University of Kent

POSTGRADUATE RESEARCH STUDENT HANDBOOK 2026/27

Graduate and Researcher College (GRC)

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Introduction

Welcome to the University of Kent!

We're delighted to welcome you into our community here and hope that your time with us as a postgraduate research student will be stimulating and rewarding.

One of the defining features of good research is that it involves an open intellectual journey, defining and exploring unanswered questions, challenging assumptions and finding new perspectives that you might not imagine at the start of this process.

This open process of research is the heart of true intellectual enquiry, and can be both exciting and unnerving as you find yourself moving through stages of clarity and uncertainty in your work.

We know that it's important for people experiencing this process to be well-supported. This handbook sets out the many different ways in which we will try to do this for you – through supervision, structured reviews of your work, support for your academic and professional development and other support services.

We know that there'll be a lot of information for you to absorb as your begin your time as a research student here. Please take time to read this handbook, though, as the information will give you important insights into how to approach your work, what to expect as a research student and the support we provide for you.

If you're ever unsure of anything, always feel free to ask. We wish you every success with your time here at Kent, and hope it will be a creative, productive and highly formative period for you.

The Graduate and Researcher College

Postgraduate Research at Kent

1 Research supervision

1.1 Initial meeting

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

1.2 The role of your main supervisor

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

1.3 Supervisory meetings

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

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

Records of supervisory meetings are important as they provide a useful aide-memoire for you and your supervisory team. These records also provide an evidence trail of your supervision to date, which can be used at progression reviews. Supervisory meetings are recorded on KentVision and postgraduate researchers are sent reminders to complete this record on a monthly basis (bi-monthly for part-time students). These monthly records are a way of ensuring that you and your supervisor are clear about your progress and the steps that should be taken to progress your research. They do not need to be in perfect prose, nor should they take very long to complete. You are simply asked to keep a record of what has been discussed and what needs to be done next.

These brief records provide an opportunity for clarification that might not arise during conversation and help to demonstrate the progress you are making.

1.4 The supervisory relationship

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

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

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

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

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

1.5 Preparing for a supervisory meeting

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

It is important that you record details of every meeting with your supervisor online as soon as possible. In order that a clear progression is agreed in a timely manner, students are expected to complete their report within one week of the meeting and supervisors are expected to provide written feedback within two weeks. Further information is provided in the Code of Practice for Quality Assurance for Research Courses kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses

The Research Programmes Administration Team will be able to assist you in using KentVision to record these meetings.

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

In order to give you considered feedback, supervisors require written work to be handed in several days in advance of scheduled supervision meetings. Supervisors will expect any work submitted for their consideration to be word processed. Please ensure that your work is backed up properly to avoid any loss through computer failure.

2 Progression monitoring

In order to ensure that your research project is on track and that you have all the necessary support and resources required to successfully complete it, there will be a series of review stages during your period of registration. These reviews include induction, probation, end of year reviews and Minimum Period of Registration reviews. In cases where there are concerns about progress, your supervisors may schedule a mid-year review. For more information visit: kent.ac.uk/education/documents/code-of-practice-research/code-of-practice-research-annex-j.docx

Type of student	Review stages
FT PhD student	1 Induction Review (6 weeks) 2 Probation Review (10 months) 3 End of Year 2 Review (24 months) 4 End of Minimum Period of Registration Review (33 months) 5 Continuation Year Review 1 (41 months) 6 Continuation Year Review 2 (46 months)
PT PhD student	1 Induction Review (6 weeks) 2 Probation Review (12 months) 3 End of Year 2 Review (24 months) 4 End of Year 3 Review (36 months) 5 End of Year 4 Review (48 months) 6 End of Year 5 Review (60 months) (only for students starting academic year 2026/27) 7 End of Minimum Period of Registration Review (69 months) 8 Continuation Year Review 1 (77 months) 9 Continuation Year Review 2 (82 months)
FT Master's student	1 Induction Review (3 weeks) 2 Probation Review (4 months) 3 End of Minimum Period of Registration Review (10 months)
PT Master's student	1 Induction Review (6 weeks) 2 Probation Review (9 months) 3 End of Minimum Period of Registration Review (22 months)

Note: In cases where a research student intermits from their period of research for a set period, the timings above would need to be adjusted accordingly.

The outcome of progression monitoring reviews is recorded online using KentVision.

