events such as the Research Café and the annual Postgraduate Festival provide a great opportunity to network with postgraduate students from other research disciplines. The Graduate School team are friendly, welcoming, and always prepared to offer individual advice and support.”*

**Hannah Huxley**  
American Studies

*“The Graduate School’s annual two-day writing retreat has proven to be vital in writing up my thesis. Being compelled to sit down and simply write for two days, as well as having the opportunity to discuss writing strategies with the trainer and other participants, has helped me to overcome daunting obstacles in the writing process and even to change the way that I approach the composition of my thesis.”*

**Jon-Mark Grussenmeyer**  
Medieval and Early Modern Studies

*“The Graduate School has been extremely supportive; from the friendly and helpful staff to the amazing range of workshops and networking opportunities they offer. The workshops in particular have given me skills and advice that are invaluable to my research journey and are delivered by experienced trainers. Plus they have been a great way to meet students from different disciplines who have since become colleagues, friends and agony aunts! Activities like the 3MT challenge, the poster competition and the Postgraduate Festival are vital learning experiences for both my current studies and for a future career in academia. The team in the School are so committed to supporting you as an individual and there’s a real focus on your wellbeing as well as career and skills development. It’s been an absolute vital resource and I’m so grateful for the experience I’ve had so far.”*

**Kasia Senyszyn**  
Drama



# WITH PASSION AND FOCUS YOU CAN ACHIEVE ANYTHING

## Academic, social and networking opportunities

The Graduate School 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 School events calendar for further information at: [www.kent.ac.uk/graduate-school/news](http://www.kent.ac.uk/graduate-school/news)



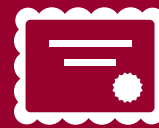
### Graduate School Prizes

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-school/about/celebrating-success#gs-prizes](http://www.kent.ac.uk/graduate-school/about/celebrating-success#gs-prizes)



### The GradPost

*The GradPost* is a quarterly newsletter written by postgraduates for postgraduates and is supported by the Graduate School. *The GradPost* editorial team welcome article contributions for publication. For more information visit: [www.kent.ac.uk/graduate-school/news](http://www.kent.ac.uk/graduate-school/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-school/about/celebrating-success#experience-awards](http://www.kent.ac.uk/graduate-school/about/celebrating-success#experience-awards)



### Postgraduate Research Café

The café provides postgraduate researchers an opportunity to network, showcase their research, or discuss a specific postgraduate topic in an informal setting. Keep an eye on the Graduate School events calendar [www.kent.ac.uk/graduate-school/news](http://www.kent.ac.uk/graduate-school/news)



### Kent Graduate Student Association (KGSA)

A committee of students who volunteer to make sure postgraduates get the most out of their time at Kent, have a voice among the University community and have fun! [@kentgsa](https://twitter.com/kentgsa)



### 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-school/postgraduate-researchers-showcase](http://www.kent.ac.uk/graduate-school/postgraduate-researchers-showcase)



### 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.



### Postgraduate Voice

There are many opportunities to make your voice heard and give feedback on your experience. One of the ways to do this is through the annual Postgraduate Research Experience Survey. [www.kent.ac.uk/student/experience/feedback.html](http://www.kent.ac.uk/student/experience/feedback.html)



### 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.

# 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 School 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 School Website at: [www.kent.ac.uk/graduate-school/skills-training/researcher-development-programme](http://www.kent.ac.uk/graduate-school/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 School organises a competition at Kent. All competitors are invited to a 3MT training day and to use online resources. The winner will go on to represent Kent in the UK semi-final in July, competing against researchers from other participating universities.

For more information visit: [www.kent.ac.uk/graduate-school/about/celebrating-success#three-minute-thesis](http://www.kent.ac.uk/graduate-school/about/celebrating-success#three-minute-thesis)

### SeNSS online training

The South East Network for Social Sciences run 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](http://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 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 transferable 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 School's Researcher Development Programme maps its training onto the national Researcher Development Framework. See page 9 for some example workshops we offer.

For more details about the RDF, visit: [www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework](http://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework)

## Special requirements

Should you require any assistance from the Graduate School to engage with our workshops, please contact [skills@kent.ac.uk](mailto:skills@kent.ac.uk) and we will do our best to accommodate your needs. Please note that trainers do not have access to Individual Learning Plans (ILPs) so should you wish them to be made aware of any information, or support you require, please let us know in advance.



