

HANDBOOK FOR POSTGRADUATE RESEARCH STUDENTS BASED AT XJTLU

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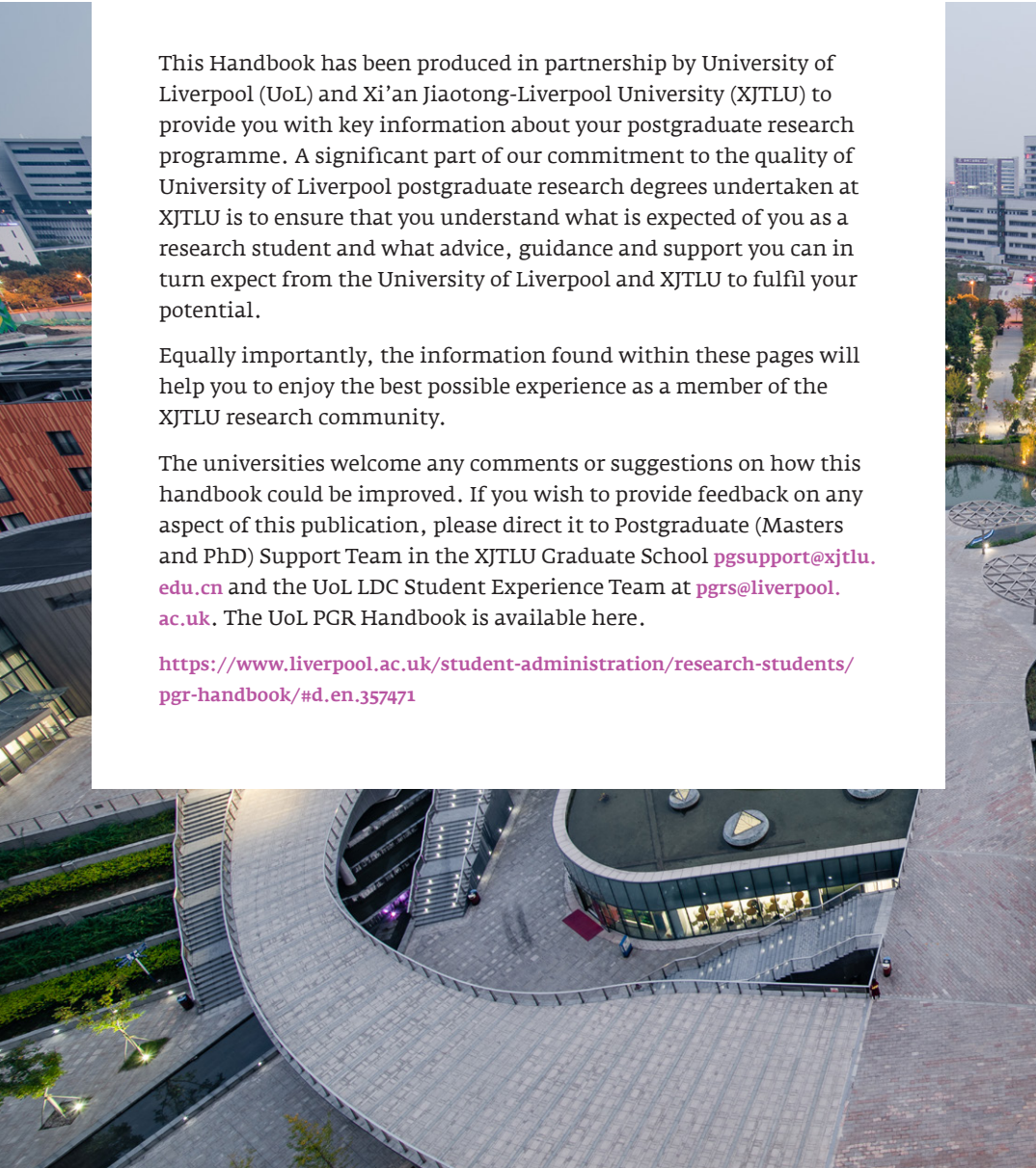
ABOUT THIS HANDBOOK

This Handbook has been produced in partnership by University of Liverpool (UoL) and Xi'an Jiaotong-Liverpool University (XJTLU) to provide you with key information about your postgraduate research programme. A significant part of our commitment to the quality of University of Liverpool postgraduate research degrees undertaken at XJTLU is to ensure that you understand what is expected of you as a research student and what advice, guidance and support you can in turn expect from the University of Liverpool and XJTLU to fulfil your potential.

Equally importantly, the information found within these pages will help you to enjoy the best possible experience as a member of the XJTLU research community.

The universities welcome any comments or suggestions on how this handbook could be improved. If you wish to provide feedback on any aspect of this publication, please direct it to Postgraduate (Masters and PhD) Support Team in the XJTLU Graduate School pgsupport@xjtlu.edu.cn and the UoL LDC Student Experience Team at pgrs@liverpool.ac.uk. The UoL PGR Handbook is available here.

<https://www.liverpool.ac.uk/student-administration/research-students/pgr-handbook/#d.en.357471>



FOREWORD FROM THE UOL VICE-CHANCELLOR

Dear Doctoral student,

On behalf of everyone here at the University of Liverpool, a very warm welcome to your postgraduate research programme.

This handbook has been written in partnership with XJTLU to provide all the information you need to help you through your postgraduate research degree undertaken at XJTLU.

This handbook seeks to ensure that you know all there is to know about the services and facilities; where to find them and when to use them. It also sets out the rules, regulations and policies to be followed as a member of the University community and tells you about other sources of information likely to be useful to you.

I hope that by the end of your student career you will regard this handbook as a good, well used, and trusted companion. With every good wish for a happy and successful student career,

Yours sincerely

Professor Janet Beer

Vice Chancellor

University of Liverpool

FOREWORD FROM XJTLU EXECUTIVE PRESIDENT

Dear Doctoral student,

Xi'an Jiaotong-Liverpool University (XJTLU) has a strong research ethos. Our postgraduate teaching and research span fourteen academic departments and schools and involve strategic themes such as:

- Energy futures: social and technological choices
- Living in the digital age: human-computer interaction, design, social networks, telecommunication and multi-media
- Finance, risk and hazard management
- Sustainable urbanisation
- Health technologies in society
- Emerging economies
- Diagnostic markers, therapeutic targets, and drug discovery
- Languages, communication and culture
- Nanotechnology and new materials

We encourage our staff and students to pursue innovative interdisciplinary research and we promote academic freedom and collegiality. We are growing rapidly: constructing new research laboratories with state-of-the-art facilities and strengthening links with industry and universities worldwide.

I am delighted that you have decided to join us in our mission to improve the quality of life for people and planet.

Yours sincerely



Professor Youmin Xi

XJTLU Executive President

INTRODUCTION

Xi'an Jiaotong-Liverpool University (XJTLU) is a research-led international university, co-founded by Xi'an Jiaotong University, one of the top universities in China, and the University of Liverpool, a member of the Russell Group of leading universities in the United Kingdom. XJTLU is now the largest international collaborative university in China.

Your research training and experience will mainly be at the XJTLU in Suzhou. However, successful completion of your doctoral studies will lead to the conferral of a PhD degree by the University of Liverpool. Consequently, you are an 'off-site' doctoral student of the University of Liverpool and your academic career will be governed by its policies relating to your enrolment as a postgraduate research student.

Doctoral students also need to adhere to the policies at XJTLU that relate to academic research, teaching and other relevant activities in XJTLU at Suzhou. Both your principal supervisor and your academic department or school are based at XJTLU. However, you will be registered on both universities.

This Handbook is designed to provide you with essential information that will help you to undertake your doctoral degree programme successfully. Equally, it provides information about how you can participate fully in the XJTLU research community and get the most out of your time as a PhD student.

ARRIVING AT XJTLU

2.1 PRE-ARRIVAL

You have already received your offer letter from the University of Liverpool (UoL), and also a financial offer letter from XJTLU outlining your fees payable, and if relevant, the details about your scholarship award. Before you arrive on the XJTLU campus, you should have booked your accommodation and completed the visa application process for international students in advance.

ACCOMMODATION

The PhD Admissions and Post-doc Support Team at XJTLU Graduate School will send you an Accommodation Application Form to allow you to book accommodation in advance. You should send your unconditional Offer and Accommodation Application Form to Accommodation@xjtlu.edu.cn.

If you are an international student you will be in close contact with staff in XJTLU Global (supporting international students), who will assist in booking accommodation and obtaining your visa to study in China.

VISAS, RESIDENCE PERMITS AND PASSPORTS

International PhD students studying in China for more than 6 months must hold an 'X1' Visa to enter China. The 'X1' Visa is valid within 30 days from the date of entry. To legalize a stay in China, an international student should apply for a Residence Permit within 30 days from the date of entering China. Normally, the residence permit will cover a whole academic year and it is renewed after the tuition fee has been paid for the following academic year. International students holding a residence permit are entitled to multiple entries and exits from China within the period of validity.

