

POSTGRADUATE TAUGHT MASTER'S **STUDENT** **HANDBOOK 2024/25**

Graduate and Researcher College (GRC)



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Introduction

Welcome to the University of Kent!

Beginning a new programme of study can often be both an exciting and sometimes daunting experience. You'll be coming to your studies with a lot that you have already learned from your time as an undergraduate student or from your previous professional and work-place experience. We hope that in your time here we will help you build on this to develop the new knowledge and skills that you need.

We know that people come to postgraduate studies with us for many reasons. For some, it's out of a passion for a particular subject, or an interest in studying for a PhD in the future. For others, postgraduate study is an important route to preparing for a particular career or enhancing knowledge and skills for the work-place. Whatever your motivation, we hope that your time here will be stimulating and provide a lasting platform for your future.

I'm sure that there will be a lot of information for you to absorb as you start your postgraduate study here. Please take time to read through this handbook, though, which will give you a lot of valuable information about how things work at Kent and the support and opportunities we offer.

One of the things covered in this handbook is the Global Skills Award. This is an additional programme available to all our taught Masters' students which will give you an opportunity to broaden your knowledge of a range of global issues and meet with other students with a wide range of backgrounds and interests. This has been a great initiative in strengthening a sense of community amongst our students, and I hope you'll consider enrolling for this.

Finally, I want to wish you every success in your time here at Kent and hope it will be a stimulating and enriching experience for you.



A handwritten signature in black ink, appearing to read 'B Hutchinson'.

Professor Benjamin Hutchinson
Director of the Graduate and Researcher College

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 taught courses 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 course has a convenor or director. This member of staff is an academic within your School who is responsible for the development of the course 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 course, 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 Course Convenor if you have any administrative or academic-related problems. The Convenor is required 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 the unit in which you are located, 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 courses of study), or other members of academic and support staff.

2 Credit Framework

The Credit Framework for Taught Courses provides information about the credit structure of taught courses 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: kent.ac.uk/education/regulatory-framework/credit-framework

3 What does a taught course entail?

Our taught courses consist of coursework with other students (lectures, seminars, tutorials and laboratory work as appropriate, online or face-to-face where possible) 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 kent.ac.uk/education/regulatory-framework/academic-regulations-for-taught-courses

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

5 KentVision and Moodle

5.1 KentVision

An invaluable source of information is KentVision, from which you can get your timetable details, as well as check your marks and deadlines. KentVision can be accessed via the Student Guide on the University website at: 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/2024/my>

For instructions and documentation on how to use Moodle please go to the E-Learning website at: 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 course 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 Skills for Academic Success Team (SAS) 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: student.kent.ac.uk/sas

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 online resources to help you with this process are available available via student.kent.ac.uk/sas

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 in Annex M of the Code of Practice for Taught Courses of Study: kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-m

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

8.2 Staff/student liaison committees

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

Further information on Staff/student liaison committees can be found in Annex N of the University's Code of Practice for Quality Assurance for Taught Courses: kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-n

9 Postgraduate finance

9.1 Scholarships and Finance

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

- Postgraduate Scholarships: kent.ac.uk/scholarships/postgraduate
- Alternative Guide to Postgraduate Funding: postgraduate-funding.com
- Finance: kent.ac.uk/finance-student

9.2 Postgraduate loans for Master's degrees

The Government has established student loans for Master's degrees. Eligible students can now borrow up to £12,471 (2024/25). Further information is available at gov.uk/funding-for-postgraduate-study

10 Travelling and working overseas

Students may possibly have the opportunity to travel or work overseas as part of their course of study (eg as part of a placement or group visit where these are still running).

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: kent.ac.uk/go-abroad



Graduate and Researcher College

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

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

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

- Dedicated postgraduate facilities
- A supportive environment for the intellectual interests of our postgraduates
- Student-led initiatives such as social events, conferences and workshops, both online and face-to-face where feasible
- The Global Skills Award
- A strong framework of specialist support for our postgraduates across the University, including looking after their wellbeing
- Internationally distinctive, exciting and innovative courses of study that combine academic excellence with exceptional student experience and appropriate learning resources
- Further funding and study opportunities through the cultivation of external links with Research Councils, graduate schools and other organisations both nationally and internationally

With passion and focus you can achieve anything

The Graduate and Researcher College provides many opportunities for postgraduate students to be part of a thriving and vibrant community.