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

Part time PhD student

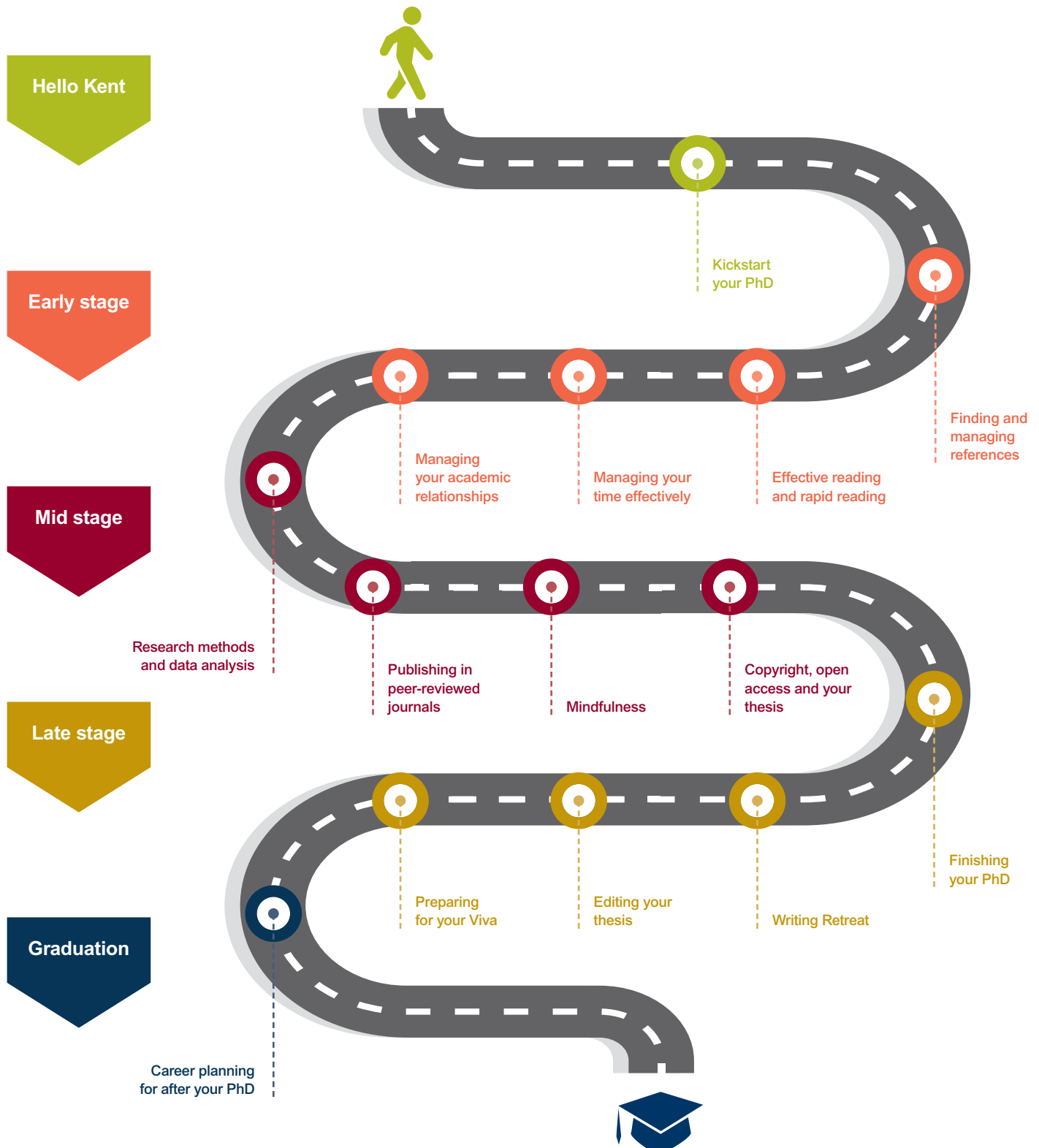
*"The workshops run by the Graduate School are of excellent quality and cover a lot of subjects and skills. It's also been good to meet other PGR students at them."*

PhD student

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

PhD student

Example of Graduate School workshops available at each stage of your PhD journey





# MEET THE TEAM

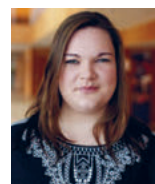
## Graduate School staff



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**Felicity Clifford**  
Postgraduate Experience Officer  
T: +44 (0)1227 816420  
E: f.clifford-254@kent.ac.uk



