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INTRODUCTION

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

Studying for a postgraduate degree will improve your detailed knowledge of your academic subject and it may also provide preparation for a professional career. Our Global Skills Award Programme offers you a unique and additional skills training opportunity which is designed to enhance global awareness and improve your employability in a competitive job market while you study for your postgraduate qualification. The latest Higher Education Review of the University of Kent by the UK’s Quality Assurance Agency recognised the benefits of the Global Skills Award Programme in terms of the development and networking opportunities it provides to postgraduate students.

Kent provides a range of other activities to enhance your postgraduate development including an invitation to apply for the Postgraduate Experience Awards, participation in the Kent Researchers’ Showcase and contribution to the production of the GradPost. You should also embrace the opportunities offered to you by the dynamic intellectual life of the University. Every school holds regular research seminars 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 studies.

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 STUDY AT KENT

1 Contact within your school

1.1 Postgraduate administration
You should make contact with the member of staff who deals with postgraduate programmes within your school’s administrative team as soon as possible. They will be able to help with administrative matters regarding your registration and should be your first point of contact should you have any queries or problems relating to your studies.

1.2 Programme Convenor
Each taught programme has a convenor or director. This member of staff is an academic within your school who is responsible for the development of the programme of study and your progress within it. He or she is also the person you consult about any queries or problems relating to your work or general circumstances.

If you need to develop further skills for your programme, the convenor/director can give you advice and arrange for extra tuition if necessary. Convenors are also able to request that you attend additional classes, lectures and tutorials if these are thought necessary for your academic progress.

In general, it is your responsibility to tell the Programme Convenor if you have any administrative or academic related problems. The Convenor is required by the Faculty to give prompt attention and replies to your requests, to comment on your written work within a reasonable time, and to put you in touch with other people working in your area if that is helpful.

Each School will have staff who can help to support you and offer guidance with any issues that arise during your studies. The best person to talk to about a particular issue will depend on the nature of the issue and the structure of your School, but help can be sought from some or all of the following:

Academic Adviser, Student Representative, Student Support Adviser, Module Convenors, Director of Graduate Studies (with responsibility for taught programmes of study), or other members of academic and support staff.

1.3 Postgraduate students based at Brussels
Information for postgraduate students who are based at the Brussels School of International Studies can be found on the ‘Getting Started/Brussels’ website at: www.kent.ac.uk/getting-started/welcome-to-brussels

2 Credit Framework
The Credit Framework for Taught Programmes provides information about the credit structure of taught programmes of study, award of credits, progression and conventions for award and classification of qualifications. The annexes to the Credit Framework include information about qualification level descriptors, minimum credit requirements for awards, marking, resit marks, concessions applications and appeals against recommendations of Boards of Examiners, academic discipline procedures and the European Credit Transfer System (ECTS). The Credit Framework can be viewed at: www.kent.ac.uk/teaching/qa/credit-framework
3 What does a taught course entail?
Our taught programmes consist of coursework with other students (lectures, seminars, tutorials and laboratory work as appropriate) and, for the Master’s degree, independent study for a supervised dissertation or project.

4 Student responsibilities concerning University regulations
Please familiarise yourself with the University Regulations for Students which can be viewed at www.kent.ac.uk/regulations

This link will provide you with access to the General Regulations (including the Student Charter) and the Academic Regulations.

5 Student Data System and Moodle

5.1 Student Data System (SDS)
An invaluable source of information is the Student Data System, from which you can get your timetabled details, as well as check your marks and deadlines. The Student Data System can be accessed via the Student Guide on the University website at: www.kent.ac.uk/student

5.2 Moodle
Most taught modules at the University of Kent have an associated Moodle module available for use by staff to help them deliver online teaching resources to students. To access visit: https://moodle.kent.ac.uk/2017

For instructions and documentation on how to use Moodle please go to the E-Learning website at: www.kent.ac.uk/elearning/moodle/index.html?tab=information-for-students

6 Presentation and examination of your dissertation
Where a dissertation is a requirement for your programme of study, students should aim to complete and submit their dissertation by the end of their period of registration. In exceptional circumstances an extension in the time allowed for submission may be considered. In such cases your academic school will advise you on the procedure.

