

# XJTLU MASTER STUDENT HANDBOOK

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Xi'an Jiaotong-Liverpool University

西交利物浦大學

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# WELCOME MESSAGE



Dear Students,

Congratulations on your admission to Xi'an Jiaotong-Liverpool University (XJTLU)! We sincerely offer you the warmest welcome to join XJTLU, our university.

XJTLU is widely regarded as one of the most successful Sino-foreign cooperative universities and has won international acclaim for its innovative educational model. Academic rigour and excellence is the hallmark of XJTLU's education. For you, the next few years will be exciting and challenging ones, full of promise and potential.

At XJTLU, you will find yourself in a rigorous, inter-disciplinary and multi-cultural environment, which endows you with many opportunities to learn: from your professors, your buddies and your external mentors as well. Overall, XJTLU has developed a strong international academic system with its unique features. The XJTLU Syntegrative Education Model offers

the IETE (Industry and Enterprise Tailored Education) to students who aim to be Professional Elites, to gain industrial knowledge relating to their enrolled programme and to acquire application skills. The XJTLU Syntegrative Education Model also offers EC (Entrepreneur College) at 'XJTLU Taicang Campus' to students who plan to be Syntegrative Elites or all-round talents, to develop themselves into leaders for emerging businesses and industries through the integration of university, industry, and the innovative community platform. So at XJTLU, you will find it easier not only to study abroad, but also to make great progress in your career development if you learn to study with an active attitude and in a research-led way. We earnestly hope you will take full advantage of the variety of academic resources and support offered by XJTLU. It is crucial, however, that you look beyond your academic development and grow as responsible and passionate individuals with the initiative, grit and competence to communicate, collaborate and succeed in today's global village.

The motto of XJTLU 'Light and Wings' well delivers both our mission and vision: 'Light to see' and 'Wings to fly'. Please bring your best ideas, your wildest dreams and your strongest intuitions to XJTLU and seize the opportunities to expand your intellectual horizons. We believe you will find your XJTLU experience truly challenging, greatly inspiring and richly rewarding, and that you will realize your full potential and fulfil your dreams for your future.

PROFESSOR YOUMIN XI  
EXECUTIVE PRESIDENT OF XJTLU  
PRO-VICE-CHANCELLOR OF  
THE UNIVERSITY OF LIVERPOOL



# TERM DATES

## SEMESTER 1

Term start/end dates:

2 September to 13 December 2019

26 Aug	Online Registration Deadline Week 0
6 Sep	Tuition Fee Payment Deadline Week 1
28 Aug-11 Sep	Optional Module Change Week 0 – Week 2
2-11 Sep	ALA Selection Online Week 1 – Week 2
21-25 Oct	S1 Mid-term Examination Days Week 7
9 Dec-9 Jan	Submit ALA Reports for Completed Activities Week 14 – Exam weeks
30 Dec-9 Jan	S1 Final Examination Days





## SEMESTER 2

Term start/end dates:

17 February to 22 May 2020

17-28 Feb	Confirm and adjust S2 ALA plan Week 1 – Week 2
19-26 Feb	Optional Module Change Week 1 – Week 2
4-10 Mar	Publication of Provision Marks of S1 Week 3
30 Mar-2 Apr	S2 Mid-term Examination Days Week 7
18 May-5 Jun	Submit ALA Reports for Completed Activities Week 14 – Exam weeks
27 May-5 Jun	S2 Final Examination Days
13-16 Jul	Publication of Final Marks
27-30 Jul	Graduation Ceremony
3-8 Aug	S2 Resit Examination Days
27-28 Aug	Publication of Resit Marks



Scan me to get the  
2019/20 Academic Calendar

# GETTING STARTED

## ONLINE SYSTEMS INTRODUCTION

### E-BRIDGE

E-Bridge system is the web-based student information system of XJTLU, which is available for students and staff to access useful information and perform a variety of tasks.

WITH E-BRIDGE YOU CAN:

- Complete annual online registration
- Update personal contact information
- Request for transcripts and certifications
- Choose optional modules and additional learning activities
- Register for graduation ceremony

THERE IS ALSO A LOT OF INFORMATION AVAILABLE TO YOU, INCLUDING BUT NOT LIMITED TO:

- Class and exam timetables
- Contact information of Academic Adviser and Development Adviser
- Fee due and payment
- University policies and regulations
- Programme and module specifications
- Marks and progression results
- Assessment Information

### ICE

XJTLU's Interactive Communication Environment – ICE – is an online platform (and accompanying app for mobile devices) designed to support and enhance learning and teaching. ICE enables students and teachers to engage in learning and teaching activities which can take place inside or outside of the classroom via any Internet-connected device.

#### FOR STUDENT USERS, ICE MAKES IT POSSIBLE TO:

- Conveniently view and download content and resources provided by your teacher e.g. lecture notes, background reading materials, video and audio files, etc.
- Easily record your attendance at lectures and workshops, etc.
- Submit homework and coursework assignments as well as receive marks and feedback from your teacher
- Quickly receive important news and announcements from your teacher
- Collaborate and work together with other students on group projects
- ...and much more!

### UNIVERSITY PORTAL APP

The mobile Portal App aims to provide XJTLU staff and students with the means to benefit from accessing to data produced by a wide range of application systems across the campus in a uniform and easy way on mobile devices. The Portal App is designed to integrate the campus services rather generate the data itself – in other words, the app is enormously time-saving for end-users. Users can change the preferred language (English or Chinese) in the use of XJTLU App.

#### WITH XJTLU PORTAL APP, YOU CAN:

- Check the class timetable and receive class reminder
- Check recent XJTLU events and activities
- Check the academic calendar
- Check the contact information of departments and offices in XJTLU
- Check the Campus Map
- Check the Student Handbook and other guidance or manual
- Check the Frequently Asked Questions issued by different offices/departments

For more details of XJTLU Portal App, please scan the QR code below:



The system (e-Bridge and ICE) and XJTLU APP developments are still ongoing and you will be provided with new features on a continuing basis.

## UNIVERSITY REGISTRATION

Registration is an essential process for all students to complete at the beginning of each academic year, which involves two parts: online registration and tuition fee payment.

### ONLINE REGISTRATION

You will be required to provide and verify your personal and academic information online via e-Bridge (<https://ebridge.xjtlu.edu.cn>). The information you need to confirm includes your personal and academic details, and you should also update your home address and emergency contact information to ensure you or your designated contact could be reached in any emergency.

Until your online registration is completed, you will not be able to access all of the features on e-Bridge, including class and exam timetables, module marks, and transcript and certificate requests, etc.

Normally, late registration onto a programme will not be allowed after the beginning of the first teaching week of the semester.

It is important that you provide the University with a valid mobile phone number, your home address and your emergency contact details whilst you are completing your online registration on e-Bridge. If your contact information





has been changed, please update it on e-Bridge promptly. We will use it if we need to contact you urgently.

## TUITION FEE PAYMENT

Masters students have two options for tuition fee payment:

- Pay in full at or before registration;
- Pay by a semester-based instalment plan.

If you opt to pay tuition fee in full upfront, a discount of 5% is offered; if you opt to pay by semester, the instalments must be paid in the following way:

- 1<sup>st</sup> instalment at or before registration;
- Each of the remaining instalments no later than week 1 of each following semester.