**Professor Paul Allain**  
Dean of the Graduate School  
E: graddean@kent.ac.uk



**Dr Jo Collins**  
Postgraduate Development Advisor  
T: +44 (0)1227 816133  
E: j.p.collins@kent.ac.uk



**Grace Grussenmeyer**  
GCRF Officer  
T: +44 (0)1227 816420  
E: g.grussenmeyer@kent.ac.uk



**Rosalind Beeching**  
Head of Graduate School Administration  
T: +44 (0)1227 827838  
E: c.r.beeching@kent.ac.uk

For further details about Graduate School staff, please see the website at [www.kent.ac.uk/graduate-school/contact-us](http://www.kent.ac.uk/graduate-school/contact-us)

## Associate Deans (Graduate Studies)

Associate Deans (Graduate Studies) are responsible for the oversight and development of research programmes of study across their faculties. The current Faculty Directors of Graduate Studies are:



**Professor Fragkiskos Filippaios**  
Social Sciences Associate Dean (Graduate Studies) and Reader in International Business  
T: +44 (0)1227 824222  
E: f.filippaios@kent.ac.uk



**Professor Gordana Fontana-Giusti**  
Humanities Associate Dean (Graduate Studies) and Professor of Regional Regeneration  
T: +44 (0)1227 824700  
E: g.fontana-giusti@kent.ac.uk



**Dr Gurprit Lall**  
Sciences Associate Dean (Graduate Studies) and Senior Lecturer in Pharmacology  
T: +44 (0)1634 202964  
E: g.lall@kent.ac.uk

## Kent Graduate Student Association

The Kent Graduate Student Association (KGSA) is available to postgraduate students across all of our campuses at the University of Kent. The committee represents both taught and research postgraduates in the areas of welfare and education. Its members also provide extracurricular opportunities for postgraduate students through activities, events and sports.

The committee works together with the Graduate School and the Master of Woolf College (our postgraduate college) to make sure university life is a rewarding experience for postgraduate students. More information about the KGSA is available at: [www.kent.ac.uk/graduateschool/community/kgsa.html](http://www.kent.ac.uk/graduateschool/community/kgsa.html)

The KGSA can also be emailed at: [kgsa@kent.ac.uk](mailto:kgsa@kent.ac.uk)



## Postgraduate Student Representation

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

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, perfect for the budding academics among you!
- Be rewarded through Kent Union's KASR (Kent Award for Student Representatives) system
- Enhance your CV



If you like the sound of all that, and are interested in becoming a Postgraduate Rep for your School or Faculty, please contact your VP Postgraduate Experience, Laura Carlin, at [l.j.carlin@kent.ac.uk](mailto:l.j.carlin@kent.ac.uk)

# STUDENT SERVICES

## Colleges

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

## Canterbury postgraduates

Woolf College is the University's postgraduate college at Canterbury. The Master of Woolf College, Dr Jonathan Friday, has normal office hours in term time, Monday – Friday, 09.00-17.00 (with 1 hour closure for lunch). The Woolf College Master's contact details are as follows: Room B3-22 in Darwin College, Ext 7650 and Email: [woolfmastersoffice@kent.ac.uk](mailto:woolfmastersoffice@kent.ac.uk)

Woolf Academic Building is open to postgraduate students during weekday evenings in Terms 1 and 2 for socialising and study from 18.00-23.00.

## Medway postgraduates

Postgraduates based at Medway are affiliated to Medway College. Jane Glew is the College Master for Medway and is based in room M2-25 in the Medway Building. She can also be contacted by email [MedwayMastersOffice@kent.ac.uk](mailto:MedwayMastersOffice@kent.ac.uk)

## 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](http://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](http://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](http://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/](http://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](http://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](http://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](http://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](http://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. There is a dedicated postgraduate study hub located in the Senate building on the Canterbury campus. You will need your KentOne card to access the hub. Full details can be found at: [www.kent.ac.uk/student/studying/pcrooms](http://www.kent.ac.uk/student/studying/pcrooms)

## Careers and Employability Services Career Planning

The University's award-winning Careers and Employability Service (CES) aims to support you in making a successful transition from your postgraduate degree to the next stage of your career.