The Student Learning and Advisory Service (SLAS) runs the student skills and learning development programme, a workshop programme which includes sessions on planning and preparing for your dissertation. More information can be found on their website: www.kent.ac.uk/learning/programmes/postgraduate.html

7 Personal Development Planning
Part of the experience of studying at university is the acquisition of the skills you need to become a more effective, independent and confident learner. Personal Development Planning (PDP), a process in which you reflect on your learning and achievement and plan for your educational, academic and career development, can help you to achieve this. All students are encouraged to undertake PDP as part of the development of a personal Progress File. Further information and resources to help you with this process are available from the Unit for the Enhancement of Learning and Teaching (UELT) at: www.kent.ac.uk/learning/pdp-and-employability/pdp

8 Providing feedback
Postgraduate students have a number of mechanisms which they can use to provide feedback on their experience.

8.1 Module evaluations
Module evaluations encourage students to reflect on their own learning and provide developmental feedback to staff. Further information can be found under Annex M of the Code of Practice for Taught Programmes of Study: www.kent.ac.uk/teaching/qa/codes/taught/annexm.html

You can direct feedback to your programme convenor or postgraduate student representative(s).

8.2 The Annual PGT Survey
The annual Postgraduate Taught 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.

8.3 Staff/student liaison committees
Staff/student liaison committees are one of the means by which students are able to discuss with their views on degree programmes, modules, and administrative arrangements. The committees include representatives from the School’s postgraduate programmes which are elected via the Kent Union Student Representative elections.

Further information on Staff/student liaison committees can be found in Section 5 of Annex M of the University’s Code of Practice for Quality Assurance for Taught Programmes at www.kent.ac.uk/teaching/qa/codes/taught/annexm.html

9 Postgraduate finance

9.1 Scholarships and Finance
Postgraduate students fund their degrees through a range of routes (eg self-funded, employer sponsored and Career Development Loans). Useful Kent websites related to postgraduate funding include:

- Postgraduate Scholarships: www.kent.ac.uk/scholarships/postgraduate
- Alternative Guide to Postgraduate Funding: www.kent.ac.uk/graduateschool/skills/onlinetrg/scholarships.html
- Finance: www.kent.ac.uk/finance-student

9.2 Postgraduate loans for Master’s degrees
The Government recently established new student loans for Master’s degrees. Eligible students can now borrow up to £10,906. Further information is available at www.kent.ac.uk/scholarships/search/FNADPG

10 Travelling and working overseas
Students may have the opportunity to travel or work overseas as part of their programme of study (eg as part of a placement or group visit).

Where this is the case, students should refer to the University’s requirements concerning travelling and working overseas. The member of staff leading or organising the visit must carry out a risk assessment for all work undertaken overseas. Full details of the University’s requirements concerning travelling and working overseas are available for reference at: www.kent.ac.uk/safety/hs/pages/travel-work-overseas/travel-work-overseas.html

Further information on Staff/student liaison committees can be found in Section 5 of Annex M of the University’s Code of Practice for Quality Assurance for Taught Programmes at www.kent.ac.uk/teaching/qa/codes/taught/annexm.html
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
- The Global Skills Award Programme and other postgraduate training opportunities
- 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.

“... through my Master’s programme at Kent, mainly thanks to the Global Skills Award. In particular, the CV and Cover Letters and Interview Skills workshops both helped me to prepare for job hunting alongside my degree, whilst the Writing Skills workshop has helped me to effectively research, plan, and write my dissertation, therefore supporting me with my degree, and with finding a job after university.”

Sarah Murphy
MA in French and Comparative Literature
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/graduateschool/news/calendar.html

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 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

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

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

Kent Researchers’ Showcase
The annual Showcase is a chance to celebrate the excellence of research at Kent. It brings together all disciplines within the postgraduate community. For information visit: www.kent.ac.uk/graduate-school/about/celebrating-success#researchers-showcase

Global Skills Award
The Programme is designed to broaden your understanding of global issues and current affairs. It also develops personal skills which will enhance your employability. For more information see page 6

Resources
Taught Master’s students are encouraged to visit the Graduate School’s Workshop Handouts and Resources Moodle page for updated workshop resources.

Enhancement events
The Graduate School organises workshops and events to support and encourage the next steps you take in your postgraduate study. Keep an eye on the events calendar at: www.kent.ac.uk/graduate-school/news#events

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 Taught Experience Survey. www.kent.ac.uk/student/experience/feedback.html
GLOBAL SKILLS AWARD PROGRAMME

Global Skills Award Programme
The Graduate School’s Global Skills Award Programme is designed to broaden your understanding of global issues and current affairs, as well as to develop personal skills, which will enhance your employability. All students registered for a taught Master’s Degree are eligible to enrol, which is free of charge and open to students based at Canterbury and Medway.