You should pay your tuition fees as per dates notified by the University. You will normally not be able to start your studies until fees have been paid. Students who have not paid the tuition fee 2 weeks after the due date in spite of repeated reminders from the University will be suspended or deregistered from the University.

# STUDY SUPPORT AND RESOURCES

## POSTGRADUATE STUDENT SUPPORT FROM GRADUATE SCHOOL

XJTLU Graduate School (XGS) is established to play a more prominent role in support of the academic mission of the University, as well as to broaden XJTLU's participation in higher education leading to a more diverse and inclusive scholarly community. The XGS will serve as the central body responsible for the efficient management, development, and evaluation of graduate education throughout the University, as well as providing an academic home for all postgraduate students (PhD and Masters) and postdoctoral researchers. It will work closely with academic units and coordinate actively with various central administrative units on student and programme matters at postgraduate level.

The XGS will be committed to scholarly excellence and the success of its postgraduate students, and will serve as an advocate for the intellectual development of all postgraduate students. Postgraduate (Masters and PhD) Support Team is one of the teams in XGS and provides support and guidance to both Masters and PhD students.

Email: [pgsupport@xjtlu.edu.cn](mailto:pgsupport@xjtlu.edu.cn)

Office: Room 860, 8th Floor, Central Building

Tel: 0512-81889001



# XJTU ADVISING SYSTEM

## ACADEMIC ADVISER

The University implements a straightforward, institution-wide system for the provision of academic and career guidance and the monitoring of student performance.

For each master programme, the programme director is responsible for the development, organisation and leadership of the programme and for the academic experience of the students on that programme. Programme directors ensure that appropriate and effective processes and procedures are in place, and students on the particular programme are provided with sufficient academic support.

You will also be assigned an academic adviser to help you develop your plan for additional learning activities, as well as advice for your academic and career development.

## STUDENT DEVELOPMENT ADVISER

Postgraduate Development Adviser (PG DA) mainly provides one to one support on some non-academic issues for domestic Master and PhD students that may affect students' academic progress, campus experience and personal growth & development, and especially pays attention to students' wellbeing.

PG DA plays three key roles as ADVISER, FACILITATOR and COORDINATOR. As an adviser, PG DA supports students who come for advice or helps students who are confronted with difficulty or have potential risks. PG DA Team will also try to facilitate activities and coordinate internal and external resource to work on students' personal growth.

To contact with the PG DA team, please email to: [sdac.pg@xjtlu.edu.cn](mailto:sdac.pg@xjtlu.edu.cn); or find your DA's information on e-bridge.



## ACADEMIC SERVICES AND SUPPORT

### MODULE ENROLMENT AND TIMETABLE

The e-Bridge system maintains the information of your module enrolment, including compulsory modules required by your programme and the optional modules of your choice. Your personal timetable will be developed based on your finalised module list and published to you on e-Bridge before the start of each semester. You will also be enrolled onto your modules on XJTLU's virtual learning environment ICE (<http://ice.xjtlu.edu.cn>), the online platform designed to support and enhance learning and teaching. You can access ICE anytime, anywhere in order to stay up-to-date with your modules, communicate with teachers, view important learning resources, submit coursework assignments, and so on.

### ACADEMIC RECORDS, TRANSCRIPTS AND CERTIFICATES

Registry uses e-Bridge (<https://ebridge.xjtlu.edu.cn>), XJTLU's web-based student information system, to record your personal information and academic records during your study at XJTLU. You can access e-Bridge to check your full academic records, including module taking list, module marks, progression results, and others. Unofficial transcripts are also available to download.

If you would like to obtain stamped official record of study and certificates, you need to login to e-Bridge and complete the online request form on Student Academic Records Page. A confirmation email will be sent to you once your request is submitted successfully. It usually takes three working days to process your request, and you will be notified via email once your documents are ready. For further questions, please email to

[Transcripts@xjtlu.edu.cn](mailto:Transcripts@xjtlu.edu.cn).



## SUSPENSION AND WITHDRAWAL

If you encounter persistent health issues or other personal difficulties which prevent you from continuing your studies, you may apply for suspension of your study. Before you apply, please consult your academic adviser, your programme director, or the Registry. The Application for Suspension of Studies form should be submitted to the Student Academic Services team of Registry and is subject to the University's approval. You may have your studies suspended for only once during your registration period.

We hope you will graduate successfully from the University, but we know that sometimes students have to leave before they complete their studies. Please consult your programme director if you are thinking of withdrawing. If you decide to do so, you should complete the Withdrawal Form and submit to the Student Academic Services team of Registry.

If you have any questions about the services and support provided by Registry, you may contact the Student Academic Services Team in Registry, where you may also seek advice and guidance if you have questions about the University policies and procedures or academic regulations in general.

Email: [academicservices@xjtlu.edu.cn](mailto:academicservices@xjtlu.edu.cn)

Office: 8th Floor, Central Building

Tel: 0512-88161230

## GRADUATION SUPPORT

The Conference and Events team in Academic Services Office supports the organization of Graduation, which is one of the most significant moments in your life. It celebrates your academic achievements and dedicated work by marking the point at which you leave us to make your way in the world with a ceremony for you, your friends, family and teachers.

For any questions related to graduation, students may send the emails directly to [graduation@xjtlu.edu.cn](mailto:graduation@xjtlu.edu.cn).

# STUDENT AFFAIRS SERVICES AND SUPPORT

## ONE-STOP STUDENT SERVICE CENTRE

Your first source for help and support on your pastoral life at XJTLU should be the One-Stop Service Centre. The service centre provides consultancy and support to all students and facilitates communication between students and the University. Services include:

**Applications:** for non-academic scholarships, insurance, Household Registry Transfer, personal archive management, etc.

**Consultancy:** If you are confused or in difficulties, please contact us. We can give you initial assistance and refer you to appropriate specialist teams if necessary.

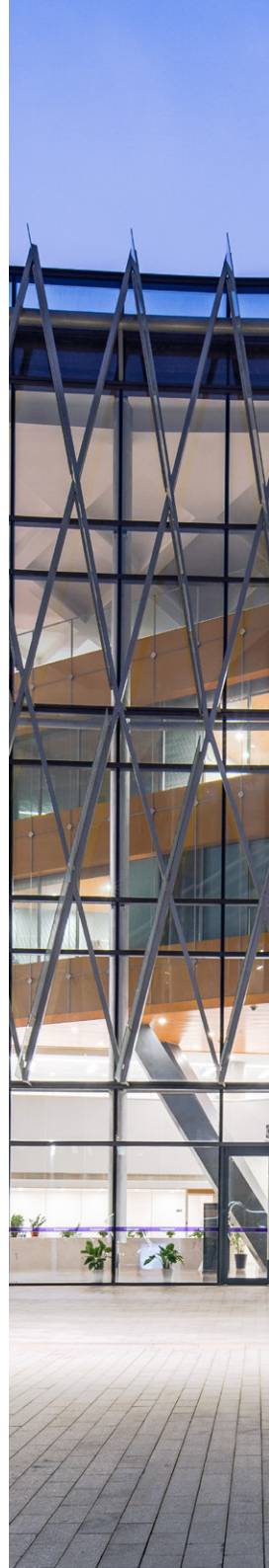
Email: [onestop@xjtlu.edu.cn](mailto:onestop@xjtlu.edu.cn)

Tel: 0512-88161854

**Accommodation Support:** The team is mainly responsible for liaising with dorm and service suppliers to provide service, support and guidance to domestic students on campus. Our mission is to develop the community where respect, self-management and responsibility are valued. International students should contact XJTLU Global directly in relation to accommodation support.