Qualified and experienced Careers Advisers and Employability Advisers are available 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](http://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 2018-19, the Employability Points Scheme offered over 860 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](http://www.kent.ac.uk/employabilitypoints)

## Planning your career

In addition to the support provided by the Careers and Employability Service, the Graduate School provides workshops on career planning as part of its Researcher Development Programme including:

- Career Training
- Routes into Academia
- Employment outside Academia
- Progressing in your Academic Career

Please visit the online booking system for workshop dates at: <https://bloom.kent.ac.uk>

## 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.

# STUDENT SERVICES (CONT)

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; and many more. For details see: [www.kent.ac.uk/studyplus](http://www.kent.ac.uk/studyplus)

## Medway Student Advisory Services

Advice and Support Services at Medway are located in the Gillingham Building and are available to all postgraduate students based at the Medway campus: [www.kent.ac.uk/student-services/medway](http://www.kent.ac.uk/student-services/medway)

## Student Union Advice

### Kent Union Advice Centre

The Student Advice Centre is able to provide advice on a wide variety of problems that students may face whilst they are studying. The service is free, 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, attending a drop-in session or phoning the Advice Help Line at 01227 827 724 (10.00-16.00, Monday – Friday). You can also email ([advice@kent.ac.uk](mailto:advice@kent.ac.uk)) or visit the website at: <https://kentunion.co.uk/welfare/advice>

### 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](http://www.gkunions.co.uk/advice/aboutus)

## 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](http://www.kent.ac.uk/global/partnerships)

## Centre for English and World Languages (CEWL)

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

Supporting employability through offering opportunities for language learning and teacher training:

- World language modules (credit bearing): Mandarin, Japanese, Arabic, Danish, Russian
- CEWL's Language Express evening classes available at Canterbury and Medway campuses. Choose from a wide variety of 11 modern foreign languages at a number of different ability levels including Arabic, Dutch, French, German, Italian, Japanese, Mandarin Chinese, Modern Greek, Portuguese, Russian or Spanish
- Teacher training in the form of CELTA courses courses – CELTA is an internationally recognised qualification which provides participants with the minimum entry level for the English language teaching profession ([www.kent.ac.uk/cewl](http://www.kent.ac.uk/cewl))

- We also offer a level 1 British Sign Language course over 20 week.

English language and academic skills aimed at encouraging current international students to reach their full academic potential:

- In-session 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; Academic Reading; Pronunciation and Good Academic Practice; Referencing Workshops
- Individual and Group Writing Tutorials at all levels, including postgraduate
- Bespoke English language and academic skills enhancement sessions
- Cambridge English Exam Preparation courses for the Cambridge Advanced (CAE) and Proficiency (CPE) tests
- International English Language Testing System (IELTS) Preparation courses. Demonstrate your English skills and prepare for an IELTS test with a course at the Canterbury campus.

Please contact us on [cewl@kent.ac.uk](mailto:cewl@kent.ac.uk) or see website: [www.kent.ac.uk/cewl](http://www.kent.ac.uk/cewl)

## 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 (face-to-face, phone or skype), 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 on our services, resources and booking systems go to: [www.kent.ac.uk/learning](http://www.kent.ac.uk/learning)

You can also visit us Monday-Friday 09.00-17.00

### Medway campus

Room G0-09, Gillingham Building  
E: [learningmedway@kent.ac.uk](mailto:learningmedway@kent.ac.uk)  
T: 01634 888884

### Canterbury campus

SLAS offices in UELT Building (entrance next to Santander Bank)  
E: [learning@kent.ac.uk](mailto: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](mailto:accessibility@kent.ac.uk)

[www.kent.ac.uk/studentsupport](http://www.kent.ac.uk/studentsupport)

## 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](http://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](http://www.kent.ac.uk/medical)

## Medway

Students are advised to register with the Sunlight Medical Centre in Gillingham  
[www.sunlightsurgery.co.uk](http://www.sunlightsurgery.co.uk)

## PG Minds

You will be using your brains extensively during postgraduate study, but it's important to keep 'mind and body' as healthy as possible too. PG Minds has been put together by the Graduate School in conjunction with Kent's Wellbeing Team to deliver wellbeing workshops tailored for postgraduates. For details of upcoming events visit [www.kent.ac.uk/graduate-school/news](http://www.kent.ac.uk/graduate-school/news)



## 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](http://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](mailto:chaplaincy@kent.ac.uk)  
Chaplaincy: [www.kent.ac.uk/chaplaincy](http://www.kent.ac.uk/chaplaincy)

