



学友计划执行手册

1 INTRODUCTION 学友计划简介

The Buddy Program at XJTLU, established in August 2009, is one of the most important systems of Student Support Service. The Buddy Program aims at helping take-ins to adapt to new life as soon as possible, and promoting cross-grade exchanges by encouraging seniors to share experiences with juniors, freshmen and overseas students and give them guidance. Buddies, as peer mentors, are required to provide detailed instructions in life and introduction to study at the same time, enhancing the communication ability and responsibility awareness.

学友计划成立于 2009 年 8 月，是西交利物浦大学四大育人体系之一。学友计划致力于帮助新生尽快的适应新生活，同时建造朋辈互助的沟通交流平台，通过鼓励高年级学友与低年级、新生、海外生分享经验并给予他们指导来推动跨年级的交流，学友们将作为朋辈导师，提供详尽的生活和学习指导，以此来提高交流能力和增强责任意识。高年级的学长学姐向新生传递自己的经验，给予生活及学习、活动等各个方面的参考意见，帮助低年级学生尽快适应大学各阶段的学习和生活，特别是在大一的时候，合理的引导他们融入西交利物浦。学友计划包含四大项目，即在校生学友、海外生学友、2+2 学友和毕业生学友，目前，在校生和海外生学友体系相对成熟，2+2 学友和毕业生学友正在筹建中。

2 VISION 愿景

To become an effective support system for students at XJTLU in terms of life and study.

我们致力于使学友计划成为西交利物浦大学服务学生的重要支撑体系之一，使学友在帮助学生融入学校，健康生活的过程中发挥不可替代的作用。

3 MISSION 使命

1. To provide help and guidance for freshmen and junior students with experience shared by senior student. 学友根据自己的经验和学生的需求在学习生活等方面给新生提供一些指导和帮助，引导他们积极适应新的环境，养成良好的生活和学习习惯。



2. To enhance sense of responsibility and communication capability of students. 提高学生的责任意识 and 交流能力，使学生尽早成为年轻的成年人以及国际化人才。
3. To encourage cross-grade exchange and provide a platform of networking. 鼓励跨年级交流、提供交流平台。
4. To promote the culture of Buddy Program. 推广学友文化，深入学友理念。

4 HIGHLIGHT OF THE BUDDY PROGRAM 学友计划的亮点

With the Buddy Program, senior students make friends with freshmen and junior students without generation gap. A closer and more relaxing relationship can be easily established and pressures might be efficiently avoided. Furthermore, experience shared by students themselves could be more acceptable since the experience is more applicable and straightforward.

在学友计划中，高年级学友与新生、低年级学生可以成为亲近、轻松没有代沟的朋友。另外，学友们所分享的经验很实用、直接，因此会更容易被接受。

5 BUDDY PROGRAM'S CULTURE 学友文化

5.1 BUDDY PROGRAM'S CULTURE—LOVE THE POPULACE EXTENSIVELY 学友计划的文化---泛爱众

Buddy culture is defined as love the populace extensively. Confucius said "Young people should be filial to their parents at home and respectful to their brothers when they are with them. They should be serious and trustworthy, love the populace extensively and be close to those who are humane. When all this is done and there is time for other things, they should use it for the study of the classics", which means love the populace extensively. The buddy culture shows extensive and selfless love for others.

学友的文化传承浓缩在“泛爱众”三个字中，这三个字提炼与《论语》中的“弟子入则孝，出则弟，谨而信，泛爱众，而亲仁，行有余力，则以学文”（孔子说：“弟子们在父母跟前，就孝顺父母；出门在外，要顺从师长，言行要谨慎，要诚实可信，寡言少语，要广泛地去爱众人，亲近那些有仁德的人。这样躬行实践

之后，还有余力的话，就再去学习文献知识。”）充分体现了学友博爱、无私、热心、有爱的文化。

5.2 BUDDY PROGRAM'S CULTURE—FAMILY CULTURE 学友计划执委会的文化---

家文化

“家文化”是执委会自成立以来逐渐形成的有爱、轻松的文化传统。在学友执委会的大家庭中，大家不分彼此，没有年级、地域、专业等的代沟，彼此相处融洽，齐心协力地建造执委会，建造学友计划。

Family culture is the traditional culture we build since the found of BPEC. Within the committee, everyone can communicate without the boundary of major, reppion and grade. We are here together to improve buddy plan.



6 MEMBERS OF BUDDY PROGRAM 学友计划的成员

6.1 BUDDY 在校同学学友

Buddies are senior students at XJTLU, who are willing to share experience with fellow students. To be a buddy, a student needs to send an application to Buddy Program Executive Committee and get approval from the Committee. All buddies have the right to use facilities provided by the Buddy Program. Every Year-1 student at XJTLU has a corresponding buddy, and each buddy usually have about 8 fellow students.