Email: [Accommodation@xjtlu.edu.cn](mailto:Accommodation@xjtlu.edu.cn)

Tel: 0512-88161857







## COUNSELLING SERVICE

The University employs a team of qualified mental health counsellors, who can help you to deal with personal issues, relationship difficulties, and other psychological problems.

Email: [counsellingservice@xjtlu.edu.cn](mailto:counsellingservice@xjtlu.edu.cn)

Tel: 0512-88161815

## STUDENT CLUB SUPPORT

Student clubs and activities are an integral part of students' university experience. The SCS team aims to provide service, support and guidance for the development of student clubs and activities so as to create a learning community for students' comprehensive development.

Email: [scs@xjtlu.edu.cn](mailto:scs@xjtlu.edu.cn)

Tel: 0512-81883297

## CAREERS SUPPORT

Just as you need to work towards good grades in your studies, it's essential to put effort into planning your career in order to land the opportunities that are right for you. As the job search process can be stressful or overwhelming at times, be sure to find time for yourself, and get support when you need it. Career Centre is here to help you through every step.

## ONLINE CAREER EVALUATION TEST

Learn about your interests, skills, values, and personality traits.

Easy access and understand yourself no matter where you are at <http://xjtlu.ncss.org.cn/jixun/>.





## ONE-TO-ONE CAREER CONSULTATION

Career counselors are available to meet individually with students through every step in their career exploration, and internship and job searches. Through partnering with career counselors, you benefit from personalised guidance on setting and maintaining career goals, gaining self and industry awareness, building career networks, and making informed and fulfilling career choices. Make appointment at:

<http://careers.xjtlu.edu.cn/>.

## JOBS AND INTERSHIPS

Career Centre offers unique opportunities to help you explore your career interests and develop professional skills. Access CCS (Career Centre System) database to search job and internship listing at <http://careers.xjtlu.edu.cn/>.

## SPECIAL EVENTS AND WORKSHOPS

Career Centre hosts both large scale events such as job fairs, industry showcases, and networking events, as well as smaller workshops on career development topics like CV writing, job and internship searching. You can find all the information at:

<http://careers.xjtlu.edu.cn/>.

## CONTACT THE CAREER CENTRE

Email: [careers@xjtlu.edu.cn](mailto:careers@xjtlu.edu.cn)

Office: Room 102E, 1st floor, Central Building

Tel: 0512-81888309 / 81888308



## INTERNATIONAL STUDENT SUPPORT

The engagement team in XJTLU Global carries the mission to enrich the experience of non-local students at XJTLU by providing them with services and support including but not limited to:

- General inquiries
- Insurance reimbursement
- Accommodation service
- Introduction programme
- Student finance advice, payment and refund
- Visa/residence permit application and renewal
- Student organizations and activities

Email: [global@xjtlu.edu.cn](mailto:global@xjtlu.edu.cn)

Office: 115E, 1st Floor, Central Building

Tel: 0512-81884746 / 81880406

(All enquiries will be dealt with in a sensitive and confidential manner.)

## ENGLISH LANGUAGE AND ACADEMIC SKILLS SUPPORT FROM THE LANGUAGE CENTRE

XJTLU understands that as an international university the demands on students are unique.

Through its dedicated PG Unit, the Language Centre (LC) therefore offers a range of English language and academic skills support and development options to all XJTLU Master's students.

Support options are tailored to the needs of students in this context and include English ALAs and a series of optional PG workshops designed to enhance the writing, speaking and transferable academic skills needed to be successful as Master's students and members of the academic community.

English ALAs are structured academic language and communication skills courses aiming to develop students' English language ability in both speaking and writing. The PG workshops cover a broad range of skill sets, from discussion and presentation skills to writing literature reviews and CVs. Support can be accessed via a combination of bookable small group tutorials, larger workshops, speaking clinics and seminars.

## FINANCIAL SUPPORT

If you are experiencing temporary financial difficulties, you should seek advice from the Postgraduate Support team at Graduate School. The application for special instalment plan may be considered with adequate evidence and relevant supporting documents, subject to the university's approval.

## SPECIAL SUPPORT

The University provides special support for students with a disability, who are encouraged to disclose information about their disability as soon as possible to the University, either during the application process or to Student Affairs once they have arrived. The University will arrange for any necessary assessment of their support needs, taking advice where required. The University of Liverpool's Disability Support Team may be approached to support this process where appropriate. The purpose of any assessment of need is to provide advice to the student's academic department, and any relevant service, to put in place, where possible, a Disability Support Plan and any structural adjustments to teaching provision and/or assessments.



## LIBRARY RESOURCES

XJTLU Library plays the role of Research Support and Learning Centre in XJTLU by following the latest development trends of other top university libraries around the world. It provides various high-quality resources and services for all students and staff.

### PRINT COLLECTION

XJTLU Library plays a critical role in supporting learning, teaching and research at XJTLU. Currently, XJTLU Library holds over 610,000 print books, 224 different titles of domestic magazines and periodicals, more than 120 titles of imported magazines and periodicals and 32 kinds of newspapers.

The Library's Online Catalogue can be accessed via <http://opac.lib.xjtlu.edu.cn>. You can login it with your XJTLU account to check your current holdings, to renew books, and to reserve any library item you need.



## DIGITAL LIBRARY

XJTU Library is strategically on its way to becoming a Digital Library, emphasizing on digital resource produced domestically and overseas. There are 164 academic electronic databases available on campus, containing more than 56,000 academic journals, 310,000 classic e-books, 2.6 million Chinese e-books, and a massive resource of dissertations and conference papers.

DISCOVER is one-stop searching platform provided by the library. By using DISCOVER, you are able to searching the library's entire collection including databases, eBooks, catalogue records, archives and a wide range of digital content available through the library. DISCOVER can be easily found on the library Homepage at <http://lib.xjtu.edu.cn> or via **Quick Links**.

The Library organises instructional programs throughout academic years to help staff and students make better use of library's resources and services. Training on information skills for research, specific academic databases and research toolkits are provided regularly on campus. Further details on library instructions can be found on library event calendar via <http://libcal.lib.xjtu.edu.cn/>.

Academic liaison and reference librarians offer various discipline-specific reference and information services via different channels and platforms. Library guides designed for particular academic departments/schools/learning centres are also available online for staff and students at <http://libguides.lib.xjtu.edu.cn/?b=t>

For any questions related to library resources and services, please visit the online reference platform LibAnswers at <http://libanswers.lib.xjtu.edu.cn>.



## TEXTBOOK SERVICES

XJTU Library distributes textbooks to students at the beginning of each semester. Please note that there are three categories of textbooks: Mandatory Textbook, Optional Textbook and Reference textbook.

**Mandatory Textbook:** It is indispensable to the module which is designated by module leader, either in print or electronic format. Students are obligated to purchase all textbooks that are classified as mandatory. The Library will order Mandatory Textbook according to the estimated number of enrollment in a module provided by Registry.