3 Submission and examination

3.1 Thesis submission

Full information about the submission of your thesis is available in the Examination Guide for PGR Candidates: https://media.www.kent.ac.uk/se/55986/ExaminationGuideforPGRcandidates.docx

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

3.2 Submitting your thesis for examination

Two months ahead of submission, candidates are required to complete the Notice of Submission task on KentVision to indicate their intention to submit their thesis for examination.

This must be entered into KentVision on the Notice of Submission form.

Allow up to two months for examiner appointments to be approved. A thesis cannot be sent for examination until the examiner appointment process has been completed and all necessary approvals are in place.

3.3 Examination guidance

Full information about the examination of your thesis is available in the Examination Guide for PGR Candidates: https://media.www.kent.ac.uk/se/55986/ExaminationGuideforPGRcandidates.docx

The viva voce or oral examination is an important stage in the process of being awarded a PhD. For most, the opportunity to defend your thesis in front of a panel of examiners is the end of the doctoral journey. The viva voce is compulsory for PhD level awards but at the discretion of examiners for other awards.

Doctoral and Master's theses are examined according to the University's Academic Regulations for Research Courses of Studykent.ac.uk/education/quality-assurance/research-degrees

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

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

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

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

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

3.4 Final thesis submission

After examination, successful theses must be submitted electronically to the Kent Academic Repository (KAR). kent.ac.uk/guides/deposit-your-thesis

4 Teaching and demonstrating

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

Within the School there will be academic members of staff who are responsible for overseeing the arrangements for postgraduate researchers who teach or demonstrate. New postgraduate teachers and demonstrators are contacted and invited to an 'Introduction to University Teaching' session which is scheduled to take place at the beginning of each academic year. Further teaching-related training sessions are also available as part of the Graduate and Researcher College's Researcher Development Programme (please keep an eye on the online booking system for details). Postgraduate researchers who are either GTAs or as part of their studies carry out teaching on an hourly paid basis may also apply for a place on the Associate Fellowship Scheme. The scheme is an academic credit bearing postgraduate course, which on successful completion awards Associate Fellowship of the Higher Education Academy. For some postgraduate students, successful completion of this scheme is a condition of the contract. The AFS is run by the Curriculum and Education Development Team. For more information, please contact: heprogsadmin@kent.ac.uk

Annex P (Research Student Teachers and Demonstrators) of the University's Regulations for Research Courses of Study outlines the responsibilities of academic schools in relation to postgraduate researchers who teach and demonstrate.

Please note that students on a student visa have restrictions placed on their work activities. Please see the University website for more information: kent.ac.uk/student-immigration

Should you have any queries about your teaching contracts, you can email gta@kent.ac.uk or visit kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses#annexp

5 Providing feedback on your research experience

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

Graduate and Researcher College

The mission of the Kent Graduate and Researcher College is to lead and champion the strategic development of provision for graduate research at the University of Kent. 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 research student experience across all campuses and centres and create a vibrant postgraduate research community at Kent.

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

- Supporting the researchers lifecycle administrative processes through the Research Programmes Administration Team
- Providing an extensive programme of face-to-face and online training, development and community building opportunities
- Working with other departments, including KSU, to promote a positive wider experience for our postgraduate researchers
- Acting as an advocate for the needs and interests of postgraduate researchers across the University
- Operating as the administrative hub for the University UKRI-funded studentship programmes (DTPs) and some other scholarships.

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

Graduate and Researcher College Prizes

Recognises postgraduate researchers who make exceptional contributions beyond their PhD through disciplinary research, research culture, or public engagement and societal impact. They also recognise Kent supervisory team members who demonstrate outstanding commitment to doctoral supervision, community-building, inclusion, professional development and research integrity.

Winter Research Showcase

This event is an excellent opportunity to hear and see what research is being undertaken by our postgraduate researcher community. Postgraduate researchers can present or just come along to network with their peers.

Researcher Development Programme

The RDP is designed to equip postgraduate researchers with a full range of skills which will improve their effectiveness as researchers and enhance their employability. See pages 9/10 for more information.

3MT

The 3MT® celebrates the exciting research conducted by PhD researchers. The competition supports their capacity to effectively explain their research in three minutes, in a language appropriate to a non-specialist audience. See page 9 for more information.

Annual Postgraduate Research Conference

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

Researcher development

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

Research Skills training

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

Researcher Development Programme

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

Further information about the Researcher Development Programme is available on the Graduate and Researcher College website at: https://student.kent.ac.uk/studies/researcher-development-programme

Postgraduate Researcher Development Fund

The Researcher Development Fund supports PGRs in applying for funding towards training and development activities that enhance their research and professional growth.