All international students at the university must follow the XJTLU International Student Visa Policy. For more information, please visit: <http://www.xjtlu.edu.cn/en/study-with-us/support-and-advice>



2.2 REGISTRATION

YOUR REGISTRATION IS MADE UP OF THREE PARTS:

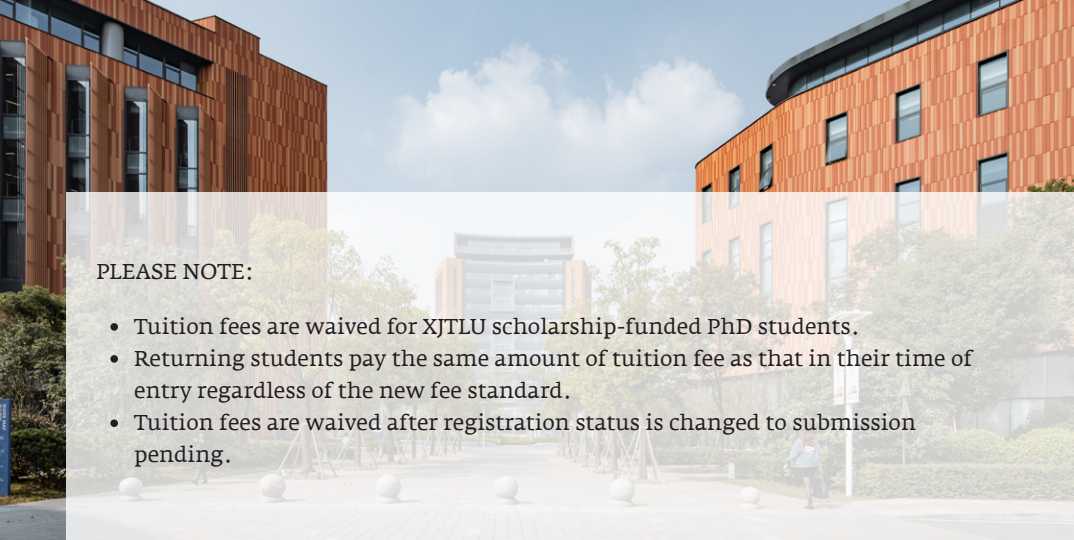
- Financial Registration - paying your fees
- On-site registration
- e-Bridge online registration

FINANCIAL REGISTRATION - PAYING YOUR FEES

If you are not a recipient of a doctoral student scholarship from XJTLU you must make arrangements to pay your tuition fees before you commence your programme of study. Fees are payable over the duration of your research degree and are charged on a yearly basis. Tuition fees are paid annually on the date of your registration (start date on the offer) and yearly from that date.

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.

You can pay your tuition fee by wire transfer. The XJTLU Graduate School will send you a tuition fee payment form that outlines instructions. You must provide the payment receipt to the XJTLU Graduate School, so that we are informed that your account is in good standing.



PLEASE NOTE:

- Tuition fees are waived for XJTLU scholarship-funded PhD students.
- Returning students pay the same amount of tuition fee as that in their time of entry regardless of the new fee standard.
- Tuition fees are waived after registration status is changed to submission pending.

ON-SITE REGISTRATION

When you arrive at XJTLU, you should, on your first day, bring all your original academic transcripts and certificates and visit the Graduate School (860, Central Building) to complete your on-site registration. You should already have received the registration form from the PGR Student Administration Team at UoL and it is important that this is completed and returned to the PhD Admissions and Post-doc Support Team at XJTLU before or on your first day on campus.

You will be able to receive the information of your XJTLU email account, office location and collect your student ID card from PhD Admissions and Post-doc Support Team **once you have satisfied all parts of the registration procedures**, including on-site registration and fee payment.

If you are an international student, you should also visit the One-Stop Reception (XJTLU Global) (115E, Central Building) on the day of your arrival to obtain further important information. For more information, please visit: <http://www.xjtlu.edu.cn/en/study-with-us/support-and-advice>

E-BRIDGE ONLINE REGISTRATION

All PGR students are required to complete 'Registration' process on e-Bridge (Postgraduate Research page) as the first step. It will require you to confirm your programme information and provide other personal details including addresses, bank account, and emergency contact information. These details will be recorded officially in the University system. After the 'Registration', you will be able to review your programme information and update your personal details if necessary.



2.3 YOUR INDUCTION

Induction is pivotal for a successful and satisfying experience during your time at XJTLU. The university views induction as a transition from one identity to another, which allows postgraduate researchers to adjust to working in the research environment. It will also play a key role in supporting you during the first year of registration. Induction will help by fostering a supportive environment and giving you opportunities to meet a range of contacts, which can include other postgraduate researchers, supervisors and administrative staff.

Your induction will take place over the first year of your programme and will consist of an introduction to the research environment and your research project by your supervisory team, as well as through a formal induction event coordinated by the XJTLU Graduate School. The event is held twice in one academic year, to account for students starting at different times in the academic year. Apart from the formal induction event, XJTLU Graduate School will provide two information sessions, in middle of June and December, to students who started the programme during the semesters.

2.4 LIVERPOOL LIFE AND THE PGR TOOLBOX

Liverpool Life is the online portal that provides access to your University of Liverpool student record. This enables you to update important information such as your contact details, view information about your course of study and apply for changes to your registration status.

Liverpool Life is especially important to doctoral students as it is where the PGR Toolbox is located. This is the system used to record your progress throughout your doctoral programme, such as your supervisory meetings and other training, and professional activities that you have undertaken during your research. This is also where you will complete your Annual Progress Report, which is used to assess whether you can progress to the next academic year. The Toolbox will be introduced by the Educational Development Unit of ILEAD during the PGR Induction session.

HOW TO ACTIVATE YOUR UOL ACCOUNT AND ACCESS LIVERPOOL LIFE?

Following completion and reception of your UoL registration form (sent out by the LDC Student Experience Team at the University of Liverpool), the Team will update your record and register you, allowing you access to your University of Liverpool computing account and Liverpool Life.

To activate your computing account and access Liverpool Life all you need is your University of Liverpool ID number which you should enter along with your name and date of birth using the following website <http://www.liv.ac.uk/activate>.

Once notification is received, you should login to Liverpool Life, by entering the URL liverpoollife.liv.ac.uk into your browser. You should follow the instructions to gain access and create a password.

FORGOTTEN YOUR PIN?

If you have previously used Liverpool Life but have forgotten your PIN, you should enter your student ID in the field provided and click 'Forgot PIN'. The system will prompt you to enter the answer to the security question that you set up when you first used Liverpool Life. Assuming that you answer the question correctly, you will be able to reset your PIN to a new value.

HAVING PROBLEMS?

If, after following the procedure above and answering the security question, you are still unable to log in to Liverpool Life, you may email the Liverpool Life Enquiry Team at Studentslivlife@liv.ac.uk. For problems activating your computing account you can contact helpdesk@liverpool.ac.uk.



2.5 UPDATING YOUR CONTACT DETAILS

At XJTLU your contact details are maintained in the e-Bridge system (<https://ebridge.xjtlu.edu.cn/urd>). It is important that you keep all of your contact details up-to-date, including any changes you make to telephone/mobile numbers or to your permanent (home) address. This will ensure that you can be contacted in case of emergency and that the University can give you important information when necessary.

It is also important your contact details are maintained at the University of Liverpool. This can be done by logging into the student portal, Liverpool Life by entering the URL liverpoollife.liv.ac.uk into your browser.

YOUR PHD PROGRAMME

Pursuing a full-time PhD at XJTLU involves three to four years of conducting and writing up your research, supported by subject-specific and generic skills training and development. You are encouraged to submit your thesis within three years of registration, and you must ensure that your submission happens within four years (or six years for part time PhD researchers). The following table includes the details of Minimum and Maximum registration times of your PhD programme.

	Full time	Part time
Minimum time to thesis submission:	2 years	4 years
Maximum time to thesis submission:	4 years	6 years
Maximum time to completion of the award: including any periods of suspension or extension; examinations, corrections and potential re-submission and re-examination	7 years	9 years

You will also complete and record appropriate personal and professional development during your period of registration. Registration for the PhD degree represents a contract between you and the University, within which are a number of requirements and expectations on both sides. These are described in the following sections.



3.1 POSTGRADUATE RESEARCH CODE OF PRACTICE

The PGR Code of Practice provides the framework for the University's postgraduate research degrees, including online professional doctorates and joint/dual research degrees. It contains the policies and procedures which relate to research students, to supervisors of research students and to examiners of doctoral awards. It includes policies on admission, supervision, progress of students, thesis submission and examination, plagiarism and dishonest use of data, suspension, extenuating circumstances, and academic appeals. You can refer to the Code of Practice, which can be found at this page: <https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/>



3.2 THE SUPERVISORY TEAM

The first few weeks of your registration with the University of Liverpool and XJTLU are an extremely important time for establishing how the supervisory relationship will work with your supervisory team, and in particular with your principal supervisor. You will need to agree with your supervisors how you wish to undertake your supervisory meetings, how they will review your progress and what form of feedback will be the most productive to help you to submit a successful PhD thesis at the end of the programme. The supervisory relationship should be based on honesty and mutual understanding, and your early discussions with your principal supervisor will form the basis for this. If you are a full time student you meet your supervisor at least once a month. For part time students this should be at least once every two months.