**Optional Textbook:** It is designated by module leader, students are free to make buying decisions on a 'First Come, First Served' basis. It is not guaranteed that each student can have one copy in hand.

**Reference textbook:** It is a book in print that is considered additional or recommended reading by academic staff and is only purchased for the Library's collection where it can be offered for loan.

Students should pay for their Mandatory Textbooks, collected Optional Textbooks and calculators from Service Charge Account. Each December, students will be notified to confirm charged items.

Issues related to textbook usage can be proposed at departmental Student Staff Liaison Committee (SSLC).

For more information, please contact Library Textbook and Publication Division: [Textbook@xjtlu.edu.cn](mailto:Textbook@xjtlu.edu.cn).





## PAST EXAM PAPERS

The University wishes to ensure that all students have equal access to past examination papers. Past final and resit examination papers from the previous three years, where possible, will be provided to you as a study aid only. Please be aware that assessments will vary from year to year, and assessments set in a specific year may not be relevant to current modules. The University bears the copyright of all the examination papers. You are not permitted to modify, distribute, publish, transmit or create derivative works of any material found within the database for any public or commercial purposes. Hard copies are available for reading in the Library only, and softcopies are available in the University Library system: <http://etd.lib.xjtlu.edu.cn/>.

## IT SERVICES

MITS (Management Information Technology and Systems Office) is responsible to provide IT services on campus. Full details of campus services can be found here: <https://guide.xjtlu.edu.cn/it-guide-for-student.html>

## ACCOUNT

MITS office issues an account to every student. Each account contains one unique User ID and an initial password. You can use this account to log on XJTLU IT systems, such as E-mail, File server, Library, e-Bridge etc. Please find the access here: <https://guide.xjtlu.edu.cn>

### LOGGING INTO A COMPUTER ON CAMPUS

Press “Ctrl+Alt+Del” and the login window will appear. Input your username and password, and press “Enter” to complete the login process.



## EMAIL

Your email is based on the Microsoft Exchange Server. Outlook is pre-installed as part of Microsoft Office on all PCs in XJTLU. The mailbox capacity for students is 1GB. You can check emails by Outlook or from Web access.

- Microsoft Outlook is the recommended method. Since the quantity of emails increases as time goes on, you may need to use Outlook to manage your email box.
- You can use the method of web access on any computer connected to the Internet. Type <https://mail.xjtlu.edu.cn/> and input your username and password.

## STUDENT ID CARD

Every student is given a student ID card. This card shows your name, photograph and ID number. It is used as your identification on campus.

You can use it to borrow books from library, for entry to exams, and to pay for self-service printing, canteen meals and public transportation.



## WI-FI (WIRELESS NETWORK)

You can connect to University's free Wi-Fi network by searching and connecting to campus wireless SSID (XJTLU) in terminal. Open any web page by browser and the authentication page will pop up automatically. Please login using your username and password.

To remove the connected devices which are no longer used in Wi-Fi system:

How do I use campus WiFi? <https://guide.xjtlu.edu.cn/how-to-connect-and-disconnect-campus-wifi.html>

## STUDENT PRINTING SERVICE

MITS provides self-service printing to students. You may submit your printing jobs through any PC in the campus computer labs, web page (intranet only) or email. Then you can print by swiping ID card on any student self-service printer on campus. It has been proved to be safer and more efficient. For more details, please visit: How do I print/scan/copy? <https://guide.xjtlu.edu.cn/pdf/mits/Student%20Self-service%20Printing%20System.pdf>

## COMPUTER LABS

- 1) All PCs in the computer labs are preinstalled with Microsoft Windows OS/Mac OS and various software. Students can login as a normal domain user with their unique username and password.
- 2) All PCs are connected to network and you can browse internet freely.
- 3) All computer labs open from 8:30am to 10:00pm every day during the academic semester. During the university holiday, most of the labs will be closed. All students have free access to the labs except when a class, maintenance work, or an event is scheduled.

## IT SERVICE CENTRE

IT Service Centre is the first contact window of IT campus service.

Email: [IT@xjtlu.edu.cn](mailto:IT@xjtlu.edu.cn)

Tel: 0512-88161250

Office: Room 956A, 9th floor, Central Building (9:00 -12:00, 13:00 -17:00 on weekdays)

Service Request System: <https://service.xjtlu.edu.cn/>

## SOFTWARE INSTALLATION

Location: Library 4F (Central Building)

IT Service Centre WeChat:



## CODE OF CONDUCT FOR USING THE RESOURCES

The University expects students to show respect to one another, its staff and its property. Please pay particular attention to the following guidelines, which are intended to ensure a pleasant and supportive learning environment for the University community:

- You may not reserve computer or desk spaces for your personal use;
- Computing facilities are provided to help you to pursue your studies and may not be used for recreational purposes; you are strictly prohibited from playing computer games or downloading movies or TV programmes;
- Smoking is prohibited inside the buildings of this University;
- You may not eat during lectures, nor in library or computer rooms;
- You should avoid making noise or disturbing other students in private study areas and, particularly, in the dormitories at night;
- To act in accordance with Dushu Lake Higher Education Town Student Accommodation Regulations.

The University monitors the use of its facilities and students caught in breach of these guidelines, abusing facilities, or behaving in ways which are not conducive to study, will receive a verbal warning on the first occasion. In the case of further offences, the following penalties may be imposed:

- A written warning;
- Withdrawal of scholarships or rewards which you have received in the current academic year;
- Removal from consideration for future scholarships;
- Referral to the University's Board of Discipline.

The University reserves the right to suspend your studies immediately or to terminate your registration where the severity of the offence requires this.

Note: These guidelines should be read in conjunction with XJTLU's Policy on Student Conduct and Discipline, and other regulations and guidelines which are periodically published governing the use of the University's facilities.







# HEALTH AND SAFETY

The University aims to provide a safe environment in which to work and study, but it can only do so with your help.

## PUBLIC SECURITY TIPS:

- Act in accordance with Laws and Government Regulations and Obey campus health and safety instructions. For more details, please refer to the Guidance on Student Code of Conduct and Discipline;
- Report accidents, incidents, near misses, dangerous conditions and damage of property to the health and safety representative in your department or your development adviser;
- Take reasonable care for the health and safety of yourself and those around you.
  - Be responsible for your own personal safety through learning about and controlling hazards associated with your work and life and by complying with safety and health requirements;
  - Be careful of thieves, take good care of your personal belongings;
  - Beware of fraud. Do not give cash, mobile phone or bank card to strangers;
  - Be careful of those who pretend to be XJTLU teachers, students, or student club members. They may approach you in the name of inspection or subscription;
  - Be wary of high-profit temptation, refuse illegal fund-raising, and stay away from all kinds of money lending and campus loans.

If the situation is serious or personal safety is threatened, please call 110 for help immediately.

## PUBLIC HEALTH TIPS:

- If infectious disease is diagnosed such as chicken pox or tuberculosis, please report to your Development Adviser or Health and Safety Affairs Office. Do not conceal the disease. Refer to XJTLU Regulation on the Prevention and Handling of Infectious Diseases.
- Provide appropriate suggestions to improve health and safety to Health and Safety Committee.