## Big White Wall

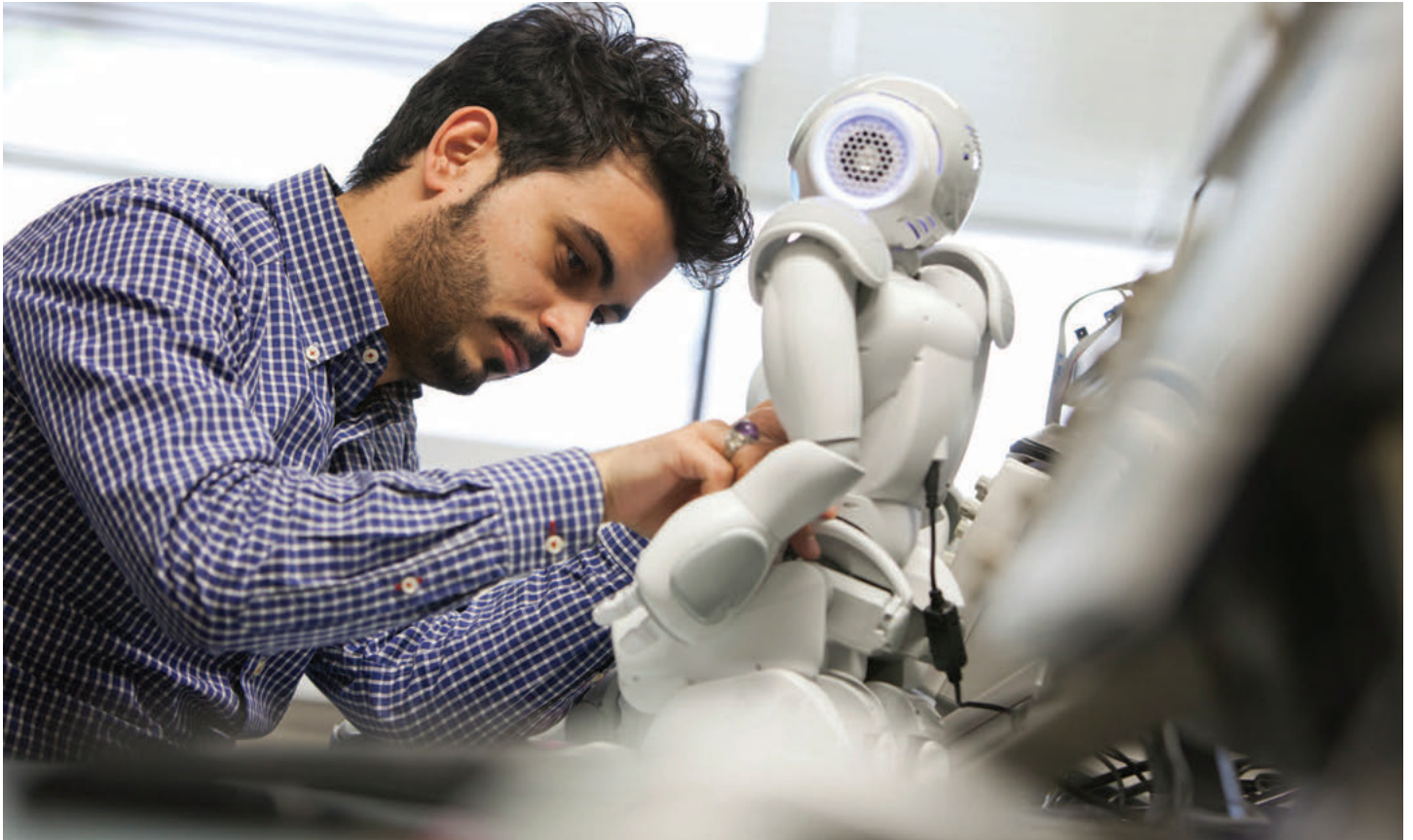
Big White Wall is an online mental health and wellbeing service. They offer 24/7 online and anonymous support free to all University of Kent students. Contact the Wellbeing Team at [wellbeing@kent.ac.uk](mailto:wellbeing@kent.ac.uk) for more information and how you can access this support.