You will have at least two supervisors for your research project: your principal supervisor at XJTLU and your co-supervisor at the University of Liverpool. Optionally, your supervisory team may also include other people with complementary expertise to guide you in your doctoral studies.

Should you encounter any difficulties at any stage of your studies at the University, you can raise them directly with your principal supervisor during your regular meetings, or more formally as part of the Record of Supervisory Meetings (within the PGR Toolbox) and Annual Progress Report (APR) processes. It is important for any problems to be addressed as early as possible. It is much more difficult to respond to complaints about supervision after the examination of the thesis.

The PGR Code of Practice provides an authoritative institutional framework for the delivery of the University's postgraduate research degrees and is available at <https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/>. The UoL policy on PGR Supervision can be found at <https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-2-PGR-CoP.pdf> and the XJTLU Code of Practice on PGR Supervision is available on [e-Bridge](#).

Please note that there are some differences between the University of Liverpool (UoL) and Xi'an Jiaotong-Liverpool University (XJTLU) in the aspect of supervision arrangements.

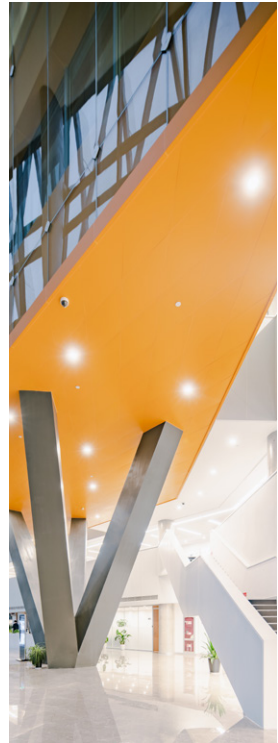
YOUR JOURNEY AS A POSTGRADUATE RESEARCH STUDENT

Your relationship with your supervisor(s) will change over the course of your research project as you develop into a proficient researcher. You are likely to ask for more guidance nearer the start of your project, whereas towards the end you will have more knowledge about your research area than your supervisor(s). You can expect that as you progress, your supervisor(s) may offer less advice and encourage you to be more independent and exercise your own judgment on aspects of your research.

IF THE RELATIONSHIP BREAKS DOWN

Communication is crucial to maintaining a good working relationship with your supervisor(s). It is very important to try and maintain regular communication, and not let the relationship deteriorate to the point where you don't talk. If you are having problems with your supervisor(s), first of all think about what the issue actually is. Focus on specific professional difficulties rather than the personality or character of your supervisor(s). You may wish to discuss your issues with a trusted friend or family member. If possible, you should raise any concerns you have with the supervisor themselves.

If you are not comfortable or it would not be appropriate to talk directly to your supervisor, you could talk to other members of your supervisory team or your Department Graduate Studies Officer/Director of PGR. Another option is to raise any problems at your Independent Progress Assessment Panel.





3.3 SUPERVISORY MEETINGS

The Record of Supervisory Meetings (accessed via the PGR Toolbox in Liverpool Life) enables you to keep a record of the formal meetings with your supervisor. By maintaining a summary of your progress and targets for the next period, you can use the tool to record your own progress for future reference and use it to help plan your research. You can also record key decisions made within your supervisory meetings and demonstrate that you and your supervisor are satisfied with your progress.

The University expects that a full time PGR should have at least one formal meeting per month (12 per year) with their Principal Supervisor and a part-time PGR a minimum of 6 formal meetings per year. This is a compulsory requirement for all PGRs.

The actual amount of detail stored within the record is a choice for you and your supervisory team. The exact details of this record are not visible to anyone outside of this team. To ensure that your Annual Progress Report (APR – see below) contains all relevant information please ensure that your supervisory meetings are recorded immediately after each meeting: the University undertakes regular checks to ensure that APRs are being completed throughout the year.

Further information about the record of supervisory meetings is available at: <https://www.liverpool.ac.uk/pgr-development/toolbox/supervisory-meetings/>

ESTABLISHING MUTUAL EXPECTATIONS

You will have at least two people in your supervisory team: XJTLU Principal Supervisor and UoL Co-supervisor. Some students may have more than one Secondary Supervisor. A key part of establishing a good working relationship with your supervisory team is to agree mutual expectations at the start of your research programme. You may wish to discuss the following at an initial meeting:

- The respective roles of your Principal and Co-supervisor
- How often you wish to meet and for how long
- A plan and timescales for your research project, and a process to agree deadlines
- How your supervisor(s) wish to review your work, would they prefer regular updates, or finished drafts? You might find it helpful to talk to other students who are supervised by your Principal Supervisor to find out more about their style, as every supervisor is different
- Your development and training needs
- Your involvement with the School/Department, e.g., departmental research activity, seminars and conferences
- What to do if your Principal Supervisor is away, e.g., at a conference or on research leave
- Any ethical or intellectual property issues if you are working as part of a research team, or researching humans or animals.

Remember that you are responsible for your research project. If you are having difficulties with your work, don't wait for your supervisor to contact you, be proactive and get in touch. If your supervisors don't hear from you, they are likely to assume you're doing fine.

BEFORE SUPERVISORY MEETINGS

Supervisory meetings are a key part of a postgraduate researcher's life, and the University's policy is that they should occur at least once a month (for full-time students). They are an opportunity to discuss your research and its progress, and gain expert insight from your supervisor(s). You can make the most of these meetings by being prepared and focusing on what you want to get out of the meeting.

- Agree dates and times in advance. It is your responsibility to organise meetings with your supervisor(s) on a regular basis and record the discussion afterwards
- Prepare some work for discussion at the meeting. This will look different depending on your specific discipline, but generally supervisors will expect to see work towards a paper or presentation for a conference; results of an experiment; data analysis or a draft section/chapter of your thesis
- Summarise your progress and achievements since your last meetings, any problems you are having or areas where you need advice, and your plans for what's next
- Note down in advance the areas you wish to discuss with your supervisor(s). Try and be specific rather than asking for general feedback on your progress, try using questions such as "Do you think the methodology I'm using in this chapter is appropriate?" We recommend that you agree an agenda in advance of the meeting.

DURING SUPERVISORY MEETINGS

- Take notes of the discussion, particularly of anything you need to do or follow up after the meeting
- Don't expect your supervisor(s) to do all the talking – be prepared to lead the discussion, and ensure that your prepared topics are covered. Ask questions as you go along to make the most of your private time with your supervisor(s)
- Be prepared to explain and defend your ideas or findings, this will help you to clarify your opinions and arguments, as well as providing good training for your viva examination.

AFTER SUPERVISORY MEETINGS

- Ensure there is a formal record of the meeting, including outcomes and targets reached. This should be done through the University's PCR Toolbox after each meeting. **It is very important that this is recorded, as it feeds into your Annual Progress Monitoring.**
- Take some time to reflect on the meeting, any feedback you received and any new ideas you've had as a result, and think about what you are going to do next
- Consider your supervisor's advice carefully, including any constructive criticism. You're not expected to do everything your supervisor suggests, but you should give appropriate consideration to their recommendations.



3.4 PGR DEVELOPMENT




At XJTU, Postgraduate Researcher Development is structured into two distinct areas: the Core Training offered by your School or Department and the Personal and Professional Development (PPD) Training offered jointly at University level at the XJTU through various workshops and by the UoL through online delivery.

The Core Training is to help develop your knowledge base and skills within your chosen discipline, inter-disciplinary or multidisciplinary area, while the PPD Training will provide you with opportunities to enhance your skills via training which fits into one or more of the following themes: Methods, Communication, Impact, Ethics and Governance, Employability and Entrepreneurship. The series of PPD workshops at XJTU are designed, developed and delivered by the Educational Development Unit at ILEAD and the Language Centre and cover a wide range of important topics: Research Integrity, Working towards Publications, Preparing for/Doing a viva, and so on. Students can register for workshops through ICE: <https://ice.xjtlu.edu.cn/course/view.php?id=919>

All students are required to participate in and complete the Personal and Professional Development (PPD) Training. This provides you with opportunities to acquire generic and specific research skills to enhance your research and your overall employability. It also contributes to the research environment by facilitating networking and interdisciplinary teamwork activities.

THE PPD TRAINING PROGRAMME FOR XJTLU STUDENTS INCLUDES THE FOLLOWING COMPONENTS:

Course	Delivered by	When?	Mandatory or optional?
PGR Development Programme Workshops	XJTLU (ILEAD)	Variable, each semester	Mandatory/Optional
Teaching Assistant Training	XJTLU (ILEAD)	Start of each semester	Mandatory
Postgraduate Research Week	XJTLU (XGS)	November	Mandatory for students in Year 2 and above
Writing and Communication Workshops	XJTLU Language Centre Postgraduate Unit	Variable throughout each semester	Additional sessions are strongly encouraged
Online Training and Workshops provided by UoL	LDC	Variable	Optional



PGR Development Programme Workshops and Teaching Assistant Training, delivered by ILEAD, have different aims. The goals of the workshops are to help PGR students enhance their research skills to facilitate the successful progress of their doctoral programme and to prepare them to be active members in their respective academic discourse communities. The training provides an overview of general approaches to teaching and the opportunity for more specialized training leading to Associate Fellowship with the Higher Education Academy of the United Kingdom.

