POSTGRADUATE RESEARCH STUDENT HANDBOOK/2021-22

Kent Law School

University of Kent

Kent Law School Postgraduate Research Student Handbook 2021-2022
Contents

1.   A brief introduction to Kent Law School

Kent Law School, one of the top law schools in the UK, is a dynamic and cosmopolitan place to study a variety of research degrees with an international and contemporary focus. It is widely regarded as a centre of excellence in critical interdisciplinary legal research and teaching in particular, and provides a stimulating and highly collegiate intellectual community for students and staff.

In the 2014 Research Excellence Framework the Kent Law School was ranked 8th for research intensity in the UK. We were also ranked 7th for research power and in the top 20 for research output, research quality (GPA), and research impact. The School has had students from over 80 countries, and currently employs over 50 full-time academic staff drawn from across 15 nationalities. In recent years, it has an average of 60 students registered for its postgraduate research degrees at any one time.

The Law School's exceptional success in research is linked to its distinctive academic ethos, within which emphasis is placed on the social, political, historical and economic context of legal rules, phenomena and principles. This research ethos is reflected in the development by a great number of Law School academic staff of pioneering approaches to legal subjects which draw on other academic disciplines, a wide variety of research methodologies, on the comparative experience of other states, or on critical approaches based on social, political, and philosophical theory. It is reflected too in a preference for pedagogically innovative, discursive, critical and socially-minded styles of teaching.

2.   Key Student Responsibilities

- Attending and preparing for supervision on a monthly basis (full-time researchers) or every two months (part-time researchers), and after each supervisory meeting completing the monthly/two-monthly report via the online 'KentVision' (KV) system;
- Acquainting yourself with ethics and data management requirements and good research practice;
- Informing yourself of the annual progress reviews and their requirements; preparing for progress reviews, submitting your portfolios on time, and making sure feedback provided by supervisors is incorporated before submitting your portfolios.
- Informing your supervisors, as soon as possible, if there are impediments to your making progress;
- Attending appropriate training if and when needed;
- Attending School research events and staff seminars (staff seminars are part of your research programme);
- Being considerate, collegiate and kind to your peers and supervisors.

For detailed information about the main sources of support for Postgraduate Students provided by the University, please see the website of the Graduate and Researcher College (formerly, the Graduate School).

3.   Administrative Responsibilities for Postgraduate Research

It is important to understand how the Programme is organized. There are two teams of people involved in the running of the programme:

- **The Academic team** consists of the Directors of Postgraduate Research who have overall responsibility for research degree programmes and the monitoring of the progress of research students, with the support of their Deputy in Brussels (the University of Kent has a campus in Brussels), and act under the auspices of the KLS Graduate Studies Committee (which meets termly).

- **The Postgraduate Administrative team** are the first port of call in relation to administrative enquiries and are a great source of information about any practical difficulties that research students may encounter. KLS is part of the Division for the Study of Law, Society & Social Justice (LSSJ), and the administrative team provide support for PGR programmes across all schools in the Division.

3.1. PGR team roles and contact details		
[Telephone numbers: If telephoning from a University/campus land line, simply dial the last 4 digits]		
The Academic team for the academic year 2021-22 are:		
Professor Diamond Ashiagbor	*[until 20 September 2021]* Director of PGR, with oversight role, and first port of call for research student welfare matters	d.ashiagbor@kent.ac.uk Eliot W3.N1 +44 (0)1227 823308
Professor Donatella Alessandrini	*[from 20 September 2021]* Director of PGR, with oversight role, and first port of call for research student welfare matters	d.alessandrini@kent.ac.uk Eliot E2.E1 +44)0)1227 824289
Dr Luis Eslava	Deputy Director PGR, Scholarships and Admissions	l.eslava@kent.ac.uk Eliot N4.N1 +44 (0)1227 823183
Dr Julie McCandless	Deputy Director PGR, Coordinator of PGR Reviews (Autumn only)	j.c.mccandless@kent.ac.uk Eliot W3.N4 +44 (0)1227 823344
Dr Connal Parsley	Deputy Director PGR, Coordinator of PGR Reviews (Spring & Summer terms)	c.parsley@kent.ac.uk Eliot E4.E1 +44 (0)1227 823193
Professor Amanda Perry-Kessaris	Deputy Director PGR, Convenor of the LW9291 Research Methods Module	a.perry-kessaris@kent.ac.uk Eliot N2.N8 +44 (0) 1227 816074
Dr Thanos Zartaloudis	Deputy Director PGR, Training and Community, Convenor of the PGR Study Group (Autumn only)	t.zartaloudis@kent.ac.uk Eliot W4.N2 +44 (0)1227 823420
Members of the PGR reviewers panel are:		
Professor Donatella Alessandrini		d.alessandrini@kent.ac.uk

Dr Gian Giacomo Fusco	g.g.fusco-3@kent.ac.uk
Dr Julie McCandless	j.c.mccandless@kent.ac.uk
Dr Connal Parsley	c.parsley@kent.ac.uk
Professor Amanda Perry-Kessaris	a.perry-kessaris@kent.ac.uk
Dr Ida Petretta	i.petretta@kent.ac.uk
Dr Thanos Zartaloudis	t.zartaloudis@kent.ac.uk
Dr Asta Zokaityte	a.zokaityte@kent.ac.uk

The Postgraduate Administrative team: Please write to general LSSJ PGR email address, lssjpgr@kent.ac.uk. The Team comprises:		
LSSJ PGR Office	LLSJ PGR email account	lssjpgr@kent.ac.uk
Mrs Karen Finch	Research Programmes Administrator, has responsibility for the administration of the KLS research postgraduate students.	k.finch@kent.ac.uk Eliot Extension tel extension: 4595
Meher Basit	Research Programmes Administrator, has responsibility for the administration of research postgraduate students in the Division for the Study of Law, Society & Social Justice (LSSJ)	M.Basit@kent.ac.uk
Louise Bullen	Research Programmes Administrator, has responsibility for the administration of research postgraduate students in the Division for the Study of Law, Society & Social Justice (LSSJ)	L.Bullen@kent.ac.uk

4.   Kent Law School Research Centres and Groups

Kent Law School has established a number of interdisciplinary research centres and groups that focus on particular areas of law, and postgraduate research students are strongly encouraged and welcome to become involved with those that are close to their own research interests.

4.1   Kent Centre for Sexuality, Race and Gender Justice (SeRGJ)

At the intellectual heart of SeRGJ is the project of exploring the complex relationships between sexuality, race and gender with law and governance. Members of SeRGJ study these relationships in multiple ways in their individual research and collaborative research projects. The Centre, previously called the Centre for Law, Gender and Sexuality, has been at the core of research and teaching related activities at the Law School since 2004 when it was funded by the AHRB (Arts and Humanities Research Board) until 2009. It established a programme

of working on social justice issues relating to gender and sexuality foregrounding an intersectional approach. In recent years the Centre has hosted and worked with a range of international scholars working on and across areas of law and gender and law and sexuality as well as race and religion. These visitors have engaged with the scholarly life of KLS, worked from the Centre's visitor office, presented their current research to colleagues and PGR students. In 2017-2018 we undertook a range of activities which continued our tradition of engaging with contemporary scholarship and supporting early career scholars. These include project exploring the disproportionate impact of austerity on BME women in the UK; equal access to (higher) education; abortion and surrogacy rights; child abuse and sexual violence; and the legal recognition of gender. SeRGJ is also home to the #DecoloniseUKC project. Co-directors of SeRGJ are Dr Julie McCandless and Dr Flora Renz.

4.2   Kent Centre for European and Comparative Law

The Kent Centre for European and Comparative Law was established in 2004 to provide a framework for the further development of the department's strength in the fields of European and comparative law, both in teaching and in research. It is founded on the conviction that the disciplines of comparative law and European Union law should inform one another both intellectually and practically.

Members of the Kent Centre for European and Comparative Law research in the general areas of comparative law and European public and private law. They also write on more specialized topics including the harmonization of private law in Europe, the constitutional law of the European Union, European economic law, European environmental law, comparative art law, and epistemological and methodological issues in comparative law.

The Centre's aim is to encourage and enable co-operation between academics whose research focuses on comparative law and European Union law whether in the UK or abroad. It offers a platform for critical and interdisciplinary discussion by way of guest lecture series, workshops and conferences on current issues arising from comparative law or European Union law. The director of the Centre is Dr Simone Glanert.