# FUNDING



## Funding your research degree

Postgraduate researchers fund their research degrees through a variety of different routes (eg self-funded, employer-sponsored, Research Council Studentship, Graduate Teaching Assistantship and Career Development Loans). Should you experience financial difficulties during your degree, there are a number of support mechanisms available to you. Please see: [www.kent.ac.uk/finance-student/student-finance-guide/financial\\_difficulties.html](http://www.kent.ac.uk/finance-student/student-finance-guide/financial_difficulties.html). In addition to this, our University website provides information about postgraduate scholarship opportunities at: [www.kent.ac.uk/scholarships/postgraduate](http://www.kent.ac.uk/scholarships/postgraduate)

The Alternative Guide to Postgraduate Funding offers advice on alternative sources of funding for your degree and its online guide contains a huge database of funding opportunities, comprehensive guidance, and numerous tools to help you prepare a winning grant application. Please see: [www.kent.ac.uk/graduate-school/skills-training](http://www.kent.ac.uk/graduate-school/skills-training)

## Research Support Funding

Your academic school will provide you with access to some funding to support your research to enable you to attend training events or conferences. Please investigate the level of funding available to you by speaking to your postgraduate administrator. Faculty Top-Up Funds provide an additional source of funding to support your research.

Please see:

**Humanities Top-up Fund:**  
[www.kent.ac.uk/humanities/postgraduate](http://www.kent.ac.uk/humanities/postgraduate)  
**Social Sciences Top-up Fund:**  
[www.kent.ac.uk/socsci/studying/postgrad](http://www.kent.ac.uk/socsci/studying/postgrad)

## Doctoral Training Partnerships

The University is proud to be part of three prestigious RCUK funded collaborative Doctoral Training partnerships in which Kent is working with other UK partners to create strong inter-institutional research collaborations and an increasing range of interdisciplinary training and development opportunities for our postgraduate researchers across the South and East of England.

As part of these partnerships, PhD studentships are awarded through annual studentship competitions. Our Doctoral Training Partnerships are:

- i EnvEast funded by the Natural Environment Research Council ([www.erneast.ac.uk](http://www.erneast.ac.uk))
- ii Consortium for the Humanities and the Arts South-East England (CHASE) funded by the Arts and Humanities Research Council ([www.chase.ac.uk](http://www.chase.ac.uk))
- iii Southeast Network for Social Sciences (SeNSS) funded by the Economic and Social Research Council (<http://senss-dtp.ac.uk>)
- iv Kent also receives an Engineering and Physical Sciences Research Council (EPSRC) Doctoral Training Partnership grant for PhD studentships (<https://epsrc.ukri.org>)

The Graduate School will keep you updated on any opportunities available to you through our collaborative Doctoral Training partnerships as the academic year progresses.



# 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 Section 5 of Annex H (Supervision) of 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 school has a Director of Graduate Studies who will be responsible for research programmes of study within that school. In larger schools, there may be two Directors of Graduate Studies, one with responsibility for taught postgraduate courses and one with responsibility for research programmes of study.

Each school will have a Graduate Studies Committee which is responsible for the quality management of research programmes of study and monitoring the progress of research students within each school, as essential platforms for feedback and support. More information about the role of the School Director of Graduate Studies and School Graduate Studies Committees can be found in Annex I of the University's Code of Practice for Quality Assurance for Research Programmes of Study at: [www.kent.ac.uk/teaching/qa/codes/research/annexi.html](http://www.kent.ac.uk/teaching/qa/codes/research/annexi.html)

The School Graduate Studies Committee reports to a Faculty Graduate Studies Committee which is chaired by the Associate Dean (Graduate Studies). There are three faculties at Kent. More information about the role of the Associate Dean (Graduate Studies) and Faculty Graduate Studies Committee can be found in Annex J of the University's Code of Practice for Quality Assurance for Research Programmes of Study at: [www.kent.ac.uk/teaching/qa/codes/research/annexj.html](http://www.kent.ac.uk/teaching/qa/codes/research/annexj.html)

The current Associate Deans (Graduate Studies) are:

- Dr Gurprit Lall (Sciences Associate Dean)
- Professor Fragkiskos Filippaios (Social Sciences Associate Dean)
- Professor Gordana Fontana-Giusti (Humanities Associate Dean)

The Faculty Graduate Studies Committees report via Faculty Boards to the University-level Graduate School Board which is chaired by the Dean of the Graduate School.

The University Code of Practice for the Quality Assurance for Research Programmes of Study provides a framework for the quality management of research programmes of study at Kent. See: [www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes](http://www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes). Appendix D provides you with a full list of the annexes contained within the Code of Practice for Research Programmes of Study Annexes.

### 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](http://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](http://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](http://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](http://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](http://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](http://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](http://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. In the event that students are not satisfied with the outcome of the formal complaint, they can request a formal review by the Dean of the Faculty.