The GradPost

The GradPost is a newsletter written by postgraduates for postgraduates and is supported by the Graduate and Researcher College. The GRC welcome article contributions for publications



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 8



GRC Annual Postgraduate Conference

The Graduate and Researcher College's Annual Postgraduate Conference brings together the postgraduate and postdoctoral community to recognise the excellence of research at Kent.

// The Graduate and Researcher College has been invaluable throughout 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



Global Skills Award

Global Skills Award Programme

The Graduate and Researcher College's Global Skills Award 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 from any campus now because of online options.

The Graduate and Researcher College's Postgraduate Talks 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 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).

Students can attend as many PG Talks and workshops that interest them. There is the option to achieve an Award and to be invited to an awards ceremony. In order to achieve an Award there is a minimum requirement of workshops and lectures that must be attended (see page 9).

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.

To book Global Skills Award workshops and Postgraduate Talks, please visit the Graduate and Researcher College online training portal: <https://grctraining.targetconnect.net>

Should you have any further queries about the Global Skills Award or our booking system please contact us at:
 T: +44 (0)1227 82(4896)
 E: skills@kent.ac.uk
 3rd floor, Cornwallis East (in the Graduate and Researcher College, Canterbury campus)
<https://student.kent.ac.uk/studies/global-skills-award>





Examples of workshop topics

- 1:1 CV review
- Interview skills
- Cover letters
- Application forms
- Mock Assessment Centre
- LinkedIn
- Managing stress
- Time management
- Writing skills
- Excel/Word training
- Cross cultural communication
- Networking
- Team working
- Presentation skills
- Negotiation skills
- Leadership

Examples of lecture topics

- Climate change and you
- 2035 and the Future of AI
- From #blm to Abolitionist Democracy
- Consequences of Conspiracy Beliefs for Interpersonal Relationships
- Bitcoin and Cryptocurrencies
- The benefits of biodiversity for our health and wellbeing

Award levels

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

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

	PG Talks	Workshops
Gold Award	8	8
Silver Award	6	6
Bronze Award	3	3



Services available to students

Information Services

Library Services and Resources

Resources for Postgraduates

Postgraduates should find out about the library and IT resources available to them at <https://student.kent.ac.uk/studies/library-it>

Medway students can use the Drill Hall Library on the Medway campus: <http://campus.medway.ac.uk>

Academic 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 Academic Librarian (Canterbury) or Academic Support Librarian (Medway) responsible for the area of research you are pursuing as soon as possible. Academic Librarians can give you one to one help throughout your course, by phone, email or in person. For Academic Librarians at the Templeman Library on the Canterbury campus see: <https://student.kent.ac.uk/studies/library-it/librarians>

For Academic Support Librarians at the Drill Hall Library on the Medway campus please see: <https://campus.medway.ac.uk/drill-hall-library-services/>

Subject guides are also available at: <https://student.kent.ac.uk/studies/library-it/librarians> (Canterbury).

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: <https://student.kent.ac.uk/studies/library-it/your-digital-library>

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 <https://student.kent.ac.uk/studies/document-delivery> visit other libraries throughout the UK using SCONUL access.sconul.ac.uk/sconul-access. For further information, please contact your Academic Librarian.

Postgraduate Work Space

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

Skills for Academic Success Team (SAS)

The SAS Team provide academic skills guidance for all students (from foundation to PhD), cover all aspects of effective learning strategies and study skills.