4.3   Centre for Critical International Law (CeCIL)

The Centre for Critical International Law aims to foster critical approaches to international law and other areas of law that touch upon global legal problems. It offers an annual programme of activities, including speaker and film nights, an annual lecture addressing emerging themes in critical scholarship in the field of international law and an annual workshop. Both in research and teaching its members put International Law into the context of history and political theory and extend its reach into International Relations. All PGR students are very welcome to participate in CeCIL events.

Based at Kent's Canterbury campus, the Centre offers an annual programme of activities for KLS students as well as a speaker and films series, workshops designed to engage scholars based at other institutions, and an annual lecture addressing emerging themes in critical scholarship in the field of international law. CeCIL also strives to engage students, scholars

and practitioners interested in the critical study of international law around the world by developing collaborations, joint research efforts, our social media channels ([Facebook](#) and [Twitter](#)) and CeCIL's podcast, [Fool's Utopia](#).

Research and teaching in international law at Kent begins from the premise that international law is not apolitical, and that its political ideology reflects the interests of powerful states and other actors. Through their research and teaching, Canterbury and Brussels-based staff place international law into the contexts of history and political theory and extend its reach into international relations. A number of staff also engage in the practical application of international law through litigation, training, research and consultancies for international organisations, NGOs and states.

Current and past activities of the Centre have focused on key themes in critical international legal scholarship, including the production of victimhood in and through international legal frameworks and interventions, and economic and social rights in the neoliberal age. CeCIL is part of a global network of centres dedicated to the study of law from an international perspective. CeCIL directors are Dr Sara Kendall, Dr Emily Haslam, and Dr Luis Eslava.

4.4   [Kent Interdisciplinary Centre for Spatial Studies (KISS)](#)

There has been a 'spatial turn' in many disciplines, including legal studies, with spatial analytical techniques and spatial theories becoming central to many research programmes and initiatives. KISS builds on strong in-house expertise that spans across the Faculties of Humanities and Social Sciences and across campuses.

KISS is the UK's only research Centre dedicated to a holistic study of spatial patterns and phenomena through an interdisciplinary and integrative approach that brings together the Arts, Anthropology, Ecology, English, Geography, Law, Sociology, Architecture, Engineering, Economics, Classics and Archaeology.

The Centre organizes an Annual Lecture, a research seminar series, film screenings, readings, discussions, social events, an annual internal workshop open to all, collaborative work of all kinds, as well as training sessions in spatial technologies and methods. Within the Law School the key contact is Dr. Thanos Zartaloudis.

4.5   [Centre for Critical Thought (CCT)](#)

The Centre for Critical Thought was initiated by the Kent Law School as a trans-Faculty centre. It aims to consolidate, sustain and develop research in contemporary critical theory across the social sciences and humanities at the University by providing a novel academic forum within which innovative, theoretical interdisciplinary research can be nurtured. It offers a focus for establishing collaborations across academic Schools and Divisions, and facilitates students conducting research across disciplinary boundaries.

All PGR students, particularly those whose work is interdisciplinary, are highly encouraged to participate in the Centre's visiting scholar seminar series and other events, and its reading

and discussion groups. Together these offer valuable opportunities to meet with PGR students from other Schools and develop critical understandings that will complement and enrich their own research.

4.6   Social Critiques of Law (SoCriL)

This is a well-established research group within KLS initiated in 2013. It brings together work carried out at Kent that seeks to provide innovative approaches to the empirical and theoretical study of law and regulation by allying interdisciplinary critical insights with particular instances, examples, or empirical explorations of the social lives of law.

The work of its members cuts across a vast range of thematic interests (including for example financial regulation, law and science, welfare and wellbeing, law and religion, international law, law and political economy, and intellectual property) that are brought together in order to explore new ways of thinking about the workings of the law.

SoCriL is a hub for a vibrant programme of events and visiting scholars that research students are very welcome to participate in, and we would also welcome thoughts or suggestions for events you think we could support.

4.7   Centre for Heritage

The Centre for Heritage at Kent (CH@K) is an interdisciplinary centre which brings together researchers and students from a variety of academic and professional disciplines, including archaeology, anthropology, law, geography, physics, heritage conservation and management, architecture and urban planning to develop high-quality interdisciplinary research and teaching on Heritage.

The Centre for Heritage at Kent is engaged in a number of projects and aims to:

- Assist in the delivery of the MA in International Heritage and Law
- Enhance student experience through the PG Forum in Heritage Studies
- Develop innovative research programs and projects around themed clusters
- Organise highly visible events and conferences, targeting a diversity of audiences

You can also visit the PG Forum for Heritage Studies.

4.8   Equity and Trusts Research Network (ETRN)

The network creates a space to challenge established and dominant modes of thought and analysis in the field of Equity & Trusts which downplay the political, economic, cultural and ethical aspects of equity. In establishing an international network of scholars we aim to support and nurture innovative engagements with equity past, present and future and cross-disciplinary collaborations. The ETRN works in collaboration with the Trusts & Estates Collaborative Research Network of the Law & Society Association.

Equity is protean, traversing a number of registers, from the law formerly emanating from the English Court of Chancery (now inscribed within the architecture of modern law and legal governance) to important jurisprudential questions concerning forms of judgment within and beyond law, and ethical modes of conduct(ing) and relating to law. In this sense there is no 'equity' as such but rather equities, each with divergent histories, overlapping and intersecting – and perhaps passing one another by – in complex ways, but holding them together is a relation to Law.

Those involved in the ETRN support scholarship which pursues different visions of equity from a range of theoretical perspectives, including: investigations into the histories, traditions and cultures of equity; visual, metaphorical and psychical representations of equity; equity's imagination, creativity and improvisation; questions of power, affect, ethics and subjectivity such as trusting relations, decorum and gender; equity's proliferation and protection of property and role in wealth inequity; and the practices of equity within but also beyond the law. The network's overarching concern is with equity's role in modern law and society and what visions of equity – past, present and future – are possible.

4.9   CLIO: A Law and History Research Group

This research group has been founded by members of Kent Law School and is affiliated to the University's Centre for Critical Thought.

Bearing the name of the muse of history, Clio, it supports scholarship that promotes critical exchange between law and history. Although history has consistently formed and informed approaches to law, in much of contemporary critical legal studies this bond of engagement between the two remains largely unexplored. The language of history and that of law emerge as if alien to one another. In seeking to foster links between the two, however, Clio is neither interested in providing for a better or a more accurate legal history, nor offering correctives to the historical development of legal systems, theories and doctrines. Rather, the objective is to draw upon the critical possibilities that history and historiography hold for the law. To this purpose, Clio embraces legal research, which whether orientated towards the humanities or the social sciences, draws in particular upon tropes of history writing rooted in continental theory and philosophy.

4.10   Research Group on Philosophy, Political Theology and Law

Law, philosophy, politics and theology are historically inextricably intertwined, as much so today as before, despite modernity's claims to secularization or juridification. Contemporary constitutions, institutions, social, economic, political and legal practices and texts all bear the traces of multiple and conflicting theological inheritances. 'Political theology' names this peculiar conjunction and for us this name remains a question. In recent decades, it has been a site of rich comparative and interdisciplinary exploration, across societies, cultures, religions, periods and academic fields.

Our purpose is to develop and promote research into the origins of Western institutions, such as Christianity, throughout history and the ways they have influenced and informed politics, society, economics and thinking more generally. Through conferences, seminars, workshops,

collaborative funding grants and publications, this cluster of research aims to develop and promote research into the long-term genesis of, to start with, Western institutions and the conundrums of political theology. In doing so it also attempts to offer an appropriate understanding of *juridification* as a core, particular, process in Western institutional history, set in the contemporary context of the global proliferation of Western legal and social forms. The research on this research group at KLS relates, thus, to the more recently much-discussed problematic of 'political theology' and 'secularization' but in an innovative way, focusing more centrally and intensively on the role of law, the history of philosophical and political ideas and the history of reigning normative systems than is common in several, otherwise closely related, research programmes. The group's research work was initiated earlier at the co-founding and co-directing by its members of a research centre named CRIPT (hosted until May 2019 at Birkbeck College, University of London). Contacts: Dr. Thanos Zartaloudis, Dr. Hayley Gibson, Dr. G. G. Fusco, Elena Paris, Hüseyin Disli.