Postgraduate Research Week, organized by XJTLU Graduate School, provides opportunities for public communication; to present Master and PhD students' research to a degree educated general public in other research areas, aiming to help foster a strong and vibrant postgraduate research community, and to serve as a social and networking event where learning, feedback and information are freely exchanged between subject areas and departments, in a friendly and supportive environment.

Writing and Communication Workshops, delivered by XJTLU Language Centre Postgraduate Unit, these workshops are designed to enhance the writing and speaking skills needed to be successful as doctoral students and members of the academic community.

Online Training and Workshops are provided by **Liverpool Doctoral College (LDC)** (www.liv.ac.uk/intranet/doctoral-college/), the home for all doctoral training and development across the University of Liverpool. The LDC offers a choice-led approach allowing you the flexibility and freedom to tailor your development programme to meet your needs, circumstances and aspirations. The LDC aims to deliver a tailored package of skills and careers development, ensuring you have the skills needed firstly, to successfully complete your research and secondly, to meet the expectations of employers. Your tailored development programme should help you develop as a postgraduate researcher and entrepreneur in your own right.

3.5 ANNUAL PROGRESS REPORTING

Each year you will be required to complete an **Annual Progress Report (APR)**. This is accessed via Liverpool Life. The purpose of the APR is to ensure that you are making progress as expected but also to ensure that you feel your supervisory arrangements and facilities are satisfactory and give you an opportunity to highlight any difficulties you may be experiencing. It is important that you raise any matters of concern in the APR to give the University an opportunity to resolve them. The online APR form is populated with the supervisory meetings and activities you will have recorded in the PGR Toolbox. To ensure that your APR contains as much information as possible please remember to log your supervisory meetings and your PGR Portfolio of Activity on a continuous basis throughout the year.

Together with the Independent Progress Assessment Panel (see below), the APR is part of your annual progress monitoring and represents an opportunity for your supervisory team to comment on your progress, and is also used to identify and record unsatisfactory performance where required.

The **Independent Progress Assessment Panel (IPAP)** is a meeting between you and two members of academic staff who are nominated to act as independent assessors. The purpose of the IPAP is to independently assess your progress. Prior to the IPAP you will be asked to produce a written report (in a format defined by your School or Institute). You will usually have to provide your School with some evidence of progress: this can take many forms, for example, a presentation, a chapter of the thesis or a 'mini viva'. Your supervisor is not directly involved in the IPAP but may be invited to attend for part of the meeting to submit relevant and appropriate information to the Panel. An IPAP may be held independently of the APR process throughout the year when concerns about progress are raised.



THE PORTFOLIO OF ACTIVITY

The Portfolio of Activity (also accessed via the PGR Toolbox in Liverpool Life) is an online record of the professional and career related activities that you engage in, including conference attendance, teaching or demonstrating duties, presentations and so on.

The meetings with your supervisors and your Portfolio of Activity are ongoing activities throughout the year and allow you to build an academic CV over the period of your degree. These activities will be reviewed as part of the Annual Progress Report process each year, through the Independent Progress Assessment Panel or meetings in your School or Institute that form part of this review process.

Further Information about the PGR Toolbox is available at: <https://www.liverpool.ac.uk/pgr-development/toolbox/> Policy and Procedures on the Academic Progress of Postgraduate Research Students: <https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-3-PGR-CoP.pdf>



3.6 DOCTORAL STUDENT CONFERENCE FUND

XJTLU provides full-time graduate students with conference funding of up to RMB 16,500 over the course of their studies at XJTLU. The purpose of this fund is to support your academic experience, encourage the dissemination of research, and to enhance XJTLU's research profile nationally and internationally.

Applications for the fund should be made through e-Bridge well before the conference and you must normally have submitted a paper or poster to the conference. Additionally, the conference should be at an appropriate level, and your affiliation with XJTLU should be recorded in the conference proceedings.

More details can be found in the Doctoral Students Conference Fund policy on [e-Bridge](#).

3.7 RESEARCH STUDY VISIT TO UOL

During your doctoral study at XJTLU, there is an opportunity for full-time doctoral students at XJTLU to make a research study visit to Liverpool of up to three months duration. The visit aims:

- to enhance the doctoral students' experience of the research environment;
- to promote academic exchanges and research collaborations between researchers of the two institutions;
- to allow students to benefit from the UoL supervisors' expertise and research resources at UoL;
- to allow students to experience the UoL research and learning environment and British culture.

PhD students at XJTLU are not automatically entitled to a study visit – it needs to be justified. There are two application deadlines each year--do not miss the deadline, as it may jeopardize your ability to visit Liverpool during the course of your studies.

- a. April 30, to go on a “research visit” in the September 15 – December 15 period.
- b. October 31, to go on a “research visit” in the March 1 – May 31 period.

Visits are approved based on the academic requirements of your research plan. The policy and application form for study visits to UoL is available on [e-Bridge](#).



3.8 CHANGES TO REGISTRATION STATUS

SUBMISSION PENDING

By the end of your third year PhD study, you can request a change of your registration status to ‘submission pending’, provided you have completed all of your data collection/laboratory work. You will then be responsible for paying the ‘submission pending’ fee. Currently, submission pending fee is waived for XJTLU PhD student, based on the agreement between XJTLU and UoL. Please be noted that you will be charged tuition fees by the UoL if you fail to transfer to submission pending within the required time frame.

The change of registration form is available on [e-Bridge](#).

SUSPENSIONS

In some circumstances an academic suspension of study may be appropriate but this is subject to the approval of your Principal Supervisor, School/Institute/ Department Director of PGR (at UoL) and the Faculty Director of PGR (at UoL). An academic suspension allows you to take time away from your research without losing overall time to complete your programme. During the period of academic suspension you do not accrue programme or research support fees.

If you academically suspend your studies, you are not entitled to receive supervision or access university resources or facilities but you will still have access to your University email account.



Suspensions should be applied for in whole months up to a maximum of one year. Please note that backdated suspensions are not permitted – you must make an application in advance of the suspension start date. Common reasons for suspending study include:

- Ill health
- Maternity/ paternity leave
- Personal issues
- Financial issues



Academic suspensions should be applied for through the Suspensions and Extensions portlet in the Liverpool Life portal. Approval will be sought from your Principal Supervisor, School/ Institute/ Department Director of PGR (at UoL), Faculty Director of PGR, Administration. You will be notified in writing of the outcome of your request. You are required to forward the approval email to Postgraduate (Masters and PhD) Support Team at XJTLU for status change.

International students are advised to seek advice from XJTLU Global before applying for an academic suspension of study.

If you are externally sponsored you must liaise with your sponsor to seek their approval before requesting an academic suspension of studies as this is not done as part of the University's consideration and approval of your request.

ANNUAL LEAVE

It is sometimes more appropriate for your School/ Department to grant a period of approved leave. All PhD students are entitled to take 25 working days per academic year (including XJTLU closed days), plus national holidays, as annual leave. Leave days cannot be carried over to the next academic year. You must seek the permission of your PhD supervisor to request the leave. For leave of longer than 10 consecutive working days, you must seek the permission of the Head of your School/Department. This is because support arrangements must be made to cover your responsibilities. Regardless of the length of time you go on leave, make sure that your teaching and research duties are suitably covered. For PhD students on full scholarship, stipends will continue during periods of annual leave.



RETURNING FROM A PERIOD OF ACADEMIC SUSPENSION

The XJTLU Graduate School will contact you no later than one month in advance of your expected resumption date with a request for you to confirm your intention to resume your studies.

Your Principal Supervisor must email the PGR Student Administration Team to confirm you have resumed your studies before your registration will be amended.

If your Annual Progress Report is outstanding at the time of your return from suspension you will need to complete it before your registration can be formally amended to return you from suspension.

You will also need to settle any outstanding debt with the XJTLU before you will be permitted to resume. Unless you are granted a further period of suspension, you will start to accrue fees from the date you are due back from your suspension, regardless of the date you physically return to your programme. If you fail to resume your studies following a period of suspension you may be deemed to have withdrawn from your studies.

EXTENSION OF STUDY

An extension gives you extra time at the end of your research degree, by extending your end date. Extension of study will be considered where there are serious mitigating circumstances. Extensions can be applied for through the Suspensions and Extensions portlet in the Liverpool Life portal. Approval will be sought from your Principal Supervisor, School/ Institute/ Department Director of PGR (at UoL), Faculty Director of PGR (at UoL), LDC Student Experience Team (UoL). You will be notified in writing of the outcome of your request by the LDC Student Experience Team (UoL)

International students should seek advice from the XJTLU Global as to whether they would need to extend their visa to accommodate any extension to their studies.

