## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>3</td>
</tr>
<tr>
<td>Progression</td>
<td>4</td>
</tr>
<tr>
<td>Expected behaviour</td>
<td>5</td>
</tr>
<tr>
<td>Programme of study</td>
<td>6</td>
</tr>
<tr>
<td>Course work submission and examinations</td>
<td>7</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>9</td>
</tr>
<tr>
<td>Assignment description</td>
<td>10</td>
</tr>
<tr>
<td>Attendance and timekeeping</td>
<td>14</td>
</tr>
<tr>
<td>Quality Assurance</td>
<td>17</td>
</tr>
<tr>
<td>Academic calendar</td>
<td>18</td>
</tr>
<tr>
<td>University of Kent information</td>
<td>19</td>
</tr>
<tr>
<td>Learning support</td>
<td>21</td>
</tr>
<tr>
<td>Site and general information</td>
<td>24</td>
</tr>
</tbody>
</table>
Welcome

Welcome to the Foundation Degree in Business and Management, the course is run by Midkent College an associate college of the University of Kent. This is a two year course that will enable you, when you pass, to take your certificate and use it with another Higher Education Institution to continue studies for a full degree. Your Fd Deg is an intermediate higher education qualification offering flexible access to a full degree programme.

The aim of the course is to equip you with the rest of the knowledge and skills that will enable you to realise your career / academic ambitions. Whatever reason you have for taking on the Fd Deg in Business and management, which is a level 5 course, you can be confident that this qualification is well recognised and appreciated by employers. At the end of the two years your certificate will provide an employer or university with the confidence that you have the knowledge and skills to succeed in your next academic or a career pathway. Your tutors are here to help you enjoy your studies and be successful. To make sure this happens we need you to be diligent in your studies and to ensure you attend on a regular basis. Remember the team is here for you so if you need help ask for it!!!
Progression

The Foundation Degree in Business and Management will provide you with 240 credits and is broadly speaking the first two years of a BA degree. This diploma and associated credits can be used towards a degree with the University of Kent or with another university so that you can gain a degree in your chosen subject. Students who study on this course and pass, with an overall 60% mark can go the final year of a Business degree at the University of Kent. Alternatively you can take your certificate and go into the workplace.

At the end of your two years on Fd Deg you have the following options:

1. To leave and go into employment
2. To continue your studies at the University of Kent
3. To continue your studies at another university.

If you choose option 2 or 3 you will need to apply through UCAS as technically you are moving from one institution (Midkent College) to another institution (e.g. University of Kent).

An important point to remember when you complete the UCAS application is to make sure that you include the Fd Deg as the most recent set of qualifications you have done.
Expected behaviour:

Although it is expected that you are all adults and will behave in this way it has become necessary to include this page due to the actions of previous year’s students.

The do’s and don’ts of class room behaviour:

Do:

Be on time

Have writing implements and note paper

Be ready to take part in discussions

Take an active part in group activity

Ensure that you play your part in any group orientated sessions

Make sure your mobile is switched off or on silent

Do not

Have bags on the desk in front of you

Have your mobile device on the desk in front of you

Talk amongst yourselves when the tutor is speaking (There will be plenty of time for your opinions later)
In addition to this there is also a protocol which Midkent College require you to adhere to which outlines the expected behaviour by Higher Education and Adult students to comply with the college rules and regulations. This will also have to be signed by you as agreeing to comply with this. In addition there is the commitment by the college to what it provides for you. An example is provided below.

MKC Access & Higher Education - Student Protocols 2014-15

Our Expectations
- As a student we expect that you will abide by all the Campus rules which will be shared with you at your induction.

- We expect 100% attendance and we will ask you to explain any absences. We are legally required to check and monitor your attendance and repeated absence will be challenged and dealt with as a disciplinary issue.

- If your employer is paying the fees for your course we will inform them of your absences.

- We expect you to treat other people and their views with respect.

- We expect you to meet deadlines for the submission of work.

- We expect you to abide by the academic policies and regulations that are referenced in your course handbook.