5. Kent Law School Governance

Kent Law School endeavours to be as responsive as possible to the needs of all students, including our research students. If there is a matter on which any research student feels action needs to be taken by the School it should be raised for discussion as promptly as possible. In some cases, the matter might be most swiftly resolved by being informally raised with a supervisor or a member of the Kent Law School staff with special responsibility for postgraduate research students or with one of the PGR representatives (see below).

5.1 Committees

The PGR Student Voice Committee (SVC) meets each term (physically or virtually) to discuss issues relating to the PGR community. All research students are invited to attend. The SVC reports to the KLS Graduate Studies Committee, which is also a vehicle for discussion and resolution of any matters that postgraduate students wish to have formally considered. The Minutes of previous SVC meetings are available on-line via the Moodle page:
https://moodle.kent.ac.uk/2020/course/view.php?id=557

5.2 Student Representation

Postgraduate research students are represented on the Kent Law School's Graduate Studies Committee, KLS Research Committee and School Meetings, whilst those who undertake teaching responsibilities are also represented on the Education Committee.

Kent Union conducts elections online during the Summer Term to ensure representatives are in place for the beginning of the coming new academic year. Up until that time the representatives who were elected in the previous academic year will continue to act in this role. Following the elections an introductory welcome event will be held in the Summer Term – this is an informal opportunity for Student Representatives to meet others from different schools and faculties.

Further information on the role of Student Representatives on committees and boards within the Division for the Study of Law, Society & Social Justice (LSSJ) can be in the University Code of Practice for Quality Assurance of Research Courses of Study, [Annex I: Divisional Directors of Graduate Studies and PG Student Experience](#).

5.3   Essential Reading: University Regulations and Code of Practice

[The University Regulations and the Code of Practice](#) set out the formal requirements for the different categories of research degree, the responsibilities of the School, supervisors and students, and a range of other vitally important information. It is highly recommended that this information is studied carefully by all research students and consulted in the event of any difficulty. The University Regulations set out the rules and procedures governing the registration of students, use of library and computing facilities, criteria for award of research degrees and a range of other matters. Again, the advice is to read this carefully and refer back to it in the event of difficulty.

6.   SeNSS 1+3 Students

Students who have been awarded a SeNSS (South East Network for Social Sciences) 1+3 studentship from the ESRC (Economic and Social Research Council), study for a Masters degree in their first year and a PhD afterwards. During their first year, if they are undertaking an LLM, they are expected to take 4 LLM taught modules (2 in the Autumn and 2 in the Spring Term, in addition to the KLS Research Methods Module (LW9291). They are also expected to submit a 15,000-word dissertation by the end of August 2022. Please consult the PGT Student Handbook, as well as your supervisors, for the choice of modules and dissertation topic. Alternatively, 1+3 students may undertake another ESRC-approved Masters programme (such as the MA in [Methods of Social Research](#) offered by the School of Social Policy, Sociology and Social Research (SSPSSR) which will have its own requirements.

Supervision meetings relating to the LLM dissertation, which may be face-to-face or may take the form of email and telephone communication, will include a discussion and review of the structure and plan of a dissertation and a sample chapter. This will normally involve a minimum of 3 meetings (face-to-face, email or telephone) which should take place before the end of the Summer Term. Supervisors and students must keep a note of these meetings. Supervisors will be available from the end of the Summer Term until the submission deadline only to respond to specific issues or problems and this availability will normally be by email. Please note that supervisors will not review complete drafts of the dissertation.

7.   Communications

Kent Law School uses the electronic mail system for most communications. It is the primary means of making contact with students both as individuals or groups, advertising meetings and drawing attention to matters which may be of particular concern to research students generally. Please do ensure that you have access to **a University of Kent email address**

promptly upon beginning your studies and that you check your email regularly throughout the course of your studies. If you are using a personal email address <u>it is your responsibility to arrange for a forwarding operation of all your Kent emails to your personal address</u>.

7.1   Email Mailing Lists and Moodle announcements

Moodle is the University's centrally supported virtual learning environment. There are dedicated Moodle pages for the PGR programme (see 7.3 below), and it is also used to post news items and announcements (these announcements are also automatically emailed to all KLS PGR researchers). In addition, there are a number of email lists of relevance to PGRs in KLS:

- [kls-pgresearchers@kent.ac.uk:](mailto:kls-pgresearchers@kent.ac.uk) is the mailing list purely for postgraduate research students. New students will also automatically be subscribed to this list after registration. PGR Directors will regularly email you on this list with events information, calls for papers, training opportunities and other important announcements;
- kls-all@kent.ac.uk: emails sent to this mailing lists go to all KLS academics, all teaching staff, all PGR students (plus some Divisional staff to keep them appraised of news and developments in KLS). It is used for the KLS school newsletter, KLS school meeting invites, event invitations, staff seminar information etc.

The university email guide can be found here:
https://www.kent.ac.uk/guides/email

7.2   Facebook

Research students operate their own Facebook page and your Student Representatives will inform you of this during induction week.

7.3   Moodle

In addition, there are various Moodle pages (the University's centrally supported virtual learning environment) where, for instance, materials for reading groups and from visiting scholars are shared.

The dedicated page for the Postgraduate Research Programme can be found here:
https://moodle.kent.ac.uk/2021/course/view.php?id=56

The PGR Study Group Moodle page is here:
https://moodle.kent.ac.uk/2020/course/view.php?id=3413

The Research Methods module page is here:
https://moodle.kent.ac.uk/2021/course/view.php?id=2307

The PGR Student Voice Committee page is here:
https://moodle.kent.ac.uk/2021/course/view.php?id=545

7.4   Computing, Library and Information Services

The University's Library and Information Technology services operate in tandem. (See 14.1 below for more information on the University Library). A good deal of information is available from the Library and IT services website. Students are urged to use the computing facilities and the support provided on the IT and Library help webpages.

Please note that students with may access their e-mail and Moodle off-campus, from their home computer with just an internet browser. Some University services (such as KentVision) can only be accessed off-campus by installing the Kent VPN (Virtual Private Network) to connect to the Kent network from off campus.

7.5   Notice Boards and Mail

For other communications, there are various physical notice boards in the lobby of Eliot College and Eliot College Extension, and outside the Kent Law School as well as the Postgraduate Common Room that are specifically for postgraduate information. Mail for postgraduate research students will be held in the Kent Law School Office and students will be notified by email.

8.   Research Training

The research training programme involves up to eight components, some of which are compulsory. The research training components comprise:

8.1   KLS Research Methods Module (LW9291) Autumn and Spring Terms
8.2   PGR Study Group, Autumn, Spring and Summer Terms
8.3   KLS Research Seminars
8.4   Faculty Research Modules on Research MA
8.5   Graduate and Researcher College Training: Researcher Development Programme
8.6   Library Information Skills Workshops
8.7   University Wide IT Training
8.8   Ad hoc training and support arrangements

8.1   KLS Research Methods Module (LW9291)
       Autumn and Spring Terms
       Compulsory, for LLM by Research, 1st year MPhil and PhD students, and 1st year 1+3 SeNSS students. Subsequent years' students can attend specific sessions if they wish upon informing the convenor.

This module is designed to enable and inspire students to conduct critical, creative and practical legal research by enabling and inspiring them to be practical, critical and imaginative about their research process. It pays attention to every aspect of the research process including conceptualisation, data collection, data analysis, dissemination, and evaluation. It emphasises principles of experimentation, transparency, sharing and reflection. Students will complete a series of highly specified tasks, each of which uses their own research project as

a test case. Through these tasks they will come to understand their research project on different scales; from the inside and from the outside. For example, they will explore and evaluate the anatomy of postgraduate theses, legislation, presentations, interviews, books and articles; from the perspectives of participants, authors and audiences. And through these tasks they will engage in practical, critical and imaginative speculation about the implications of approaching their project as if it were, for example, quantitative, qualitative, archival, ethnographic, participatory, field-work based or object-based.

Convenor: Professor Amanda Perry-Kessaris

Autumn Term: 11:00-13:00, Tuesdays, Online only

Spring Term: 11:00-13:00, Tuesdays, TBC

LW9291 is assessed via a portfolio of Tasks and a 5,000-word Reflection Statement to be submitted to the Module Convenor on the first Tuesday of the Summer Term, and then included as part of the Probation Review portfolio.