普通学友由西浦乐于助人，喜欢与同学们分享经验的二、三、四年级学生组成。想要成为学友的同学须向学友执委会递交申请，并通过层层选拔。所有学友都享有学友的权利，并履行其义务，所有大一新生都有自己的学友，每个学友通常带 8 位新生。

6.1.1 Duties of Buddies 在校同学学友的职责

1. Help freshmen to adapt to university life as soon as possible by providing them learning and living experience. 根据自己以往的经验，帮助新生尽快熟悉和适应学校及周边的环境，引导他们以积极的心态面对各种问题和不适应，并提供自己的参考意见。
2. Help freshmen to release pressures of interpersonal relationship, academic study, etc. 学友应主动引导新生合理规划自己的学习生活等，防止他们迷失方向，误入歧途。
3. Listen to the needs of students; be responsible and willing to serve fellow students. 学友应耐心了解新生的疑问和需求，并尽可能地引导新生自己解决问题，使他们逐渐独立、成熟。
4. Be pleasant, warm, friendly and perceptive. 学友应主动关心自己的新生，了解他们的困惑，主动提供帮助，同时，对于‘问题学生’学友应该提供特别关心，并及时引导纠正。
5. Keep in touch with welfare advisors regularly, to know student's situation and provide necessary support. 学友应与生活导师老师保持定期的沟通，互相了解新生的信息，提供及时的帮助。
6. Attend class meetings, team meetings, trainings and other activities of the Buddy Program. 学友应积极参与学友计划的各项活动中来，并参考执委会提供的工



作安排，给自己的学生提供更多的帮助。

7. Keep in touch with senior buddy, timely feedback and communicate.学友应与 senior buddy 保持良好的沟通，及时反馈意见，交流工作。
8. Attend class meeting 学友应积极参与新生的班会。
9. Rethink the experience and support the next generation of buddy program.学友应主动总结工作中的经验，为下届学友和执委会的工作提供帮助。
10. Be in warm, enthusiastic and friendly.学友应始终保持热情，热心，友好的态度。
11. Understand and comprehensive Buddy Program's culture, and inherit the essences of all previous spirit.学友应深刻理解学友文化，并代代传承。

6.2 SENIOR BUDDY 资深学友

Senior buddies are buddies themselves. Moreover, they are coordinators of buddies. A senior buddy is the coordinator of all the buddies (usually 6 buddies) of an administrative class.

Senior buddy 本身是学友。他们是所有学友计划的中坚力量，一位 senior buddy 是一个行政班所有学友（通常 6 位学友）间的协调者，他们联系着学友执委会、班主任、junior buddy 和学生。

6.2.1 Duties of senior buddy 资深学友的职责

1. Act as a coordinator of his/her team of buddies.协调团队之间的关系，引导 junior buddy 更好的履行职责，使团队成员始终保持热情积极的服务态度。
2. Lead the buddies as a whole team.统筹团队工作，使学友的功能发挥的恰到好处。
3. Support junior buddy, and provide help and guidance if necessary.帮助 junior buddy，在他们感到及遇到困难的时候提供帮助和指导。
4. Liaise with BPEC and involve in decision-making of the Buddy Program.联系执委会，及时反馈工作，并对执委会的工作提出建议，参与执委会的相关决策。
5. Liaise with welfare advisors, report the needs of students and work status of buddies to welfare advisors, and seek for help from welfare advisors.联系生活导



师，与生活导师保持定期有效地沟通，互相了解学生的情况和其他方面的信息，支持生活导师的工作，并取得生活导师的支持。

6. Bridge the communication between BPEC and buddie. 充当执委会和学友之间的沟通桥梁，及时传递执委会的工作安排和相关信息，并督促 junior buddy 认真负责。
7. Organize regular meetings of his/her team. 定期组织 junior buddy 进行交流，不断提高团队的工作质量。
8. Understand and comprehensive Buddy Program's culture, and inherit the essences of all previous spirit. 应充分理解并积极深入、推广学友文化。

6.3 2+2 BUDDY 2+2 学友

2+2 buddies are XJTLU students who study at University of Liverpool. They share their experience with students studying at XJTLU mainly through Internet. Students can find 2+2 buddies' information from Buddy's website and contact them for consultation.