Our Commitment
- That all your classes will start on time.

- That marked work will be returned to you within three weeks with useful and constructive feedback.

- That we will provide you with advice and guidance on progression and employability to ensure that your course at MKC leads to a positive outcome for you.

- That when you have problems we will offer you appropriate advice and support.

Signature: Date:
Print Name:
The programme of study:

Year 1:

- CB354 Introduction to Managing People in Organisations (15 credits) #
- CB353 Introduction to the Business Environment (15 credits) #
- CB704 Quantitative techniques for Business (15 credits) #
- CB3010 Business Law (15 credits)
- CB360 Managing Information and Communication systems (15 credits)
- CB310 Management and Development of Personal Skills (15 credits)
- CB309 Managing e-Business (15 credits) #
- CB358 Professional Development (15 credits) (Year 1 120 credits)

Year 2:

- CB656 Introduction to Marketing (15 credits) #
- CB705 Managing Financial Decisions (15 credits) #
- CB703 Introduction to Strategic Management (15 credits) #
- CB654 Managing the HR Function (15 credits)
- CB651 Managing Customers and Quality (15 credits)
- CB702 Business Project (30 credits)
- CB655 Introduction to Managing Operations (15 credits) # (Year 2 120 credits)

This page gives you the web address which will enable you to browse the current module guides, click on the module number. A hard copy will also be given at the start of each module.

http://www.kent.ac.uk/socsci/studying/module-specs/2012-2013/colleges/?tab=midkent-college
Course Work Submission

Course Work

When course work is set the module lecturer will indicate when and how the work is to be submitted. The submission date is not negotiable, unless there is an extenuating circumstance. The course team will attempt to ensure that course work submissions are spread as evenly as possible over all stages of the semester (Please see the summary of assignment hand out and hand in dates). Note it is normal for there to be several pieces of course work to be set at the same time or close together. You are required to organise and prioritise the tasks to meet these submission deadlines.

To gain a pass will involve you answering the general outcomes of the assignments and this is not overly time consuming as such. However, if the higher grades are being worked for then the amount of research and writing time will increase proportionally. This, however, will depend on the nature of the module and the module’s assessment strategy. If you are spending an inordinate amount of time on an assignment, it is possible that you have misunderstood what is required. In such circumstances discuss it with your module Tutor. It is important to remember that generally quantity does not guarantee quality. Aim to be comprehensive and concise.

All work needs to be handed in personally in the form of a hard copy to the relevant tutor. Deadlines: Please note that all assignments must be handed in on the day of submission, by the time indicated, failure to do so will result in a first fail. In addition to this and to follow University guidelines and to ready you for the final year you will also be required to submit an electronic copy of the assignment via a system called Turnitin.
For both the course work and examinations: if you fail either the course work essay or the examination you get one more chance to submit or resit to gain a pass, but it is only a pass at 40%. Assessment is worked on a percentage system which then equates to a pass, merit or distinction grade for the work that you do.

Examinations

As part of the assessment process you will have examinations at the end of each semester (Indicated with #). These module examinations form 50% of your grade for the module you are taking. In most instances these examinations will be for 2 hours and will take place in the classrooms that you normally use. There are therefore two examination weeks during the year; the first is in January, the second in June. Information with exact dates is communicated to you in good time so that you can ensure that you are available to take them. As with the course work assignments the examinations can, if failed, be taken once again in order to pass. If the examinations do have to be taken again they are done in June if failed in January, and in August if failed in June.
Plagiarism and Duplication of Course Work

A student must not reproduce in any work submitted for assessment any material derived from work authored by another without clearly acknowledging the source.

A student must not reproduce in any work for assessment any substantial amount of material used by that student in other work for assessment, either at this college or elsewhere, without acknowledging that such work has been so submitted.

Where it is agreed by the appointed assessor and second assessor that a breach of regulations has occurred, the work in question will be referred. The student will be informed of this decision and invited to appeal against the decision.