PHD TRANSFER TO MPhil

Where a candidate's registration is transferred from PhD to MPhil, either as a result of decisions made under Annual Progress Procedures or following approval of a request by the candidate, the maximum period permitted for submission of the thesis for the MPhil degree, excluding any period of suspension, will normally be two calendar years from the date of their initial registration for the PhD for full-time candidates and four years for part-time candidates, in accordance with the provisions of **ORDINANCE 56(A)ii: Degree of Master of Philosophy** (<https://www.liverpool.ac.uk/governance/programme-ordinances/>).



VOLUNTARY WITHDRAWAL

Occasionally circumstances are such that you may wish to withdraw from your programme. Before you take this decision you are strongly advised to discuss withdrawing with your supervisor(s) or Graduate Studies Officer in your department or school at XJTLU, or the Director of Postgraduate Research in your School/Institute /Department (at UoL). There are also a number of support services that can provide advice and support. More information about these can be found in section 9 of this document.

To formally withdraw from the University you must complete a Withdrawal Form (<https://www.liverpool.ac.uk/student-administration/research-students/a-z-forms-procedures/>) and ask your supervisor to sign it. Your School/Department should then forward the form to the XJTLU Graduate School for the withdrawal to be processed. If you fail to notify the University of your withdrawal, you will continue to accrue fees.

International students are advised to seek advice from XJTLU Global before applying for a voluntary withdrawal of study.

If you are externally sponsored you must liaise with your sponsor to seek their approval before requesting an voluntary withdrawal of studies as this is not done as part of the University's consideration and approval of your request.

TERMINATION OF STUDIES

If your School/Institute/Department deems your progress to be unsatisfactory your studies may be terminated, leading to you being withdrawn from your degree programme.

FOR THIS REASON, IT IS VERY IMPORTANT THAT YOU:

- Complete your APR on time
- Engage with your programme
- Submit your thesis and revisions on time

Failure to meet any of these responsibilities may result in you being deemed to have withdrawn from your programme of study.

More information on withdrawal can be found at <https://www.liverpool.ac.uk/student-administration/research-students/your-student-record/withdrawing/>.

Please note that withdrawal, voluntary or otherwise, will not waive any debt that you may have to the University.

3.9 SUBMISSION OF YOUR INITIAL THESIS FOR EXAMINATION

It is very important that you submit your thesis within a reasonable timeframe from commencement of studies, to ensure that you do not exceed the maximum periods of study set out by the University or the terms of any funding that may support you or your project. You are encouraged to submit your thesis within three years of registration, and you must ensure that your submission happens within four years (or six years for part-time PhD researchers). This is a key responsibility for all research students, with the support of your supervisory team. Details of minimum and maximum timescales for submission of theses for research degrees are given in the relevant University Ordinance, which is available to view at

<https://www.liverpool.ac.uk/governance/programme-ordinances/>.

THERE ARE TWO STAGES OF THESIS SUBMISSION:

- a. Submission of your initial thesis in advance before the submission deadline
- b. Submission of your final thesis once your examiners have recommended your award following your viva examination (and you have completed any required corrections)

The process begins at least two months before you expect to submit your thesis, at which point you need to complete a “XJTLU Notice of Intention to Submit” (ITS) form and forward this to your Supervisor. This form is used to nominate your examiners so it is important to allow sufficient time for examiners to be approved and appointed in advance of your thesis examination.

Copies of the XJTLU ITS Form are available on **e-Bridge**.

When you are ready to submit, you should send the electronic copy of your thesis, in PDF format, to the XJTLU Graduate School by email to pgsupport@xjtlu.edu.cn, together with the completed Submission of Soft-bound Thesis Form.

It is required that all PGR students should provide a Chinese abstract when submitting PhD thesis. The abstract will not be assessed or marked and it's a separate piece of document required. It is the students' responsibility to provide the abstract in Chinese. International students could consult with XJTLU Graduate School regarding translation services.

More details can be found in the Thesis Submission and Viva Process on **e-Bridge**.

3.10 VIVA EXAMINATION

The viva examination is an important part of the assessment process and represents a major milestone in your research programme. It is therefore vital that you are fully prepared for the examination itself and are familiar with the processes associated with it. Guidance on how to prepare for your viva examination is available at <https://www.liverpool.ac.uk/student-administration/research-students/thesis-preparation/>.

In advance of your viva, your examiners will prepare independent written reports on your thesis. After the examination, a formal joint report with an agreed recommendation will be prepared. You are entitled to be provided with a copy of both the initial and the final examiners' reports, following your viva examination. To obtain a copy, please email pgrs@liv.ac.uk.

The objective of the viva examination is to allow students the opportunity to explore, clarify and defend their research in the presence of academic leaders in their chosen discipline area. According to Duties and Responsibilities of both examiners, the Internal Examiner will arrange the date and location of the oral examination (Viva), in consultation with the External Examiner(s) and the student and Principal Supervisor, ensuring that all parties are formally notified of the date, which must be no more than three months after submission of the thesis. Your viva examination will normally be attended by an external examiner, an internal examiner and an Independent Chair. The purpose of having an Independent Chair is to ensure that the University of Liverpool processes are adhered to and the outcomes are determined in accordance with the academic regulations. If you are a member of university academic staff, two external examiners are appointed and both would attend the viva. Your supervisor will not be present at the viva examination. There is no way of telling in advance how long the examination will last but typically it would be several hours in duration.

Once the viva examination is concluded, the examiners will make a recommendation. The examiners will provide you with informal feedback on the day of the viva.

The recommendation and the reasons behind it are presented to the PGR Student Administration Team at Liverpool in the form of a Joint Examiners Report. The decision will be confirmed to you in writing by formal letter to your contact address and also via your University email address.



VIVA OUTCOME CAN BE ONE OF THE FOLLOWING:

- a. That the degree of PhD be conferred.
- b. That the degree of PhD be conferred subject to minor modifications to the thesis, normally completed within three months of the formal notification of the outcome of your viva.
- c. That the degree of PhD be conferred subject to major modifications to the thesis, normally completed within six months of the formal notification of the outcome of your viva.
- d. That you are invited to resubmit your thesis for the degree of PhD, no later than one calendar year from the date of the formal notification of the outcome of your viva (see section below on 'Resubmission of your thesis').
- e. That the degree of MPhil be conferred, subject to minor modifications being made to the thesis, normally completed within three months of the formal notification of the outcome of your viva.
- f. That the degree of MPhil be conferred, subject to major modifications being made to the thesis, normally completed within six months of the formal notification of the outcome of your viva.
- g. That you are invited to resubmit your thesis for the degree of MPhil, no later than one calendar year from the date of the formal notification of the outcome of your viva.
- h. That you are deemed not to have attained the standard required for the degree of PhD or MPhil and that no further opportunity for examination be allowed.

Please note: this is a summary of the outcomes – a more detailed list can be found in the relevant **ORDINANCE 57(D) ii** (<https://www.liverpool.ac.uk/governance/programme-ordinances/>)

WHAT HAPPENS IF THE EXAMINERS RECOMMEND THE AWARD OF A DEGREE?

You will receive an email from the LDC Student Experience Team (UoL), advising you how to submit your final thesis.

WHAT HAPPENS IF THE EXAMINERS RECOMMEND PASS SUBJECT TO MINOR MODIFICATIONS?

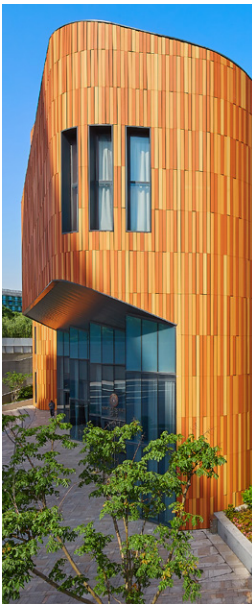
It is the responsibility of the Internal Examiner to provide you promptly (normally within 10 working days of the viva) in writing with a list of the required corrections. Once minor modifications have been made to the thesis you should send it directly to the examiner(s) for their approval, usually within three months of the date that you were notified by the LDC Student Experience Team (UoL) of the outcome of your viva. Exceptionally, if you require a short extension to the three-month period, you may request an extension through your School/Institute or Faculty Director of Postgraduate Research (at UoL). You will receive an email from the LDC Student Experience Team (UoL), when the examiners have confirmed the modifications have been made to their satisfaction. This email will provide you with information on how to submit your final thesis.



WHAT HAPPENS IF THE EXAMINERS RECOMMEND PASS SUBJECT TO MAJOR MODIFICATIONS?



It is the responsibility of the Internal Examiner to provide you promptly (normally within 10 working days of the viva) in writing with a list of the required corrections. Once major modifications have been made to the thesis you should send it directly to the examiner(s) for their approval, usually within six months of the date that you were notified by the LDC Student Experience Team (UoL) of the outcome of your viva. Exceptionally, if you require a short extension to the six-month period, you may request an extension through your School/Institute or Faculty Director of Postgraduate Research (at UoL). You will receive an email from the LDC Student Experience Team (UoL), when the examiners have confirmed the modifications have been made to their satisfaction. This email will provide you with information on how to submit your final thesis.



WHAT HAPPENS IF THE EXAMINERS RECOMMEND RESUBMISSION?