Assessment Criteria

Assessment will be according to the [KLS Postgraduate Assessment Criteria](#).
- Note: Guidance on Academic Misconduct, including plagiarism, is available on the KLS PGR Moodle site.

Late submission
Students seeking an extension on the deadline for submission of the LW9291 assessment must contact the module convenor by email (copied to their supervisory team and to LSSJpgr@kent.ac.uk) at least 48 hours before the submission deadline including:
- Brief summary of reasons for request for an extension.
- Proposed length of extension
Decisions on the granting extensions will be made by the convenor in consultation with the PGR team and supervisors.
Submissions that are late and have not been awarded a formal extension will be marked zero; and if submitted more than one week after the due date no feedback will be given.

8.2   [Postgraduate Research Students' Study Group](#)
       PGR Study Group, Autumn, Spring and Summer Terms
       Compulsory for 1st and 2nd year PhD and MPhil students; highly recommended for LLM by Research students; but all research students are welcome - subject to the availability of seats when we are meeting in person!

The Postgraduate Study Group functions as a dedicated compulsory training forum, in Theoretical Frameworks to Interdisciplinary Legal Research, which **complements** the research methods training above. It provides an informal, supportive space in which students discuss their research, theories and their methods through interacting with readings, guest speakers

and each other; the group aims to thereby develop the awareness of different ways of thinking and researching, as well as enhance communication, collaborative and critical academic skills. The Group meets on a weekly basis, though the nature of each meeting may differ and scheduling may vary through the year. You will receive via email a schedule and related communications by the end of September at the latest. Crucially, the Group is socially an invaluable part of our lively postgraduate research community.

Convenor: Dr Thanos Zartaloudis (Autumn and Summer Terms; Prof. Amanda Perry-Kessaris during the Spring Term)
When: Tuesdays, 15:00-16:30

Autumn Term: Online only (separate email to follow)
Spring Term: TBC
Summer Term: TBC.

8.3 Kent Law School Research Seminar Programme
Attendance is expected as we consider this series a part to your research programme and so they are highly recommended for all research students of all levels and years.

Kent Law School has a long-established programme of Research Seminars which are held during term-time (typically, on Wednesday afternoons). These involve a mixture of presentations from KLS staff members or PGR researchers on publications, 'research projects in progress', and distinguished scholars from other institutions. For each seminar, roughly equal amounts of time are devoted to presentation and discussion, the latter of which is inevitably lively, wide-ranging and entirely welcoming your participation. Whilst it is recognised that the areas covered extend across the broadest possible spectrum of interdisciplinary legal study and will not always be directly relevant to the student's specific research projects, the strength of the Research Seminar programme is in providing an insight into the 'cutting edges' of legal research, and is a forum regarded as invaluable for all research students. Thus, we expect all students to attend these (make sure you put the dates in your diary when they are announced). Details are circulated, termly, by email and are also available on the web. Dr Hyo Yoon Kang is Research Environment Lead will coordinate events and talks for the academic year 2021-22.

8.4 Faculty Research Modules on Research MA
Optional *as desired/needed.*

This is a selection of broadly-based modules on social science research methodology:

SO817: **Qualitative Research**
Convenor: Dr Dawn Lyon

Autumn Term: Lecture/Sem 1200-1400 Mondays, online

SO833: **Design of Social Research**
Convenor: Dr Tina Haux

Autumn Term: Workshops 1200-1300 Thursdays – TBC

SO832 **Critical Social Research: Truth, Ethics and Power**
Convenor: Dr Ben Baumberg Geiger

Spring Term: Lecture 1300-1400 Mondays – TBC
Workshop 1500-1600 Mondays - TBC

SO819 **Quantitative Data Analysis**
Convenor: Dr Robert De Vries

Spring Term: Lecture 0900-1000 Thursdays – TBC
PC 1000-1200 Thursdays - TBC

Further details, including a registration form can be obtained from the Administrative Office of the School of Social Policy, Sociology and Social Research, or by email:
sspssr-pg-admin@kent.ac.uk

8.5 Graduate School Skills Training – Researcher Development Programme
*Some workshops are compulsory whilst others are optional. The Research Development Assessment is compulsory for all 1st year PhD students and is a **condition** for passing the Probation Review.*

The Researcher Development Programme offered by the Graduate and Researcher College (formerly, the Graduate School) is designed to equip research students 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 employable in a variety of careers by the end of their research project. All first year PhD students are required to complete a Researcher Development Assessment through attendance at a 'Kickstart your PhD: Guidance, Skills and the Researcher Development Assessment' workshop. Through the assessment all new research students are encouraged to consider their existing portfolio of skills, as well as the skills that they hope to acquire while doing their doctoral research. This will enable them to identify opportunities to develop those skills both by participating in the skills training programme, and through their own personal development as their research progresses.

The comprehensive programme of courses for the current and future terms, bookable online, can be viewed at: https://www.kent.ac.uk/graduate-school/skills-training

8.6 Library and Information Skills Training
Compulsory for 1st year students.

There are Information Skills Training Sessions covering the use of the major databases. These will be noted on the Templeman Library Training pages and all students are expected to attend.

Research students will be able to discuss their particular research needs with Emma Mires-Richards, the Liaison Librarian for Law (E.L.Mires-Richards@kent.ac.uk) when they attend a Library Information Skills Workshop.

8.7 University Wide IT Training
Optional.

The vital importance of a wide range of evermore sophisticated computer skills is increasingly recognised as a fundamental requirement for every postgraduate research student. Training is provided on a University-wide basis by the University's Computing Unit. Specialist staff from the Unit provide an extensive programme of workshops throughout the academic year (including training for the European Computer Driving Licence - ECDL), which cover the full range of computing skills that are likely to be required by research students. Amongst these, fluency in word processing, the use of e- mail and familiarity with internet resources are regarded as of primary importance. Attendance at workshops on these topics is required by all students unless it is clear that they already possess the necessary skills.

8.8 Ad hoc training and support arrangements
Optional.

Other appropriate elements from the research training programme should be discussed and agreed with supervisor(s) and if necessary with the PGR Co-Directors.

In addition to the six components of the research training programme, it may be necessary for particular students to undertake other training provision. For example, research students may be required, if not encouraged, to audit particular modules to enhance their specialist subject knowledge.

The Student Learning Advisory Service (SLAS) provides one-to-one tuition and online resources on all aspects of effective learning and study skills to postgraduate students.

9. Supervision

The University operates a system of team supervision for its research students. This usually and preferably at KLS consists of <u>two co-supervisors</u>.

At times, alternatively, a <u>main</u> supervisor, designated to act as the student's principal point of contact for support, advice and as the one who manages the student's progress and development, plus a <u>secondary</u> supervisor, whose role is primarily to offer an alternative perspective on the research project, usually annually (prior to progress review periods), and/or provide additional support when required and agreed by the team.

Sometimes, a third person may be added to the supervisory team to act as the so-called <u>supervisory chair</u>: the 'chair' is a colleague who has supervised at least one student to the completion of the relevant degree as first or co-supervisor, and their role is to support students and supervisors who are not yet chairs themselves.

It is essential that the supervisory relationship works well and this requires mutual respect and an effective work ethic. Both the supervisors and the student must take primary responsibility for ensuring this is the case to the best of their abilities.

All students are encouraged to be open and direct with their supervisors about how they are finding the programme, supervision and to request help and assistance as needed. The formal details of supervisory arrangements, expectations, and accountability are provided in the University Code of Practice, Annex H and they should be read carefully at: https://www.kent.ac.uk/teaching/qa/codes/research/documents/copr2020-annexh-supervision-v2.pdf

Students are entitled to regular meetings with their main supervisor, as well as comprehensive written feedback on their work. These meetings take place once a month for full-time students and every two months for part-time students, and they should be arranged with sufficient notice for all concerned.

Supervisors expect students to take responsibility for their studies, and overall organization and in doing so to adequately meet any deadlines set for research tasks, draft papers, chapters, writing tasks etc.

Supervisors are also expected to provide appropriate written feedback before progress review portfolios are submitted (see section 10, below); and may, from time to time, give student's work to a colleague to read to enhance the feedback given if a particular expertise is needed.