You should get used to referencing your work throughout the assignment the ways in which you can do this are shown in the appendices. Make sure that you use one method throughout, do not mix and match.

The University of Kent guidelines are also within the handbook in the appendices and you should take time to read these.

The university guide on this is also available at the following web address http://www.kent.ac.uk/ulet/ai/students/index.html.

There is also information about how to avoid plagiarism and these can be found on http://www.kent.ac.uk/ulet/ai/students/avoidingplagiarism.html.

Remember there is a need to read widely for the course and it makes good sense to quote from these books but you must acknowledge others work.
Course work Assignments: will always be given out early to allow you the opportunity to see what you have to achieve. The format will not vary whether you have a piece of course work or an examination. Examinations will be handed out on the day of the examination. They look like the example on the next page:

FOUNDATION DEGREE / HND / HNC IN BUSINESS and MANAGEMENT ASSIGNMENT FRONT SHEET 2013 - 2014.

<table>
<thead>
<tr>
<th>Student name: 1</th>
<th>Module: 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Ref: 6</td>
<td>Assignment Title: 7</td>
</tr>
<tr>
<td>Assignment IV Date: 8</td>
<td>Signature: 8</td>
</tr>
<tr>
<td>Grade IV Date: 9</td>
<td>Signature: 9</td>
</tr>
<tr>
<td>Date Handed Out: 10</td>
<td></td>
</tr>
<tr>
<td>Date Due: 11</td>
<td>Date Handed in: 11</td>
</tr>
<tr>
<td>Time Due: 12</td>
<td>Received by: 11</td>
</tr>
<tr>
<td>Resubmit by: 13</td>
<td>Date Handed in: 13</td>
</tr>
<tr>
<td>Received by: 13</td>
<td></td>
</tr>
</tbody>
</table>

Student Statement: (MUST be completed BEFORE submission)

I assert that this is my own work and that the inclusion of work or ideas by any other persons has been duly acknowledged in the appropriate manner.

Student signature: .......................................................... Date: .................................

PASS:

<table>
<thead>
<tr>
<th>Assessment/Learning Outcome</th>
<th>Mark</th>
<th>Tutor's Initials</th>
<th>Verifier initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Grade:</td>
<td>19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% OF OVERALL GRADE</td>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MERIT:

EVIDENCE: 21

TUTOR COMMENTS: 22

DISTINCTION:

EVIDENCE: 21

TUTOR COMMENTS: 22
Assignment Title: 25

The assignment in detail: 26

1. When you receive your essay you should put your name here, over 50% of students do not do this and it is important that you do.

2. This designates the group you belong to, for example Foundation Degree Year 1.

3. This indicates the module number.

4. This indicates the module title.

5. The name that appears here will be the tutor who is taking you for the module.

6. This reference number is here to distinguish between essay numbers and or examinations.

7. All essays have a title which helps to focus you on what is required.

8. This is the date and the signature of the tutor who verified that the essay you receive is of good quality and will allow you to answer the questions posed.

9. Once the essay has been marked as part of the process to make sure that there is equality and consistency of marking another tutor will verify the grade you have been give.

10. As it says this is the date that you are given the essay.

11. This signifies the date the essay is due in, when they actually come in and who receives them.

12. This signifies the time by which the essay is due in.

13. This is the same as number 11 but will only be used if you have a resubmission to complete.

14. This is one of the most important parts of the assignment, you are signing and dating this box to verify that the work that you have produced is all your own. It must be signed and dated before handing in or it will not be marked.
15. The boxes here indicate what you have to do to gain a pass grade.

16. This indicates the pass mark to achieve for this outcome.

17. This indicates the tutor’s initials to confirm the mark.

18. This indicates along with box number 9 that your mark for this has been verified by a second tutor.

19. This indicates the overall mark for the essay.

20. This indicates the percentage mark for the module based on this part of the assessment.

21. The information here provides you with criteria that will allow you to gain a higher mark and there will be feedback information to show whether you have passed this or if not what you need to do to gain this in another assignment.

