

**HANDBOOK FOR STAGES 2 AND 3
2014/15**

**BUSINESS INFORMATION TECHNOLOGY
BUSINESS INFORMATION TECHNOLOGY WITH
A YEAR IN INDUSTRY
COMPUTING
COMPUTING WITH A YEAR IN INDUSTRY
COMPUTING (CONSULTANCY) WITH A YEAR IN INDUSTRY
INFORMATION TECHNOLOGY
INFORMATION TECHNOLOGY WITH
A YEAR IN INDUSTRY
INFORMATION TECHNOLOGY (CONSULTANCY)
INFORMATION TECHNOLOGY (CONSULTANCY) WITH
A YEAR IN INDUSTRY**

FACULTY OF SCIENCES

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Term Dates

2014/15

Autumn	29 September 2014	19 December 2014	1–12
Spring	19 January 2015	10 April 2015	13–24
Summer	11 May 2015	19 June 2015	25–30

2015/16

Term	Start	End	Weeks
Autumn	28 September 2014	18 December 2014	1–12
Spring	18 January 2015	8 April 2015	13–24
Summer	9 May 2015	17 June 2015	25–30

HANDBOOK FOR STAGES 2 & 3

2014/15

I Introduction

First of all, a warm welcome to those students entering Stage 2 and to those joining direct at Stage 3. I hope you will find the course interesting, challenging and enjoyable.

To returning Stage 3 students, I hope you enjoyed your Stage 2 and, if you took one, your year away and that you are looking forward to your final year of study.

Experience suggests that your best chance of success in a course such as this is to remain fully engaged with all aspects of it. I strongly advise that you continue to attend all lectures and practical classes during the year as the best way of keeping up with the course material. If you do encounter problems, for whatever reasons, don't hesitate to contact your lecturers, your Academic Adviser or me for help and advice. Academic integrity (in particular, the avoidance of plagiarism) is something we take particularly seriously in the School and I would like to draw your attention to the guidance that can be found in Section 11 of this handbook.

Terminology: in this handbook the following terms are used to identify a year of study:

- Stage 2 – Second year of all programmes
- Stage 5 – Placement year
- Stage 3 – Final year of all programmes

This handbook is designed to provide you with information about the modules you will be taking in Stages 2 and 3 of your degree and contains details of all modules for these Stages; however, you should note that since these degrees are under continual development and improvement, you should treat details of modules to be taken after 2014-15 as an approximate guide only. A new handbook will be issued in subsequent years, and will contain definitive information about the modules being offered at that time.

You will be able to find detailed module and programme information on the University's Moodle pages at <https://moodle.kent.ac.uk>

In any regularly changing course such as this, problems will inevitably arise on occasion. If you do encounter problems, please do not hesitate to come and see me about them. Likewise, I would be glad to hear ideas for long term improvements in the course.

The contents of this booklet were correct at the time of going to press, but please remember that it may well be considered beneficial to make changes to the course at relatively short notice in order to make the most of any new developments. Staff leave or illness may also necessitate changes. Please keep an eye on notice boards, and on the forums <https://forum.cs.kent.ac.uk> – for details of these.

Students are very welcome to attend Computing Seminars which are held on Tuesday afternoons at 16:00 on the Canterbury campus. These usually feature visiting speakers from both academic and industrial institutions. Seminars are arranged throughout the year and details may be found at:

http://www.cs.kent.ac.uk/dept_info/seminars/

Student Charter

The Student Charter specifically addresses the needs and expectations of student members of the University and the University's commitment to high standards. It also considers the obligations of students and staff have to each other and refers both to academic activities and to non-academic matters which may affect students. The full Student Charter can be viewed online at:

<http://www.kent.ac.uk/regulations/general.html>

Professional Accreditation

For information on British Computer Society accreditation see:

<http://www.cs.kent/teaching/Accreditation>

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2 Programme Requirements

The University operates a 'credit framework' for all its taught programmes of study. Detailed information on the credit framework may be found in the online Student Handbook at <http://www.kent.ac.uk/academic/handbook/>

The degree for which you are registered (e.g. BSc (Hons) Business Information Technology) is called a "**Programme of Study**". Each Programme of Study has a number of **stages**:

Three-year programmes:

Stage 1	=	First Year
Stage 2	=	Second Year
Stage 3	=	Final Year

Four-year programmes with a year in industry:

Stage 1	=	First Year
Stage 2	=	Second Year
Stage S	=	Year in Industry
Stage 3	=	Final year

You must achieve the requirements of each stage before progressing to the next. These requirements are set out in Section 9.11.

For each stage a programme is divided into modules each worth 15 credits or multiples thereof. During each Stage you are required to take a total of 120 credits.

Each module has a convener who is responsible for co-ordination of delivery of the module. Several lecturers may teach on one module. Each module is assigned a level as follows:

Level C:	Certificate
Level I:	Intermediate
Level H:	Honours
Level M:	Masters

Credit is awarded by achieving an overall module mark of 40% or above.

For three-year programmes Stages 2 and 3 extend over two years (full-time). For four-year programmes with a year in industry Stages 2 and 3 extend over three years (full-time). You must take 240 credits overall in Stages 2 and 3 (360 if you are following a four-year programme).

The following stage weightings apply:

Three year programmes:	Stage 2	40%
	Stage 3	60%
Year in Industry programmes:	Stage 2	35%
	Stage S (Placement Year)	10%
	Stage 3	55%

Each academic year extends over three terms: two 12-week teaching terms and one six-week term for examinations.

Programme Specifications

Each programme of study offered by the University has an approved Programme Specification. These may be found at:

<http://www.kent.ac.uk/stms/studying/programmes/index.html>

follow the link "Programme Specifications."

Code of Practice for Taught Programmes of Study

The University Code of Practice for Taught Programmes of Study is designed to ensure that your programme of study will deliver high quality education, meeting the needs of the discipline, the student and relevant review bodies. Further information on this is available in the online Student Handbook at <http://www.kent.ac.uk/academic/handbook/>

3 Module Requirements

For a three year programme you must take 240 credits overall in Stages 2 and 3. For the four year programme you must take 360 credits overall in Stages 2, S and 3: a total of 120 credits in each Stage. Across Stages 2 and 3 at least 210 credits must be at level I or above, including at least 90 credits at level H or above. The tables below show required and optional modules. Each of Stages 2 and 3 consist of 120 credits.¹

Further instructions for module are available at:

<http://www.cs.kent.ac.uk/cas/InfoStudents>

In choosing optional modules you should ensure that you have taken or are taking necessary pre-requisite modules (see table in section 3.4). The particular optional modules taught in any one year are subject to registration numbers and staffing constraints. A module may be withdrawn if an insufficient number of students register for it.