Other training and development opportunities

RDP Moodle page

All Postgraduate Researchers are automatically enrolled onto the Graduate and Researcher College's RDP Moodle module. This includes links to resources and training for all of the domains of the Researcher Development Framework. https://moodle.kent.ac.uk/2026/course/view.php?id=113

Mentoring Scheme

The Graduate and Researcher College's Mentoring Scheme is intended to support the personal development of postgraduate researchers and Early Career Researchers (ECRs). https://student.kent.ac.uk/studies/phd-mentoring-scheme

Research Café

The Graduate and Researcher College's Research Cafés aim to give researchers the opportunity to share, learn and connect with other postgraduates. https://student.kent.ac.uk/life/postgrad/research-cafe-and-experience-exchange

3MT®

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

The Graduate and Researcher College organises a competition at Kent. https://student.kent.ac.uk/life/postgrad-researcher/3mt

1:1 Coaching

Coaching offers a way to help you realise your goals and your potential. Through coaching you can address issues such as confidence building, motivation, the supervisory relationship, work/life balance or career planning. Whatever you want to focus on, 1:1 sessions with a coach can enable you to identify where you are stalling, and help you work out what course(s) of action you might pursue. You can book for these via the online booking system: https://grctraining.targetconnect.net

University of East Anglia Online Training Series

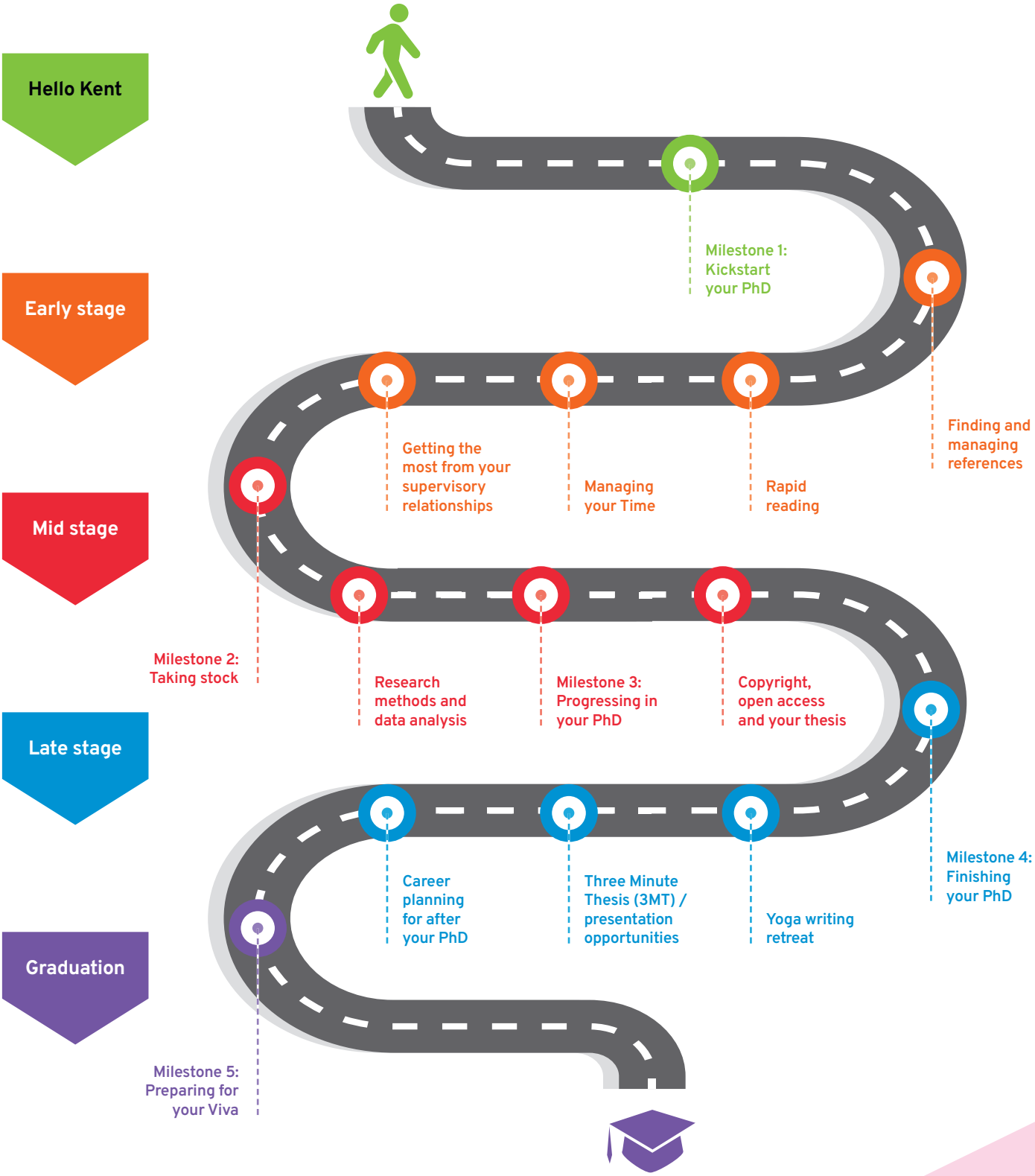
As a Kent researcher, you have access to the University of East Anglia (UEA) Online Training Series that offers research and professional skills training for postgraduate researchers in a 'live-taught' online format. More more details and to see the programme visit https://bookwhen.com/ueaonlinetraining#focus=ev-spoj-20251007190000