### 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](http://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 Faculties Support Office in the Marlowe Building. The research appeal form is available under appeals procedures at: [www.kent.ac.uk/teaching/qa/regulations/?tab=research-programmes](http://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](http://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](http://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 School 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-school/skills-training/researcher-development-programme](http://www.kent.ac.uk/graduate-school/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 8 (Intellectual Property Rights) of the General Regulations at [www.kent.ac.uk/regulations/general.html](http://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/enterprise/university-staff/files/policy-and-procedure/ipr-policy-2013.pdf](http://www.kent.ac.uk/enterprise/university-staff/files/policy-and-procedure/ipr-policy-2013.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](mailto: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](http://www.kent.ac.uk/governance/policies-and-procedures/bribery.html)

# APPENDIX A: 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](http://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).
- 14 Keeping records of supervisory meetings.
- 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).





# APPENDIX B: MAIN SUPERVISOR RESPONSIBILITIES

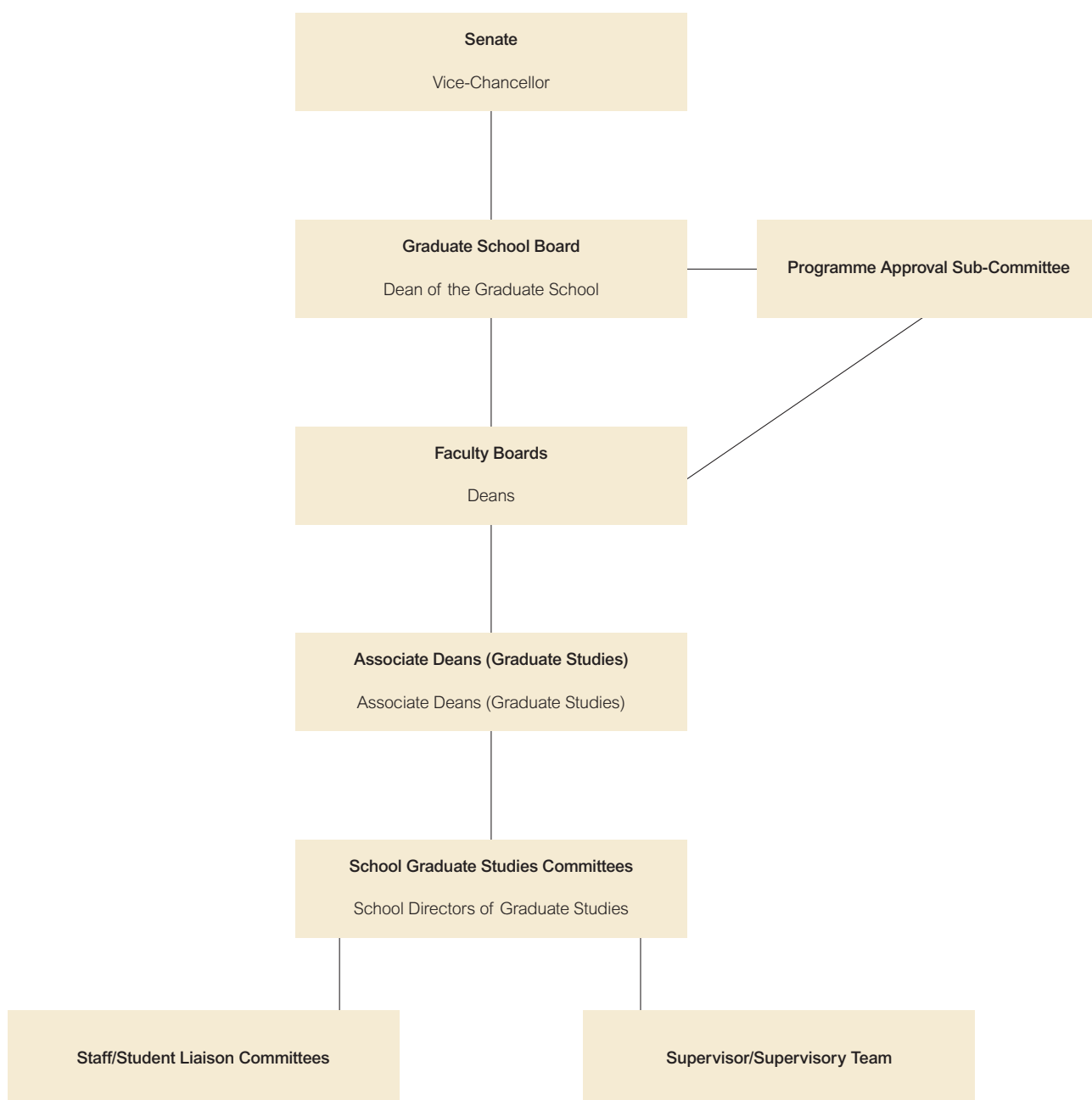
**This following is an extract from Annex H (Supervision) of the University's Code of Practice for Quality Assurance for Research Programmes of Study. Annex H is available for consideration in full at: [www.kent.ac.uk/teaching/qa/codes/research/annexh.html](http://www.kent.ac.uk/teaching/qa/codes/research/annexh.html)**