IT IS ULTIMATELY YOUR RESPONSIBILITY TO ENSURE THAT YOU ARE REGISTERED FOR THE CORRECT MODULES FOR YOUR PROGRAMME.

Following the Summer vacation all module changes must be made by **Friday 10 October 2014** using a module change form available from reception. However, permission to change modules may be restricted particularly for modules delivered by other academic schools (eg Business modules) and you should ensure that you give careful consideration to your proposed choices prior to the on-line registration process in the Spring Term.

The descriptions contained in this section are from the online Module Catalogue at <http://www.kent.ac.uk/courses/modulecatalogue/index.html>.

Full module specifications can be found on the following University web pages:

Computing Modules: <http://www.kent.ac.uk/stms/studying/modules/index.html>

Kent Business School Modules: <http://www.kent.ac.uk/socsci/studying/module-specs/index.html>

3.1 Stage 2

Business Information Technology – three and four year programmes (BIT, BIT-S)

		Term Taught	Level	Credit Value
<i>Required Modules:</i>				
CB330	Financial Accounting 1	A	C	15
CB514	Operations Management	S	H	15
CB676	Strategy Analysis and Tools	S	I	15
CB683	Marketing Strategy	A	H	15
CO329	Computer Applications	S	C	15
CO532	Database Systems	S	I	15
CO546	Information Systems Analysis	A	I	15
CO547	Agile Software Development	A	I	15

¹ Students progressing from the HND or Foundation Degree programmes will take a total of 135 credits at Stage 3.

Computing – three and four year programme (COMP, COMP-S)

		Term Taught	Level	Credit Value
<i>Required Modules:</i>				
CO520	Further Object-Oriented Programming	A	I	15
CO539	Web Development	A	I	15
CO546	Information Systems Analysis	A	I	15
CO547	Agile Software Development	A	I	15
CO532	Database Systems	S	I	15
CO544	Networking	S	I	15
CO548	Software Engineering Process	S	I	15
CO655	Software Project	S	H	15

Computing (Consultancy) three and four year programmes (COMP(CON), COMP(CON)-S)

		Term Taught	Level	Credit Value
<i>Required Modules:</i>				
CO520	Further Object-Oriented Programming	A	I	15
CO539	Web Development	A	I	15
CO546	Information Systems Analysis	A	I	15
CO547	Agile Software Development	A	I	15
CO532	Database Systems	S	I	15
CO548	Software Engineering Process	S	I	15
CO655	Software Project	S	H	15
CB714	Marketing Principles	S	I	15

Information Technology – three and four year programmes (IT, IT-S)

		Term Taught	Level	Credit Value
<i>Required Modules:</i>				
CO520	Further Object-Oriented Programming	A	I	15
CO539	Web Development	A	I	15
CO546	Information Systems Analysis	A	I	15
CO547	Agile Software Development	A	I	15
CO532	Database Systems	S	I	15
CO544	Networking	S	I	15
CO548	Software Engineering Process	S	I	15
CO655	Software Project	S	H	15

3.2 Stage S (four-year programmes)

Stage S is the third year of the four year programmes involving a year in industry and is the placement year:

Module Code	Title	Level	Credits	Weight	
				EX	CW
CO790	Placement Year	I	120		100

- Notes:
- (i) The pass mark for Stage S is 40%.
 - (ii) Credit by compensation or condonement will not be awarded for Stage S and credit for this year cannot be retrieved. Failure of Stage S will require a student to transfer to the corresponding three-year programme.

3.3 Stage 3

Business Information Technology (three year programme) – (BIT)

Students take a total of 120 credits at Stage 3 as below. In choosing options an even split between the Autumn and Spring Terms is recommended, however, a 75:45 Autumn:Spring split would be permitted.

*In choosing options students should ensure they have taken or are taking necessary pre-requisite modules (see table in Section 3.4) **At least 90 credits at Level H or above must be taken at Stage 3 so no more than 30 credits of Level I modules may be taken from the list below.***

		Term Taught	Level	Credit Value
<i>Required Modules: (30 credits)</i>				
CB679	Corporate and Business Strategy	A	H	15
CO544	Networking	S	I	15
<i>Together with 30 credits from:</i>				
CO600	Group Project ⁺	A&S	H	30
	<i>or</i>			
CO650	IT Consultancy Project ⁺	A&S	H	30
	<i>or</i>			
CO539	Web Development	A	I	15
	<i>and</i>			
CO655	Software Project	S	H	15
<i>30 credits from</i>				
CO520	Further Object-Oriented Programming	A	I	15
CO539	Web Development (<i>if not taken above</i>)	A	I	15
CO634	Computer Security and Cryptography	A	H	15
CO645	IT Consultancy Practice 2	AorS	H	15
CO649	Data Mining	A	H	15
CO816	eHealth	A	M	15
CO548	Software Engineering Process	S	I	15
CO639	Electronic Commerce	S	H	15
CO643	Computing Law and Professional Responsibility	S	H	15
CO644	Semantic Web	S	H	15
<i>30 credits from</i>				
CB561	Business Law	A&S	H	30
CB612	New Enterprise Start Up	A	I	15
CB613	Enterprise	S	H	15
CB682	Managing People	A	I	15
CB520	Service Management	S	H	15

⁺For BCS Accreditation either CO600 or CO650 must be taken.

Business Information Technology with a Year in Industry (BIT-S)

Students take a total of 120 credits at Stage 3 as below. An even split between the Autumn and Spring Terms is recommended, however, a 75:45 Autumn:Spring split would be permitted.