It is the responsibility of the Internal Examiner to provide you promptly (normally within 10 working days of the viva) in writing with a list of the required corrections. Candidates who receive a Resubmission recommendation will be written to by the LDC Student Experience Team (UoL) formally notifying them of their resubmission deadline and fee. You will have one year from the date that you were notified by the LDC Student Experience Team (UoL) of the outcome of your viva to submit a revised thesis. Once you have completed your revisions the thesis should be resubmitted to the XJTLU Postgraduate (Masters and PhD) Support Team along with a completed Resubmission of Soft-bound Thesis form at pgsupport@xjtlu.edu.cn. You will have a second viva and your Internal Examiner will contact you to arrange a date and time.

3.11 DEPOSITING YOUR FINAL THESIS

Once you passed the viva examination and you are officially notified of your result by the LDC Student Experience Team (UoL), you will be required to deposit your final thesis, as well as the Chinese abstract, to **both XJTLU and UoL library** within four weeks' time. You should note that you will not be awarded the degree nor be able to graduate until you have deposited your thesis to library and confirmation of this has been received by the LDC Student Experience Team (UoL). When you deposit your thesis you can indicate whether or not you wish to restrict access to your thesis. Detailed instruction of depositing your final thesis will be sent to you in email officially.

3.12 ACADEMIC MISCONDUCT AND THE ETHICAL CONDUCT OF RESEARCH

XJTLU and the University of Liverpool do not tolerate academic misconduct and takes instances of plagiarism and fabrication of data very seriously. Suspected cases of plagiarism and fabrication of data in research degree programmes are dealt with under the Policy on Plagiarism and Dishonest Use of Data for PGR Programmes.

POLICY ON PLAGIARISM AND DISHONEST USE OF DATA FOR PGR PROGRAMMES:

<https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-4-PGR-CoP.pdf>

XJTLU'S RESEARCH ETHICS POLICY STATES:

“It is expected that all staff and students involved in any aspect of research including grant development, reports and publications, maintain the highest standards of ethical conduct.

THIS WOULD INCLUDE, BUT NOT BE LIMITED TO:

- The appropriate acknowledgment of the other's contributions and work.
- Careful maintenance and use of confidential information in accordance to the supplier of information's instructions and in accordance with academic practice.
- The proper allocation and use of funds and resources provided for the purpose of research.
- The accurate presentation, representation and interpretation of research results, data and other related information.

Suspected cases of plagiarism and fabrication of data in research degree programmes are dealt with under the Policy on Plagiarism and Fabrication of Data for PGR Programmes, which is available on the PGR Student Team website at <https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-4-PGR-CoP.pdf>.

Students who fail to follow the rules and regulations of XJTLU and the University may be referred to the Student Board of Discipline.

The University is fully committed to the advancement of high quality academic research, and to ensuring that all research activities undertaken by University employees, or on University premises, involving human participation are undertaken in a way that safeguards the dignity, rights, health, safety, and privacy of those involved. Studies requiring ethical review must not commence without ethical approval from a University research ethics committee. The ethical review process involves the scrutiny of ethical considerations that arise during research and can take some time. Please allow for this when planning research projects.

GUIDANCE, POLICY AND LEGISLATION ON RESEARCH ETHICS:

www.liv.ac.uk/intranet/research-support-office/research-ethics/

ONLINE COURSES IN RESEARCH INTEGRITY FOR POSTGRADUATE RESEARCHERS:

<https://pcwww.liv.ac.uk/ALLPGR/ResearchIntegrity/index.html>





3.13 INTELLECTUAL PROPERTY AND CONFIDENTIALITY

By completing and submitting your UoL registration form, you are confirming that you have read and will comply in full with the University Intellectual Property Policy which can be found at: www.liv.ac.uk/intellectual-property/

You are acknowledging that during the course of your studies or research you may have access to confidential information belonging to the University or a third party. You agree that you will not use such confidential information other than in connection with your studies or research (and then only upon such terms and conditions as may have been agreed) and will not without the prior consent of the University or the third party to whom it belongs disclose such confidential information.

Your work is also subject to XJTLU Intellectual Property regulations. In the first instance, all intellectual property is held by the XJTLU. Further policy is under development at XJTLU, and modifications will be published from time to time.

GRADUATION AND ALUMNI COMMUNITY

The University of Liverpool holds graduation ceremonies in July and December each year. You will be invited to the next graduation ceremony upon submission of your final thesis. You will be eligible to graduate if you have a confirmed award (including confirmation that any requested minor modifications have been made to your thesis) and you have submitted the final version of your thesis and relevant documentation to the XJTLU Graduate School.

In addition, you and your guests will also be invited to attend a PhD graduation ceremony at XJTLU in Suzhou, which takes place in July of each year.

If you are unable to attend the December ceremony in Liverpool, the University will make arrangement to mail your certificate within six weeks. If you were not able to attend the July ceremony at University of Liverpool, your certificate will be presented to you at the XJTLU ceremony or we will make arrangements for you to obtain your certificate separately.

Further details about rules and processes for graduation ceremonies are available at <https://www.liverpool.ac.uk/graduation/> and www.xjtlu.edu.cn/graduation.

The Postgraduate (Masters and PhD) Support Team in XJTLU Graduate School will also be in touch with you regarding the “leaving procedure” to ensure that all offices have been properly informed and that university property has been returned. Please note the University reserves the right to withhold your degree certificate and other official documentations until the leaving procedure is completed.

As an alumnus of XJTLU and the UoL, we hope you are proud of what you have achieved, and will wish to stay in contact with us. The Alumni Offices will keep you informed of new developments at XJTLU and the UoL, as well as networking opportunities.

SCHOLARSHIP INFORMATION

Holders of XJTLU doctoral scholarships have their tuition fees waived and are also awarded maintenance support of RMB 5,000 a month. Stipend payments will be administered by the XJTLU Graduate School. Details of your funding schedule as well as studentship start- and end-dates, will be provided in your financial offer letter prior to your registration. You will normally receive your stipend quarterly in September, December, March and June.

You are recommended to provide an ABC (Agricultural Bank of China) bank account number and account name for receiving the stipend.

If your status as a scholarship holder changes during the academic session, you will be required to pay back the appropriate amount.

Scholarship-holders are required to work as Teaching Assistants (TAs) or Research Assistants (RAs) in academic departments in Years 1-3 of your period of registration, without additional payment. The Teaching Assistant (TA) Policy is available on [e-Bridge](#).

Holders of the XJTLU Fees-only scholarship have their tuition fees waived but with no additional payment of stipend. You are eligible to undertake teaching assistant or research assistant duties, which would be paid at the rate in operation at that time. A Fees-only scholarship holder must not work more than 500 hours per year in the first three years of his or her full-time programme.



PART-TIME WORK

To ensure sufficient time for research and other studies, full-time students in Years 1 to 3 are not permitted to work on- or off-campus for more than 10 hours a week (or the equivalent of 500 hours annually). In case of a conflict between this regulation and University of Liverpool regulations, there should be a discussion between the respective departments to resolve the issue. Where you are funded by external scholarships with additional conditions, these will be respected as appropriate. This work limit includes any hours that you do as a teaching assistant or a research assistant.

If you are in your fourth year for the purposes of writing up your thesis, you are not restricted to the hour-limit, but individual departments may decide on appropriate limits on a case-by-case basis.

Please note according to the Chinese Exit-Entry Administration Regulations, international students are not allowed to undertake any part-time job while studying in China. If they wish to do an internship, they must apply for an off-campus internship endorsement with the Exit and Entry Bureau.



TEACHING ASSISTANTSHIPS

Teaching assistants (TAs) contribute to the learning and teaching environment at XJTLU by providing support to module leaders. Additionally, teaching assistantships provide an opportunity for you to gain teaching experience, which is an important aspect of your academic development.

As part of the Programme (Doctoral Research Skills Development), you are required to attend teaching assistant training session during the first semester of your doctoral studies at XJTLU, and you should complete this mandatory training prior to teaching your first lesson. The TA training workshops are designed and delivered by the ILEAD (Email: EDU@xjtlu.edu.cn), and aim to:

- enhance the quality of teaching that is provided by TAs
- complement the supervision and coaching provided by Module Leaders to TAs
- support the development of teaching and facilitation skills of graduate students at XJTLU

If you are a PGR scholarship-holder, you are required to work as a TA each semester as a condition of your award. PhD students who are self-funded, or fees-only scholarship holders, or in Year 4 of their programme will be paid for their Teaching Assistantship, according to the rates in place at XJTLU.

The Teaching Assistant policy can be accessed in the shared folder on [e-Bridge](#).

CHINESE LANGUAGE AND CULTURE

According to the government instruction from the Chinese Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Safety – Policy 42 and Policy 50 regarding the recruiting and cultivating of international students, it would be compulsory for international PGR students who has enrolled from 1 January 2018 excluding part-time PGR students and PGR students in China Studies to take “Understanding China” module (module code: CCS901) and learning Mandarin Chinese when studying at XJTU.

Understanding China (CCS901): This module provides international students with basic knowledge about Chinese society and culture.