Researcher Development Framework

The Researcher Development Framework (RDF), developed by Vitae, outlines the knowledge, skills and behaviours that support effective research and career development. Use it alongside your Researcher Development Assessment to identify your strengths and development needs.

The Graduate and Researcher College's programme maps its training to the RDF. See the next page for example workshops.

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



Services available to students

Student Life

Library Services and Resources

Postgraduate researchers can find out about library resources available to them at: kent.ac.uk/library

You also have a dedicated Library Research Postgraduate Guide at: https://student.kent.ac.uk/studies/library/postgraduate-guide

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

Academic Librarians
To get the most out of the Library and its services, contact the Academic Librarian responsible for your research area as early as possible. Academic Librarians can give you one-to-one support throughout your course, online or in person. Subject Resource guides are available online, offering detailed information on specialist databases and resources tailored to specific academic disciplines. See https://student.kent.ac.uk/studies/library/librarians for your Subject Guide and to contact your Academic Librarian.

The Open Research team of librarians can help you with copyright, licenses, Open Access publishing and managing your research data.

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/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 or visit other libraries throughout the UK using SCONUL https://access.sconul.ac.uk/about. For further information, please contact your Academic Librarian.

All of these links and information are available to you in the Library Research Postgraduate Guide at https://student.kent.ac.uk/studies/library/postgraduate-guide

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/study-spaces/hubs

Skills for Academic Success Team (SAS)

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

Support for Postgraduate Research Students

With 1-to-1 appointments, workshops, downloadable study guides and our SkillBuilder videos, you'll find help that matches your ideal learning style.

Postgraduate Research students may find the below offering particularly helpful:

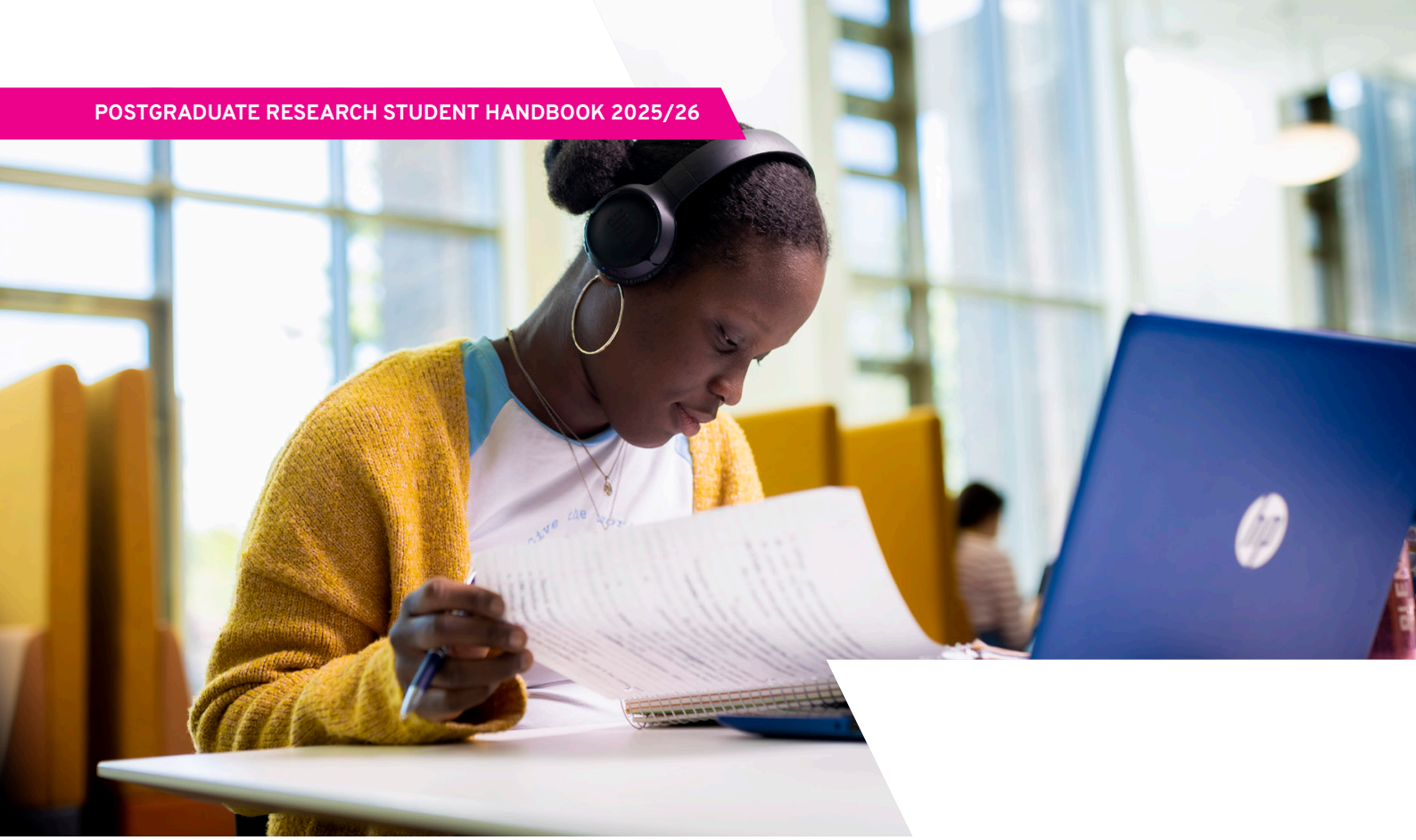
- 1:1 Writing Advice appointments with Royal Literary Fellows
- 1:1 Statistics appointments

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
Careers, Employability and Skills Team
2nd Floor, Medway Building
E: sas@kent.ac.uk
T: 01227 824016

Canterbury campus
SAS offices
Careers, Employability and Skills,
Rutherford Extension
E: sas@kent.ac.uk
T: 01227 824016



Careers and Employability Services

As well as specific Careers workshops offered as part of the Researcher Development Programme, 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 undertake your research studies.

Qualified and experienced Careers 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 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 advise 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 every term, these points can be redeemed for rewards. Each year rewards are offered to participating students which include virtual internships.

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

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

Students interested in becoming a Student Rep can sign up here: https://ksu.co.uk/student-voice/student-reps

Email hello@ksu.co.uk with any queries, and a member of the Voice Team will assist.

Advice Services

Kent Students' Union Advice

The Student Advice Service provides independent advice on a wide range of practical problems that students may face whilst they are studying, such as academic issues, immigration queries (including for Medway students), housing and finance. 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 contact form, in-person and Teams appointments, telephone advice or a drop in service. The service is open from 10:00-16:00 on weekdays; for more details as well as a wealth of online information, visit 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: thehubmedway.co.uk/advice/talktous

International Partnerships

International Partnerships is responsible for increasing the University's global presence by developing a range of international partnership activity including education and mobility opportunities. The team manages and initiates partnerships with institutions worldwide. It manages student mobility the Turing scheme, and the University's transnational education arrangements.

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

Student Support and Wellbeing

Student Support and Wellbeing are committed to improving access to learning and provide a wide range of support services and referrals to external support services to help support your student journey.

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 have advisers that specialise in mental health, welfare, financial hardship, disability and neurodiversity, outreach students (care experienced, estrangement, carers, refuges, asylum seekers) and specialist wellbeing advisers who support student reporting harassment sexual violence and hate incidents.

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. We also have adjustments that are specifically designed for PGR students around VIVA and meeting adjustments.

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, 09:00-16:45

Canterbury and Medway
E: KentSSW@kent.ac.uk
T: 01227 823158

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.

University Nursing Services (Canterbury)

The University has a Nursing Service that is available to all students. You do ot need to be registered with the Health Centre to access this. It is a minor injuries unit where you can seek medical advice for minor ailments and medical complaints.