*In choosing options students should ensure they have taken or are taking necessary pre-requisite modules (see table in Section 3.4) **At least 90 credits at Level H or above must be taken at Stage 3 so no more than 30 credits of Level I modules may be taken from the list below.***

		Term Taught	Level	Credit Value
<i>Required Modules: (30 credits)</i>				
CB679	Corporate and Business Strategy	A	H	15
CB520	Service Management	S	H	15
<i>Together with one of the following 30 credit project modules</i>				
CO600	Group Project	A&S	H	30
CO650	IT Consultancy Project	A&S	H	30
<i>30 credits from</i>				
CO520	Further Object-Oriented Programming	A	I	15
CO548	Software Engineering Process	S	I	15
CO634	Computer Security and Cryptography	A	H	15
CO645	IT Consultancy Practice 2 (<i>CO534 pre-requisite</i>)	AorS	H	15
CO649	Data Mining	A	H	15
CO639	Electronic Commerce	S	H	15
CO643	Computing Law and Professional Responsibility	S	H	15
CO644	Semantic Web	S	H	15
CO816	eHealth	A	M	15
<i>30 credits from</i>				
CB561	Business Law	A&S	H	30
CB612	New Enterprise Start Up	A	I	15
CB613	Enterprise	S	H	15
CB682	Managing People	A	I	15

Information Technology – three year programme (IT)

Students take a total of 120 credits at Stage 3 as below.

		Term Taught	Level	Credit Value
<i>Required Modules:</i>				
CO600	Group Project	A&S	H	30

Together with modules totaling 90 credits from the following. There should normally be an even split (45 credits) in each term.

In choosing options students should ensure they have taken or are taking necessary pre-requisite modules (see table in Section 3.4) **At least 90 credits at Level H or above must be taken at Stage 3 so no more than 30 credits of Level I modules may be taken from the list below.**

CO634	Computer Security and Cryptography	A	H	15
CO639	Electronic Commerce	S	H	15
CO643	Computing Law and Professional Responsibility	S	H	15
CO644	Semantic Web	S	H	15
CO645	IT Consultancy Practice 2	AorS	H	15
CO649	Data Mining	A	H	15
CB612	New Enterprise Start Up ¹	A	I	15
CB613	Enterprise ¹	S	H	15
CO650	IT Consultancy Project	A&S	H	30
CO816	eHealth	A	M	15

Information Technology – with a Year in Industry (IT-S)

Students take a total of 120 credits at Stage 3 as below.

		Term Taught	Level	Credit Value
<i>Required Modules:</i>				
CO600	Group Project	A&S	H	30

Together with modules totaling 90 credits from the following. There should normally be an even split (45 credits) in each term.

In choosing options students should ensure they have taken or are taking necessary pre-requisite modules (see table in Section 3.4) **At least 90 credits at Level H or above must be taken at Stage 3 so no more than 30 credits of Level I modules may be taken from the list below.**

CO546	Information System Analysis	A	I	15
CO634	Computer Security and Cryptography	A	H	15
CO639	Electronic Commerce	S	H	15
CO643	Computing Law and Professional Responsibility	S	H	15
CO644	Semantic Web	S	H	15
CO645	IT Consultancy Practice 2	AorS	H	15
CO649	Data Mining	A	H	15
CB612	New Enterprise Start Up ¹	A	I	15
CB613	Enterprise ¹	S	H	15
CO650	IT Consultancy Project	A&S	H	30
CO816	eHealth	A	M	15

¹ only one of these modules may be selected

Information Technology (Consultancy) – three year programme (IT-CON)

		Term Taught	Level	Credit Value
<i>Required Modules:</i>				
CO650	IT Consultancy Project	A&S	H	30
CO544	Networking	S	I	15

Together with modules totaling 75 credits from the following (45 credits in Autumn and 30 credits in Spring).

CO600	Group Project	A&S	H	30
CO634	Computer Security and Cryptography	A	H	15
CO639	Electronic Commerce	S	H	15
CO643	Computing Law and Professional Responsibility	S	H	15
CO644	Semantic Web	S	H	15
CO649	Data Mining	A	H	15
CB613	Enterprise	S	H	15
CO816	eHealth	A	M	15

Information Technology (Consultancy) – four year programme (ITCON-S)

		Term Taught	Level	Credit Value
<i>Required Modules:</i>				
CO650	IT Consultancy Project	A&S	H	30

Together with modules totaling 90 credits from the following. There should normally be an even split (45 credits) in each term.

CO520	Further Object-Oriented Programming	A	I	15
CO546	Information System Analysis	A	I	15
CO600	Group Project	A&S	H	30
CO634	Computer Security and Cryptography	A	H	15
CO639	Electronic Commerce	S	H	15
CO643	Computing Law and Professional Responsibility	S	H	15
CO644	Semantic Web	S	H	15
CO649	Data Mining	A	H	15
CB613	Enterprise	S	H	15
CO816	eHealth	A	M	15

Stage 3 Information Technology - Programme for students progressing from the HND or Foundation Degree programmes (IT)

Students are required to take a total of 135 credits. This includes the pre-term module CO542 Fundamentals of Information Technology and Computing. At least 90 credits must be at Level H.

		Term Taught	Level	Credit Value
<i>Required Modules:</i>				
CO542	Fundamentals of Information Technology and Computing	Pre-term	I	15
CO600	Group Project	A&S	H	30
CO544	Networking	S	I	15
CO547	Agile Software Development	A	I	15

Together with modules totaling 60 credits from the following. There should normally be an even split (45 credits) in each term.

CO634	Computer Security and Cryptography	A	H	15
CO639	Electronic Commerce	S	H	15
CO643	Computing Law and Professional Responsibility	S	H	15
CO644	Semantic Web	S	H	15
CO645	IT Consultancy Practice 2	S	H	15
CO649	Data Mining	A	H	15
CO816	eHealth	A	M	15
CB613	Enterprise	S	H	15

3.4 Modules: levels, credits, terms, weightings and pre-requisites

For full module descriptions including Module Learning Outcomes see: <http://www.cs.kent.ac.uk/teaching>

The particular optional modules taught in any one year are subject to registration numbers and staffing constraints. A module may be withdrawn if an insufficient number of students register for it.

