POSTGRADUATE RESEARCH STUDENT HANDBOOK 2014/15

FACULTY OF SCIENCES

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2014/15

Introduction

I am delighted to welcome you to the School of Computing for your next period of study, and it is my hope that you will have a happy - and productive - few years here. We are very proud of our graduate students, and value the contribution you bring to the academic life of the School, both intellectually and socially.

Our work is underpinned by national and international recognition for our research and strong links with industry. Our research activity is wide ranging and takes place within focused research groups that provide a supportive research community for all members of the School, staff or student. We offer excellent research facilities with approximately 40 staff currently engaged in research on two campuses, Canterbury and Medway

In terms of the structures of postgraduate study and the regulations that govern it this, handbook should help guide you through the complexities. But postgraduate study is about more than structure and regulation. There are many opportunities for you at Kent and in the School, from developing your research within a vibrant research community, to attending workshops to help you develop skills, to volunteering to work with our outreach activities, such working in our Makerspace ("the shed") or help children learn programming through the First Lego League. I hope that you will thoroughly explore these opportunities, take advantage of all that is on offer, and maximise the benefit of your time here.

Welcome!

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Contents

The information contained in this handbook was correct at the time of going to print. The University, however, reserves the right to modify or cancel any statement in this Handbook at any time without prior notice.

1 Aims and Objectives

1.1 Research

Research work in computing science covers an extremely broad spectrum. The general criterion of "an original contribution to knowledge or understanding" can be interpreted in a number of contexts.

- In a mathematical context, such as programming language semantics, the criteria would be to formulate definitions and to prove results about those definitions, and derive counterexamples to conjectured properties.

- In an engineering context, the aim is often to build a system to solve a particular problem. Here a solution technique should be original, but it is equally important that the artefact produced is evaluated in a rigorous way, and that its requirements are elicited using appropriate techniques.

- In a scientific context, it is appropriate that any experiments undertaken -- either on systems or human participants -- are designed using appropriate methodologies. Moreover, the account of the work should reflect upon the design of the experimental work, in its particular context.

Any particular thesis may combine these approaches, and indeed also draw on other disciplines, such as sociology and psychology, for its standards.

In undertaking graduate-level work you are expected to be able to demonstrate:

1. The ability to recognise and validate problems;

2. Original, independent and critical thinking, and the ability to develop theoretical concepts;

3. A knowledge of recent advances within your own field and in related areas;

4. An understanding of relevant research methodologies and techniques and their appropriate application within your research field;

5. The ability to critically analyse and evaluate your own findings and those of others;

6. An ability to summarise, document, report and reflect on progress.

At the University of Kent for an MSc by research a candidate "… is required to show in the thesis ability to conduct an independent study and to understand its relationship to a wider field of knowledge. The candidate is also required to show appropriate ability in the organisation and presentation of the material in the thesis."

For doctoral study "The [PhD] thesis should be an original contribution to knowledge or understanding in the field under investigation and should demonstrate the candidate's ability to test ideas, whether his/her own or those of others, and to understand the relationship of the theme of the investigation to a wider field of knowledge. It should be of such scholarly merit as would on that ground justify its publication either as submitted or in an abridged form. The candidate is also required to show appropriate ability in the organisation and presentation of his/her material in the thesis."

1.2 Programme Specification

Each programme of study offered by the University has an approved Programme Specification. The specification for research degree programmes is available at:

http://www.kent.ac.uk/stms/studying/programmes/2014-2015/computing/index.html?tab=postgraduate-programmes

1.3 University Code of Practice for Research Programmes

The University has a Code of Practice for Research Programmes of Study. This is available at:
http://www.kent.ac.uk/teaching/qa/codes/index.html?tab=research-programmes

2   Research Environment and Training

2.1   Environment

National and international recognition for our research and strong links with industry underpin all our work. The School's research activity is wide ranging and takes place within focused research groups that provide a supportive research community for all members, staff or student.

Excellent research facilities are offered across five research groups:

> Computational Intelligence
> Computing Education
> Future Computing
> Programming Languages and Systems
> Security

Research groups form the focus for research work in the school. Each research active member of staff is a member of at least one group, but many staff participate in the work of more than one, and inter-group work is encouraged. Every research student will join the research group of their supervisor(s). Each research group organises its own seminar series with internal and external speakers, and other *ad hoc* groups (functional programming, concurrency) also meet on a regular basis.

Details of Courses, Conferences and Workshops, Seminars and Research Events may be found at:

http://www.cs.kent.ac.uk/index.html#events

You should make a habit of regularly consulting the events calendar. Research students are expected to attend all seminars within their own Research Group, and encouraged to attend seminars of other groups that are relevant. You are also encouraged to attend the more general School Seminar series. School speakers will be drawn from a variety of research areas, so you may not be familiar with the topic they are speaking on. Do not let that deter you! Listening to a breadth of subjects and approaches is one of the benefits of graduate study.

2.2   Facilities

Support for all full time registered research students includes a PC, or laptop, and their own desk in a research office. Research students have free access to university facilities such as printing, photocopying, a well provisioned Library and high bandwidth internet links. Students are guided by one-to-one supervision and have further structured input and advice from a panel of academics. Research students attend teaching development and research issues courses in their first year and, if they wish, can gain professionally and financially by teaching on undergraduate programmes.