The university provides pre-hospital care service and free first-aid kits to our students. The pre-hospital care service includes basic wound-healing, sterilizing and dressing for general trauma. The on-site first aid and preliminary treatment of accidental injuries is available in:

Location: Room 159 in Foundation Building

Time: 9:00am – 12:00pm Every Monday and Thursday

At other times during normal working hours, please contact Ms. Yan Jin for help at 0512- 81884630. For emergencies, please call 120.

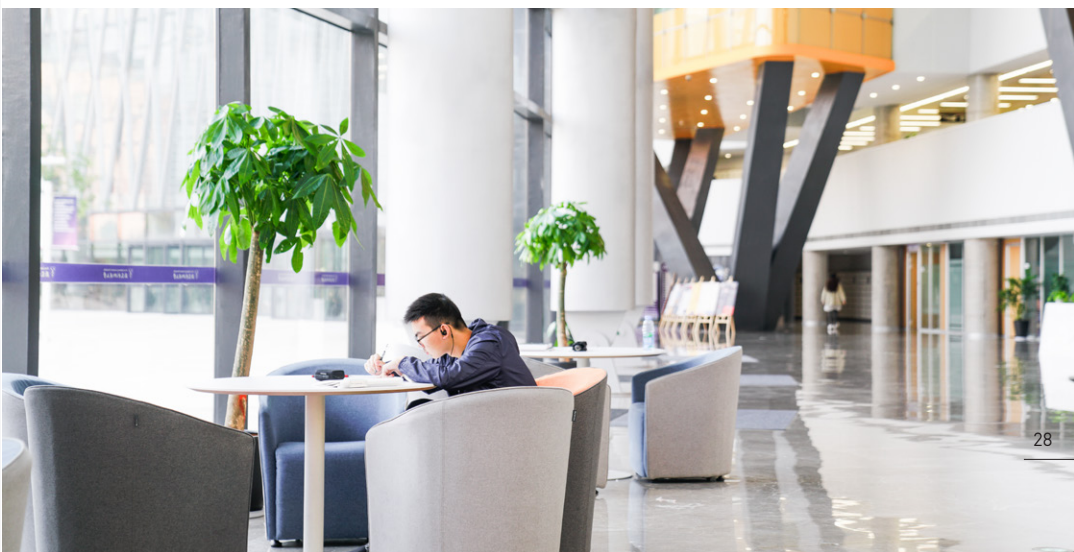
First-aid kits are available in labs, all Property Management Offices, Academic Departmental Secretary Offices, and Health and Safety Office. The university also provides first-aid equipment such as cervical collar, head holder, stretcher and wheel chair for public use on campus.

If you have any problems or questions about health and safety, please contact the Health and Safety Affairs Office.

E-mail: [hsc@xjtlu.edu.cn](mailto:hsc@xjtlu.edu.cn)

Office: Room 1103, Central Building

Tel: 0512-88161005



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# MY STUDY AT XJTLU



## PROGRAMMES AND MODULES

All XJTLU master programmes involve a combination of individual research and taught modules. Master of Research/Design programmes focus on the development of advanced knowledge and research skills where the majority of activities comprise independent research supported by structured assessed modules and additional learning activities. The award of Master of Research/Design requires successful completion of at least 60 credits, which include a minimum of 20 credits taught modules and a minimum of 40 credits research/design project(s) or dissertation, plus 600 hours of non-credit bearing Additional Learning Activities. Taught Master programmes involve both a substantial piece(s) of independent work, a range of assessed modules and additional learning activities, which is normally comprised of 60 credits, 40 credits of taught modules and 20 credits of research (project or dissertation), plus 600 hours of Additional Learning Activities. The language of teaching and assessment at XJTLU is English for all master programmes.

Change of master programme is normally not allowed after you have registered in the university. Exceptional considerations will be given only on solid academic grounds.

# CREDIT REQUIREMENTS AND REGISTRATION PERIODS

PRO-GRAMME	MASTER OF RESEARCH (MRES) / MASTER OF DESIGN (MDES)	TAUGHT MASTER INCLUDING MASTER OF SCIENCE(MSC)/ MASTER OF ARTS(MA)/ MBA
Credit Required	Minimum of 60 credits	Minimum of 60 credits
Modules	Taught Modules – 20 Credits Project/ Dissertation – 40 Credits	Taught Modules – 40 Credits Project/ Dissertation – 20 Credits
Normal Period of Study	Full time – 18 months Part time – between 30 and 36 months	Full time – 18 months Part time (except MBA) – between 30 and 36 months IMBA – 24 months
Maximum Registration Periods	One year beyond the fixed length of the programme	
ALA Required	600 hours	



## PROGRAMME AND MODULE MODIFICATIONS

The University is committed to the ongoing development and improvement of its programmes, taking account of developments in the discipline and pedagogic practice, and ensures that all modifications to programmes and/or modules, or the introduction of new module should follow relevant university guidelines and processes which are benchmarked against the UK's Quality Assurance Agency's (QAA) expectations about programme monitoring and review.

All updated programme and module specifications are regularly published on e-Bridge: <https://ebridge.xjtlu.edu.cn/>

## MODULE ENROLMENT

Modules can be compulsory or optional. Compulsory modules are those that you must take as specified in your programme specification and they provide content for meeting the learning outcomes of the programme. An optional module is one that you can choose from among alternatives as per your programme specification. To choose a certain optional module, you may need to take another module

which is labelled as prerequisite module.

You will be automatically registered to all compulsory modules and depending on your programme of study you may be required to select optional module(s). If you are not sure which modules to take, you should in the first instance discuss the options with your programme director. Change of optional module will only be allowed if places are available on the module and if the teaching timetable can accommodate the revised module combination. However, such change will normally not be allowed after two weeks from the start of teaching in the semester.



## ATTENDANCE

You are expected to attend all timetabled activities for your programme of study, including off-campus activities. If you are regularly absent from classes or exams, your Departmental Progress Committee may decide that you should not be offered a resit opportunity for any failed modules. For more severe cases of non-attendance, your Departmental Progress Committee may recommend to the University Progress Committee that your studies be terminated.

## ASSESSMENTS AND EXAMINATIONS

### MARKING SCHEME

The University adopts a British marking and degree classification scheme within Chinese Higher Education System. 70% or over represents Distinction, and 50% is the pass mark for all modules in master programmes of study. Where the average of total marks in all taught modules is 50% or above, a mark of 40-49% shall be deemed compensatable in only one taught module of 5 credits. Compensation shall not be applied where more than 5 credits are failed.



## MARKING DESCRIPTORS

The University has general requirements for work at masters level. Marking descriptors have been established as guides to both staff and students about what is normally expected of work receiving a particular mark. The overarching standards set govern the interpretation of the performance criteria for specific courses. Each department may also have its own set of qualitative marking descriptors which describe what each mark range represents in terms of student achievement in that particular subject.

## MARKING AND MODERATION

The University employs anonymous marking wherever practicable. After the final examinations, final module marks and a sample of students' work are reviewed by the XJTLU module moderator, a moderator at the University of Liverpool and an external examiner. The purpose of this scrutiny is to ensure that the marks have been awarded fairly and consistently, with regard to Chinese and UK standards. The marks are then submitted to the board of examiners in the relevant department for final approval, before they are published on e-Bridge.