22. This is where the tutor will provide feedback on the work you have done.

23. This will be used by the tutor for general comments if they feel they need to but may not always be used.

24. This is an optional box that allows you to put comments on the grading that you have received, but again it is optional.

25. This will appear on page two of the assignment sheet and will give you information on the tasks you need to complete and questions to allow you to do this.

26. This provides you with the question posed for the essay and any supporting information.

*The work that you submit is your responsibility to complete and hand in by the deadline date, but, in addition it is your responsibility to hand it in. All work should be handed in with a plastic pocket so that it is all tagged together. Tutors cannot be made responsible if you do not secure your work before handing in.*

In most instances the method of handing work in is simple; you hand it to the designated tutor on the designated day in class or hand it in at the administration office to Ikky Lall. If for any reason there is a problem such as a tutor being ill though you can take your work to the designated room and hand it into the administrators. There is always someone there until 16.00 hours. It is you responsibility to hand in the work, and remember that it has to be handed in on time!

When the grades have been assigned the work will be handed back to you. Once this is done the work is again your responsibility to keep safe until the end of the academic year when it
needs to be handed in again for the external examiners visit in July. It is therefore very important that you buy an A4 lever arch file to keep your work in so that it is safe.

In most instances there will be at some point a second signature on your work this is where a second tutor verifies the mark that you have been given. If for any reason you do not feel that the grade you have been given truly reflects the work you have done you need to, in the first instance take this to the tutor who marked it. If the problem cannot be reconciled at this stage the work will be given to a third marker for a final decision.
You are expected to attend all lessons for which you are timetabled during the year. It is expected that you will attend a minimum of 90% of all timetabled classes. If you do not meet these criteria you will be in breach of both the college and university policies and will be subject to disciplinary procedure. It is now a requirement from the college that you fill in absence forms for the time you are not in, these can be obtained from the course administrator.

**Timekeeping**

All lessons are time-tabled to start at the times on the timetables you receive at the beginning on each semester. **These times are not negotiable and you must be in on time.** If you are coming from any distance you need to allow plenty of time to get to the campus as the traffic around Maidstone and the campus is very heavy. **It is your responsibility to be in lessons on time.**

**Absence:**

It should be noted that absences need to be taken very seriously and could jeopardise your progression or even ultimately gaining your award so the following rules will apply. If you have work outstanding at the end of a year in particular and this is due to illness you need to complete a concessions form and provide a doctors certificate or written statement which has to be produced at the examination board otherwise you may not be able to continue into the second year or gain your qualification.

Concession forms also need to be completed at any time when work is missed, this includes missed essay deadlines, with evidence for the board; this includes course work and examinations.

**Medical Evidence and Related Matters**

If a student provides evidence of illness or of other misfortune which prevented the submission of written work by the due date, the Board of the Faculty may extend the period of time allowed for submission of the work by so long as it thinks fit.

Where absence from or impaired performance in an examination is the result of illness or other misfortune, the Board of Examiners will consider the circumstances provided
that the student submits a written statement, together with a medical certificate where appropriate, describing the circumstances within five working days of the examination to which it relates. Such statements should be sent to the Secretary of the Board of the Faculty. The deadline for submission of such statements may, in exceptional circumstances, be extended by the Dean of the Faculty.

If the Board of Examiners is satisfied that the student's absence was due to illness or other misfortune or that performance in examinations was impaired by illness or other misfortune, it may either:

Make one of the recommendations set out in, taking due account of the circumstances in doing so;

Or

Recommend that the assessment results be set aside and that the student be permitted to undertake further assessment within one year;

Or

Recommend that the student be offered an Aegrotat qualification (a certificate granted to a university student crediting the student with passing an examination missed because of illness). Such a recommendation shall be made only where the Board of Examiners is satisfied that, in the absence of illness or other misfortune, the student would have reached the standard required for the award of the qualification but where the Board of Examiners has insufficient evidence to enable it to recommend the award of Merit or Distinction or of a specified class of Honours’.