Support for Postgraduate Students

They provide a programme of on-campus and online workshops, one-to-one guidance (in-person or online) as well as online resources and study guides. Their teaching covers a wide range of topics, such as:

- Getting the most from supervision
- Academic reading and criticality
- Using research to develop and support ideas
- Referencing
- Planning and developing a written assignment eg research or project proposal, report, academic paper, literature review, thesis
- Understanding specific principles of maths and statistics, from basic to advanced
- Presenting ideas, both visual and verbal approaches
- Research methods eg developing questionnaires, surveys and interview schedules
- Linguistic development for different purposes and audiences
- Managing multiple projects and responsibilities
- ... and much more

For more information on their services, resources and booking systems go to: student.kent.ac.uk/sas

You can also visit the SAS team Monday – Friday, 09:00-17:00

Medway campus

Room M2-31, Medway Building
E: sas@kent.ac.uk
T: 01634 888884

Canterbury campus

SAS offices in UELT Building
(entrance adjacent to the Transport Office)
E: sas@kent.ac.uk
T: 01227 824016



Careers and Employability Services

As well as specific Careers workshops offered as part of the Global Skills Award, organised by the Graduate Researcher College, the University's Careers and Employability Service is here to support you in making a successful transition to the next stage of your career, as well as providing opportunities to enhance your employability while you study.

Qualified and experienced Careers Advisers and Employability Advisers are available for personal careers advice and guidance. This may include enhancing the effectiveness of your CV, developing interview techniques and making applications for both academic and non-academic roles.

There is an extensive careers website which includes sections dedicated to Postgraduate students on Taught and Research programmes. The website features sections and platforms dedicated to career planning; this includes a CV checker, advice on making applications an opportunity database and much more.

The service also runs regular workshops and employability schemes which can support you in making the most of your time at Kent and reaching your career ambitions. All events are listed on the Careers website and Uni Kent Careers Hub.

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

For more information, see the Careers and Employability website kent.ac.uk/careers

Uni Kent Careers Hub

Access opportunities to shape your future career! The Uni Kent Careers Hub is available to all University of Kent students and recent graduates. The platform allows students to access careers events, book careers advice appointments and find opportunities including: part-time work listings, internships, placements and volunteering roles. To log in, all you need is your Kent email address and password.

For more information visit: kent.ac.uk/careers/uni-kent-careers-hub

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. Each year, on average, over 800 rewards are offered to participating students, ranging from paid internships to work experience, training and much more.

For more details visit: kent.ac.uk/employability-points

Volunteering

The Careers and Employability Service advertises volunteering opportunities, both on campus and within the local community. Volunteering is an excellent addition to your CV and a great way to develop Employability skills. All opportunities are listed on the Uni Kent Careers Hub.

You can log your volunteering activities on the Employability Points Scheme, where you can reflect on the skills you have gained and earn points, which can be redeemed to apply for rewards, such as internships and work experience placements.

For more information visit: kent.ac.uk/careers/uni-kent-careers-hub

Study Plus

Follow your interests, learn key skills and become employable! Get ready for the workplace with the Study Plus scheme. Study Plus hosts a collection of complementary courses that are designed to enable you to learn new things outside of your main area of study and enhance your employability skills. The scheme brings you sessions from external trainers as well as extra-curricular sessions run by the University of Kent, all focused on preparing you for your future career. Not only are the workshops a great way to build your CV, you can also earn Employability Points for taking a course.

Examples of courses include:

- Working as a team
- Time management
- Presentation skills
- Management and Leadership Skills
- The GOLD Programme (Global Officer's Leaderships Development Programme)
- The Business Start Up Journey with ASPIRE
- Language Taster Sessions with the Language Centre
- Understanding yourself
- IT Skills
- The next steps to the world of work

For more details visit: kent.ac.uk/study-plus

Kent Students' Union

Postgraduate Student Representation

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

There are so many benefits to becoming a Postgraduate Rep in Kent Students' 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
- enhance your CV

If you are interested in becoming a Postgraduate Rep for your School or Division, visit the Students' Union website at: ksu.co.uk/student-reps

Advice Services

Medway Student Advisory Services

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

Kent Students' Union Advice

The Student Advice Service is able to provide independent advice on a wide variety of problems that students may face whilst they are studying. We also support Medway students with Access to Learning Fund applications and immigration queries. The service is free and confidential and available to all students studying at the University of Kent. The Advice Service is based in the Mandela Building on the Canterbury Campus. You can access the service via our contact form, through in-person appointments or through Teams appointments and through a drop-in Service. The Service is open from 10:00-16:00 on weekdays, though web chat is also available on Wednesdays from 16:00-18:00. Contact them here: <https://ksu.co.uk/advice>

Medway Advice Service

The Medway Advice Service is based in The Hub on the Medway campus and offers finance/funding, housing and academic support to University of Kent students (for the Medway campus) through their contact form, found here: greenwichsu.co.uk/advice/triageform

International Partnerships

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

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

International Programmes

Our foundation and Pre-sessional programmes prepare international students for degree-level study in the UK. We support our students with courses in English language and academic skills.