## ASSESSMENT: COURSEWORK AND EXAMINATION

Each module is assessed independently, typically through a combination of examinations and coursework. The precise combination will vary from module to module.

You will be given details of the assessment requirements for each module by the module leader, and you could also check that information from the Module Specifications on e-Bridge.

### COURSEWORK

COURSEWORK CAN BE:

- Formative - you receive feedback on your work, but the marks do not count towards your final module mark, or
- Summative - the mark you are awarded contributes towards your final module mark.

YOU SHOULD SUBMIT ALL COURSEWORK REQUIRED FOR YOUR MODULES. NORMALLY, YOU WILL NEED TO SUBMIT PAPER AND ELECTRONIC COPIES OF YOUR COURSEWORK:

- Electronic copies should be submitted via ICE before the deadline;
- Hard copies should be normally submitted to the departmental coursework box before the deadline;

IF YOU SUBMIT COURSEWORK AFTER THE DEADLINE, YOU WILL BE PENALIZED:

- 5% of the total marks available for the assessment will be deducted from the assessment mark for each working day after the submission deadline, up to a maximum of 25%;
- Coursework received more than five working days after the submission deadline will receive a mark of zero.

Note: You should be aware that instructors might use your coursework for education purposes. Instructors sometimes use past student work to illustrate both positive and negative examples of academic quality. In such instances, the module instructor is expected to take steps to keep your identity confidential and anonymous.

## EXAMINATION

Most modules will have midterm and final examinations which are normally used as a summative method of assessment and take place in week 7 and at the end of the semester respectively in which a module is taught. You should attend all examinations required for your modules.

The only calculator you may use in an examination room is one of the Casio fx82es series, i.e. Casio fx82es, Casio fx82es Plus or Casio fx82es Plus A.

If you suffer from temporary disability or illness to such an extent that you are unable to sit an examination at the published venue, you might be able to apply for special examination arrangements, requests for which must be made to the Registry with supporting evidence as early as possible. Details can be found on the Assessments and Examinations page on e-Bridge.

## REASSESSMENT

Students shall be allowed for re-assessment opportunity in the failed module(s). Reassessment should take place no later than 12 months after the date of the failed assessment, normally within the registration period.

Immediately after the Progression Board approves the re-assessment opportunity, the resubmission of Continuously Assessed Work may take place. In normal cases, only one re-assessment opportunity is permitted for the first attempt failure(s). Marks achieved in the re-assessment shall be recorded as the actual mark. However, the mark shall be flagged on the transcript, indicating that it was achieved at a second or subsequent attempt. In the case of a dissertation, the re-assessment must normally be the same dissertation topic as originally assigned.

Note: Some modules may not offer a resit opportunity.



## MITIGATING CIRCUMSTANCES

If you are absent or your performance in summative coursework or formal examinations is affected by illness or other exceptional circumstances, the University will take this into account.

You should submit your application for Mitigating Circumstances on e-Bridge as soon as possible after the assessment, with attached independent documentary evidence, such as medical certificates, in order to verify your mitigating circumstances. Deadlines for the submission of applications will be made known to all students in good time by the Registry.



### MITIGATING CIRCUMSTANCES MIGHT INCLUDE:

- Illness affecting the student,
- Bereavement,
- Serious illness affecting a close family member,
- Unforeseeable or unpreventable events.

### THE FOLLOWING WILL NOT BE REGARDED AS MITIGATING CIRCUMSTANCES:

- Failure to attend an examination due to misreading the examination timetable;
- Events such as holidays and weddings;
- Inadequate planning and time management;
- Having more than one examination on the same day;
- Examination clashes arising from incorrect registration by the student, i.e. examinations scheduled to take place at the same time;
- Pressures from paid employment; (Students are reminded that the University recommends that you should be employed for no more than 10 hours per week.)
- Any event that could reasonably have been expected or anticipated.



## REQUEST FOR COURSEWORK DEADLINE EXTENSION

If you experience illness or other serious unforeseen circumstances which prevents you from submitting coursework by the deadline set, you may apply for an extension to that deadline. You should complete the form of Request for Coursework Deadline Extension with supporting evidence before the coursework deadline and submit it to your Departmental Examination Officer. If you could not submit it before the deadline, you may submit your application for Mitigating Circumstances on e-Bridge as described above. Your application for Mitigating Circumstances to Registry may NOT include coursework for which deadline extension has already been granted by the department.

## CONDUCT OF EXAMINATIONS

The University is committed to fostering an examination environment that supports academic integrity.

STUDENTS WHO ARE SUSPECTED OF THE FOLLOWING WILL BE INVESTIGATED BY THE UNIVERSITY STUDENT BOARD OF DISCIPLINE:

- Bringing unauthorised items into an examination room
- Obtaining or trying to obtain, directly or indirectly, help in their examinations or trying to help others
- Bringing in electronic devices with data storage function, including but not limited to mobile phones
- Impersonating other students or being impersonated to sit the exam
- Disobeying the instructions of an invigilator
- Any other illegitimate behaviour designed or conducted in a way to deceive the invigilators in the course of examinations.

THE PENALTIES MAY BE VARIED AND MAY INCLUDE ONE OR A COMBINATION OF THE FOLLOWING STANDARD PENALTIES:

- Written warning;
- Award zero for the exam;
- Award zero for the module mark;
- Suspension for 1 year;
- Termination of studies.

## ACADEMIC INTEGRITY

The University aims to foster a learning environment which produces students who embrace academic integrity, understand that they must produce their own work, are able to acknowledge explicitly any material that has been included from other sources or legitimate collaboration, and to present their own findings, conclusions or data based on appropriate and ethical practice.

The University will support you to understand the standards of academic integrity, while you are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in your area of study. Violation of academic integrity comes in many forms, including but not limited to the following:

- Improper citation or referencing
- Unauthorised collaboration with another person in the preparation and production of a submitted work
- Copying directly from other persons without their knowledge as your own work
- Submitting all or part of the same academic work for two or more modules without permission
- Consciously representing another's work or concept as your own without proper acknowledgment and citation of the sources
- Altering data obtained by legitimate means or making up a portion or whole set of data and reporting them in your own assignment
- requesting another party to prepare all or part of an assignment (with or without payment) on your behalf

Any violation of academic integrity is a serious offence and is therefore subject to an appropriate penalty. According to the individual case and the seriousness of the offence, penalties applied will vary and may include one or a combination of the following:

- A written warning
- A mark penalty or a zero mark for the assessment
- A zero mark for the module
- A note on student's records
- Suspension of studies
- Termination of studies

In addition to the respective penalty imposed, you may also be given feedback on how to avoid further offence in future work.