2.3   Research Training

In your first year of registration you follow a training programme. The programme has two components:

- A weekly **postgraduate workshop**, with as learning outcomes that, at the end of the programme, a student should:

  - Appreciate the difficulties that can arise during a research degree and how to overcome them

  - Be able confidently to present research material to peers

  - Be aware of various techniques that can help support research

  - Be aware of the wider research picture in the School and how that relates to their own work

  Student attendance and participation in research training is monitored by a register at each session.

- The workshop also includes a sub-programme on **teacher training**, this is compulsory for students who wish to undertake undergraduate teaching within the school.

In your first year of registration you are also given the opportunity to participate in an outdoor activity weekend, which promotes a team ethos in a cohort of students.

In the second year students make a presentation of their work at the student-organised "Research Showcase". This may be a paper or poster presentation. In the final year there are sessions on "Writing-up and submitting a thesis", and on "What happens in a Viva?"

Final year students also receive a talk from the university Career's Advisory Service. Topics covered include:

■ Introduction to the Careers Advisory Service facilities

■ How employers view computing postgraduates - the present state of the IT job market

■ What jobs are open to Computing postgraduates.

■ How and when to apply

■ Postgraduate CVs

2.4   Researcher Development Programme

Postgraduate research student training is based on the Researcher Development Framework[1]. All PhD students are required to complete a Research Development Assessment, which they are introduced to at a first-year skills review workshop. See http://www.kent.ac.uk/graduateschool/skills/programmes/tstindex.html

3   Student Support and Guidance

Annex H of the University's Code of Practice for Research Programmes of Study sets out the responsibilities of research students and of main supervisors http://www.kent.ac.uk/teaching/qa/codes/research/annexh.html

3.1   Academic Support

3.1.1   Supervisor

The principal source of support is the academic supervisor, a member of staff. Occasionally, when a research topic reaches across research interests students have more than one supervisor. It is the expectation of the University that students meetings with their supervisor should normally take place at a minimum of every four weeks during the calendar year (up to a maximum of 50 contact hours per year, although these may be concentrated into term time). A record of these meetings is required and should be recorded via the Student Data System.

3.1.2   Director of Graduate Studies (Research)

The Director of Graduate Studies meets regularly with the student body as a whole. This allows open discussion, as well as a formal mechanism for matters such as the election of student representation.

3.1.3   Supervision Panels

Each student is allocated a supervision panel that consists of their supervisor (or supervisors) together with two members of academic staff. This is called "the panel". The head of the student's research group will usually be one member of the panel. The other member of the panel need not be a member of the research group; in the case of research which straddles two groups, the second member should be a member of the second research group.

The terms of reference of the panel are:

  i.   To monitor the academic progress of the student.

 ii.   To provide academic advice to the student.

iii.   To provide advice to the supervisor, particularly in the case of a less-experienced supervisor.

 iv.   To advise the Director of Graduate Studies (Research) in the case of the breakdown of the relationship between the student and supervisor(s).

  v.   To report to the Graduate Studies Committee on the student's progress at formal review points; in the case that progress is unsatisfactory the panel should suggest to the Committee measures to be taken to rectify the situation.

Panel members will not usually be involved in day-to-day supervision of the student and may therefore become

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[1] See http://www.kent.ac.uk/graduateschool/skills/rdf.html

the internal examiner for the student's thesis. The panel should notify the Director of Graduate Studies in any case where a conflict of interest might be thought to arise.

In the case that a student's sole supervisor leaves the university it is expected that one of the panel members would become the student's supervisor; if this does not happen, the panel would advise the Director of Graduate Studies on a choice of replacement supervisor. In the case of joint supervision, the remaining supervisor(s) would retain the supervisory role.

3.2   Administrative Support

3.2.1   Course Administration Office

The Office can assist you with matters of an administrative nature relating to your registration. The office is located in Room S132 and the office personnel are as follows:

Administrator: Sandra Shine

Assistants: Sonnary Dearden
                            Angela Forsyth
                            Lucy Ashbey
                            Rosemary Higham
                            Deborah Sillifant

Sonnary and Angela have especial responsibility for Postgraduate Research matters.

Email: computing@kent.ac.uk

Telephone extension: 4227

Opening hours: Monday – Friday   10:00– 12:30, 14:00 – 16:00

3.2.2   School Administration Manager

School Administration Manager: Angela Doe

Email: A.Doe@kent.ac.uk

Telephone extension: 7591

Location: Room S118

3.2.3   Systems Support

For all systems support queries contact cs-syshelp@kent.ac.uk.
See also http://www.cs.kent.ac.uk/systems/

3.2.4   Health and Safety

School Safety Co-ordinator: Angela Doe
Display Screen Equipment Assessment:
Email: A.Doe@kent.ac.uk

Electrical Safety Testing: Darren Lissenden
Email: D.Lissenden@kent.ac.uk

3.2.5   Communication

Information in the school is disseminated by a variety of means, including a mailing list – comp-postgrad@kent.ac.uk – to which each research student is subscribed.