2+2 学友是西浦在英国利物浦大学学习的大三大四学生，他们的主要服务对象是西浦大二就读准备选择 2+2 的学生。2+2 之前他们通过互联网进行联系，为准备 2+2 的学生提供帮助，学生到达英国后，2+2 学友与西浦在校生学友功能类似，发挥着相同的作用。

6.3.1 Duties of 2+2 buddy 2+2 学友的职责

1. Help students who choose 2+2 get familiar with the study life in Liverpool and provide advice and instruction for year two student. 帮助 2+2 学生了解英国及利物浦的学习及生活，给二年级的学生提供 2+2 方面的参考意见。
2. Help 2+2 students get used to the life in Liverpool and get to know their custom and habits. 帮助 2+2 学生尽快适应利物浦的生活，帮助他们尽快融入当地的环境，了解风土人情、生活习惯和礼节，帮助他们打开社交圈。
3. Help solve the friction between students. 帮助解决宿舍矛盾等，帮助处理学生之间的问题和摩擦。
4. Contact the leader of buddy in the UK and give them feedback. 及时与英国方面的学友负责人沟通，反馈传递信息。



5. 2+2 buddy should learn the buddy culture and connect them with local situation.
2+2 学友应积极了解学友文化，并与当地的风俗、实际等结合起来。

6.4 GRADUATE BUDDY 毕业生学友

After a student graduates from XJTLU, he/she can choose to be a graduate buddy. Information about graduate buddies is also posted on Buddy's website so that junior students can contact graduate buddies for consultation.

毕业生学友是指已经从西浦毕业了的学生，当从西浦毕业后，可以选择成为毕业生学友。在校学生可以通过学友网站获取毕业生学友的信息、联系咨询他们。

6.4.1 Buddy for oversea students 海外生学友的职责

Buddies for oversea students are specially recruited to help international students adapt to life at XJTLU. Cross-culture exchange is encouraged between international students and their buddies. Each international student at XJTLU will be allocated with a buddy.海外生学友的职责是帮助国际生更好地适应在西浦的生活。我们推崇跨文化的交流。在西浦的每一个国际学生都会分配到一个 buddy。

1. Provide students with related information and help, for example, the information about the application to postgraduate and employment.为在校的高年级学生提供相关信息和帮助，比如研究生的申请或者就业方面的经验分享等。
2. Support the work of buddy plan and promote the buddy culture. 积极支持学友计划的工作，发扬学友文化。

6.5 Consultant 顾问

After an expired term of buddy, the original buddy or a non-buddy may be invited by BPEC to be the consultant of the Buddy Program. The consultants of the Buddy Program do not need to exercise responsibilities of buddies but will provide suggestions and advice for the development of Buddy Program. In normal cases, consultants are original buddies with special contribution to the Buddy Program.

作为 buddy 一年期满后之后，原来的 buddy 或者其他人员可能会被学友执委会邀请作为顾问。作为学友执委会的顾问并不需要履行作为 buddy 的责任，但是需要向学友执委会 提供未来发展的意见和建议。一般来说，顾问是从表现特别突出的 buddy 中选出的。



Xi'an Jiaotong-Liverpool University

西交利物浦大学

学友计划执委会（BPEC）---学友计划执行手册



7 BUDDY PROGRAM EXECUTIVE COMMITTEE 学友计划执委会

Buddy Program Executive Committee (BPEC) is a team that manages the operation of Buddy Program. The goal of BPEC is to provide service and support to all buddies while acting as liaison with other systems of the University. Members of BPEC are usually buddies. Year-1 students with special talents or interests can also apply for joining the committee.

学友执委会是一个负责学友计划运行的团队。负责学友活动的组织，安排，策划等多个方面，并通过成立多个部门来进行明确分工，确保学友活动有条不紊的进行。执委会成立的目的是服务学友并通过有效的管理来实现低年级学生与学长学姐们更好地交流与相互学习。作为和学校其他学生组织联系纽带的执委会，目标是为所有的学友的工作提供服务和支持。学友执委会的成员通常都是学友，还有大一学生。

7.1 THE DUTIES OF BPEC 学友计划执委会的职责

1. Support, lead and promote the work of buddies and senior buddies.支持、引导、推动全体学友以及 senior buddy 的工作。
2. Decide the work direction of buddy and lead them to the destination.把握学友的工作导向，引导学友的工作目的，工作形式。
3. Make plan for the work of buddy and make related decisions.为学友制定工作计划并做出相关决策。
4. Contact other support system.联络其他的支撑体系。
5. Collect and sort out the advice and feedback from freshmen.收集整理新生的意见和反馈。
6. Review and evaluate the work of buddies.回顾及评估全体学友的工作。
7. Being responsible for the recruitment of buddies, senior buddies, 2+2 buddies, overseas buddies and graduate buddies.负责招募普通学友、senior buddy、2+2 学友、海外生学友和毕业生学友。
8. Being responsible for the training of buddies.负责组织学友的培训工作。
9. Maintain the work of BPEC official website.管理学友官方网站的运行。