It is essential that students keep an online record of the monthly supervisory meetings via the **KentVision (KV)** system. To access KentVision from off campus, it is necessary to first install and log into the Kent VPN (Virtual Private Network). You should carefully record your progress, feedback and targets in some detail (do not just input one or two lines, reflect on what you input on these records). Once students have completed the online monthly, or bi-monthly, supervision record it will then be sent electronically to the supervisor for agreement and/or comment. It is your **responsibility** to do this. Please note also that completing the online supervision record is a compulsory part of the progress review process and you should not expect your supervisor or a member of the PGR team to notify you that you need to do that. Please place regular notifications in your diaries to ensure that you are reminded to do so.

If a student is experiencing any problem with their supervision, and is unable to resolve it directly with the members of the supervisory team (and you must first attempt to do that please in a collegiate and respectful manner), they should not delay in seeking help from the Director of Postgraduate Research: Professor Donatella Alessandrini.

If we do not know that something is not working, we cannot help to fix it. Indeed, in very rare cases, the supervisory relationship breaks down and a new supervisor needs to be allocated. A student may also wish to change supervisory arrangements if the focus of their project changes significantly, or add another member of staff which requires the agreement of the supervisory team and the PGR Co-Directors. Thus, any proposed supervisory changes must be

discussed with and approved by the Director of Postgraduate Research: Professor Donatella Alessandrini.

9.1   1+3 SeNSS students

Whilst there is no requirement for monthly supervision meetings regarding the PhD during the Master's year, it is advisable to maintain some student/supervisor liaison to discuss the planned PhD research and the Master's dissertation topic.

10.   Progress Reviews and Reporting

Completing the programme of study

Both PGR programmes in KLS – the PhD and the LLM by Research – end in an examination, i.e. the submission of the written thesis.

The PhD
- Thesis length: between 70,000 and 100,000 words
- Periods of study: full-time 3-4 years; part-time 5-6 years
- Criteria for the award of the PhD degree (see also [Academic Regulations for Research Courses of Study](#), Section 8.4.3):

  i) the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
  ii) a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
  iii) the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
  iv) a detailed understanding of applicable techniques for research and advanced academic enquiry.

The LLM by Research
- Thesis length: 40,000 words maximum
- Periods of study: full-time, 1 year; part-time, 2 years
- Criteria for the award of the LLM by Research degree (see also [Academic Regulations for Research Courses of Study](#), Section 8.4.1):

  i) a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice;
  ii) a comprehensive understanding of techniques applicable to their own research or advanced scholarship;

iii) originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;

Progress reviews to support completion of the programme of study

In trying to ensure that all our postgraduate research students successfully complete their chosen programme of study, a strict set of regulations has been put in place. This includes a number of formal review processes spaced through the registration period in which students and their supervisors are required to participate. The main purpose of these reporting and review processes is to constructively ensure that all students are making satisfactory progress and to identify any help and support that the student might need. We will hold sessions explaining what is expected at each review stage but we have also made available samples of good thesis statements and portfolios, as well as tables detailing the typical progress reviews schedules for full and part time students on the PhD and LLM by Research programmes via the Moodle Postgraduate Research Programmes page:
https://moodle.kent.ac.uk/2021/course/view.php?id=56

Please make yourself familiar with the University requirements, now. Further details of these procedures can be found in the Code of Practice for Quality Assurance of Research Courses of Study, Annex J: Progression and Examination available online at:
https://www.kent.ac.uk/teaching/qa/codes/research/documents/copr2020-annexj-progression-examination-v2.pdf
Reviews will normally take place in the following months for _full-time_ students who begin in September, but they can be subject to change:

Progress Review	Timing
Induction	November for PhD and LLM by Research
Probation	End of August submission for PhD (outcome communicated by the end of September); February of the following year for LLM by Research
End of Year 2	14th June 2022 (Presentation Day – for PhD)
Submission	Summer Term for PhD and LLM by Research
Continuation Year 1	Spring Term for PhD
Continuation Year 2	Summer Term for PhD
Mid-Year Review:	ad hoc arrangements, normally within 2-6 months from previous review

Reviews will normally take place in the following months for _part-time_ students:

Progress Review	Timing
Induction	November for PhD and LLM by Research
Probation	October for PhD; September of the following year for LLM by Research
End of Year 2	October for PhD

End of Year 3	15th June 2021 (Presentation Day – for PhD)
End of Year 4	October for PhD
Submission	Summer Term for PhD and LLM by Research in second year of registration)
Continuation Year 1	Spring Term for PhD
Continuation Year 2	Summer Term for PhD

Please note that:

- these dates above are just a guide and they will be subject to change if the student for takes an intermission for example

- all portfolios and supporting evidence mentioned below (with the exception of induction) must be emailed to LSSJpgr@kent.ac.uk by the date specified. Please do not be late! If you can/want to submit earlier please do as that helps us manage the workload.

- **all members** of the supervisory team are expected to have read and commented on the student's portfolio **prior to its submission**; students are expected to have incorporated such feedback prior to the review.

- make sure your portfolio work is planned in advance, and that you give **all** supervisors enough time to read and provide feedback. Enough time can vary between 2 weeks and 4 weeks depending on how busy your supervisors are. By no means expect feedback in a week prior your review!

- try to see the review process as being about developmental milestones for your work, rather than a separate task that you have to prepare for.

Should you wish to discuss matters concerning your progress independently of your supervisors before reviews take place, please contact the Deputy Director of PG Research/ Coordinator of PGR Reviews – Dr Julie McCandless (Autumn Term) or Dr Connal Parsley (Spring and Summer Term).

Below is a summary of how these reviews are conducted within the Kent Law School.

10.1   Induction Review

An Induction Review is conducted within six weeks of registration for all PGR students involving a meeting with the student and the main supervisor. The purpose of this review is to ensure that the student has settled in properly, to agree an initial work plan and identify any training requirements and opportunities.

The online induction review form needs to be completed after the review by the main or co-supervisor.

10.2 Probation Review (not requiring a meeting)

The Probation Review normally takes place approximately ten months after registration for full-time PhD students, and twelve months for part-time students.

For full-time LLM students the probation review takes place approximately five months after registration, and eleven months for part-time LLM students.

The principal function of the probation review is to ensure that the student has embarked on the main body of their research and to address any issues of concern to students or supervisors and to identify future targets and work plan. In the Kent Law School the probation review is conducted as a **paper review** and students must submit electronically a portfolio containing:

- thesis statement, which includes the research questions, methodology, including ethics and data management where appropriate, expected contribution to an identifiable literature and a thesis outline (with a summary of chapters)

- summary of PhD work carried out to date (please do not include conference papers, articles drafts, etc - these can be referred to in the Annual Report)

- LW9291 portfolio of Tasks and a Reflection Statement

- planned schedule of future work (including a timetable to completion)

- a sample of written work such as a draft thesis chapter (~6000 words)

- completed Annual Report Form

- completed online supervisory records (you do not need to provide these – your review panel Chair can view them on Kent Vision)

- completed Researcher Development Assessment (for PhD students)

Probation Review timings for PhD students
Full-time PhD students who registered in September 2021 must submit their portfolio by 1st September 2022.

Part-time PhD students registered in September 2021 must submit their portfolio by 30th October 2022.

Probation Review timings for LLM by Research students
Full-time LLM students who registered in September 2021 must submit their portfolio by 28th February 2022.

Part-time LLM students who registered in September 2021 must submit their portfolio by 1st September 2022.

Students will be emailed by the Research Programmes Administrator, concerning the submission details.

Once the assigned PGR Reviewers have considered the portfolios, students and supervisors will be emailed comments. Supervisors will then be requested to complete the online probation review form. If and only if there are serious concerns the student and supervisors will be requested to attend a follow-up in person meeting.

10.3   End of Year Reviews

End of Year Reviews are conducted at the End of Year 2 of registration for both full-time and part-time PhD students, and then again at the end of Year 3 and 4 for part-time students only.

End of year reviews are used to ensure that the quality of research undertaken to date is of a PhD standard and that the plan for completion of the research project is on target.

End of Year 2 Review for full-time students
At Kent Law School the end of year 2 review takes place in the context of the annual PGR Presentation Day to be held on the **14th June 2022**. The presentation day is designed to celebrate our research student community and to share their research topics with the wider KLS audience.