A student who is recommended for an Aegrotat award shall be so informed and may decline to accept the award and instead undertake further assessment with a view to qualifying for the award with Merit or with Distinction or with a specified class of Honours.
The contact details for absence are listed below, you should remember that there are going to be times when people are not in the office because of other commitments but it is your responsibility to contact someone about your absence, if all else fails and you cannot speak to anyone an email is acceptable.

Ikky Lall (Administrator): 01622 624960 ikky.lall@midkent.ac.uk

Paul Broad – 01622 624964 paul.broad@midkent.ac.uk or p.broad@kent.ac.uk

George Cardyn – george.cardyn@midkent.ac.uk

Tutorials

Tutorials are seen as being an important aspect of the course and are available by being booked at designated times indicated on the course timetable. There are normally 4 – 15 minute slots a week for you to discuss your academic work and gain any help you require. Unfortunately there are no other times when this one to one interaction can be done as class time is for lesson input. It may also be necessary for use to see you and wherever possible this will be at one of these sessions as well. It is important therefore that you book the appointment by email at least the week before to get the place. A time will be sent back to you.

Quality measures:
As part of both the University of Kent and Midkent college quality systems the course has a number of controls in place, some of which have been mentioned previously in the handbook.

1. Essay questions on assignment front sheets, these front sheets, handed out to you at the appropriate time in the module have been checked for quality by another member of staff to verify their fitness for purpose.

2. Essay marks are checked for consistency by another member of staff to check for rigour and consistency and these are recorded and reviewed at the examination board.

3. Course Evaluation Questionnaires, these are handed out to you towards the end of each semester and they ask you a number of questions pertinent to the course and the college facilities. These give you the opportunity to give a frank and objective appraisal of how you have found the course and the facilities. This is done twice a year and they form the basis of the course boards held at the end of the semester.

4. Course Boards, these are obligatory to all students to attend but they give you the opportunity to discuss the course and the facilities twice a year in open forum. Members of the board, apart from you include the course tutors, the student voice coordinator and the Director of Higher Education. Information from these boards are recorded as minutes and fed back to higher authority in the institution. (Please note absence from these boards is the same as from class).

5. Examination Board, this is held once a year and has a senior member of the university as the chair, the external examiner, all college teaching staff, a member of the university faculty and the Director of HE from Midkent college. This examination board takes most of the day and involves the external examiner looking at your work and then later in the day the board looks at the grades and makes decisions about the progression and or awarding of qualifications.

ACADEMIC CALENDAR:
<table>
<thead>
<tr>
<th>W/C</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.09.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>21.09.15</td>
<td>TEACHING STARTS THIS WEEK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>28.09.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>05.10.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>12.10.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>19.10.15</td>
<td>HALF TERM HOL HOLS NO CLASS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>02.11.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>09.11.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>16.11.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>23.11.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>30.11.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>07.12.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>14.12.15</td>
<td>XMAS HOLIDAY NO CLASS</td>
<td>XMAS HOLIDAY NO CLASS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>04.01.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>11.01.16</td>
<td>Mock Exam Week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>18.01.16</td>
<td>Feedback On exams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>25.01.16</td>
<td>Exam Week and Course Boards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>01.02.16</td>
<td>Review Week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1       08.02.16</td>
<td>Semester 2 Starts This Week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>08.02.16</td>
<td>HALF TERM HOL No CLASS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>22.02.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>29.02.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>07.03.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>14.03.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28.03.16</td>
<td>Easter Hols No Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>21.03.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>04.04.16</td>
<td>Easter Hols No Class</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>11.04.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>18.04.16</td>
<td>Bank Holiday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>25.04.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>02.05.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>09.05.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>16.05.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>23.05.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>30.05.16</td>
<td>HALF TERM HOL NO CLASS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>06.06.16</td>
<td>Mock Exam Week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>13.06.16</td>
<td>Feedback On exams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>20.06.16</td>
<td>Exam Week and Course Boards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>27.06.16</td>
<td>Review Week</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
THE UNIVERSITY OF KENT (Information for Students taking University programmes at Associate Colleges) (Canterbury College, Mid-Kent College, South-Kent College)

The information listed below should be read and understood, it is worth taking the time to visit these web pages. The course that you are on uses these regulations.