3.3   School and Faculty Officers

Position	Name	Email
Head of School	Professor Frank Wang	F.Z.Wang@kent.ac.uk
Head of Research	Dr Peter Rodgers	P.J.Rodgers@kent.ac.uk

Director of Graduate Studies (Research)	Professor Sally Fincher	S.A.Fincher@kent.ac.uk
Student Training	Janet Carter Professor Richard Jones	J.E.Carter@kent.ac.uk R.E.Jones@kent.ac.uk
Dean of the Faculty	Professor Mark Burchell	M.J.Burchell@kent.ac.uk
Faculty Director of Graduate Studies	Dr Colin Johnson	C.G.Johnson@kent.ac.uk

3.4   Graduate School

The Graduate School works in partnership with academic schools, faculties, central service departments and Kent Union to enhance the quality of the postgraduate student experience across all campuses and create a vibrant postgraduate community at Kent. It aims to ensure that the academic and social interests of postgraduate students, both taught and research, are appropriately provided for within the University by developing:

- High-quality postgraduate facilities

- A supportive environment for the intellectual interests of postgraduates

- Student-led initiatives such as social events, conferences and workshops

- An excellent Researcher Development Programme

- A strong framework of specialist support for postgraduates across the University

- Internationally distinctive, exciting and innovative programmes of study that combine academic excellence with an exceptional student experience and appropriate learning resources

- Further funding and study opportunities through cultivation of external links with Research Councils, graduate schools and other organisations both nationally and internationally

The Graduate School coordinates the Researcher Development Programme[2] for postgraduate students and services the Graduate School Board and Directors of Graduate Studies' Network Group. The work of the Graduate School aims to provide a clear institutional focus on the development and support of graduate education and research at Kent.

Further information on the Graduate School is available at: http://www.kent.ac.uk/graduateschool/

3.5   The Registry

There are some matters that are not dealt with in the School and for these students need to visit the relevant Registry department. These include:

- Name changes (Registry Student Reception)
- Fee payments and queries (Income Office, Registry)
- Immigration Office Application for Extension of Stay/visa issues (Registry Student Reception)

Some matters are dealt with by Registry departments, but administered online. For example, Council Tax Exemption Certificates.

4   Staff-Student Liaison Activities

4.1   Staff-Student Liaison

Providing outstanding student representation is integral to Kent Union's existence. There is student representation at all levels of University life. Every student will have a course representative who is elected to listen to the views of course mates and discuss them with staff at Department consultative meetings. There are elected student representatives who sit on Faculty and University wide committees as well as full time Sabbatical Officers who represent students' needs on issues such as academic, welfare and social matters at

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[2] http://www.kent.ac.uk/graduateschool/skills/index.html

University, local and national level. All representatives are elected in elections which take place either in October or March. For more information on student representation and how to get involved visit www.kentunion.co.uk/representation

The school has a Staff-Student Liaison Committee as a forum for engaging students in the quality management and enhancement of their programmes of study. It provides an opportunity for staff members to consult with students on all aspects of their student learning experience and involve them in discussion with regard to future developments in the School. The Committee meets three times in each academic year.

The Liaison Committee reports to the School Postgraduate Board of Studies (Research).

Two student representatives are members of the Board which is constituted thus:

- Director of Graduate Studies (Research) (Chair)
- Administrator (committee secretary)
- Head of School
- Head of Research
- Postgraduate Admissions Officer (Research)
- Head of Systems Support
- Postgraduate Training
- Two student representatives
- All supervisors of research students

The terms of reference of the committee are:

1. To consider admission, recruitment and funding of postgraduate research students in the School.
2. To monitor the progress of research students in the School.
3. To consider all training and QA issues for Postgraduate Research programmes and to make recommendations to the Faculty Graduate Studies Committee as appropriate.
4. To consider and recommend to the Faculty Graduate Studies Committee proposals for new research degree programmes.
5. To act as a forum for discussion of staff/research student liaison issues.

The committee meets three times each year, in Autumn, Spring and Summer. In its unreserved business it considers strategic aspects of item 1. (above) and all aspects of items 3, 4 and 5. Individual aspects of item 1. and all aspects of item 2. are considered under reserved business.

The committee reports on student admissions and student progress to the Faculty Graduate Studies Committee on an annual basis. The Chair and the Head of Research represent the school on the Faculty Committee.

5   Progress Monitoring

The School has a series of formal progress monitoring points in accordance with Annex K of the University Code of Practice for Quality Assurance for Research Programmes of Study: Progression and Examination. A copy of Annex K is presented in Appendix 2 to this handbook.

http://www.kent.ac.uk/teaching/qa/codes/research/annexknew.html

The progression and supervisory monitoring process is managed online via the Student Data System.

5.1   Progression Monitoring Stages

The following progression monitoring stages apply:

- Initial Meeting
- Induction Review
- Probation Review
- Mid-Year Reviews (if required)
- End of Year Review

- Submission Review
- Continuation year Review (if required)

Students registered for the PhD (or MSc students wishing to upgrade to the PhD programme) are required to submit a mini thesis as part of the Probation Review. The mini thesis should contain a review of existing work in the proposed research area as well as an outline proposal for the programme of research work. Approval of the mini thesis by the supervision panel is a pre-requisite for continued registration or upgrade to the PhD programme. Continuing progression in the programme is subject to satisfactorily passing each subsequent formal review.