Module Code	Title	Level	Credits	Term (see Note 1)	Module Weightings			Pre-requisites	Notes
					cw	proj	exam		
CO329	Computer Applications	C	15	Spring	100			CO320 CO322	
CO520	Further Object-Oriented Programming	I	15	Autumn	100			CO320	
CO532	Database Systems	I	15	Spring	40	60		CO323	
CO539	Web Development	I	15	Autumn	50	50		CO320 CO323	
CO542	Fundamentals of Information Technology and Computing	I	15	Pre-term	100			HND/Foundation Degree in IT.	
CO544	Networking	I	15	Spring	50	50		CO320 CO324	
CO546	Information Systems Analysis	I	15	Autumn	100			CO321 or CO323	
CO547	Agile Software Development	I	15	Autumn	50	50		CO320 CO323	
CO548	Software Engineering Process	I	15	Spring	50	50		CO320 CO323 CO547	
CO600	Group Project	H	30	All year		100			1 & 2
CO634	Computer Security and Cryptography	H	15	Autumn	30	70			
CO639	Electronic Commerce	H	15	Spring	50	50		CO532 or CO542	
CO643	Computing Law and Professional Responsibility	H	15	Spring	50	50			
CO644	Semantic Web	H	15	Spring	50	50		CO525 or CO539	
CO645	IT Consultancy Practice 2	H	15	Aut or Spr		100		CO534 or CO547	2,3
CO649	Data Mining	H	15	Autumn	50	50		CO532	
CO655	Software Project	H	15	Spring		100		CO320 CO547	
CO650	IT Consultancy Project	H	30	All year		100		CO534 or CO547	1,2,3
CO816	eHealth	M	15	Autumn	50	50			

Notes

1. Credit by compensation or condonement will not be awarded for CO600 or CO650.
2. CO600 CO650 CO645: In the event of failure no alternative assessment will be available. Credit can only be retrieved by repeating the module.
3. Acceptance on to CO645 and CO650 is subject to selection interview.

4 Changing Degree Programme

4.1 Degree Change Applications

The Education (Mandatory Awards) Regulations provide that the Student Loans Company/your funding body can refuse to agree to the transfer of a mandatory award (and thus, in effect, to a student changing his/her programme of study) if either (a) its consent to the change has not been given within 12 months of commencement of the award, or (b) the new programme of study is of longer duration than that for which the student originally registered. In the present financial climate greater attention is being paid to those provisions in the Regulations (which can reduce their financial liabilities) and there is increasing evidence that consent to such changes may be refused if either of the above provisions have not been met. You are therefore strongly advised to ensure that any change of degree programme is formally approved by your School, and your funding body informed by you within the 12 month period. It is essential that you contact your funding body and the Student Loans Company to ascertain eligibility for funding before proceeding with any change of degree programme.

Programme changes are normally made prior to module registration in March. To change your programme, you must obtain academic permission from the relevant Director of Studies, and submit a completed Change of Degree form to the Course Administration Office.

If you wish to transfer to a programme in another School you should consult the relevant School Office in the first instance. All requests to transfer must be made before the end of the Spring term.

You are responsible for notifying the Student Loans Company/your funding body.

5 Degrees with a Year in Industry

Opportunity exists to undertake a one year placement between Stages 2 and 3. The year has to be registered with the Student Loan Company/your funding body and the University, and students wishing to undertake such a placement must ensure that they are registered for the programme within twelve months of their original registration. For most students this means by the end of Stage 1. For those who have completed a foundation course any transfer must be completed by the end of the Foundation Year. Failure to adhere to these deadlines may result in a funding body terminating any funding.

A placement is a formal part of the degree and you will be required to keep a log of your training and work experience during the year. A report must be written at the end of the year which will contribute to the final assessment.

The year in industry will contribute 10% to the final degree classification consisting of:

a final written report

an assessment by the industrial supervisor

The Industrial Placement Co-ordinators (email csplacements@kent.ac.uk) will assist you in finding a suitable placement but the search effort is primarily down to you. To help with this at the beginning of Stage 2 there will be employer presentations and further specific skills talks following on from the careers project week in Stage 1.

Failure to obtain a placement will result in you reverting to a three year programme. The requirements for progression to the placement year (Stage 5) are contained in Section 9. Credit by compensation or condonement will not be awarded for the placement year.

6 Student Support

6.1 Academic Support

The School of Computing provides a variety of support mechanisms for students on academic programmes.

This statement is concerned with academic support mechanisms; *pastoral* academic support is explained in Section 6.3.

1. Students are encouraged to ask questions by e-mail, and lecturers will in turn reply to these in a reasonable time. Lecturers should make clear to students if they are going to be unable to respond to e-mail because of absence from the university, and should explain how alternative support is to be given.
2. Questions and answers to e-mail enquiries will, when appropriate, be broadcast to all appropriate students, either via the appropriate newsgroup or via an anonymous question page.
3. Where appropriate, students will be given the facility to ask questions anonymously. Questions and responses will be made available to the whole of the student group via the Moodle Web pages.
4. Staff aim to be available for face-to-face meetings with students seeking academic assistance. In order to make this work most effectively, it is helpful for students to make the first contact via e-mail to ask for a meeting time, thus avoiding a wasted trip to the staff member's office.
5. Staff should arrange such a meeting with the student, or where appropriate with a group of students seeking similar help, within a reasonable period of time. A meeting with a group will be provided in a timetabled slot for extra provision, thus ensuring that all eligible students can attend the session.
6. Students are also advised that the appropriate newsgroups can be used to give rapid support from peers and other year groups.
7. Students are expected to read e-mail and nominated newsgroups daily, and also regularly to check module Web pages. Students are also expected to read anonymous course question pages for assistance before contacting staff members.
8. The arrangements above apply to term time support. Outside term time, more limited support will be available, but students should be aware that staff may be absent from the university on university business or on leave.
9. The School will try to ensure that its Web pages and newsgroups are available to students trying to access the material from off campus.
10. Student grievances about the implementation of these procedures should be discussed with the student's academic adviser or the senior tutor.

6.2 Moodle

Moodle is Kent's Virtual Learning Environment. It will give you access to teaching materials and other information associated with the modules for which you are registered. It can be accessed via the student guide or direct at <https://moodle.kent.ac.uk/moodle>. Further information on how Moodle will be used will be provided by teaching staff at the start of a module. To access Moodle go to <http://moodle.kent.ac.uk> and log-in using your normal Kent log-in.

Online training guides for Moodle and general information regarding e-learning are available from the 'Student Support' section of the e-learning website at: <http://www.kent.ac.uk/elearning/documentation.html>

6.3 Academic Advisers: Personal Academic Support System

Each student is assigned an Academic Adviser for the full duration of their programme of study. A student can expect the primary emphasis of their Adviser's role to be the provision of personal support - both academic and pastoral.