The year 2 students will outline their thesis topic in a 15-20 minute presentation attended by the main supervisor, the Director/Coordinator of PGR Reviews, fellow students and other members of KLS staff. Two weeks before the presentation day the student must submit electronically a portfolio containing:

- thesis statement, which includes the research questions, methodology, including ethics and data management where appropriate, expected contribution to an identifiable literature and a thesis outline (with a summary of chapters)

- summary of PhD work carried out to date (please do not include conference papers, articles drafts, etc - these can be referred to in the Annual Report)

- planned schedule of future work (including a timetable to completion)

- a sample of written work such as one near-completed chapter *(~10,000 new words, not including the work submitted for the Probation Review)*

- completed Annual Report Form

- completed online supervisory records (you do not need to provide these – your review panel Chair can view them on Kent Vision)

After the presentation day, and once the assigned PGR Reviewers have considered the portfolios, students and supervisors will be emailed comments. Supervisors will then be requested to complete the online end of year 2 review form. If there are serious concerns the student and supervisors will be requested to attend a follow-up in person meeting.

End of Year 2, 3 and 4 reviews for part-time students
At Kent Law School the end of year 3 review for part-time students is considered equivalent to the end of year 2 for full-time students. Consequently, only end of year 3 part-time students will be included in the annual Presentation Day.

Students will be emailed concerning the submission details and will be required to submit electronically a portfolio containing:

- a thesis statement, which includes the research questions, methodology, including ethics and data management where appropriate, expected contribution to an identifiable literature and a thesis outline (with a summary of chapters)

- summary of PhD work carried out to date (please do not include conference papers, articles drafts, etc - these can be referred to in the Annual Report)

- planned schedule of future work (including a timetable to completion)
- a sample of written work such as one or two near-completed chapter *(~10,000 new words, <u>not</u> including the work submitted for the Probation Review)*

- completed Annual Report Form

- completed online supervisory records (you do not need to provide these – your review panel Chair can view them on Kent Vision)
-

Review timings for End of Year 2, 3 and 4 for part-time students
Part-time students who first registered in September must submit their portfolio by 31st October 2022.

Once the assigned PGR Reviewers have considered the portfolios students and supervisors will be emailed comments. Supervisors will then be requested to complete the online end of year review form. If there are serious concerns the student and supervisors will be requested to attend a follow-up in person meeting.

10.4 Submission Review

The Submission Review takes place three months before the end of the minimum period of PhD registration (three years for full-time and five years for part-time students). The submission review for LLM by Research students takes place three months before the end of registration.

The purpose of this review is to determine if the student is in a position to complete and submit their research within the allotted time, or whether they have made sufficient progress to proceed to a continuation category of registration (or if they need to apply for an extension if they are an LLM by Research student). This review will take place in the form of a meeting with the student, the supervisory team, and the assigned PGR Reviewer. Students and supervisors will be emailed concerning a date/time for the submission review by the Research Programmes Administrator.

Two weeks before the submission review the student must submit electronically a portfolio containing:

- a thesis statement, which includes the research questions, methodology, including ethics and data management where appropriate, expected contribution to an identifiable literature and a thesis outline (with a summary of chapters)

- a copy of the most recent drafts of each completed chapter
- schedule of future work including a timetable (if not ready to submit)

- completed Notice of Submission Form

- completed online supervisory records (you do not need to provide these – your review panel Chair can view them on Kent Vision)

After the submission review the Director/Coordinator of PGR Reviews will discuss the recommendations with the panel, and the student will be advised of the outcome of the review. The supervisor will then be requested to complete the online submission review form.

10.5   Mid-Year Reviews

Mid-year Reviews are conducted in less and less frequent cases where there are concerns about a research student's progress after a probation or an end of year review. The timing of the mid-year review will be discussed at the review being conducted and will normally involve the same panel members. Sometimes mid-year reviews are conducted after periods of intermission and/or difficult personal circumstances, to assist the student back into their studies.

The student and supervisors will be emailed concerning a date/time for the mid-year review. Two weeks before the review the student will be asked to provide electronically:

- all written PhD work completed to date (please do not include conference papers and articles drafts)

- thesis statement

- schedule of future work including a timetable to completion

After the mid-year review the assigned PGR Reviewer will discuss the recommendations with the panel, and the student will be advised of the outcome of the review by email. The supervisor will then be requested to complete the online mid-year review form.

10.6   Continuation Year Reviews for PhD students

If the student has not submitted their thesis by the fifth, and then the tenth month of the continuation year a formal review will be held at these two milestones to consider the student's progress towards submission. On occasion, the timing of these reviews are adjusted to better 'fit' with the student's workplan and bespoke milestones.

Continuation Year 1
The Continuation Year 1 will take the form of a meeting with the student, the supervisory team, and the assigned PGR Reviewer

Students and supervisors will be emailed concerning a date/time for the continuation year 1 review. Two weeks before the scheduled reviews students will be asked to provide electronically:

- all written PhD work completed to date

- thesis statement

- schedule of future work including a timetable to completion with details of which parts of the thesis are complete and which need work (and if so, what kind of work)

- completed Notice of Submission Form (if not already submitted). The notice kick-starts the appointment of examiners process

- completed online supervisory records (you do not need to provide these – your review panel Chair can view them on Kent Vision)

After the continuation year review the Director of Graduate Studies (Reviews) will discuss the recommendations with the panel, and the student will be advised of the outcome of the review by email. The supervisor will then be requested to complete the online continuation year 1 review form.

Continuation Year 2
The Continuation Year 2 will take the form of a meeting with the student, the supervisory team, and the assigned PGR Reviewer.

Students and supervisors will be emailed concerning a date/time for the continuation year 2 review. Two weeks before the scheduled reviews students will be asked to provide electronically:

- all written PhD work completed to date

- thesis statement

- schedule of future work including a timetable to completion with details of which parts of the thesis are complete and which need work (and if so, what kind of work)

- completed extension application form (if not ready to submit)

- completed Notice of Submission Form (if not already submitted). The notice kick-starts the appointment of examiners process

- completed online supervisory records (you do not need to provide these – your review panel Chair can view them on Kent Vision)

After the continuation year review the assigned PGR Reviewer will discuss the recommendations with the panel, and the student will be advised of the outcome of the review by email. The supervisor will then be requested to complete the online continuation year review form.

Only in exceptional circumstances the panel may recommend to the University that the student be allowed to proceed to a final writing-up period, which should not extend beyond 12 months.

11.   Ethical Assessment of Research Project and Data Management

The University requires that each department has procedures in place to ensure that the ethical implications of research involving human participants have been considered and that ethical standards of conduct are achieved. All research proposals that involve any human participants should therefore be subjected to an ethical review prior to their commencement. Interviews and surveys of staff, students and other groups are included in this category alongside scientific interventional techniques and the use of non-anonymised primary source data.

You should complete an ethical review form and submit it to the KLS Research Ethics Coordinators, Dr Pamela White and Dr Gbenga Odutan in consultation with your supervisor. You should follow the headings exactly and reflect them in your research proposal. Guidance on the principles that underpin the process of ethical review, as well as a link to the form, can be found via the Moodle Postgraduate Research Programme page:
https://moodle.kent.ac.uk/2021/course/view.php?id=56

Any large-scale research project such as an LLM by Research or a PhD will also require you to have at least minimum plans in place for data management. Data management in effect is how you store and use the data you acquire and create during research on your project. This can have ethical implications (see above), but you should also have good plans from the beginning about how you are going to secure and back up your data.

Data management need not be onerous but does require some forward thinking. If the data consists of case-law and legislation, you can probably fulfil data management by being aware of which sources are already in the public domain and thinking clearly about how you store your own work. If you create any new data in the course of your research, for example interview transcripts or notes of participant observation, again, check ethics requirements about this and acquaint yourself with the requirements of any major UK funder as a guide (for example the ESRC or the Wellcome Trust).

You will need to think carefully about your processes for maintaining anonymity, securing personal information of research participants, storing and processing material securely, and disposing of data when you are finished. You should never store raw personal data such as transcripts of interviews or any identifying information on cloud-based systems such as *Dropbox* as these fall outside what the University can back up and secure itself. Instead, anonymise your data early on using participant codes, keep any documents that identify participants password protected (including word documents and Nvivo projects), and avoid referring to research participants by name when you record interviews (so that if you lose your recording device, the participant is not identifiable).