Our programmes:

- **Pre-sessional courses:** Our Pre-sessional courses prepare you for degree study in the UK. All our courses focus on developing your academic study skills. Our 6 to 16-week courses also focus on developing your English language proficiency. kent.ac.uk/international-programmes/pre-sessional-courses
- **English and academic skills:** We provide modules in English language and academic skills that you can take alongside your degree programme, to make sure you are getting the most from your studies and research.

For more information visit kent.ac.uk/international-programmes/about

Student Support and Wellbeing

Student Support and Wellbeing are committed to improving access to learning and provide a wide range of support.

Find a sense of belonging

Supporting mental health and wellbeing is at the heart of what we do. This starts with getting to know your university and the people in it to help you to create your own network of friends and comfortable spaces.

We facilitate lots of opportunities to meet people. We run a Wellbeing Café, weekly mindfulness sessions and you can sign up for 'just coffee' and 'walking buddy' to pair up with someone new for a study break and companionship. We also run support groups and wellbeing events throughout the year, as well as online support where students can chat to other students.

Find out more at kent.ac.uk/SSW#events or follow us @UniKentSSW on Instagram for information on events, groups, and wellbeing resources.

Expert support

Our professional practitioners work with students individually to understand their requirements, and to develop strategies including Inclusive Learning Plans (ILPs), which make the support students need clear to their academic school.

We can provide counselling, mental health support, support with disabilities and long-term health conditions, support for neurodivergent students, and help making information accessible.

As well as providing short term focused interventions and supporting you to develop coping strategies, our specialist practitioners can liaise with your academic School to develop an Inclusive Learning Plan which may include assessment adjustments, use of enabling equipment or provision of resources to help you learn in a way that works for you.

Find out more about seeking support at kent.ac.uk/SSW

Do you have a specific query that you'd like to ask via phone or email?

SSW reception is open Monday – Friday, 09:00-17:00

Canterbury

E: KentSSW@kent.ac.uk
T: 01227 823158.

Medway

E: MedwaySSW@kent.ac.uk
T: 01634 888969





Enhance your wellbeing

We have lots of peer support groups and interesting workshops available to students on various topics such as managing stress and anxiety, improving sleep, or finding friends. Our groups and workshops are organised according to student demand each year, so if students have an interest in setting up a new initiative around disability or mental health, we can facilitate finding like minded students and necessary resources. Have a look at our Events calendar for what's coming up at kent.ac.uk/student-support

#UniKentWellbeing

At Kent we aim to build a supportive community environment and we are committed to helping you get the most out of the challenges and opportunities university study brings. Even if you don't feel you need professional support from Student Support and Wellbeing, there are lots of resources available to help you stay well during postgraduate study.

Our #UniKentWellbeing page is updated regularly with relevant, timely information and resources: kent.ac.uk/wellbeing

Diversity

The University of Kent proudly endeavors to co-create a welcoming diverse and inclusive community. We are committed to a working and learning culture that encompasses dignity, courtesy, respect, and consideration for all. There are several 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.

Health Services

To find out more about local healthcare services available to students in Canterbury and Medway, as well as information on national support, please visit kent.ac.uk/guides/health-services

Canterbury

The University Medical Centre is an NHS general practice based on the 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: kent.ac.uk/medical

Medway

Students are advised to register at St Mary's Island Surgery. For more details visit stmarysislandsurgery.co.uk

24/7 support from partner organisations

Student Support and Wellbeing works with partner organisations to offer 24/7 phone, text, and online support from mental health professionals.

Phone/text support from Spectrum Life

Our partner organisation Spectrum Life can offer you online, text and telephone support from qualified counsellors and mental health professionals.

Call 0800 0318227 – press option 1.