Your Academic Adviser will receive reports on your attendance and progress from class and project supervisors, and individual meetings to review progress and for other supervisory purposes will be held at key stages each year. In all cases a record is kept. Students experiencing problems with their studies are encouraged to meet with their Academic Adviser more frequently.

Your Academic Adviser is the person to whom you should go first for help with any problems that you meet. You should feel free to seek his or her advice and help whenever you think you are faced with a problem whether academic or personal that is affecting your life at Kent.

In addition the University provides professional support to meet a diversity of needs. See Section 11.

6.4 Administrative Support

The Administration Offices can assist you with matters of an administrative nature relating to your registration.

6.4.1 Medway

Pembroke office is located at Reception UoK Medway.

Email: ukm-reception@kent.ac.uk

Opening hours:	Monday through Friday	9:00 – 21:00
	Saturday	10:00 – 15:00

6.4.2 Canterbury

The office is located in the School of Computing at the Canterbury campus and the office personnel are as follows:

Administrator:	Sandra Shine	
Email:	computing@kent.ac.uk	
Opening hours:	Monday - Friday	10.00 – 12:30, 14.00 – 16:00

6.4.3 Medway

Title	Name	Email	Telephone/Extension	Room
Director of Studies	Mr Roger Sutton	C.R.Sutton@kent.ac.uk	01634 888942/ 8942	M3-24
Lecturer and Senior Tutor	Dr Yang He	Y.He@kent.ac.uk	01634 888933/ 8933	M3-22
Lecturer	Dr Muna Al-Jepoori	M.Aljepoori@kent.ac.uk	01634 882990	M3-13
Lecturer	Dr Michael Kampouridis	M.Kampouridis@kent.ac.uk	01634 888837	M3-16
Lecturer	Dr Caroline Li	C.Li@kent.ac.uk	01634 882987	M3-18
Lecturer	Dr Matteo Migliavacca	M.Migliavacca@kent.ac.uk	01634 202912	M3-17
Lecturer	Dr Fernando Otero	F.E.B.Otero@kent.ac.uk	01634 888822	M3-21
Professor	Professor Kwang Sim	K.Sim@kent.ac.uk	01634 888943	M3-23
Lecturer	Dr Kristopher Welsh	K.Welsh@kent.ac.uk	01634 828867	M3-13
Administrator	Mrs Janine Jarvis	J.G.Jarvis@kent.ac.uk	01634 202931	M3-14

6.4.4 Canterbury

Title	Name	Email
Head of School:	Professor Frank Wang	F.Z.Wang@kent.ac.uk
Senior Tutor	Janet Carter	J.E.Carter@kent.ac.uk
Director of Studies	Janet Carter	J.E.Carter@kent.ac.uk
Industrial Placement Co-ordinator:	Sian Robson/Katie Van Sanden	csplacements@kent.ac.uk
Dean of the Faculty:	Professor Mark Burchell	M.J.Burchell@kent.ac.uk
Head of Teaching:	Mr Gerald Tripp	G.E.W.Tripp@kent.ac.uk

6.4.5 Student Data System

The University has an on-line Student Data System. The system is accessible by students from the student guide:

<http://www.kent.ac.uk/student/>

It gives you on-line access to the following information:

- Your lecture and class timetable;
- Coursework Details: includes assessment deadlines, weightings and other related information;
- Your marks: you will be able to view your coursework marks as they are entered into the system throughout the year. Examination marks will be available at the end of the academic year once they have been confirmed by Boards of Examiners;
- The modules for which you are registered;
- The records of your attendance at compulsory classes;
- Your end of Stage result.
- Subscription to the University SMS text alert service (see below)

The system also allows you to view and notify changes to your personal details as held by the University and has a number of facilities to enable you to register on-line:

- returning registration at the start of a new academic year;
- confirmation of examinations and assessment in the Spring Term;
- Optional modules registration
- Study skills workshop
- Congregations Ceremony

6.4.6 Mail/Email/Web/SMS Text Messaging/Student Guide

You are responsible for collecting University communications via your internal mail and e-mail – it is your responsibility to check these sources regularly. Many modules have dedicated forums on the Moodle web page.

The student email service is called Live@Edu and provides up to 10GB of email space, instant messaging and collaboration services with fellow students. Documentation and FAQs are available at: <http://www.kent.ac.uk/itservices/email/>

An SMS text alert subscription service is available to students via the Student Data System. Students can subscribe, free of charge, via their student data account. The system allows the School to email text alerts (for example change of lecture venues at short notice) to students who have subscribed. Students who do not subscribe will receive an equivalent email message via their Kent account.

The Student Guide provides personalised access to student information, services and news from around the University: <http://www.kent.ac.uk/student/>

7 Staff/Student Liaison

The Universities of Medway Students' Association (UMSA) represents all students on the Medway campus. 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 School 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 University, local and national level. All representatives are elected in elections which take place either in October or March so YOU can decide who represents your needs! For more information visit:

<http://www.umsa.org.uk/>

Your views on your courses are important to us. By working together we help to improve the quality of learning and teaching to the benefit of all, staff and students. If you have any concerns or have suggestions

for improvement to offer, don't keep them to yourself, but let us know as soon as possible. Even if you feel that any change will be too late for you to benefit, cohorts in future years will be grateful to you. There are several ways you can give feedback and these are explained at:

<http://www.cs.kent.ac.uk/teaching/student/feedback.html>

Students elect representatives annually to represent the views of the year group on each programme of study. These students sit on the Staff-Student Liaison Committee and representatives are chosen to sit on the School Learning and Teaching Committee, Faculty Learning and Teaching Committee and Faculty Board.

Matters raised by students are dealt with informally as they arise or they may be raised at the Executive. The Executive aims to provide a constructive interface between the School and students aimed at improving:

- a. the delivery of programmes and courses;
- b. the quality of student feedback;
- c. action times on dealing with problems such as access to facilities, delays in marking, overload problem, etc.

8 Attendance and Coursework

8.1 General

Students are required to meet certain conditions of attendance at the University. Further information on this may be found under the "Attendance" link in the online Student Handbook at:

<http://www.kent.ac.uk/academic/handbook/>

8.2 Timetables and Teaching Hours

Lecture and class information is available via the Student Data System. Notices relating to changes to the timetable are communicated to students via email and the Moodle Web pages.