At each stage of the research process, think about how the data would be secure and how the research participant's anonymity would be maintained if the data were to fall into the wrong hands.

12.   Funding

12.1   KLS funding to support research

KLS provides funding for individual research allowances for research students, to cover the expense of research necessary for their research degree, e.g. books, conference registration fees, libraries visits and undertake fieldwork. Please obtain approval *before* incurring any expenditure. Please note that, due to travel restrictions as a result of the COVID-19 pandemic, there are restrictions on use of University or KLS funds for some travel; in particular, funds for international travel are less likely to be approved and are subject to risk assessment.

- full-time research students can claim a research allowance of up to £500 a year, for years 1-3 of the research degree; part-time research students can claim up to £250 a year, for years 1-6 of the research degree
- a PhD researcher in years 1-3 (full time equivalent) can apply for a "top up" to the £500 pro rata, but this is discretionary
- a PhD researcher in their 4th year and beyond can apply for a research allowance, but this is discretionary
- all funds must be spent by **31 July,** as this is when the university's financial year ends. Unspent research allowance cannot be carried over for use in the next year.

More information and application forms can be found on found the Moodle Postgraduate Research Programme page:
https://moodle.kent.ac.uk/2021/course/view.php?id=56.

12.2   External Sources of Funding

In addition to the internal research funding, PGR students, where appropriate, may also wish to apply for other external sources of funding. For current PGR students, this usually comes in the form of a fieldwork or conference attendance bursary or a 'writing up' year fellowship or stipend. Some examples are listed below. PGR students are very welcome to contact the Research and Innovation Team in the Division for the Study of Law, Society and Social Justice (LSSJ) (lssjdor@kent.ac.uk) for advice and help in preparing and writing applications (but please note that you will be ultimately writing the application and you have to take up the inevitable responsibility for it and the process entailed.

a) Learned Societies

***Socio-legal Studies Association*:**

- PhD Fieldwork Grant: https://www.slsa.ac.uk/index.php/small-grants
- Bursaries for Annual Conference attendance and sometimes bursaries for attending the American Law and Society Annual Conference, or other international socio-legal conferences co-sponsored by SLSA: https://www.slsa.ac.uk/index.php/students
- *KLS, including KLS PGR students, have a good success rate with applications to SLSA schemes.*

Society of Legal Scholars:

- Research Activities Fund: http://www.legalscholars.ac.uk/research-activities-fund/

Other learned societies:

If your work is interdisciplinary, it may be useful to research the grants and funding offered by other learned societies, for instance:
- British Society of Criminology: https://www.britsoccrim.org/postgraduates/
- British Sociological Association: https://www.britsoc.co.uk/opportunities/; https://www.britsoc.co.uk/opportunities/bsa-support-fund/
- British Society for the History of Philosophy, Social History Society: https://bshp.org.uk/funding/
- Social History Society: https://socialhistory.org.uk/funding/

b) Academic Journals

Modern Law Review:

- Scholarships for research students:
  http://www.modernlawreview.co.uk/about-mlr-scholarships/

Feminist Review Trust:

- Funding for projects that support women (not necessarily academic research): http://www.feminist-review-trust.com/

'Writing-up' Fellowships (sometimes residential):

- *The Harry Frank Guggenheim Foundation - USA* (projects relating to the causes, manifestations, and control of violence in the contemporary world): https://www.hfg.org/programs/
- *Max Plank Institute for Comparative and International Private Law – Germany*: https://www.mpipriv.de/research-stays
- *Institute for Global Law & Policy Visiting Researcher Program at Harvard Law School*: http://iglp.law.harvard.edu/visiting-research-program/

These are just some examples – specialist research centres and institutions in your academic field may well have more opportunities.

13   Travel and Conference Bookings

All travel <u>should be booked</u> through LSSJ Finance / LSSJ Travel. Please note that in general, the earlier travel is booked the cheaper it is likely to be. Travel bookings should be emailed to lssjfinance@kent.ac.uk giving full details of any requirements and stating the relevant budget source e.g., research annual allowance. <u>A minimum of 3 weeks' notice</u> should be provided for requests to be processed.

Please do not incur any expenses personally unless you have prior written agreement with LSSJ Finance otherwise we will be unable to reimburse these costs. Please note that it is the student's responsibility to find out about and arrange any visa or entry requirements and to do so promptly. Find out as to what is required and how long it would take to obtain it, allow for some extra time for contingencies and then make any bookings.

Conference bookings and registration fees including any accommodation costs should also be paid directly by LSSJ Finance. A completed booking form must be passed to the LSSJ Finance / LSSJ Travel and they will arrange for payment to be made, subject to sufficient funds remaining from the budget source. Please ensure that the request is put in <u>at least 3 weeks before</u> the deadline for registration, to allow time for processing. Use your allowance wisely: only go to workshops/conferences for instance that are absolutely essential to your actual thesis.

In order to claim reimbursement of any other expenses you will need to complete a University Expense Claim Form available on the Moodle Postgraduate Research Programme page:

https://moodle.kent.ac.uk/2021/course/view.php?id=56. Please make sure that you complete all relevant sections of the form. **All expenditure must be supported by receipts or invoices** (credit card vouchers are not acceptable).

Receipts should be submitted no later than three weeks after the event and <u>before</u> the University's financial year end closure of 31 July. Any claims under the research allowance or receipts submitted after this date will not be reimbursed.

14. Facilities

14.1   Library

The Law Library is located on Level 2 of the Templeman Library West, and contains the books, periodicals and primary materials of law, although many of the books and journals required for postgraduate study may be found in other areas of the library as well. Emma Mires-Richards, the Liaison Librarian for Law (as well as for these other schools: SECL, CEWL, Psychology), will be happy to provide detailed instruction on the range of electronic information sources and how to use them. Her contact details are:
Emma Mires-Richards, E.L.Mires-Richards@kent.ac.uk

The Law Library subject guide *Lawlinks* is structured to help you find your way around legal resources and contains many guides and tutorials to help you. You can access Lawlinks here: http://www.kent.ac.uk/library/subjects/lawlinks/

The three sections to look out for to get you started are:

Signposts
The Signposts are links to freely available websites that we recommend as good starting points for legal research.

Electronic Law Library
The Electronic Law Library has links through to subscription datasets (e.g., Westlaw, Lexis Library) which are only available to registered members of the University of Kent.

Researching the law
Researching the law contains electronic versions of quick guides to brush up your research skills or get you started in an unfamiliar area.

14.2   Using Other Libraries

If you are not based within travelling distance of Canterbury, or if the material you need is not held at the Templeman Library, you may visit another library closer to your home, or one that has the specialist material you wish to consult. You can find out more information on how to access other libraries here: https://www.kent.ac.uk/guides/using-other-libraries

Kent Law School has an agreement with the 'national' law library at the Institute of Advanced Legal Studies (IALS) to provide access to their resources and services <u>for all of our postgraduate law students</u>: http://ials.sas.ac.uk/

The Library also provides a document delivery service that allows you to request materials from the British Library which is a vital resource for students undertaking broader dissertation research. You can find out more information about this here:
https://www.kent.ac.uk/guides/document-delivery

14.3   Student Facilities

The Graduate and Researcher College (formerly, the Graduate School) also has a relatively new study/social area for all postgraduate students. Open from 8 am to 6 pm, this communal space is a relaxed area where postgraduates can study, socialise and meet to work together. With a large open terrace, a kitchen and note that there is also outside space to enjoy when the weather is good. It can be found in Cornwallis East, Room 329 on the third floor (take the elevator on your right once you enter the building).

Kent Law School provides its own Postgraduate Common Room as well as a Computing Room (air-conditioned) on the lower ground floor of the Eliot Extension building. Both rooms are for the sole use of all KLS postgraduate research students and have wireless networking. The Computing Room has storage lockers for leaving books etc (any issues with access please speak to Jon King). There is a large photocopier which can also be used for printing and scanning. Paper is provided free of charge and printing to the photocopier/printer in the Computing Room is also free.

Please note that the KLS Computer Room is a quiet study space. In some contrast, the KLS PGR Common Room is a dedicated space in which students can relax, socialise, chat as well as study. The room contains a fridge, microwave, kettle, sink etc and comfortable sofas and chairs. The room has in the past also used for the PGR Study Group, for film showings, and other get-togethers and it has, as of last year, a communal research library which is 'read only' (please do not remove material from this library) and which also contains a significant amount of publications by KLS Staff. If you publish papers or chapters or else please feel free to leave a copy to this library.