Monitoring Reports are considered by the Postgraduate Board of Studies (Research) and, in some cases, by the Faculty Director of Graduate Studies; unsatisfactory progress can result in the termination of a student's registration or the failure to re-register a student.

6 Funding

6.1 Scholarships

Scholarships are administered by the School Administration Manager and by the Course Administration Office. Students in receipt of a scholarship will be required to sign the University Terms and Conditions. Payment is made monthly and is made direct to your bank account. Continuation of scholarships is subject to satisfactory academic progress.

6.2 Funding for Travel

The School has funding to support postgraduate students travel to conferences and workshops. All reasonable requests are considered and applications for funding should be made using the on-line form at: http://www.cs.kent.ac.uk/research/travelform.local

6.3 Hardship Fund

Each year the school has a limited budget to help in cases of research student hardship. Applications can be submitted for consideration at any time   The request should include the level of support requested, which would not normally be more than £1,000, and a brief case for support (no more than 300 words) explaining how the hardship award would aid the studies of the applicant. The applicant may also be required to produce documentary evidence of financial hardship, such as bank statements.

Allocation of awards from the fund will be made by the Director of Graduate Studies (Research) and the Head of School.

7 Working in the Research Environment

7.1 Research Ethics (Human Participation)

The Faculty has a Research Ethics (Human Participation) Advisory Group whose purpose is to protect the dignity, rights, safety and well-being of all actual or potential research participants.   All staff and students wishing to submit a research proposal involving human participation must follow the procedures set out in the Faculty Research Ethics Handbook which is available at:

http://www.kent.ac.uk/stms/faculty/adminprocedures/research-ethics/index.html

Research students should consult their supervisor or the Head of Research, Dr Peter Rodgers, if they require further advice or guidance in this.

Recommendations from the Director of Graduate Studies:

7.2 General

Estelle M. Phillips and D.S. Pugh *How to get a PhD : A handbook for Students and their Supervisors* Milton Keynes, Open U.P., 1987, repr. 1992

Two nice essays from Paul Edwards (in the "Reviews and Essays" section):

- http://pne.people.si.umich.edu/essays.htmlHow to Give a Talk: Changing the Culture of Academic Public Speaking

- How to Read a Book

7.3   Bibliographic packages

Bibliographic software is essential for managing writing at doctoral level. The University provides access to, and support for, RefWorks

http://www.kent.ac.uk/library/resources/reference-management/refworks/

For those who use LaTex there is:

BibTeX:

http://www.bibtex.org

7.4   The core literature repertoire

One of the things that established researchers have is a working knowledge of the relevant literature. Most established researchers have a core repertoire of some 100-150 works on which they can draw readily. These are a useful selection from the hundreds or thousands of articles and books the researcher has digested over time. The repertoire gives a researcher a context in which to place ideas: the collection characterises the major strands of thinking in the field, identifies the major researchers, and provides research models and examples. Of course the repertoire evolves and must be updated.

Part of doctoral study is acquiring one's own core repertoire. The annotated bibliography is an effective mechanism for facilitating this acquisition – and for keeping record of the majority of papers that fall outside the core. The annotated bibliography is a powerful research tool. It should be a personal tool, keying into the way you think about and classify things.

7.4.1   What the annotated bibliography should include

It should include, as a minimum:

- the usual bibliographic information (i.e. everything you might need to cite the work and find it again)

- the date when you read the work

- notes on what *you* found interesting / seminal / infuriating / etc. about it. (The notes should not just be a copy of the abstract; they should reflect your own critical thinking about your reading. They can be informal, ungrammatical, even inflammatory – as long as they retain meaning about your reading. If you read a paper more than once and get different things from it, then add to the notes – but do keep the original notes, which can prove useful even if you've changed perspective or opinion.)

It can include many other useful things, e.g.:

- where the physical copy of the work is (e.g. photocopied paper, book borrowed from the library, book in one's own collection)

- keywords, possibly different categories of keyword

- further references to follow up

- how you found the work (e.g. who recommended it, who cited it)

- pointers to other work to which it relates

- the author's abstract

7.4.2   The discipline

Keeping an annotated bibliography is a discipline. It is easiest to establish a discipline of writing notes about papers as soon as you read them, not going on to the next paper until you have done so. It is *much* harder to go back and try to catch up. Because keeping the bibliography is an 'overhead', and because the point is to maintain access to material, it is best to keep entries to under a page per paper.

7.4.3   Other ways it can help

- The bibliography can help you to 'backtrack' on your own thinking.

- It will reflect the evolution of your reading, of what you found important over time, and of your writing about what you read.

- When you find a reference and cannot remember the paper's particular perspective, the notes can give you the key.

- When you re-read a paper just before your viva and say: "Oh no, it doesn't say that at all, what could I have been thinking?" the notes will be invaluable.

The bibliography can help you to manage your reading effectively and keep accessible much more information than you can remember without aid.