A lecture series will allow you to participate in discussion on issues of global importance such as the environment, culture, social changes, world politics and developments in science.

A series of skills training workshops will offer you the chance to develop career opportunities, as well as acquire the skills you need in your search for a job, enhancing your career development, as well as enabling you to develop the skills you need to succeed in the work place, such as team working, networking and leadership.

By completing the Global Skills Award Programme you can earn employability points, as part of the Employability Points Scheme, which rewards actively involved students with points for every activity (see page 8 for more information on the Employability Points Scheme).

To receive an award postgraduate taught students accepted onto the programme will:
• Complete a personal development assessment
• Attend a minimum of three GSA workshops
• Attend a minimum of three lectures on global issues
• Comply with the Terms of Engagement
• Complete a final evaluation of the GSA

The 2015 Higher Education Review of the University of Kent by the UK’s Quality Assurance Agency recognised the benefits of the Global Skills Award Programme in terms of the development and networking opportunities it provided to postgraduate students.

In order to enrol onto the GSA and to book onto workshops, you will need to register with the Graduate School’s online skills workshop booking system which can be accessed at: https://bloom.kent.ac.uk

Examples of lecture topics:
• The Wisdom of Psychopaths
• Brexit: Where are we?
• Flexible working: the way of the future?
• Cancer research and treatment; past, present and future
• Are our genetic male bits shrinking?
• Exploring global cultures
• Walking, Talking, Solidarity: calling for an end to indefinite detention

There are a variety of workshops on offer, which include:

Example workshop topics
1:1 CV review
Interview skills
Cover letters
Application forms
Mock Assessment Centre
Linkedin
Commercial awareness
Time management
Writing skills
Digital communication skills
Cross cultural communication
Networking
Team working
Presentation skills
Negotiation skills
Leadership

Award levels
The table below shows the number of lectures and workshops you need to attend in order to gain a specific level of award.

The minimum requirement is to attend three lectures and workshops for a Bronze Award.

<table>
<thead>
<tr>
<th>Award level</th>
<th>Lectures</th>
<th>Workshops</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold Award</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Silver Award</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Bronze Award</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

Should you have any further queries about the Global Skills Award Programme or our booking system please contact:
Carla O’Mara
Postgraduate Development Officer
T: +44 (0)1227 82(4896)
E: skills@kent.ac.uk
3rd floor, Cornwallis East
(in the Graduate School, Canterbury campus)
MEET THE TEAM

Graduate School staff

Abigail Stravroulakis-McMahon
Graduate School Assistant
T: +44 (0)1227 824785
E: graduateschool@kent.ac.uk

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

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

Carla O’Mara
Postgraduate Development Officer
T: +44 (0)1227 824896
E: skills@kent.ac.uk

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

For further details about Graduate School staff, please see the website at 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: tfilippaio@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

The KGSA can also be emailed at: 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
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

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

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 online 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/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. Full details can be found at: 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

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

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

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; and many more. For details see: 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/studentservices/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) 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

**International Partnerships**
The International Partnerships directorate is responsible for encouraging current international students to reach their full academic potential:

- In-sessional English language modules (credit bearing, available to international students at all levels as wild modules)
- Free English Language and Academic Skills workshops (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 or see website: www.kent.ac.uk/cewl

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**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 – 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)

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

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

- In-sessional English language modules (credit bearing, available to international students at all levels as wild modules)
- Free English Language and Academic Skills workshops (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.

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**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, embedded workshops (in the curriculum) and online resources and study guides. Our teaching covers a wide range of topics, such as:

- Getting the most from lectures, seminars and supervision
- Academic reading and critically
- 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

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

You can also visit us Monday-Friday 09.00-17.00

**Medway campus**
Room G30-09, 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
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/student-support

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

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#events

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.
1 How is Postgraduate study 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 students. All the committees include elected postgraduate student members.

Each academic school has a Director of Graduate Studies who will be responsible for taught 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 taught programmes of study and monitoring the progress of taught 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 T of the University’s Code of Practice for Quality Assurance for Taught Programmes of Study at: www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex9.html

The School Graduate Studies Committee reports to a Faculty Graduate Studies Committee, which is chaired by the Faculty Director of Graduate Studies. There are three faculties at Kent. More information about the role of the Associate Deans (Graduate Studies) and Faculty Graduate Studies Committee can be found in Annex U of the University’s Code of Practice for Quality Assurance for Taught Programmes of Study at: www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex9.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. More information about the role of the Graduate School Board can be obtained at: www.kent.ac.uk/graduateschool/gsboard/tor.html

The University Code of Practice for Quality Assurance for Taught Programmes of Study provides a framework for the quality management of taught programmes of study at Kent. See: www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex9.html

Appendix A provides you with a full list of the annexes contained within the Code of Practice for Quality Assurance for Taught Programmes of Study Annexes.