Lectures and classes are normally timetabled between the hours of 09:00 and 18:00 on Mondays, Tuesdays, Thursdays and Fridays, and between 09:00 and 13:00 on Wednesdays. However, there may be occasions when it will be necessary for teaching to take place on Wednesday afternoons, or from 18:00–19:00 on Mondays, Tuesdays, Thursdays or Fridays. Teaching begins at 5 minutes past the hour and ends at 5 minutes to the hour. No smoking, eating or drinking is allowed in any teaching room. Teaching Timetables for termly delivered programmes will be available by the start of the Autumn and Spring terms.

Students with queries about their timetable should, in the first instance, contact Janine Jarvis or speak to reception at UKM Pembroke.

The modules you take in Stages 2 and 3 may have associated seminar and/or terminal classes. Information on class allocation for computing modules will be displayed on the Student Data System.

8.3 Good Study habits

It is recommended that students follow up every lecture with at least a further hour of study. Large assessments often have a long lead time. When not working on assessments, do background study. Aim to work at least 8 hours per week for each 15 credit module.

8.4 Attendance Monitoring and Submission of Work

Attendance at supervisions, project group meetings, seminar, terminal, laboratory and other practical classes is compulsory under the general regulations for students. Attendance at compulsory classes is monitored and recorded on the Student Data System. Students are also required to pursue diligently the programme of study selected from the list of modules as laid down in this handbook. This includes appropriate lecture modules and attendance at lectures may be monitored. In some cases, assessments will be carried out during class time, and the marks obtained here may be used as part of the coursework mark for the relevant module. Students should note that examination questions may relate to material covered in lectures but not necessarily covered in notes handed out or displayed on the Web. Do not assume the existence of a question

on a particular topic in an earlier year's paper means a similar question will or will not appear again this year. Consult the lecturer if in doubt about what is examinable.

Attendance at Computing lectures will be monitored in order to enable the School to remind students of the importance of attending lectures in support of their learning. Academic Advisers and directors of study will be informed of absences in order to identify where there may be cause for concern in the case of repeated or prolonged absence, for instance, unreported illness. School followup as a result of repeated absence will primarily be with the intention of promoting and recovering student progress, however, repeated absence may be taken as a possible indicator of lack of appropriate diligence when considering disciplinary processes.

All coursework is compulsory and students are required to submit all work set by the deadline prescribed.

Module Convenors will determine the deadlines for submission of coursework, extended essays and dissertations, and will inform you of these via the Student Data System. **Please note that** late submission of coursework which is not subject to any concessionary plea will be awarded a mark of zero. Further details at: <http://www.kent.ac.uk/teaching/qa/credit-framework>

If you are unable to submit required coursework because of illness or other reasonable cause, you must report the reason without delay to your Academic Adviser and the person who set the assessment.

For computing modules it is up to the person who set the assessment, in consultation with your Academic Adviser, to decide whether or not to grant an extension. An extension, once granted, cannot be further extended for the same reason that it was originally granted.

Student progress is regularly monitored and failure to fulfil these obligations could, in extreme cases, result in you being required to withdraw from the university (see Paragraph 7.2 of the Regulations for Taught Programmes of Study). A register of attendance is maintained at all seminars and classes, and individual student attendance recorded.

The progress of students in the Faculty is formally monitored. Leaders of compulsory classes and module convenors are expected to draw to the attention of the Director of Studies the situation of students who have academic problems. In the first instance a seminar leader/module convenor will inform the Director of Studies when a student is not attending compulsory classes or is performing inadequately, he/she will check if this is the situation on other modules and may subsequently discuss the problem with the student. It will be made clear to students that attendance at compulsory classes is compulsory and that future absences will be reported to the Director of Studies, who may give advice to the student on academic problems and/or may refer the student to the Student Learning Advisory service in the Unit for the Enhancement of Learning and Teaching, the English Language Unit or other sources of advice or support on academic matters. If the non-attendance or academic problem persists the student will again be informed. The Director of Studies are authorised to use their discretion as to what action is to be taken concerning a reported student after consultation with the Head of School(s), if appropriate. It may be decided that a student should receive a formal letter of warning indicating the requirements with respect to their pursuit of further study, failure to comply with which may lead to their being required to withdraw from the University.

Full details of the University's academic discipline procedures are contained in the University's Regulations, available on the web at <http://www.kent.ac.uk/teaching/qa/regulations/index.html>

8.5 Project Weeks

For all computing modules, one week of each of the Autumn and Spring Terms will be designated as a Project Week. For Autumn Term modules this will normally be week 6 and for Spring Term modules this will normally be week 21. During a Project Week no scheduled computing teaching activity takes place; there are no coursework deadlines within a Project Week. Instead, activities augmentary to the curriculum are offered. Further information for Project Week will be made available during the year.

8.6 Retention of Coursework

Where coursework is returned via the Reception, you will be notified when your assessment has been marked and your work is available for collection. Work that has been marked often contains valuable feedback that will help you improve your understanding of the concepts that have been assessed by an assignment. It is important therefore, that you collect marked work as soon as it is available. Any coursework that has not been collected by the end of the academic year will be destroyed.

Because coursework marks contribute to final module marks you should keep copies of all your work. In certain cases external examiners may wish to consult an individual student's coursework; it is therefore advisable for you to keep a folder for each module containing your assessed work. Examiners may ask to see your coursework at the end of Stage 2 and/or at the end of Stage 3; work should, therefore, be kept until the end of Stage 3. If you are required to submit your folder of work you will be notified by the Chair of the Board of Examiners concerned during the Summer Term.

9 Assessment and Examination

9.1 Credit Framework for Taught Programmes

The Credit Framework for Taught Programmes applies to all programmes of study taught at and by the University of Kent and leading to award of the University. It sets out the requirements for all taught programmes of study, in order to ensure that successful students will be eligible for an award of the University of Kent. Further information on the Credit Framework is available in the online Student Handbook at <http://www.kent.ac.uk/academic/handbook>

A full description of the requirements of the Credit Framework together with Annexes each covering a particular aspect, is available at <http://www.kent.ac.uk/teaching/qa/credit-framework>

9.2 Examination and Assessment Check

All students, including those who will not be taking any examination, are required to confirm that they have been correctly registered for modules, examinations and assessments. You will be advised to do this at the start of the Spring term. If you do not check your registration and assessment details, you are at risk of finding that you are taking two examinations at the same time, or that you are being assessed on the incorrect module.