- Keeping a bibliography allows you to use a 'flat', unambiguous physical filing system (e.g. alphabetical by author) while being able to categorise, re-categorise, and search fluidly.

- The bibliography can help you avoid re-reading papers that are useless and forgettable but have interesting titles.

- It can help you keep track of the physical form and location of materials.

7.5   Writing Guides

Lyn Dupré *Bugs in Writing : A Guide to Debugging Your Prose* Addison-Wesley. Revised Edition, March 1998

Joseph M. Williams *Style: Ten Lessons in Clarity and Grace* Longman, 6th Edition, 1999

Justin Zobel Writing for Computer Science Springer, 2004

8   Assessment and Examination

Higher degree regulations are available on the University's web pages at

   http://www.kent.ac.uk/uelt/quality/regulations/research.html

8.1   Mini-Thesis

Every research student registered for a PhD, or who wishes to upgrade their registration to that of PhD, is required to submit a mini-thesis. Progression to year 2 is subject to passing the mini-thesis.

You are required to produce a 'mini-thesis' of approximately 35 sides. Examination of the mini-thesis forms part of the Probation Review and will be examined by members of your supervisory panel and. Typically the mini-thesis will take the following form:

1. An Introduction, briefly explaining what is your research topic and the research problem you are trying to solve, and briefly mentioning the original contribution(s) of your thesis.

2. A brief review of the relevant research work in your field.

3. A description of your project, and how it aims to break new ground, explaining in much more detail the contribution(s) that you briefly mentioned in the Introduction

4. A description and evaluation of the work you have done so far.

5. A Conclusion, summarising your work so far and briefly describing your future research

6. An outline on the likely final form of your thesis: the main topics you expect to cover, and their ordering. One way of doing this is to give your likely Chapter headings with a single paragraph summarising what each Chapter will say.

7. A bibliography.

Typical lengths of the above parts might be 12-14 pages for 1, 2 and 3 above, 16-18 pages for 4, 5 and 6, and 2-3 pages for the bibliography; obviously this might vary in individual cases. Overall it is hoped that most of the material in the mini-thesis will be useful in the final thesis. You are expected to devote a maximum of one month to the preparation of the mini thesis.

As well as seeing your written submissions, the examiners might want to see demonstrations of any software

you have written (though this should not be a main focus) and may also want to examine your bibliographic records. The examiners will make one of the following recommendations:

■ satisfactory; you can proceed with/be upgraded to the degree of PhD

■ not satisfactory, required to resubmit mini-thesis in six months

■ not satisfactory; downgrade to lower degree

■ not satisfactory; withdraw

For full-time students who commence their registration in September, the following deadlines apply:

■ Mini-thesis submission in July of year 1;

■ Examination in August of year 1;

■ The entire process to be completed before year 2 registration date.

8.2   Upgrading from MSc (by research) to PhD

Any MSc research student who wishes to upgrade their registration to that of PhD is required to submit a mini-thesis and follow the same procedures as described in the section above.

8.3   Annual Registration

All research students are required to re-register on the anniversary of their original registration date. This process is on-line and students who fail to do this risk losing their login and will receive a fine. Students will be notified when this procedure must be followed.

8.4   Annual review

After probation review, progress is reviewed annually: each review is a hurdle and must be satisfactorily passed to remain in the programme.

8.5   Submission and Examination of Thesis

You are encouraged to submit your thesis for examination by the end of the minimum period of registration, however, the regulations do not permit a candidate to present a thesis for examination earlier than three months before this date. Three months prior to the end of registration a **Submission Review** is held. This is a formal progression monitoring point the purpose of which is to ensure that a candidate is in a position to complete their research and submit their thesis in the allotted time.

8.5.1   Notice of Submission

You should notify the Course Administration Office of the likely date of submission of your thesis by completing a notice of submission form. This should be completed and returned to the Course Administration Office at least two months before you intend to submit your thesis, in order that arrangements for the formal appointment of examiners may be put in hand.

8.5.2   Presentation of a Thesis

Instructions to candidates on the presentation of a thesis are available on the University's web pages at: http://www.kent.ac.uk/teaching/qa/regulations/index.html?tab=research-programmes

Our style file is found on myrtle at: https://projects.cs.kent.ac.uk/projects/cslatexstyles/

8.5.3   Examination

Each candidate will be examined by two or more examiners of whom at least one shall be an external examiner. A candidate's supervisor will not be appointed as an internal examiner. Candidates registered for the degree of PhD will be required to attend for an oral examination with the appointed examiners. Candidates registered for the degree of MSc by research may be required to attend an oral examination if the examiners require it.

After examining the thesis presented by a candidate and considering the results of any oral or written examination which they have conducted the examiners, at their discretion, may recommend to the Board of the Faculty:

1. that the degree for which the candidate is registered be awarded;

2. that the degree be awarded subject to certain minor corrections being carried out to the satisfaction of the internal examiner within three months of the official notification to the candidate of the recommendation of the examiners;

3. that the degree be awarded subject to certain minor corrections being carried out to the satisfaction of the internal and external examiners within six months of the official notification to the candidate of the recommendation of the examiners;

4. that the degree be not awarded at present but that the candidate be permitted to resubmit the thesis in a revised form not later (except in cases of illness or other good cause) than twelve months after the decision to allow resubmission has been made by the Board of the Faculty. If at least one of the examiners so wishes, he/she may require the candidate to undergo an oral or a written examination or both;

5. that the degree be not awarded at present but that the candidate be permitted to take a further oral or written examination or both normally not later than six months after the decision to allow this has been made by the Board of the Faculty;

    Note: This recommendation may only be made in cases where the candidate submits a thesis judged satisfactory by the examiners but fails to satisfy the examiners in the oral or written examination or both.