1.1 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-taught.html

1.2 Examination
Information about the procedures surrounding the submission of your dissertation and examination is available in:
• Regulations for Taught Programmes of Study: www.kent.ac.uk/teaching/qa/regulations
• Instructions to Candidates for the Degree of Master by Coursework or Master by Coursework and Dissertation or for a Postgraduate Diploma: www.kent.ac.uk/teaching/qa/regulations/taught/cwklnstc.html
• Credit Framework for Taught Programmes of Study: www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex9.html

1.3 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/extendexaminers/ees. 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.

1.4 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. The procedures for complaints and appeals brought by postgraduate students are outlined in the document Complaints Procedures for Students, found on the Regulations website at www.kent.ac.uk/teaching/qa/guidance/index.html?tab=procedures. Students are advised to refer to this prior to lodging any formal complaint or appeal. For formal academic complaints, 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.

The academic appeals procedures for taught programmes are outlined in Annex 9 of the Credit Framework for taught programmes at www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex9.html

2 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 that has already been submitted for the same or any other course at this University or elsewhere, without acknowledging that such work has been 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 tutor or supervisor.

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

3 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 in bribery. The full policy can be found on the University’s governance website at www.kent.ac.uk/governance/policies-and-procedures/bribery.html
### APPENDIX A: UNIVERSITY CODE OF PRACTICE

<table>
<thead>
<tr>
<th>Annexes</th>
<th>University Code of Practice for the Quality Assurance for Taught Programmes of Study</th>
</tr>
</thead>
</table>
| Annex A | University Curriculum Policy  
www.kent.ac.uk/teaching/qa/codes/taught/annexa.html |
| Annex B | Approval and Withdrawal of Modules  
www.kent.ac.uk/teaching/qa/codes/taught/annexb.html |
| Annex C | Approval and Withdrawal of Taught Programmes  
www.kent.ac.uk/teaching/qa/codes/taught/annexc.html |
| Annex D | Information to students  
www.kent.ac.uk/teaching/qa/codes/taught/annexd.html |
| Annex E | Annual Monitoring  
www.kent.ac.uk/teaching/qa/codes/taught/annexe.html |
| Annex F | Periodic Review  
www.kent.ac.uk/teaching/qa/codes/taught/annexf.html |
| Annex G | Personal Academic Support System  
www.kent.ac.uk/teaching/qa/codes/taught/annexg.html |
| Annex H | School Directors of Learning and Teaching and Learning and Teaching Committees, Directors of Studies and boards of Studies  
www.kent.ac.uk/teaching/qa/codes/taught/annexh.html |
| Annex I | Associate Deans (Learning and Teaching) and Learning and Teaching Committees  
www.kent.ac.uk/teaching/qa/codes/taught/annexi.html |
| Annex J | Meetings of Boards of Examiners  
www.kent.ac.uk/teaching/qa/codes/taught/annexj.html |
| Annex K | External Examiners for Taught Programmes  
www.kent.ac.uk/teaching/qa/codes/taught/annexk.html |
| Annex M | Student Evaluation  
www.kent.ac.uk/teaching/qa/codes/taught/annexm.html |
| Annex N | Student Engagement in Quality Assurance and Enhancement  
www.kent.ac.uk/teaching/qa/codes/taught/annexn.html |
| Annex O | QA Procedures for Programmes of Study at Partner Colleges leading to University Awards  
www.kent.ac.uk/teaching/qa/codes/taught/annexo.html |
| Annex P | Academic Audit Committee  
www.kent.ac.uk/teaching/qa/codes/taught/annexp.html |
| Annex Q | Work-Based and Placement Learning  
www.kent.ac.uk/teaching/qa/codes/taught/annexq.html |
| Annex R | Accreditation of Prior Experiential/Certificated Learning (APECCL)  
www.kent.ac.uk/teaching/qa/codes/taught/annexr.html |
| Annex S | University Procedures for engaging with Professional, Statutory and Regulatory Bodies (PSRBs) and Quality Assurance Agency (QAA) Subject Benchmark Statements  
www.kent.ac.uk/teaching/qa/codes/taught/annexs.html |
| Annex T | School Directors of Graduate Studies and Graduate Studies Committees  
www.kent.ac.uk/teaching/qa/codes/taught/annext.html |
| Annex U | Associate Deans (Graduate Studies) and Graduate Studies Committees  
www.kent.ac.uk/teaching/qa/codes/taught/annexu.html |
APPENDIX B: EMPLOYABILITY POINTS SCHEME

The Employability Points Scheme rewards actively involved students with points for every activity, which leads to rewards.