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 further information on NHS services please see information on national support: kent.ac.uk/guides/health-services

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 Postgraduate researcher responsibilities

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

2 How is postgraduate research managed at Kent?

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

Each academic School has a Director of Graduate Research Studies who will be responsible for research courses of study within that School. The School Director of Graduate and Research Studies is responsible for the quality management of research programmes of study and monitoring the progress of research students within each School, as essential platforms for feedback and support. More information about about this role can be found in the University's Code of Practice for Quality Assurance for Research Courses of Study at: kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses#code-of-practice

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

If you are considering intermitting, transferring your registration to another programme of study, changing from full-time to part-time (or vice-versa) or withdrawing from the University, please discuss this with your Research Programmes Administration Team, who will be able to direct and advise you on the administrative procedures involved with such changes. Contact: pgradmin@kent.ac.uk

2.2 Fieldwork and absence from the University

Permission to be absent from the University for fieldwork should be sought from the School Director of Graduate and Research Studies, who should be satisfied that the appropriate facilities for research are available and arrangements for supervision are satisfactory.

Please check with your school about arrangements which should be put in place prior to a period of fieldwork. Information on student fieldwork insurance cover can be found at: kent.ac.uk/guides/travel-insurance

2.3 Thesis completion, submission and examination

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

- Regulations for Research Courses of Study (please see section 8 (examination) at: kent.ac.uk/education/regulatory-framework/academic-regulations-for-research-courses#regulations-research)
- Instructions to Candidates for the Examination of Research Degrees kent.ac.uk/education/regulatory-framework/policies-and-procedures-examinations-guidance/examination-guidance#examining-pgr
- https://student.kent.ac.uk/support/kentvision/pgr

2.4 Complaints and appeals

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

2.4.1 Complaints

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

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

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

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

2.4.2 Academic appeals
The procedures for appeals are outlined in the Academic Appeals policy, with information relating specifically to postgraduate student appeals under Appendix 3, available here: student.kent.ac.uk/studies/academic-appeals

Postgraduate research students should read these procedures carefully to find out in what circumstances and on what grounds they may submit an appeal. If they wish to pursue an appeal, they should complete a research appeal form and submit this to the Appeals, Conduct and Complaints Office. The appeal form, along with student guidance, is available on the academic appeals website: kent.ac.uk/education/academic-appeals

Postgraduate researchers should note that they may not submit an academic appeal:
- Against academic judgement or;
- On the grounds of poor or inadequate research supervision. Such a matter would be the subject of an complaint, which should have been raised and resolved at the earliest opportunity through the complaints procedure.

3 Academic misconduct

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

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

Duplication of material means the inclusion in coursework (including extended essays, projects and dissertations) of a significant amount of material which is identical or substantially similar to material which has already been submitted for the same or any other course at this University or elsewhere, without acknowledging that such work has been so submitted.

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

Further university guidance on plagiarism, academic integrity and good practice is available at: kent.ac.uk/education/academic-integrity/guide-for-students and kent.ac.uk/student-learning-advisory-service

4 Research integrity

The University promotes a culture of research integrity, and supports researchers to carry out their research activities with integrity, by maintaining a suite of policies, providing teaching and training in research ethics and integrity, and promoting a growing library of guidance documents covering many different issues and concerns. For more information visit: kent.ac.uk/research-innovation-services/research-integrity

5 Intellectual Property Rights

All ideas, material, or work produced and submitted as part of the requirements of a programme of study or research, and all Intellectual Property (IP) within, belongs to the University, who may pass these on to third parties, such as, for example, funders. In order to familiarise yourself with IP and the University's approach to IP, you are encouraged to read the University's IP policy, which is available at: kent.ac.uk/about/governance/policies-and-procedures

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

6 Anti-Bribery and Corruption Policy

The University's Anti-Bribery and Corruption Policy applies to all students in their activities as students of the University and to the full range of the University's activities, both in the UK and overseas. The University is committed to conducting its business fairly, honestly and openly, to the highest standards of integrity and in accordance with all legal requirements.

The Anti-Bribery and Corruption Policy provides a clear statement that the University will not permit any form of bribery and outlines the procedures to prevent employees or students from engaging with bribery. The full policy can be found on the University's Governance website at 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 research courses of study; and will harmonise as far as possible internal University and external agency requirements.

For information on the Code of Practice for Quality Assurance for Research Programmes of visit: kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses

kent.ac.uk

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