6. [in the case of PhD candidates] that the degree of PhD be not awarded but that the candidate be permitted formally to resubmit the thesis without alteration and without further scrutiny for the award of the degree of Master of Philosophy;

7. [in the case of PhD candidates] that the degree of PhD be not awarded but that the candidate be permitted to resubmit the thesis for the award of the degree of Master of Philosophy subject to certain minor corrections being carried out to the satisfaction of the internal examiner within three months of the official notification to the candidate of the recommendation of the examiners;

8. that no degree be awarded.

8.6   Deletion of Computer Files

For the most up to date information about deletion of computer files, please see the Computing Service website at http://www.kent.ac.uk/itservices/account/closing.html

8.7   Repository of PhD Theses

From 1 September 2014 all successful candidates are required to submit an electronic copy of their final thesis to the Kent Academic Repository (KAR) prior to the award of degree. Guidance for candidates is available at:

http://www.kent.ac.uk/library/research/thesis-deposit/index.html

Options for the digital deposition of theses will be discussed with candidates as part of the Submission Review.

9   Academic Integrity and Honesty at University

What is academic integrity?

While you are at university, you are expected and required to act honestly regarding the work you submit for assessment in your courses. General Regulation V.3: Academic Discipline states that: students are required to act with honesty and integrity in fulfilling requirements in relation to assessment of their academic progress.

General Regulation V.3 specifies that any attempts to:

- cheat
- plagiarise
- improperly influence your lecturer's view of your grades
- copy other assignments (your own or somebody else's) or
- falsify research data

will be viewed as a breach of this regulation.

The full details of this regulation including disciplinary procedures and penalties are available at:

http://www.kent.ac.uk/uelt/quality/credit/creditinfoannex10.html

Most students do not have any problems understanding the rules and expectations about acting honestly at university, although some are not familiar with academic expectations and plagiarism.

What is plagiarism?

General Regulation V.3 states that plagiarism includes: reproducing in any work submitted for assessment or review (for example, examination answers, essays, project reports, dissertations or theses) any material derived from work authored by another without clearly acknowledging the source.

In addition, certain departments or subjects may define plagiarism more narrowly. This means that if you read, study or use any other work in your assignment, you must clearly show who wrote the original work. This is called referencing and correct referencing will help you to avoid accusations of plagiarism.

What is referencing?

Referencing means acknowledging the original author / source of the material in your text and your reference list. Examples of source material which should be referenced include:

- exact words (written or spoken)
- summarised or paraphrased text
- data
- images (graph, tables, video, multimedia etc.)
- pictures or illustrations
- ideas or concepts
- theories
- opinion or analysis
- music or other performance media
- computer code
- designs, drawings or plans

Good referencing and avoiding plagiarism are pre-requisites to good writing. Submissions to the School of Computing should be in KentHarvard style. Submissions to conferences and Journals will specify the referencing style they require.

If you are unsure about essay writing in general you can visit the Student Learning Advisory Service based in the UELT building. For details see:

http://www.kent.ac.uk/uelt/learning/index.html

Further information for students on Academic Integrity can be found at: http://www.kent.ac.uk/uelt/ai/index.html

School Guidance

The School has published a Frequently Asked Questions guide on Plagiarism and Collaboration and this is available at:

http://www.cs.kent.ac.uk/teaching/student/assessment/plagiarism.local

10 Absence, Intermission or Withdrawal, Concessions

10.1 Absence

Permission to be absent from the University for the purpose of research for periods of greater than three weeks is subject to approval by the Faculty Director of Research Studies who will need to be satisfied that the appropriate facilities are available and arrangements for supervision are satisfactory.

10.2 Intermission

Under certain circumstances you may be allowed to suspend your University registration (i.e. to intermit).

Intermission is normally only granted for a period of three months and on medical grounds, or circumstances of grave and exceptional misfortune.

10.3 Withdrawal

If you wish to withdraw from the University you should discuss this with your supervisor in the first instance and with the Director of Graduate Studies.

Notes:

1. Students must confirm in writing any request for intermission or decision to withdraw.

2. Intermissions or withdrawals will take effect from the date that written notification is received by the Course Administration Office. Intermissions or withdrawals cannot be backdated.

3. If you are in receipt of a bursary you may be required to repay a proportion of this if you intermit or withdraw.

10.4 Concessions

If at any time during your registration you are ill or affected by other circumstances which mean that you are unable to continue with your studies you should notify your supervisor or the Director of Graduate Studies. It may be that your registration will need to be suspended until such time as you are fit to continue. It is important that any such action is taken at the time you are affected. Do not leave this until the end of your registration as such action cannot be backdated and any extension to your registration period because of time lost earlier will, at that stage, incur additional tuition fees. Where medical circumstances are involved the School will require supporting documentation from your doctor or other medical officer. All such evidence is treated as confidential.