The doors to both the Computing and Common rooms have an electronic door lock operated by a yellow fob. You will be given a fob with access to these rooms when you arrive.

For out of hours access to the main outside door on the lower ground floor please speak to the Administrative Office who can arrange for access to be granted via your Kent ID card.

Please note:
During the COVID-19 pandemic, please ensure you comply with relevant University and government guidelines on ventilation, social distancing, and maximum room occupancy
Keeping the PGR facilities tidy and well cared for is the responsibility of the PG students; Kent Law School will not be responsible for any loss or damage to items left in the Common Room or Computing Room so please take good care of your things and of the space.

15. Welfare

The broad division of labour between the Kent Law School staff with special responsibilities for postgraduate students has been described above, and they will be pleased to help with any difficulties that arise within their respective spheres of responsibility. Depending upon the nature of a problem that arises however, it may be best to raise it with one or other supervisor unless this is inappropriate in your circumstances. If a supervisor is not the best person to resolve the difficulty, then at least s/he will be in a position to advise the student as to who is. If the supervisor is unable to help, please do not despair or give up. One of the staff concerned with postgraduate research students should be in a position to help. In particular, the Director of PGR responsible for Welfare (Professor Donatella Alessandrini), encourages students to confidentially approach them with concerns they do not feel otherwise able to resolve. If a student feels unable to speak to them, s/he should feel free to contact the Head of School directly.

In addition, there is a wide variety of support services available on campus including academic support, emotional and spiritual support, financial advice and support, medical support and health and safety advice, as well as other support services. We have chosen to highlight some of these below. Students are encouraged to make the most of these services in dealing with any problems they may encounter. The Student Services web address is:
http://www.kent.ac.uk/studentservices/

15.1 Wellbeing Services and Mental Health

The Wellbeing Team offers free support to all enrolled students experiencing distress arising from psychological, emotional or mental health issues. The Team consists of Wellbeing Advisers, Counsellors and Student Mentors. For more information about the services offered, please see:

Wellbeing services at Kent guide: https://www.kent.ac.uk/studentsupport/wellbeing/

Information for students in particular:
https://www.kent.ac.uk/studentsupport/wellbeing/student.html

Over the past few years the KLS PGR Students have organized their own informal group for support and discussion of mental health and other well-being concerns, which can be a helpful informal first step towards discussing any concerns you may have, but this will be entirely your choice and responsibility please. Your Student Representatives will inform you at the start of the Autumn term as to any meetings or points of access for this informal initiative.

15.2 Support for Student Teachers

KLS aims to give postgraduate researchers teaching experience if they wish it. The Education Committee operate teaching induction sessions at the start of the new academic year, and offer follow-up training throughout the year. This process is overseen by the KLS Directors of

the Education Committee. In addition, the KLS PGR Student Voice Committee meets once a term to provide a forum for raising any issues of concern.

The Academic Practice Team of the Unit for the Enhancement of Learning and Teaching organises and teaches the PGCHE and AFS programmes. It is now compulsory for all GTAs and students who teach to study for one of these qualifications; register as soon as possible. There are two core modules; UN819: An Introduction to Learning, Teaching and the Academic Environment and UN820: Critical Perspectives on Academic Practice.

Further information, FAQs and application forms are here:
https://www.kent.ac.uk/teaching/qualifications/pgche/

The Team also offers advice and information on how to obtain support and find resources to help students develop their academic careers or the work of the department. See:
http://www.kent.ac.uk/uelt/academic-practice/

There is also a mentoring system by which research students with previous teaching experience offer advice and support to newer ones.

16.   Changes in Registration

In cases of illness and other good cause a student may apply for permission to interrupt their registration for a period of time (known as 'intermission') or change the mode of registration (for example, from full-time to part-time). More details concerning intermission and other changes in registration can be found in the University Regulations for Research Programmes of Study; in particular Intermission Procedures for Research Postgraduate Students.

17.   Plagiarism and Duplication of Material

The University does not accept plagiarism or duplication of submitted material and imposes severe penalties if it occurs in theses. Guidance on referencing is contained within the Kent Law School Style Guide enclosed with this information pack. The Oxford Standard for Citation of Legal Authorities (OSCOLA) is recommended. Further guidance on academic integrity and avoiding plagiarism can be found on the PGR webpage and at:
http://www.kent.ac.uk/uelt/ai/students/index.html

18.   Complaints Procedure

If a matter arises which a student feels has not been satisfactorily handled or resolved, there are a number of ways in which the issue can be pursued. The supervisors, however, should be the first persons to approach. Student representatives can also be effective, particularly where a number of research students are affected by the same issue. The Director of PGR

responsible for student welfare, Professor Donatella Alessandrini is, next, someone who can be confided in unless they are the student's supervisor in which case the student should contact another PGR Deputy Director. Please do not let problems fester - seek help to resolve any issues swiftly by first seeking to resolve them yourself with your supervisory team and/or the student representatives and then with one of the PGR Deputy Directors.

If the complaint cannot be resolved by the PGR Director responsible for student welfare, the student should submit a formal written statement to the Head of School <u>before</u> the end of their registration. If the matter cannot be resolved at School level, students are advised to consult the complaints and appeals procedure found in the Regulations and Student Charter of the University of Kent below:
https://www.kent.ac.uk/regulations/general.html

If not satisfied with the outcome of the complaint's procedure students can request a formal review by the relevant Deputy Vice-Chancellor. Further information via links below:
http://www.kent.ac.uk/teaching/qa/regulations/index.html?tab=research-programmes
http://www.kent.ac.uk/regulations/general.html

19.   Appeals

Should a student wish to appeal a School decision that has been made in their case they will need to refer to the University's appeals procedure found in the Regulations at:
https://www.kent.ac.uk/education/academic-appeals

Please note: there are time limits and criteria within which formal appeals must be launched.

20.   Thesis Submission Procedures

Please consult the KLS Style Guide for guidance on how to prepare a thesis for submission. A copy is enclosed with this information pack or a copy can be found online via the Moodle Postgraduate Research Programme page:
https://moodle.kent.ac.uk/2021/course/view.php?id=56.

The word count in KLS for research theses is as follows:

PhD between 70,000 and 100,000 words
MPhil 50,000-60,000 words
LLM by Research 40,000 words maximum

The total number of pages or words referred to above may be taken as **excluding** bibliographies, references, appendices, quotations, footnotes and any supplementary material (tables of results etc), which it may be desirable to submit for ease of reference, but which do not form an essential part of the main text of the thesis.

Pre-pandemic rules

For the initial submission for examination two 'perfect' bound copies of the thesis with card/plastic covers are required. For information regarding submission the Instructions to Candidates should be referred to at:
http://www.kent.ac.uk/teaching/qa/regulations/research/pgdipresc.html

During the COVID-19 pandemics

During the pandemic, submission of the thesis is wholly electronic: One electronic copy must be emailed to lssjpgr@kent.ac.uk. No printed copies are required.

Completion of the 'Notice of Submission' Form is now a requirement as part of the Submission and Continuation Year reviews. They should be completed and returned to the KLS Research Programmes Administrator who will instigate the appointment of examiners. This will avoid any delay in the examination of your thesis following submission. The PGR team will deal with the appointment of the examiners - an internal and an external examiner.

NB: Under no circumstances should students contact their Internal or External Examiners, or any Independent Observer, about their research degree examination outside the formal examination process.

Once received, examiners have three months in which to examine a thesis. For LLM by Research, there is no viva (oral examination). For the PhD, during this three month period the student will be contacted concerning viva arrangements – the oral examination. For guidance on the viva and to view 'The Good Viva Guide' please see: the section on 'Examination' in the Moodle Postgraduate Research Programme page:
https://moodle.kent.ac.uk/2021/course/view.php?id=56.

Provided the student has the permission of the examiners, their supervisors can also attend the PhD viva (though as an observer not participant). Details of the viva procedures and possible outcomes are in the University Regulations available at:
http://www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes

20.1 Digital Deposition of Theses

All final examined copies of theses are required to be submitted electronically via the LW999 Moodle page. Final details concerning the digital deposition will be provided after your thesis has been examined. However, for further information, details can be found at:
https://www.kent.ac.uk/library/research/your-thesis/index.html