**Introduction**

Students taking University programmes at Associate Colleges should note the points listed below. In the case of queries students should consult their College HE Co-ordinator in the first instance (Jane Anderson)queries which cannot be resolved in this way may be directed to the appropriate person in the University (please see the Appendix to the Student Charter). [http://www.kent.ac.uk/regulations/Regulations%20Booklet/Appendix-to-the-Student-Charter-2008.pdf](http://www.kent.ac.uk/regulations/Regulations%20Booklet/Appendix-to-the-Student-Charter-2008.pdf)

**Points for Note**

**Note:** All references to "students" below means students taking University awards or HND or HNC programmes at the Associate Colleges listed above.

(i) The following documents in the Regulations Booklet are of relevance:

**Generally:**

1. General Regulations for Students ([http://www.kent.ac.uk/regulations/Regulations%20Booklet/1-General-Regulations.pdf](http://www.kent.ac.uk/regulations/Regulations%20Booklet/1-General-Regulations.pdf))

**Student Charter:**

Where students use the appropriate University facilities:


When students are on the University’s Canterbury Campus or premises elsewhere (e.g. Medway Campus, Bridge Wardens’ College, and Tonbridge Centre):

2. Regulations on Student
Discipline in relation to non-academic matters
(http://www.kent.ac.uk/regulations/Regulations%20Booklet/2-Regulations-Student-Discipline-Non-academic-matters.pdf)

5. Regulations for the management of Traffic
(http://www.kent.ac.uk/regulations/Regulations%20Booklet/6-TrafficManagementRegulations-2008.pdf)

Where students are taking certificates, diplomas and degrees leading to qualifications of the University:

7. Regulations for Taught Programmes of Study (or other relevant Regulations)

8. Academic Discipline.

(ii) Students using Associate College facilities will be subject to the local arrangements for their use.

(iii) Associate College arrangements for non-academic student discipline will apply to students when they are on Associate College premises.

(iv) The University and the Associate Colleges will respond quickly to complaints and, if substantiated, will take appropriate remedial action whenever possible. Complaints should be submitted following the procedure of the Associate College in which the student is based. A complainant remaining dissatisfied after all internal Associate College procedures and processes have been exhausted may submit the complaint as a grievance to the University's Council (see Section 6 of the Student Charter).

(v) The University and the Associate Colleges welcome comments and suggestions for improvements which should be addressed to the appropriate member of staff concerned in the institution concerned (see the Appendix to the Student Charter at the end of the Regulations Booklet or seek advice from the College HE Coordinator).
Learning Support:

The university provides excellent support for students and the following are places that you can go to gain this help.

Medway:

On the Medway campus, we have a range of similar resources in room G0-06.

We offer books and leaflets on topics such as:

- Essay and Report Writing
- Oral Presentations
- Accelerated Learning
- Motivation and Concentration
- Memory
- Research Skills
- Mind Mapping
- Effective Study
- Revision and Exam Techniques
- Projects and Team Work
- Grammar and Spelling
- Stress and Time Management
- Dissertation Planning
- Thesis Writing
- The PhD Viva
- Help with Maths

In recognition for the need for this support for part – time learners the University offers Saturday sessions on many of the subjects above so even for full – time students there are Saturday opportunities as well.

The SLAS web pages can be found at: [http://www.kent.ac.uk/uelt/learning/index.html](http://www.kent.ac.uk/uelt/learning/index.html)

Referencing:

The university uses the Harvard system for this and you should get used to using referencing as quickly as possible, the following is a quick guide:

When you quote from, or refer to, another source of information in your report or dissertation, you must provide a citation to it. There are two places where you use a citation:

- at the end of a chapter or section
- in the bibliography towards the end of the report or dissertation.
The aim of a citation is to provide enough bibliographic information for the reader to be able to identify and, if necessary, obtain the original document. Complete, correct and consistent citations are therefore very important.