11 Student Learning Advisory Service

The Student Learning Advisory Service (SLAS) is part of the Unit for the Enhancement of Learning and Teaching. This is a free, friendly advice service providing guidance and information on all aspects of effective learning and study skills to ALL students (from all subject disciplines and subject levels) from the minute they arrive at the university until they finish their studies. The service provides academic advice and guidance for students interested in strengthening their study skills or who wish to discuss a specific study problem. This is provided in addition to the subject-based support available within Departments.

Contact Information		
	Canterbury	**Medway**
Where:	UELT (between the banks and the Grimond Building)	Study Skills Helpdesk Drill Hall Library, Pembroke Campus
Open:	Monday –Friday 9.00am–5.00pm	Monday – Friday 9.00 am – 4.-00 pm
Phone:	Ext. 4016 or direct line 01227 824016	01634 888884
Email:	learning@kent.ac.uk	learning@kent.ac.uk
Web site:	http://www.kent.ac.uk/uelt/learning	

Further information is available at: http://www.kent.ac.uk/uelt/learning/index.html

12 Student Support and Wellbeing

The service offers support to students with disabilities, specific learning difficulties and medical conditions during their time at the University and can assist with the following:

- applying for funding to pay for specialist equipment (e.g. software programs) and helpers (e.g. note takers);
- arranging support from specialist staff, according to individual needs;
- helping you find out if you have dyslexia;
- contacting other departments about specific assistance you may require.

Contact Details:

CANTERBURY CAMPUS:

Keynes College, University of Kent, Canterbury, Kent CT2 7NP (Via Keynes main entrance, Rooms Hg 7-9)

Open Monday to Friday: 9.00am – 5.00pm

Phone: 01227 823158

Email: accessibility@kent.ac.uk

MEDWAY CAMPUS:

Student Services, The Gillingham Building, University of Kent, Chatham Maritime, Chatham, ME4 4AG (the service is located with The Gillingham Building. The Student Services Department is based on the Ground Floor. Please enquire at the reception desk.

Open Monday to Friday: 9.00am – 5.00pm

Phone: 01634 888804/888969

Email: medwaystudentservices@kent.ac.uk

http://www.kent.ac.uk/studentsupport/

13 Quality Assurance and Enhancement

The University Code of Practice for Quality Assurance for Research Programmes of Study (Research Students) is available on-line at:

http://www.kent.ac.uk/uelt/quality/rescode2005/index.html

This operates alongside the Faculty Code of Practice for Research Degree Candidates and the Faculty Management of Graduate Studies procedures. These documents set out the responsibilities of the school, the Director of Graduate Studies, the Supervisor and the Student and are available at: http://www.kent.ac.uk/stms/studying/postgraduate/index.html

14 Complaints and Appeals Procedures

14.1 Comments, Suggestions and Complaints

The University welcomes comments and suggestions for improvements which should be addressed, as appropriate, to the member of staff concerned, (such as Head of School, Dean of the Faculty, College Master, Librarian, Director of Information Services, President of Kent Union).

The University will respond quickly to complaints and, if substantiated, will take appropriate remedial action whenever possible.

The Staff-Student Liaison Committee and representation by postgraduate research students on the Graduate Studies Committee provide opportunities for students to discuss issues affecting them.

In the event of a complaint, students should consult their supervisor(s) in the first instance, then the Director of Graduate Studies or the Head of School. The Head of the School should be made aware of the nature of the complaint if it is not resolved promptly. If the matter cannot be resolved at school level students are advised to consult the Chair of the Faculty Research and Enterprise Committee or the Dean of the Faculty. Where the complaint is of a serious nature it should be made in writing.

The University has special arrangements for dealing with specific concerns and these are set out in Section 6 of the Student Charter (see http://www.kent.ac.uk/regulations/general.html)

In all cases the officer(s) concerned will ensure that a written response is made within 2 weeks of the receipt of the complaint.

14.2 Appeals Procedures

An appeal against an adverse decision affecting a student's progress (for example refusal to transfer from the provisional category or a recommendation to withdraw from study) must be made in writing to the Faculty Officer.

The University has published Standing Orders Governing Research Appeals, and these are available at:

http://www.kent.ac.uk/teaching/qa/regulations/index.html?tab=research-programmes

Appeals made under these Standing Orders must be submitted using the relevant form available from the above link.

15 Other support and Guidance

15.1 Counselling Service

The Counselling Service is an integral part of the Student Support and Wellbeing Service referred to in Section 12 above, available free of charge to part-time and full-time students. Counselling is valuable if you are feeling that your life, at work or at home, has become out of balance in some particular way. For example it may that you are experiencing the aftermath of a bereavement, difficulty in managing change, conflicts in relationships at work or at home, stress or burn out, difficulty with concentration, low self esteem or low self confidence, depression or anxiety, the after effects of childhood trauma or a recent crisis of some kind. It can really help to talk things over with a counsellor.

Contact the Student Support and Wellbeing Service (details in Section 12 above).