Text/WhatsApp 'Hi' to +44 07418 360780

Online Peer Support via Togetherall

Access free, 24/7 online mental health and wellbeing support via partner organisation Togetherall: kent.ac.uk/guides/togetherall

For more information, visit kent.ac.uk/SSW#partners

Regulatory information

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 Education and Student Experience who will be responsible for taught courses of study within that school. They are responsible for the quality management of taught courses 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 Director of Education and the Education Committee can be found in the University's Code of Practice for Quality Assurance for Taught Courses of Study at: www.kent.ac.uk/teaching/qa/codes

The University Code of Practice for Quality Assurance for Taught Courses of Study provides a framework for the quality management of taught programmes of study at Kent. See: kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses

1.1 Intermission, transfer of registration, change of status and withdrawal from the University

If you are considering intermitting, transferring your registration to another course of study, changing from full-time to part-time (or vice-versa) or withdrawing from the University, you should first discuss this with your personal tutor or course convenor who will be able to provide you with advice. Postgraduate administrators within your academic school will be able to direct and advise you on the administrative procedures involved with such changes. The procedures are available for consideration at: kent.ac.uk/guides/taking-a-break-from-or-leaving-your-studies for intermissions and withdrawals, or kent.ac.uk/guides/omr/modules#change-course for changes of your course.

1.2 Examination

Information about the procedures surrounding the submission of your dissertation and examination is available in:

- Regulations for Taught Courses of Study: kent.ac.uk/education/regulatory-framework/academic-regulations-for-taught-courses

- Instructions to Candidates for the Degree of Master by Coursework or Master by Coursework and Dissertation or for a Postgraduate Diploma: kent.ac.uk/education/regulatory-framework/policies-and-procedures-examinations-guidance/examination-guidance#examining-pgt
- Credit Framework for Taught Courses of Study: kent.ac.uk/education/regulatory-framework/credit-framework

1.3 Academic complaints and appeals

An academic complaint is any specific concerns about the provision of a course 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.

1.3.1 Academic complaints

The complaints procedure is outlined at: kent.ac.uk/guides/student-complaints

1.3.2 Academic appeals

The procedures for appeals are outlined in the Academic Appeals policy at: kent.ac.uk/education/regulatory-framework/policies-and-procedures-examinations-guidance/policies#academic-appeals. Students should read these procedures carefully to find out in what circumstances and on what grounds they may submit an appeal. If they wish to pursue an appeal, they should complete the appropriate appeal form and submit this to the Quality Assurance and Compliance Office. The appeal forms, along with student guidance, are available on the academic appeals website: kent.ac.uk/education/academic-appeals

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:
kent.ac.uk/education/academic-integrity/guide-for-students and
kent.ac.uk/student-learning-advisory-service

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 kent.ac.uk/about/governance/policies-and-procedures

Code of Practice

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

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

For information on the Code of Practice for Quality Assurance for Taught Programmes of visit:
kent.ac.uk/education/regulatory-framework

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.

Event	Points
Study, work or volunteer abroad (not as part of degree)	30-90
Completion of a World language module	45
Completion of a Language Express course	30
Attending an event or conference	10-25
Presenting at an event or conference	15-45

Professional ability

Careers workshops, IT skills, work experience and placements, part time work, joining a professional network

Event	Points
Company Experience (site tour, open day, Q&A)	10-20
Part-time work	25-55
Internship (4-12 weeks)	20-80
Skills Workshop	5-15
Attend a career fair	10
Career Guidance appointment	10

Volunteering and university responsibilities

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.

Event	Points
Volunteering	5 points per 5 hours
Academic Peer Mentoring	45
Student Ambassador	30
Member of society	5
Committee member of society	25-30
Member of media group	15
Member of an Academic Society	15

Student enterprise

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

Event	Points
Attend business advice session	10
Participate in an Enterprise Competition/Challenge (each stage)	15

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.

Event	Points
Member of Sports Team	10
Careers Award on Moodle	20
Global Skills Award workshop	5-15
Graduate and Researcher College's Postgraduate Talks	15
Kent Global Passport (once completed)	35

Reward	Points required
Internship	200
Project placement	175
Work experience	150
Training	125
Work shadowing	100
Skills development	50
Company experience	75
Mock assessment centre	75
Employability session	50
Raffle	50
Sponsored 'highest points' prizes	variable