If you have good cause to request special arrangements to be made for your examinations, you must contact the Examinations Office in the Autumn term.

9.3 Examination Timetable

Examinations take place in the Summer Term. The examinations timetable is published during the Spring term. A personal examinations timetable is made available via the Student Data System. You may be required to sit examinations on a Saturday.

9.4 Examination Rubrics

Rubrics for examination papers are published on the school's web pages by the end of the Spring Term. See: <http://www.cs.kent.ac.uk/teaching/>

Past examination papers are also available at this link.

9.5 The Examination Room

It is important that all students are familiar with the examination instructions for candidates. These are available to view on the Student Records/Examinations Office web page at:

<http://www.kent.ac.uk/student-records/exams/students/index.html>

You should particularly note that

- you must take your student ID card with you to all examinations as you will be asked to produce your card to get into the Hall and you will be required to display it on the desk throughout the exam.
- you may not take bags or unauthorised material into the Hall.
- you may not take food or drink into the Hall, except for documented medical reasons. Water will be available on request.

9.6 Cheating in the Examinations

Regulation 4(ii) of the General Regulations for Students states that 'Except where allowed by the examination instructions, no candidate may introduce into the examination room any book, manuscript or other object or material relevant to the subject of the examination.'

THE UNIVERSITY REGARDS CHEATING OR ATTEMPTING TO CHEAT AS AN EXTREMELY SERIOUS OFFENCE. STUDENTS WHO ARE FOUND TO HAVE CHEATED MAY FAIL THE EXAMINATION OVERALL.

9.7 Calculators in Examinations

Candidates are required to possess a specific calculator of a standard type for use in examinations. This is the model issued to you at the start of your registration. Only the approved model calculator will be permitted in the examination hall.

9.8 Dictionaries in Examinations

The use of dictionaries in the examination room is prohibited. However, departments will ensure that an appropriate member of staff is present for the first fifteen minutes of an examination to answer questions from students. Non-native speakers of English in particular should read question papers carefully and ask about the meaning of words with which they are not familiar during this time.

9.9 Concessionary Evidence

Boards of Examiners are able to consider evidence of illness or other problems when making recommendations for the award of degrees, *but only when these are properly documented*. This means, for instance, that you should ask for a letter from a medical practitioner to detail any illness. All such evidence is treated as confidential. You are strongly advised to keep your Academic Adviser informed throughout the year of any problems you may be experiencing.

Concessions applications relating to failure to (a) submit coursework by the applicable deadline; (b) failure to sit an examination and (c) impaired performance in either coursework or examination will be considered only if submitted:

- by means of the Concessions Application Form;
- With a clear and concise account of the circumstances and the impact on your studies;
- With all necessary documentary evidence;
- Within the applicable deadline;

You are advised to refer to the full guidance in Annex 9 of the Credit Framework for Taught Programmes which explains the circumstances under which concessionary evidence will be considered and the procedures for submission:

<http://www.kent.ac.uk/teaching/qa/credit-framework>

Concessions applications must be submitted normally no later than five days after the examination to which they relate, or normally before, but no later than the deadline date for the coursework assessment to which they relate.

The Concessions Application form is available at:

<http://www.cs.kent.ac.uk/cas/InfoStudents/>

9.10 Timing of Examinations

Stage 2 examinations take place in the Summer Term of the second year. You must satisfy the requirements for progression as set out below.

Stage 3 (final year) examinations take place in the Summer Term of the final year.

9.11 Progression to Next Year

Progression to Stage 3 (three and four year programmes):

Progression to the next stage of a programme is determined by the Board of Examiners responsible for a programme in accordance with the requirements of the Credit Framework for Taught Programmes of Study. In order to progress to Stage 3 you must be awarded 120 credits in Stage 2 and (where applicable) 120 credit in Stage S. The means by which each module is assessed is indicated in the table in Section 3.4. The Credit Framework for Taught Programmes of Study (see: <http://www.kent.ac.uk/teaching/qa/credit-framework>) describes the level you must achieve in order to be awarded credit, including arrangements for compensation, condonement, referral, deferral and trailing. Text in italics below indicates the relevant Section of the Credit Framework.

To be awarded the number of credits prescribed for a module (i.e. 15 or 30) you must achieve a mark \geq the pass mark for that module (see note 1 below). *CF Section 6*

Pass criteria for entry to Stage S (placement year)

120 credits at Stage 2

Pass criteria for entry to Stage 3

Three year programmes: 120 credits at Stage 2

Four year programmes: 120 credits at Stage S

Notes:

1. The pass mark for each module is 40%.
2. Credit by compensation or condonement will not be awarded for the placement year CO790, or the project module CO600/CO620/CO650. *CF Section 6.2*
CF Section 6.3
3. Progression to the next Stage of a programme with trailing credit will not be allowed. *CF Section 7.5*

9.12 Award and Classification of degree

To meet the requirements for the award of an honours degree you must achieve the following number of credits. For this purpose the number of credits achieved in Stage 1 is included, however, modules taken in Stage 1 do not count towards the final classification.

Three year programme: 360 credits at least 210 of which must be at level I or above, and at least 90 of which must be at level H or above at Stage 3

Four year programme: 480 credits at least 330 of which must be at level I or above, and at least 90 of which must be at level H or above at Stage 3

For students admitted to the University from 2011-2012 onwards, undergraduate degree programmes will be classified by both the 'average' and the 'preponderance' methods of classification with students to benefit from the better results derived from each method.

The final weighted average mark for classification purposes will be determined by the application of weighting to the average marks achieved for each relevant stage of the degree programme. The final weighted average mark will be used for classification under both the average and preponderance methods of classification.