15.2 Medical Centre

Attached to the University is a modern, well equipped Medical Centre that you are encouraged to register with as soon as possible. The Medical Centre is part of the National Health Service providing a full range of specialist medical services to students, staff and their families. Medical centre staff include doctors, nurses and therapists and there is access to a variety of specialist services including mental health, contraception and sexual health clinics. The Medical Centre provides an entirely confidential service. It is situated on the campus in Giles Lane past Keynes College and behind the Woodlands building. The University Nursing Services, open to all students, is available in term time in Keynes college and has inpatient facilities if required.

To register with the Medical Centre visit www.kent.ac.uk/medical/ Where you can also find further information on the University Medical Centre and the services it provides plus health advice on a variety of topics relevant to students.

15.3 Centre for English and World Languages

The Centre for English and World Languages offers the English Language Development programme for non-native speakers of English registered as students at this University. Extending over two terms, the programme consists of the following components:

- Grammar
- Essay writing:
- Listening / note-taking:
- Discussion and presentation skills
- Individual writing tutorials

The course aims to help students improve their English language and gives them the chance to discuss specific difficulties. You can attend a total of 2 hours weekly in the autumn and spring terms and will receive guidance as to which of the components will be most useful to meet particular need. Students with high attendance rates will be awarded a letter of attendance.

Booking is essential. Students interested in joining these groups should complete the online application form at: http://www.kent.ac.uk/cewl/courses/in-sessional/eldp.html   For   other   contact   details   see: http://www.kent.ac.uk/cewl/contact/index.html

15.4 Other Help and Guidance

In addition to School support, the University has a wide range of support services. These are described in the University Postgraduate Research Student Handbook:

http://www.kent.ac.uk/graduateschool/documents/pgrhandbook2014.pdf

16 Academic Staff

Individual staff web pages may be found at: http://www.cs.kent.ac.uk/people/staff/index.html

Name	Short Form	Email Address @kent.ac.uk	Telephone Extn	Room[3]
Mr David Barnes	DJB	D.J.Barnes	7696	SW110
Dr Fred Barnes	FRMB	F.R.M.Barnes	4278	S113
Dr Laura Bocchi	Lb514	L.Bocchi	3659	SW09
Dr Eerke Boiten	EAB	E.A.Boiten	7615	S112
Professor Howard Bowman	HHB	H.Bowman	3815	SW15
Ms Janet Carter (Senior Tutor)	JEC	J.E.Carter	7978	S104
Professor David Chadwick	DWC	D.W.Chadwick	3211	S106
Dr Olaf Chitil	OC	O.Chitil	4320	S129
Dr Dominique Chu	DFC	D.F.Chu	7690	SW04
Dr John Crawford	JSC	J.S.Crawford	3784	SW06
Dr Rogério de Lemos	RDL	R.Delemos	3628	S117
Mr Bob Eager	RDE	R.D.Eager	4143	S108
Professor Sally Fincher	SAF	S.A.Fincher	4061	S101
Professor Alex Freitas	AAF	A.A.Freitas	7220	S107
Dr Julio Hernandez-Castro	JCH27	J.C.HernandezCastro	3793	S129A
Dr Yang He	YH	Y.He	8933	M3-22
Dr Anna Jordanous	AKJ22	A.K.Jordanous	2990	M3-13
Dr Colin Johnson	CGJ	C.G.Johnson	7562	S102
Professor Richard Jones	REJ	R.E.Jones	7943	SW107
Dr Stefan Kahrs	SMK	S.M.Kahrs	7146	SW105
Dr Michel Kampouridis	MK451	M.Kampouridis	8837	M3-16
Dr Peter Kenny	PGK	P.G.Kenny	7236	S128
Dr Andy King	AMK	A.M.King	7911	SW108
Professor Michael Kölling	MK	M.Kolling	7570	SW11
Dr Caroline Li	CL339	C.Li	2987	M3-18
Dr Matteo Migliavacca	MM53	M.Migliavacca	2912	M3-17
Dr Fernando Otero	FEBO	F.E.B.Otero	8822	M3-21
Dr Scott Owens	SAO	S.A.Owens	7571	SW09
Dr Palani Ramaswamy	PR254	R.Palani	8867	M3-14
Dr Peter Rodgers	PJR	P.J.Rodgers	7913	SW106
Dr Andrew Runnalls	ARR	A.R.Runnalls	3821	S119
Dr Nick Ryan	NSR	N.S.Ryan	7699	SW05
Mr Roger Sutton	CRS	C.R.Sutton	8942	M3-24
Professor Simon Thompson	ST	S.J.Thompson	3820	SW109
Mr Gerald Tripp	GEWT	G.E.W.Tripp	7566	SW07
Mr Ian Utting	IAU	I.A.Utting	3811	SW14
Professor Frank Wang	FZW	F.Z.Wang	3017	S115A

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[3] Rooms prefixed with M are at the Medway Campus; with an S are at the Canterbury Campus.

Appendix 1: Annex K of the Code of Practice for Quality Assurance for Research Programmes of Study: Progression and Examination.

http://www.kent.ac.uk/teaching/qa/codes/research/annexknew.html

Continues on next page.