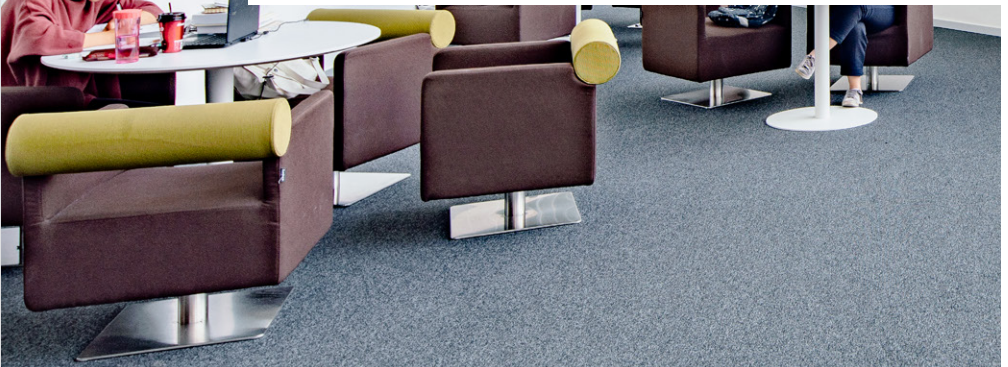
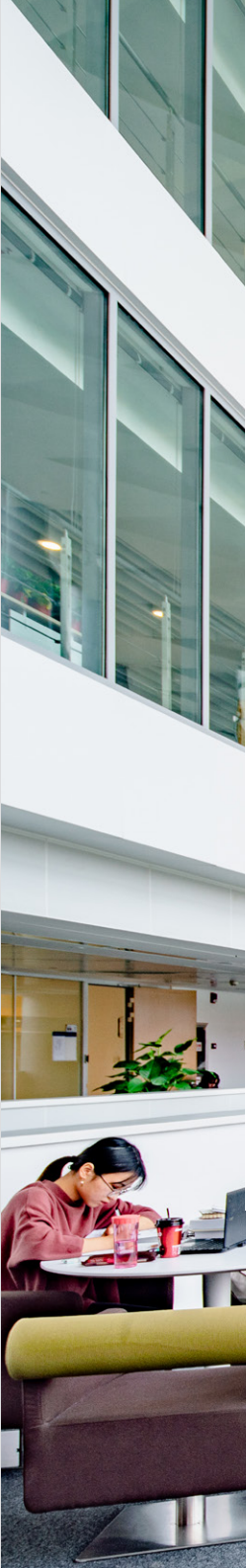
## EXTERNAL EXAMINERS AND QUALITY ASSURANCE

The University is responsible for the quality and standards of all academic awards made in its and UoL's name. The function of external examiners is to assist the University in discharging its responsibility by providing assurance in their expert judgement that the standards of all awards at XJTLU are comparable to those in similar subjects at University of Liverpool and in other universities in the UK.

All assessments contributing 1 credit or more (e.g. 20% of a 5-credit module) towards the final module mark are reviewed by an internal moderator, external examiner, and Liverpool moderator to ensure fairness and maintain standards.

After the final examinations, final module marks and a sample of students' work are reviewed by the XJTLU module moderator, an external examiner and/or a moderator at the University of Liverpool. The purpose of this scrutiny is to ensure that the marks have been awarded fairly and consistently, with regard to Chinese and UK standards. The marks are then submitted to the Board of Examiners in the relevant department for final approval, before they are published on e-Bridge.

Note that: Marks for modules completed at the end of the first semester are released to you after the approval of the Spring Board of Examiners but are labelled as 'provisional', as they are subject to scrutiny by the summer Board of Examiners.





## ASSESSMENT APPEALS

You have the right to appeal against an assessment or progression decision or the classification of your degree if a procedural error or irregularity has occurred, or if there are mitigating circumstances which for good reason could not be presented to the Mitigating Circumstances Committee.

### YOU CAN APPEAL ON THE FOLLOWING GROUNDS:

- That there has been a material administrative error or other material irregularity;
- That assessments were not conducted in accordance with the current regulations governing the course of study;
- That there was a procedural error in a ruling of copying, collusion or plagiarism and defined by the XJTLU Academic Integrity Policy;
- That performance in the assessment was adversely affected by illness or other significant factors which for good reason the student was unable to present to the Mitigating Circumstances Committee.

### YOU MAY NOT APPEAL ON GROUNDS:

- Which have already been considered by the relevant Board of Examiners, the Progression Board or the Degree Evaluation Board;
- Which dispute the academic judgement of the Progression Board;
- Which could have been considered prior to the meeting of the Progression Board, but the student has no good reason for having failed to present them.

# ADDITIONAL LEARNING ACTIVITIES

## ALA DEFINITION AND REQUIREMENTS

Additional Learning Activity (ALA) is aimed to provide opportunities to enrich the theoretical and experiential learning and professional development of master students.

ALA is non-credit bearing and hour-based. All master students, both full time and part time, are required to complete certain hours of ALA during the period of their Masters studies. Successful completion of prescribed ALA hours is required for graduation and the Masters Degree award, but does not contribute to the overall classification of the degree.

All master students are required to complete 600 hours of ALA. ALA hours shall normally be spread equally over all the semesters of the programme, i.e., you should normally complete 200 hours for each semester if your programme consists of three semesters.

An academic adviser is assigned to you to advise you on your ALA selection. You can find out about this information on e-Bridge (<https://ebridge.xjtlu.edu.cn>).

## ALA SELECTION AND ASSESSMENT PROCESS

You should select your ALA for the whole period of your Masters studies at the beginning of semester 1 and you will have chances to adjust your selection based on the actual progress at the end of each semester.

### THREE STEPS YOU SHOULD FOLLOW FOR SELECTING YOUR ALAS:

- Read ALA component list in your programme specification and outline a draft selection of your own
- Consult your academic adviser and discuss the plausibility of your selection
- Submit your selection on e-Bridge within the given deadline.

You will be assessed of your ALA performance at the end of each semester on a pass/fail basis. Only passed hours will be accrued towards the total amount of ALA hours required for your programme. For failed ALA you will normally be given one re-sit opportunity, and the re-sit method is usually prescribed in your programme specification. Where there is no re-sit opportunity for a certain activity you will normally be allowed to select an alternative activity to work on towards your required hours.



# PROGRESSION, DEGREE AND AWARDS

## PROGRESS OF STUDENTS

The University implements a Student Progress Committee mechanism to monitor student performance and to investigate any reasons for an individual student's inability to make satisfactory progress in their studies.

There are two layers of the system.

The Departmental Progress Committee takes the responsibility to monitor performance of students whose progress gives cause for concern, to give a written warning to individual students related to their progress, where appropriate, and summon the student to attend an interview to receive appropriate advice related to the importance of improving academic performance and possible remedial action.

If there is evidence of continued absence from classes or other scheduled module activities or habitual absence from assessments, the Department Progress Committee will advise the student in writing that the Committee intends to recommend that the student be declared "unsatisfactory", that is, to recommend that the student's studies at XJTLU be terminated.

The University Progress Committee acts as a scrutinising and regularising committee in respect of progress procedures throughout the University, and approves, or otherwise, recommendations put forward by Departments or Registry that a student be declared unsatisfactory or be recorded as withdrawn, and not to be re-registered without permission.



# DEGREE AND AWARDS

Students shall normally be required to achieve a mark of 50% or more in every taught module taken and in any dissertation or project module in order to qualify for the award of a taught Master’s, or Master of Research/Design degree. The award of Master degrees is subject to the approval of University of Liverpool and the degree certificates will be conferred following University of Liverpool’s assessment process.