10. Promote the buddy culture. Make sure the culture come down after generation and enrich.推广弘扬学友文化，使学友的文化传统代代相传并逐渐丰富。



8 RECRUITMENT OF BUDDIES 学友招募

1. The recruitment of buddies usually starts in the second semester of each academic year. 学友招募通常在每学年的第二个学期开始进行。
2. All XJTLU students can apply for membership of Buddy Program. 所有 XJTLU 学生均有资格申请加入学友。
3. To become a buddy, a student needs to send an application form to and get approval from BPEC. Welfare advisors can also recommend their students to be buddies. 学生需要递交一份申请表，并通过 BPEC 的层层选拔，获得 BPEC 批准后方能成为一名学友。除此之外，班级生活导师亦可以推荐其学生成为学友。
4. To become a senior buddy, a student can set up his/her team beforehand and then apply for membership for the team. BPEC 鼓励学生以团队的形式组队报名，团队可以推举出一位代表或者轮流成为 senior buddy。
5. The term of buddy lasts for one year. After the term expires, a buddy can apply for renewing his/her term of buddy. 学友任期为一年，任期结束后可以申请再次续任。
6. Buddies for oversea students, 2+2 buddies, and graduate buddies are recruited separately. 海外学友，2+2 学友以及毕业生学友为单独另外招募。

9 TRAINING 学友培训

1. Training of buddies takes place immediately after new buddies are recruited. 学友招新工作结束后开展对新学友的培训。
2. Guest speakers are invited to give lectures. Previous buddies are invited to share experience with new buddies. 培训形式多样，以老学友的经验分享为主。
3. Welfare advisors are also invited as trainers. 班主任参与到对新学友的培训中来。
4. Overseas buddy's training will be held separately. 海外生学友进行单独培训。

10 学友与生活导师体系的整合

The welfare advisor system and Buddy Program, though with its own work focus, both aim to help students with their lives and studies in the university through providing service, support and guidance. Based on this sharing goal, the integration of the two systems will benefit the services for our students, especially for those needed students.

班级生活导师体系与学友计划虽然有不同的工作重心，但是其共同目标均是致力于通过提供服务，支持及引导为学生适应大学生活和学习并提供帮助。在此基础上，两个系统的整合将会给学生尤其是需要帮助的学生提供更优质的服务。

Understanding students is the first and foremost step to help and guide students. Welfare advisors and buddies can exchange their understandings about students through regular communications. Buddies can reflect questions and problems from students to welfare advisors. Welfare advisors will provide help with difficult questions and problems that the buddies cannot answer or solve. Through communications, both welfare advisors and buddies can share their resources and have a better and deep understanding about their students, hence providing help to students correspondingly. In order to take advantage of both systems and give full play to their potentials in the pursuit of the XJTLU's vision and mission, a regular communication mechanism is proposed between buddies and welfare advisors. Such communication can be conducted in two ways:

了解学生是帮助和指导他们的首要步骤，为此，班级生活导师和学友可以通过定期交流来交换彼此对学生们的理解。学友可以向生活导师反映学生们的疑问和难题，生活导师则可以为学友无法回答或解决的学生问题提供帮助。通过这种双向交流，生活导师和学友能够分享资源从而对学生有更加深入的了解，继而为学生提供更好的帮助。为了充分发挥这两个系统在 XJTLU 实现其愿景和使命中的优势和潜力，一个定期交流机制被提议建立在学友和生活导师之间。实施这类交流将通过以下两种方式：

10.1 CASUAL "OPEN FORUM" 非正式“开放论坛”

To prepare a casual "open forum", welfare advisors are supposed to negotiate with BPEC to decide when and where to meet. Welfare advisors then prepare topics (and food where necessary) and invite class chairs or student representatives. BPEC informs senior buddies of the forum, and then senior buddies invite other related buddies. A BPEC member will take meeting minutes of the forum.

预备开始一个非正式开放论坛，首先生活导师将与 BPEC 商谈决定何时何地见面。之后，生活导师将准备论题（和必要的食物）以及邀请会议主席和学生代表。BPEC 负责通知 senior buddy 参加论坛，senior buddy 将邀请其他相关学友。一名 BPEC 成员将负责记录会议。

10.2 FORMAL CLASS MEETING 正式班会

Welfare advisors are required to have class meetings with senior buddies, buddies, class chairing team, and students at least twice every semester to exchange their ideas about class construction, have discussions about students' questions and problems, and come up with answers and solutions. Welfare advisors are responsible for coordinate formal class meetings and take meeting minutes. Senior buddies will help welfare advisors invite buddies.

生活导师被要求至少每一学期两次与 senior buddy，学友，班级主席团以及学生举行班会来交流关于班级建设的想法，讨论学生们的疑问和难题以及提出解决方法。班级生活导师负责协调正式班会以及记录会议。此外，senior buddy 将帮助生活导师邀请其他学友。