The following stage weightings apply:

Three year programmes:	Stage 2	40%
	Stage 3	60%
Year in Industry programmes:	Stage 2	35%
	Stage S (Placement Year)	10%
	Stage 3	55%

9.12.1 'Average' Method of Classification

A candidate who has met the requirements for the award of an Honours degree will be placed in an Honours class based on the average mark, with modules weighted as agreed by the Faculty Board and calculated to one decimal place, over all modules in stages 2, 3 and, where relevant, S of the programme of study according to the following table:

First Class Honours	70 and above
Upper Second Class Honours	60-69.9
Lower Second Class Honours	50-59.9
Third Class Honours	Below 50

9.12.2 'Preponderance' Method of Classification

A candidate who has met the requirements for award of an Honours degree will be placed in an Honours class on the attainment of:

at least the following number of credits in that class or above AND

at least the following weighted average mark over the examination as a whole:

For degrees with 240 contributing credits:

Class	Number of Credits in class or above	Average mark over all contributing modules
First Class	120	67
Upper Second Class	120	57
Lower Second Class	120	47
Third Class	240*	Not Applicable

For degrees with 360 contributing credits:

Class	Number of Credits in class or above	Average mark over all contributing modules
First Class	180	67
Upper Second Class	180	57
Lower Second Class	180	47
Third Class	360*	Not Applicable

*where credits have been awarded via compensation for a module mark of less than 40, the credits will be treated in the Third Class category.

CF Section 12

9.13 Failure

If you fail one or more modules the Board of Examiners will consider the following options:

Condonement (subject to the pass criteria above)	<i>CF Section 6.2</i>
Compensation (subject to the pass criteria above)	<i>CF Section 6.3</i>
Referral	<i>CF Section 7.4</i>
Trailing and Retrieving Credit	<i>CF Section 7.5</i>
Deferral	<i>CF Section 7.6</i>
Application of the provisions referred to above	<i>CF Section 6.5</i>

Where a student resits a module or modules, the marks obtained will be used as set out in the table below. Assessment on repeating a module or taking an alternative module following initial failure of a module will

be treated as a resit unless it has been agreed, in a particular case, that the result of the earlier assessment should be set aside.

Initial Result	Resit Result	Mark to be used for Award of Credit	Mark to be used for Classification/ Transcript
Fail	Fail	Best Mark	Best Mark
Fail	Pass	Best Mark	Minimum Pass Mark

Resit Examinations are held in August.

Notes: (i) The application of condonement, compensation or trailing provisions is limited to a maximum cumulative total of 25% of the credit for any stage.

The provisions for the condonement or compensation of failure or for the trailing and retrieving of credit will be applied only if you have failed modules amounting to 25% or less of the credit for the stage. *CF Section 6.5*

(ii) The application of the compensation provision is also subject to achieving an average mark for the stage of at least 40% and evidence to show that **programme** learning outcomes have been achieved.

CF Section 6.3

Students successfully completing Stage 1 and Stage 2 of the programme and meeting credit framework requirements who do not successfully complete Stage 3 will be eligible for the award of the Diploma. For an award in two subjects at least 37.5% of the credits should come from for each half of an 'and' and at least 65% of the major and at least 25% of the minor for a 'with' award. A degree without honours may be awarded where students achieve 300 credits with at least 150 credits at level I or above including at least 60 credits at level H or above. Students may not progress to the non-honours degree programme; a non-honours degree will be awarded as a fallback award only.

CF Section 9

9.14 Publication of Results

Boards of Examiners will meet in June to consider end of Stage results and, for final year students, award and classification. These results will be made available to students at that time and those required to attend resit examinations will normally do so in August of the same year

Results will be published to individual students online via the Student Data System following the Board of Examiners meeting.

On completion of a degree, examination results of successful candidates are normally released to former Schools and to the Press as part of the University's Schools Liaison Policy.

9.15 Appeals Procedures

Appeals procedures can be found in Annex 9 of the Credit Framework for Taught Programmes at:

<http://www.kent.ac.uk/teaching/qa/credit-framework>

Information regarding the examination appeals procedure is available at:

<http://www.kent.ac.uk/stms/studying/undergraduate/index.html>

9.16 Prizes

The Faculty awards various prizes for exceptional performance during Stages 2 and 3 of the Computing degree programmes such as the Edward A Lamb, and Rotary Prizes. Prizes are also awarded for outstanding performance in final year projects.

I0 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 in Annex 10 of the Credit Framework at:

<http://www.kent.ac.uk/teaching/qa/credit-framework>

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.

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.

A variety of referencing styles are in use at the University of Kent. Specific style guides can be accessed from your School, library or UELT website.

Good referencing and avoiding plagiarism are pre-requisites to good writing. If you are unsure about essay writing in general or want to make sure that you will receive the good marks you deserve, you can visit the Student Learning Advisory Service based in the UELT building. For details see: <http://www.kent.ac.uk/learning>

School Guidance

The School has published a Frequently Asked Questions guide on Plagiarism and Collaboration and this is available at <http://www.cs.ac.uk/teaching/student/assessment/plagiarism.local>

II University Student Guide

II.1 Student Directory

The Student Directory at <http://www.kent.ac.uk/student/directory.html> provides you with all the essential advice and information you will need whilst studying at Kent. It is very important for you to refer to this throughout your period of study.

II.2 Student Guide

The Student Guide at <http://www.kent.ac.uk/student/> has links to University services to help you get the most out of your student experience at Kent.

12 Dates of Terms and Teaching Week Numbers

AUTUMN 2014

Week 1	Begins on	Monday	29 September
Week 2	Begins on	Monday	6 October
Week 3	Begins on	Monday	13 October
Week 4	Begins on	Monday	20 October
Week 5	Begins on	Monday	27 October
Week 6	Begins on	Monday	3 November
Week 7	Begins on	Monday	10 November
Week 8	Begins on	Monday	17 November
Week 9	Begins on	Monday	24 November
Week 10	Begins on	Monday	1 December
Week 11	Begins on	Monday	8 December
Week 12	Begins on	Monday	15 December

SPRING 2015

Week 13	Begins on	Monday	19 January
Week 14	Begins on	Monday	26 January
Week 15	Begins on	Monday	2 February
Week 16	Begins on	Monday	9 February
Week 17	Begins on	Monday	16 February
Week 18	Begins on	Monday	23 February
Week 19	Begins on	Monday	2 March
Week 20	Begins on	Monday	9 March
Week 21	Begins on	Monday	16 March
Week 22	Begins on	Monday	23 March
Week 23	Begins on	Monday	30 March
Week 24	Begins on	Monday	6 April

SUMMER 2015

Week 25	Begins on	Monday	11 May
Week 26	Begins on	Monday	18 May
Week 27	Begins on	Monday	25 May
Week 28	Begins on	Monday	1 June
Week 29	Begins on	Monday	8 June
Week 30	Begins on	Monday	15 June

Please note: Monday, 25 May (week 27) are a public holiday and the university will be closed on those days.