Main Supervisors are responsible for:

- 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.
- 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 for full-time students (bi-monthly for part-time students).
- 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 and encouraging them to take up training opportunities.
- 7 Ensuring that the particular needs of overseas 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, progression and examination.
- 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 (with responsibility for research programmes) any concerns about a student's unsatisfactory progress.
- 13 Ensuring that there are clear records of supervisory meetings and interactions with their students.
- 14 Requesting written work as appropriate and returning such work with constructive feedback within an agreed timetable.
- 15 Participating in and preparing for student progress reviews as required by the faculty and by the Code of Practice (see Annex K: Progression and Examination).
- 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.
- 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.
- 20 Remaining familiar with and understanding the requirements of the Regulations for Research Programmes of Study and the Code of Practice for Quality Assurance for Research Programmes of Study.
- 21 Considering the safety implications of their students' research.



# APPENDIX C: QUALITY MANAGEMENT STRUCTURE



# APPENDIX D: UNIVERSITY CODE OF PRACTICE

Annexes	University Code of Practice for Quality Assurance for Research Programmes of Study
Annex A	University Curriculum Policy <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexa.html">www.kent.ac.uk/teaching/qa/codes/research/annexa.html</a>
Annex B	Approval and Withdrawal of Research Programmes <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexb.html">www.kent.ac.uk/teaching/qa/codes/research/annexb.html</a>
Annex C	Approval of Research Candidates and Projects <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexc.html">www.kent.ac.uk/teaching/qa/codes/research/annexc.html</a>
Annex D	Information to students <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexd.html">www.kent.ac.uk/teaching/qa/codes/research/annexd.html</a>
Annex E	Annual Monitoring <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexe.html">www.kent.ac.uk/teaching/qa/codes/research/annexe.html</a>
Annex F	Periodic Review <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexf.html">www.kent.ac.uk/teaching/qa/codes/research/annexf.html</a>
Annex G	Personal Academic Support System <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexg.html">www.kent.ac.uk/teaching/qa/codes/research/annexg.html</a>
Annex H	Supervision <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexh.html">www.kent.ac.uk/teaching/qa/codes/research/annexh.html</a>
Annex I	School Directors of Graduate Studies <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexi.html">www.kent.ac.uk/teaching/qa/codes/research/annexi.html</a>
Annex J	Associate Deans (Graduate Studies) <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexj.html">www.kent.ac.uk/teaching/qa/codes/research/annexj.html</a>
Annex K	Progression and Examination <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexknew.html">www.kent.ac.uk/teaching/qa/codes/research/annexknew.html</a>
Annex L	External and Internal Examiners <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexl.html">www.kent.ac.uk/teaching/qa/codes/research/annexl.html</a>
Annex M	Student Evaluation <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexm.html">www.kent.ac.uk/teaching/qa/codes/research/annexm.html</a>
Annex N	Practice as Research <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexn.html">www.kent.ac.uk/teaching/qa/codes/research/annexn.html</a>
Annex O	QA Arrangements for Validated Programmes of Research <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexo.html">www.kent.ac.uk/teaching/qa/codes/research/annexo.html</a>
Annex P	Researcher Development Programme <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexp.html">www.kent.ac.uk/teaching/qa/codes/research/annexp.html</a>
Annex Q	Research Student Teachers and Demonstrators <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexq.html">www.kent.ac.uk/teaching/qa/codes/research/annexq.html</a>
Annex R	Student Engagement in Quality Assurance and Enhancement <a href="http://www.kent.ac.uk/teaching/qa/codes/research/annexr.html">www.kent.ac.uk/teaching/qa/codes/research/annexr.html</a>