FOR MANDARIN CHINESE, BEGINNER’S MODULE TOPICS INCLUDE:

- Self-introduction (greeting, occupation, hobbies)
- Numbers (phone, age, time)
- Date (birthday, daily routine)
- Food
- Shopping (clothes, fruit, tickets)
- Bank / Post office
- Transportation (locations, public signs)

INTERMEDIATE MODULE TOPICS INCLUDE:

- City Comparison (weather, shopping)
- Career (goals, future plans)
- Social Communication (hospital, house renting)
- Travel (routine, suggestion)
- Culture (wedding, business)

Department of China Studies

Email: chinastudies@xjtu.edu.cn

Chinese Language Teaching Team

Email: LC@xjtu.edu.cn



SUPPORT, ADVICE AND GUIDANCE

Your principal supervisor will be your main point of contact throughout your research degree. Additionally, you will have a co-supervisor based at the University of Liverpool, who can and should be contacted on a regular basis. Depending on the nature of your doctoral project there may also be other members of your supervisory team.

9.1 XJTLU 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 PhD students and supervisors.

POSTGRADUATE (MASTERS AND PHD) SUPPORT TEAM'S MAIN RESPONSIBILITIES:

- General enquiries
- PhD student administration
- Implementation of PhD related policies and regulations
 - Teaching Assistant Policy
 - Doctoral Students' Conference Fund Policy
 - Research Visit to UoL
 - Thesis Submission and Viva process
 - Code of Practice on PG Research Supervision at XJTLU
- Supporting XJTLU Departmental Graduate Studies Officers
- Liaising with University of Liverpool PGR Student Team and Faculty PGR Directors
- Supporting the Doctoral Students' Skills Training Programme

Email: pgsupport@xjtlu.edu.cn

Tel: +86 (0)512-81889001

9.2 DEPARTMENTAL GRADUATE STUDIES OFFICER

Each department and school at XJTLU has a Graduate Studies Officer (DGSO), who is normally a member of academic staff. They are consulted on new policies and activities that may affect postgraduate research students, and convey feedback on issues raised by postgraduates that need to be addressed at university level. Additionally, your Graduate Studies Officer ensures that your department or school fulfils its responsibilities related to the skills training programme for students. Last but not least, he or she is able to mediate in disputes between students and supervisors. You will be provided with the name and contact details of your DGSO on your first day visiting Postgraduate (Masters and PhD) Support Team.



9.3 LDC STUDENT EXPERIENCE TEAM AT UOL

The LDC Student Experience Team (former PGR Student Administration Team) belongs to the Student Administration and Support Division and is responsible for:

- Providing advice and guidance on PGR ordinances, regulations, policies and procedures
- Administration of the PGR student record
- Administration of the PGR examination process; from submission to award
- Administration of annual progress reporting for PGR students
- Administration of studentship and scholarship maintenance

The team can be contacted at:

pgrs@liverpool.ac.uk

UoL LDC Development Team:

gssp@liv.ac.uk

<https://www.liverpool.ac.uk/pgr-development/>

9.4 EDUCATION DEVELOPMENT UNIT AT XJTU

The Education Development Unit (EDU) at XJTU is situated in the Institute of Leadership and Education Advanced Development (ILEAD), and is responsible for:

- Design, development and delivery of PGR Development Programme workshops
- Design and delivery of Teaching Assistant (TA) training
- Development of PGR research online resources (i.e., ICE)
- Support induction processes for both Supervisors and Supervisees

Email: EDU@xjtl.edu.cn

Telephone: +86 (0)512-81880410

Website: <http://www.xjtl.edu.cn/en/departments/academic-departments/institute-of-leadership-and-education-advanced-development/>



9.5 POSTGRADUATE SUPPORT AT THE LANGUAGE CENTRE (LC)

The Language Centre (LC) at XJTLU offers a full range of support to PGR students through their dedicated PG Unit. Support starts at induction and continues through to the finalisation of the thesis. LC tutors offer one-to-one writing tutorials, mock vivas and a series of workshops designed to enhance the writing and speaking skills needed to be successful as doctoral students and members of the academic community. Workshop topics typically include:

- Academic communication skills (oral and written)
- Time and project management
- Communication skills for your viva
- Academic Integrity
- Using EndNote and citation management
- Writing a literature review
- Editing your work
- Preparing conference presentations
- Preparing your Annual Progress Report

These workshops are open to all PGR students.

Mock vivas and one-to-one tutorials are also offered by appointment for tailored English language and academic skills support. Tutorials are aimed at supporting students' individual needs and development, and can include assistance with reviewing thesis chapters, and preparing for conference presentations.

More information can be found on the Doctoral Students' ICE page or by contacting the Language Centre PGR Support Tutor, Trevor Mahy:

Trevor.Mahy@xjtlu.edu.cn.

The LC also offers international doctoral students Chinese language modules at appropriate levels. The modules aim to help students develop Chinese language skills in the context of social and business activities, and to be aware of socio-cultural customs. For more information, please contact LC Chinese Language Manager, Ms Xuanying Shen:

xuanying.shen@xjtlu.edu.cn



9.6 XJTLU GLOBAL

XJTLU Global (X-Glo) at XJTLU provides a range of services to help make students' experience in China as fulfilling as possible. The Office is the main service point for all international students at XJTLU. There is a range of facilities available, together with a support network to ensure that international students enjoy their time at XJTLU.

KEY SERVICES & SUPPORT INCLUDE:

- Advice and support on visa/residence permit applications
- Accommodation booking
- International student refunding processing
- International student Insurances (jointly with One-Stop Student Service Centre)
- International student organizations & activities

More information can be found by visiting <http://www.xjtlu.edu.cn/en/admissions/international.html>.

Telephone: +86 512 8188 0406/4746

Email Address: global@xjtlu.edu.cn

Office hours:

Monday-Friday, 9am – 5pm

(excluding the one hour lunch break from 12pm to 1pm)

One-stop Reception Address:

Room 115E, Central Building

9.7 STUDENT AFFAIRS OFFICE

The XJTLU Student Affairs Office (SAO) seeks ‘to create and maintain a dynamic and harmonious campus environment’ through a series of student services and support. The work of the SAO follows the key principal of ‘Student autonomy, with service and guidance from the University’. Different sections within the SAO deal with various aspects of student life. More information can be found under the headings below, alternatively you can visit <http://www.xjtlu.edu.cn/en/about-us/administration/student-affairs-office.html>

POSTGRADUATE DEVELOPMENT ADVISOR (PG DA)

By integrating Eastern and Western culture and coordinating global resources, Xi’an Jiaotong-Liverpool University (hereinafter referred to as ‘XJTLU’) has a campus culture of Diversity, Regularity, Innovation, Freedom and Trust. In order to help domestic students adapt into the international culture of XJTLU and become elites with noble personality, outstanding skills and International competitiveness, Student Development Advice Centre (hereinafter referred to as ‘SDAC’) coordinates various resources and provides comprehensive advisory and guidance services for students. It aims at providing effective supports for students as well as helping students achieve personal growth and development.

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 and global@xjtlu.edu.cn for international students; or find your DA’s information on e-bridge.

ONE-STOP STUDENT SERVICE CENTRE

Your first source for help and support for your pastoral life at XJTLU is the One-Stop Service Centre. The Service Centre provides consultancy and support to all students, and facilitates communication between students and XJTLU. Services include supporting loan applications, insurance, household registration transfer and personal archive management. Additionally, the Centre offers consultation to students with problems and difficulties.

Email: onestop@xjtlu.edu.cn

Tel: 0512-88161854

PHYSICAL EDUCATION CENTRE

The Physical Education Centre is responsible for coordinating physical education classes, military training, military theory courses and the National Students' Physical Health Test. The Centre also provides support for sport clubs and activities.

Email: PEC@xjtlu.edu.cn

Tel: 0512-88161811

ART EDUCATION CENTRE

Art education is an important part of XJTLU's commitment to the holistic development of students. The Art Education Centre includes the art association, art training centre, and student-led clubs. The Art Education Centre offers art courses and lectures, and arranges art competitions.

Email: Yuan.Li@xjtlu.edu.cn

Tel: 0512-88161809

STUDENT CLUB SUPPORT CENTRE

Student organisations and activities are also an important part of student life. The Centre provides support and guidance for the development of student organisations and various activities.

Email: SCS@xjtlu.edu.cn

Tel: 0512-88166521

WeChat: XJTLU-SCS-News

STUDENT COUNSELLING CENTRE

XJTLU employs a team of qualified and specialised mental health counsellors, who can help students deal with personal problems, relationship difficulties, and psychological problems.

Email: counsellingservice@xjtlu.edu.cn

Tel: 0512-88161815

<https://mobile.xjtlu.edu.cn/download/MindGYM>



CAREER DEVELOPMENT OFFICE

The main function of the Career Development Office is to help you prepare for your future career and to assist you with work placements and searching for jobs. The Office delivers career lectures, seminars and workshops; advises students on applying for jobs and setting up their own business; manages XJTLU Alumni Association to build connection between the University and alumni.