There are two main systems used in the United Kingdom: the British Standard (Numeric) system, and the Harvard system. Descriptions of these systems are provided below, together with examples of their use. Remember, however, that your college or institution may have devised their own referencing and citation system. Ask your tutor or librarian for a house style manual.

There are two main rules for quotations, whichever system you use.

- If you are quoting something that is up to three lines in length then you can generally incorporate this directly into the body of your text; anything longer should be indented in its own paragraph.
- If you need to include any words of your own to help make sense of the quotation, make sure they appear in square brackets to make it clear that these are not part of the quote itself. For example:

"That [moving] line established the efficiency of the method and we now use it everywhere."

**Harvard System**

Within the text of a report the Harvard system requires that the author’s family name is mentioned and the date of publication of the item. This applies where a direct quote is given:

"A questionnaire is a series of predetermined questions that can be either self-administered, administered by mail, or asked by interviewers." Berdie (1986)

or where the work is referred to:

...a study on questionnaires (Berdie 1986) provided evidence that...

When more than one publication by the same author, published in the same year, is cited, then lower case letters are used to differentiate the items i.e. (1997a), (1997b). For example:

"A questionnaire is a series of predetermined questions that can be self-administered, administered by mail, or asked by interviewers." Berdie (1986a)

In cases where more than two authors are responsible for a publication the first author’s name is stated, followed by the term 'et al' (in italics) and the date of publication. For example:

Berdie et al (1986) concluded that...
In the list of the references at the end of a chapter or section, and in your main bibliography, the items are listed alphabetically by author’s name (see example below).

Alternatively, if an author has been acknowledged more than once with different publication dates, then the items are listed in chronological order, with the earliest item being listed first. The lower case letters used to differentiate publications in the same year are also included in alphabetical order. The information required for books and journal articles using the Harvard system is as follows:

**Books**

- Author’s family name and initials
- Year of publication
- Title (underlined or in italics)
- Edition (if not the first)
- Place of publication
- Publisher.

For example:


**Parts of, or contributions in, a book**

- Contributor's family name and initials
- Year of publication
- Title followed by 'In:'
- Editor or author of the publication (followed by ed. or eds. if appropriate)
- Title of book (underlined or in italics)
- Edition (if not the first)
- Place of publication
- Publisher
- Page number/s of the contribution.
Site information:

Parking: Parking is by permit only on this site. The only parking is at the main campus site, go past this building and follow the road and signs.

Smoking: If you are a smoker there is a covered smoking area which you will find by following the building around to the right after exiting the main entrance.

Name badges: it is obligatory to wear these when you are on site.

Absences: you are required to fill out a form when you are absent for college records, this is in addition to any concessions applications you make for submission of actual course work.

Severe weather: Should we get severe weather, especially snow you should look at the college website, www.midkent.ac.uk, which always has large banner headlines that will tell you if the sites are open or closed. Local radio stations will also have broadcasts and information on their websites.

Course work review: You will be asked, normally at the beginning of June to bring in the course work that you have been given back over the course of the academic year. This is only assignment work, not examinations. This will be used by the external examiner to gauge the standard of the work produced by you in the course of the academic year. It is your responsibility to get this in on time as it needs to be sorted out into order by module and year of study.
MidKent College links

http://www.midkent.ac.uk/help-advice/higher-education/higher-education-policies-and-procedures/ - this page lists all our policies and terms and conditions for Higher Education Students. Please note the awarding body that your course is validated by – such as Canterbury Christ Church University, University of Kent or Pearson, or BTEC – their academic policies will apply to you.

http://www.midkent.ac.uk/help-advice/higher-education/employability-development-programme/ - students are encouraged to engage with CV Minder and build up their employability skills.

http://www.midkent.ac.uk/help-advice/students-union/ - for fun, for support and much, much more.