A MERIT OR DISTINCTION DEGREE WILL BE AWARDED IN ACCORDANCE WITH THE FOLLOWING CRITERIA:

MASTER DEGREE CLASSIFICATION	REQUIREMENTS
Distinction	Pass marks in all modules; A weighted average mark of at least 70% in all taught modules; A mark of at least 70% in the dissertation / project module.
Merit	Pass marks in all modules; A weighted average mark of at least 60% in all taught modules; A mark of at least 60% in the dissertation / project module.
Pass	Pass marks in all modules.

Note:

1. Weighted average =  $\Sigma (\text{module marks} \times \text{credits}) / \Sigma \text{credits}$ .
2. For the purposes of calculating the overall average mark and determining classification, marks for modules passed by reassessment will be capped at 50%.

## EXIT AWARDS

Master of Research/Design programmes may have one exit point, whereby a student shall be awarded a named/unnamed Postgraduate Certificate upon successfully completing 20 credits and 200 hours of Additional Learning Activities, which may not include the dissertation or project module, or independent research.

Taught Master programme may have two exit points. Upon successfully completing 40 credits and 400 hours of Additional Learning Activities, which may or may not include the dissertation or project module, or independent research, a student shall be awarded a named/unnamed Postgraduate Diploma; upon successfully completing 20 credits and 200 hours of Additional Learning Activities, which may not include the dissertation or project module, or independent research, a student shall be awarded a named/unnamed Postgraduate Certificate.



# STUDENT FEEDBACK AND COMPLAINTS

## STUDENT FEEDBACK

The University is committed to receiving and responding to student feedback in order to improve the quality of the student experience within the institution. Feedback may be gathered in a variety of ways.

If your concern is about a specific module and the syllabus or the teaching, raise these issues in a constructive manner with your Module Leader. He or she is in the best place to respond to you about the feasibility of making a change. Another way to give feedback is the Module Questionnaire. Your module leader will provide you with the details on how to complete these questionnaires at the end of each semester. This questionnaire is an important way for the module leader and the department to consider the module and any improvements that could be made for the future. It is important that all students complete these questionnaires - a high response rate increases the validity of the feedback.

If you have other suggestions about your programme or about any aspect of your department's academic environment, contact the Student Representatives on your Staff- Student Liaison Committee in your department or centre.

Where the issue is more general in nature, and of interest to students in several departments, you should bring it to the attention of your Student Representatives on the Learning and Teaching Committee, Academic Board, or Student Experience Committee. These committees have student representatives as well as staff representatives from every department and centre, and from many support offices on campus. They meet regularly throughout the year, and are important committees to the University. The election of student representatives will normally be conducted at the beginning of each academic year. More information about student representatives, please email [CommitteeServices@xjtlu.edu.cn](mailto:CommitteeServices@xjtlu.edu.cn).

Finally, if your concern is about the quality of service provided by the support offices on campus, you should feel free to raise this to the attention of the leader of the service office.



## COMPLAINTS

Complaints are best dealt with informally, by addressing them directly to the individual concerned or the person who has responsibility for the area concerned. For a complaint which is of a general rather than specific nature, it may be more appropriate to ask the relevant student representative to raise it at the Staff-Student Liaison Committee or other appropriate committee or group. If you are dissatisfied with the responses, you should submit a written complaint to the Head of Department or to the line manager or Vice President for Academic Affairs who will investigate the complaint.

You may seek advice from the Development Adviser (DA) for any uncertainty regarding whom to approach at this stage. If you are still dissatisfied with the outcome and wish to take the matter further, then you may use the official complaints procedure. You should refer the matter formally in writing to the relevant Vice President for further investigation and consideration.

# UNIVERSITY POLICIES AND REGULATIONS 2019/20AY

(Please log-on to e-Bridge to download the e-versions)

[https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw\\_lgn](https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn)

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1. Student Charter (西交利物浦大学学生守则)

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  2. XJTLU Regulations on Student Administration (西交利物浦大学学生管理规定)

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  3. Policy on Student Conduct and Discipline
    - Policy on Student Conduct and Discipline\_Guidelines\_Non-Academic
    - Student conduct and discipline procedures

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  4. Policy on Student Attendance and Engagement

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  5. Student Fee Policy

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  6. Framework for Postgraduate Programmes

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  7. Teaching Assistant Policy

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  8. Academic Integrity Policy

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  9. Guidance for Showing Examination Scripts to Students as Part of Feedback

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  10. Mitigating Circumstances Policy

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  11. Policy on Suspension of Studies

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  12. XJTLU International Student Visa Policy

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  13. Policy for Students with Disabilities

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  14. General Guidelines on Student Representation on University Committees

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  15. Students Complaints Procedure

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# CONTACT US

## ADMINISTRATION OFFICES

UNITS	PHONE*	EMAIL
Career Centre	81888309 81888308	careers@xjtlu.edu.cn
Counselling Service	88161815	counsellingservice@xjtlu.edu.cn
Health and Safety Affairs	88161005	hsc@xjtlu.edu.cn
IT Service Centre	88161250	it@xjtlu.edu.cn
One-Stop Student Service Centre	88161854	onestop@xjtlu.edu.cn
Library	88161290	library-service@xjtlu.edu.cn
Pre-hospital Care Room	81884630	
Registry Office	88161230	academicservices@xjtlu.edu.cn
Student Club Support Center	88183297	scs@xjtlu.edu.cn
XJTLU Global	81884746 81880406	global@xjtlu.edu.cn
XJTLU Graduate School	81889001	pgsupport@xjtlu.edu.cn
XJTLU Security Office (with police officers)	81888377	

# ACADEMIC DEPARTMENTS

UNITS	PHONE*	EMAIL
Department of Architecture and Design	88161789 81883250 81884742	architecture@xjtlu.edu.cn ind@xjtlu.edu.cn
Department of Biological Sciences	88161211	biologicalsciences@xjtlu.edu.cn
Department of Chemistry	88161601	chem@xjtlu.edu.cn
Department of China Studies	81883217	chinastudies@xjtlu.edu.cn
Department of Civil Engineering	88161288	cen@xjtlu.edu.cn
School of Advanced Technology	88167135 81889065 88161225 88161204	csse@xjtlu.edu.cn eee@xjtlu.edu.cn
Department of English	81884790	ENC@xjtlu.edu.cn
School of Film and TV Arts	81884982	Softa@xjtlu.edu.cn
Department of Health and Environmental Science	88164788	environmentalscience@xjtlu.edu.cn publichealth@xjtlu.edu.cn
Institute of Leadership & Educational Advanced Development	88161916	ILEAD@xjtlu.edu.cn
International Business School Suzhou	88161700	ibss@xjtlu.edu.cn
Department of International Relations	88161424	IR@xjtlu.edu.cn
Language Centre	88161392	Lc2@xjtlu.edu.cn
Department of Mathematical Sciences	88161326 81884612	ms@xjtlu.edu.cn
Department of Urban Planning and Design	81884739	upd@xjtlu.edu.cn

\* Country Code: +86    City Code: 0512



## **CONTACT XJTLU GRADUATE SCHOOL**

(+86)(0)512 8188 9001  
[pgsupport@xjtlu.edu.cn](mailto:pgsupport@xjtlu.edu.cn)



Every effort has been made to ensure that information contained with this handbook is accurate at time of going to press. However, the matters covered are subject to change from time to time.