Email: careers@xjtlu.edu.cn

Tel: 0512-88161865

9.8 HEALTH AND SAFETY OFFICE

XJTLU aims to provide a safe environment for all of its staff and students, but it can only do so with your cooperation. There is an expectation that you will ensure not only your health and safety but also the health and safety of those around you. Accordingly, please familiarise yourself with XJTLU's safety regulations prior to commencing your studies. Doctoral studies involving work in laboratories and/or workshops will have additional safety regulations, which you must also become acquainted with if they apply to your project. You should report accidents or dangerous conditions to a responsible member of your department or school.

If you have any questions about safety, do not hesitate to raise them to members of XJTLU's Health and Safety Committee or a member of academic staff.

Email: hsc@xjtlu.edu.cn

Tel: 0512-88161005

9.9 XJTLU POSTGRADUATE SOCIETY

In order to foster a sense of community and to exchange ideas among students, a Postgraduate Society has been established at XJTLU. Currently the Society is administered through XJTLU Portal and it circulates news, organizes social and academic activities. The Society also includes a discussion forum, where postgraduate students can discuss matters relating to their academic study and student life at XJTLU. The Society has doctoral student representatives. Please contact the representatives if you need to raise any substantive academic issues with the University.

9.10 UNIVERSITY COMMITTEES

PhD students at XJTLU are represented on four XJTLU committees: Academic Board, University Research Committee, Research Ethics Committee, and Staff-Student Liaison Committee (for graduate students). Serving as a representative provides valuable experience and also enhances your CV.



LEARNING FACILITIES

10.1 MANAGEMENT INFORMATION TECHNOLOGY AND SYSTEMS OFFICE

The Management Information Technology and Systems Office (MITS) is responsible for planning and administering the XJTU digital campus. More information is provided below and you can also visit: <https://www.xjtlu.edu.cn/en/about/professional-services/centre-for-knowledge-and-information/management-information-technology-and-system-office>

IT SERVICE CENTRE

Doctoral students should initially contact MITS through the IT Service Centre, which is located at 956A Central Building. There are three ways to submit service requests. Staff at the Centre can be contacted by phone (Tel: 0512-88161250), by email (IT@xjtlu.edu.cn) or via the Service Request System (<https://service.xjtlu.edu.cn/>). All PhD students will be issued with a desktop computer for office work by XJTU during their academic career at XJTU.

USER ACCOUNTS

MITS creates a user account for each student. The account contains a unique ID and an initial password. You can use this account to log on any MITS system such as computers, E-mail, and Library.

If you forget your password, please send a request for resetting the password to IT@xjtlu.edu.cn via your personal mailbox. The request should include your email account and XJTU ID number as well as photo copy (<5MB) of your XJTU ID card and identity card (or passport). MITS will then reset your password.

XJTLU ID CARD

Every PhD student is given an XJTLU ID card. This card shows your name, photograph and XJTLU ID number, and is used as identification on campus and to use self-service printing system access the library and open office/lab doors. These smartcards can be used to store credit and used to pay for bus/subway journeys in Suzhou or to dine at the XJTLU or Wenxing Plaza refectories. The card can be recharged in Wisdom Lake Customer Service Centre on the east side of the first floor of Suzhou Graduate School of Nanjing University (Monday & Friday) and in Kedi convenience store on XJTLU campus.

EMAIL

As an off-site doctoral student registered for a degree at the University of Liverpool, you will be assigned a UoL email address. As you will be working mainly at XJTLU in Suzhou, you will also be assigned an XJTLU email address.

There are two ways to check XJTLU emails, via Outlook or web access. Microsoft Outlook is configured on your XJTLU computer and is the recommended method to check your XJTLU email. Web access is available on any computer connected to the internet. Simply type <https://mail.xjtlu.edu.cn/> in the address bar, and input your username and password (there is no need to input the domain name when inputting the username).

Important emails will be sent to both your XJTLU and UoL email accounts, so please ensure you check both of these regularly for communications regarding your PhD programme.

You can check your UoL email account via the Digital University which can be accessed anywhere with an internet connection by entering <https://student.liv.ac.uk/> to your browser.

WI-FI (WIRELESS NETWORK)

To connect to University's free Wi-Fi network for the first time, connect the campus wireless SSID (XJTLU) in terminal, and open any web page by browser. An authentication page will be automatically popup, where you can login by username and password.

For more details, please visit: <https://guide.xjtlu.edu.cn/how-to-connect-and-disconnect-campus-wifi.html>" How do I use campus WiFi?

PRINTING

MITS provides public self-service printing. You may submit your printing jobs from any campus PCs, web page (intranet only) or email. Then, you can get printing by swiping ID card on any campus public self-service printers, which proves to be safer and efficient. For more details, please visit: <https://guide.xjtlu.edu.cn/pdf/mits/Staff%20Self-service%20Printing%20System.pdf>" How do I print/scan/copy?

UNIVERSITY PROPERTY

Please be kindly noted that the university's MITS office provides standard desktops for all PhD students, which are preinstalled with Microsoft Windows OS and various software. These desktops belong to the property of university and will be maintained by MITS office centrally.

PhD students will be required to return all university property allocated to them during the PhD programme when they leave the university. A formal notice regarding leaving procedure in a summary checklist will be sent to students in due course.

The University reserve the right to seek compensation from a PGR student for any misconduct including but not limited: theft, misappropriation, unauthorised use or misuse of university property.



10.2 LIBRARY

XJTLU LIBRARY

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 is also investing heavily in the development of its digital resources. The digital library can be accessed via <http://lib.xjtlu.edu.cn>. There are over 160 academic databases available on campus, containing more than 56,000 academic journals, 310,000 classic academic e-books, 2.6 million Chinese e-books, and a massive resource of dissertations, conference papers, data and standards. To help staff and students harvest academic information more efficiently, the Library has adopted the latest discovery service DISCOVER, which allows users to search across XJTLU Library's entire collection using a single search platform.

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.xjtlu.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.xjtlu.edu.cn/?b=t>.

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

UNIVERSITY OF LIVERPOOL LIBRARY

In addition to library resources at XJTLU, the University of Liverpool has an extensive range of electronic resources for all PGR students which can be easily accessed online using your University of Liverpool computing account.

If you agree to take up a Research Study visit to Liverpool you will also have access to the wide variety of books and learning materials at one of the University Libraries on campus. You can find more information about the University of Liverpool library here: <http://www.liv.ac.uk/library/index.html>

UNIVERSITY REGULATIONS AND POLICY



As a member of the XJTLU academic community, you are subject to the rules and regulations of XJTLU, as well as the rules and regulations of University of Liverpool that apply to offsite doctoral students.

11.1 XJTLU POLICIES AND REGULATIONS

The following policies are specific to doctoral students based at XJTLU and can be found on e-Bridge. These policies are subject to revision, and you should always consult the web site for the most up-to-date versions.

- Teaching assistant policy
- XJTLU VIVA Examination Arrangement Flowchart
- Arrangement for XJTLU PGR student study visits to UoL
- Doctoral students conference fund policy
- UoL Guide on the Academic Progress of PGR students
- UoL Policy on Research student supervision
- Code of Practice on PGR Supervision at XJTLU
- XJTLU Code of Practice on PGR Teaching Duties
- Student Complaints Procedure
- Certificate of Enrolment

11.2 UNIVERSITY OF LIVERPOOL POLICIES AND REGULATIONS

The following policies apply to PGR students undertaking their degree at XJTLU and can be found on UoL's Research Degree Administration web pages: <https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/>

- PGR Code of Practice
- PGR Admissions Policy and Procedures
- Policy on Research Student Supervision
- Policy and Procedures on the Academic Progress of Postgraduate Research Students
- Policy on PGR Plagiarism and Dishonest Use of Data
- Policy on PGR Students Undertaking Teaching Duties
- Policy on Suspensions, on Extensions of Study and on Extenuating Circumstances in relation to the Viva Voce Examination
- Policy on Submission of Research Degree Thesis for examination
- Policy on Research Examinations and Examiners
- Policy and Procedures for conducting Remote Viva Examination
- PGR Research Degree Appeals Procedure
- Policy on Off-site and Split-site Research Degree for a single UoL Award
- PGR Policy and procedures for Visiting Research Students

The University of Liverpool operates a Student Charter, which has been jointly created by the University of Liverpool and the Liverpool Guild of Students to encourage the commitment of all staff and students to the principal of partnership, and to make clearer the basis on which that partnership rests. The Student Charter can be accessed at <https://www.liverpool.ac.uk/aqsd/student-engagement/student-charter/>

The formal Ordinances and Regulations for the degrees of Doctor in Philosophy (PhD) can be accessed via <https://www.liverpool.ac.uk/governance/programme-ordinances/>

KEY LOCATIONS



HANDBOOK FOR POSTGRADUATE RESEARCH STUDENTS 2019-20

POSTGRADUATE SUPPORT TEAM AT XJTU

E: pgsupport@xjtu.edu.cn

T: +86 (0)512-81889001

L: Room 860, 8th floor of Central Building

Xi'an Jiaotong-Liverpool University

LDC STUDENT EXPERIENCE TEAM AT UOL

E: pgrs@liverpool.ac.uk

W: www.liv.ac.uk/student-administration/research/

The University of Liverpool L69 7ZX