5 key areas – suggested points allocation

- Global Skills
- Professional Ability
- Volunteering and Challenges
- Student Enterprise
- University Achievements

Global skills
Study, work or volunteer abroad (eg ERASMUS exchange), mentor a foreign student, complete a modern language lunchtime course, attendance at an event or conference.

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study, work or volunteer abroad (not as part of degree)</td>
<td>30-90</td>
</tr>
<tr>
<td>Completion of a World language module</td>
<td>45</td>
</tr>
<tr>
<td>Completion of a Language Express course</td>
<td>30</td>
</tr>
<tr>
<td>Completion of Taster language module</td>
<td>20</td>
</tr>
<tr>
<td>International Buddy</td>
<td>15-30</td>
</tr>
<tr>
<td>Attending an event or conference</td>
<td>10-30</td>
</tr>
<tr>
<td>Presenting at an event or conference</td>
<td>20-50</td>
</tr>
</tbody>
</table>

Professional ability
Kent Union Stand Out training, Careers workshops, IT skills, work experience and placements, part time work, joining a professional network

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Experience</td>
<td>10-20</td>
</tr>
<tr>
<td>Kent Union Stand Out Training</td>
<td>15</td>
</tr>
<tr>
<td>Part-time work</td>
<td>20-50</td>
</tr>
<tr>
<td>Internship (4-12 weeks)</td>
<td>20-80</td>
</tr>
<tr>
<td>Skills Workshop</td>
<td>5-15</td>
</tr>
<tr>
<td>Careers Fair</td>
<td>5</td>
</tr>
<tr>
<td>CV Check</td>
<td>10</td>
</tr>
</tbody>
</table>

Volunteering and challenges
Engage in volunteering (KSCV), organise/take part in a fundraising event, student ambassador, active member of a club or society, contributor to a creative project.

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteering</td>
<td>10-40</td>
</tr>
<tr>
<td>Kent Union KSCV Award</td>
<td>15-35</td>
</tr>
<tr>
<td>Student Ambassador</td>
<td>30</td>
</tr>
<tr>
<td>Member of society</td>
<td>5</td>
</tr>
<tr>
<td>Committee member of society</td>
<td>20</td>
</tr>
<tr>
<td>Member of media group</td>
<td>15</td>
</tr>
</tbody>
</table>

Student enterprise
Attend an enterprise event or workshop, enter an enterprise competition, start a business, participate in a social enterprise activity.

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend business advice session</td>
<td>10</td>
</tr>
<tr>
<td>Enterprise Skills Award</td>
<td>15-30</td>
</tr>
<tr>
<td>Student Enterprise Competition</td>
<td>15</td>
</tr>
</tbody>
</table>

University achievements
Compete in a University Sports team, or participate in a musical event, gain an academic award, hold an elected post in a student society

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member of Sports Team</td>
<td>10</td>
</tr>
<tr>
<td>Careers Employability Award on Moodle</td>
<td>60</td>
</tr>
<tr>
<td>Global Skills Award workshop</td>
<td>5-15</td>
</tr>
<tr>
<td>Global Skills Award open lecture</td>
<td>5</td>
</tr>
</tbody>
</table>

Reward

<table>
<thead>
<tr>
<th>Event</th>
<th>Points required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship</td>
<td>200</td>
</tr>
<tr>
<td>Project placement</td>
<td>175</td>
</tr>
<tr>
<td>Work experience</td>
<td>150</td>
</tr>
<tr>
<td>Training</td>
<td>125</td>
</tr>
<tr>
<td>Work shadowing</td>
<td>100</td>
</tr>
<tr>
<td>Skills development</td>
<td>75</td>
</tr>
<tr>
<td>Company experience</td>
<td>75</td>
</tr>
<tr>
<td>Mock assessment centre</td>
<td>75</td>
</tr>
<tr>
<td>Employability session</td>
<td>50</td>
</tr>
<tr>
<td>Voucher</td>
<td>50</td>
</tr>
<tr>
<td>Sponsored ‘highest points’ prizes</td>
<td>variable</td>
</tr>
</tbody>
</table>