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XJTLU DOCTORAL STUDENT HANDBOOK



Xi'an Jiaotong-Liverpool University
西交利物浦大学



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 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 PCR Handbook is available at <https://www.liverpool.ac.uk/student-administration/research-students/pgr-handbook/>



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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,

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. From research-led education for cultivating international professional elites (XJTLU 1.0) and Syntegrative Education for cultivating elites and leaders in new industries (XJTLU 2.0), to an innovative education ecosystem which is future-oriented, platform-building, technology-empowering and symbiotic (XJTLU 3.0), XJTLU has been bold enough to walk on a unique path with solid steps.

XJTLU 1.0 received wide recognition both domestically and internationally for innovating and up- grading the traditional education. 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 talents, to develop themselves into leaders for emerging businesses and industries through the integration of university, industry, and the innovative community platform.

In XJTLU 3.0, the university will serve actively as the catalyst and connector to create innovative and entrepreneurial ecosystem with industry, government and community to support interest-driven, personalised, lifelong learning, innovation and entrepreneurship. The four newly established academies- XJTLU Wisdom Lake Academy of Pharmacy, XJTLU-JITRI Academy of Industrial Technology, Academy of Future Education, and Academy of Film and Creative Technology are among the flagship projects of XJTLU 3.0. We have also established the overarching supporting platform - XJTLU Learning Mall to create a multi-faceted learning environment.

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

01 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.

List of Abbreviations

APR	Annual Progress Report
EDU	Education Development Unit
LDC	Liverpool Doctoral College
MITS	Management Information Technology and Systems Office
PCR	Postgraduate Research
PhD	Doctor of Philosophy
SAO	Student Affairs Office
TA	Teaching Assistant
UoL	University of Liverpool
XGS	XJTLU Graduate School
XGLO	XJTLU Global
XJTLU	Xi'an Jiaotong-Liverpool University

02

ARRIVING AT XJTLU

PRE-ARRIVAL

You have already received your offer letter from the University of Liverpool (UoL), and also an admission notice from XJTLU with information about tuition fee payment, registration arrangement, accommodation, health check, and Visa for international students.

TUITION FEE

You are required to pay the amount of tuition fee as stated in admission notice before commencement of your programme of study.

You can pay your first year's tuition fee by bank transfer following instruction of your admission notice. Notification regarding your remaining tuition fee payment will be circulated on a yearly basis.

PLEASE NOTE:

- Returning students pay the same amount of tuition fee as that in their time of entry regardless of the new fee standard.
- PhD Candidates or their sponsors will be liable to pay the tuition fees for at least the appropriate minimum registration period.
- Tuition fees are waived after your registration status is changed to submission pending.

You will normally not be able to start your study until fees have been paid. Students who have not paid the tuition fee 2 weeks after the due date will be suspended or deregistered from the University.

ACCOMMODATION

The Student Accommodation Support Team (Accommodation@xjtlu.edu.cn) will inform you of the details of the accommodation application. If you wish to book accommodation managed by the SIP Education Development and Investment Co., Ltd., please confirm your intention with the Student Accommodation Support Team. Accommodation reservation will be made and detailed check-in procedure will be notified in due course.

If you are an international student, you should have booked your accommodation and completed the visa application process in advance. You will be in close contact with staff in XJTLU Global at Global@xjtlu.edu.cn, who will assist in booking accommodation and applying for a visa to study in China.

VISAS, RESIDENCE PERMITS AND PASSPORTS

International PhD students studying in China for more than 6 months must hold an 'Xi' Visa to enter China. The 'Xi' 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: <https://www.xjtlu.edu.cn/en/admissions/global/prepare-your-start/student-visa>

REGISTRATION

The registration process includes on-site registration, e-Bridge online registration and health check. After the completion of the registration process, you will receive the information of the XJTLU email account, office location and student ID card.

ON-SITE REGISTRATION

The on-site registration is compulsory for all PhD students, and requires you to present National ID (Passport), the original or certified copies of your education qualification, and English language certification if applicable.

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 the 'Registration' process on e-Bridge (<http://ebridge.xjtlu.edu.cn>) 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.

HEALTH CHECK AND INSURANCE

You are required to complete the health check at a designated hospital after arrival. The health check arrangement will be notified prior to the on-site registration.

The One-Stop Student Service Centre (onestop@xjtlu.edu.cn) will provide you with information regarding how to purchase the insurance during your doctoral study period. Please consult the One-Stop Student Service Centre for detailed information.

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 four times in one academic year, to account for students starting at different times in the academic year.

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 XJTLU Graduate School during the PGR Induction session.

HOW TO ACTIVATE YOUR UOL ACCOUNT AND ACCESS 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 <https://register.liv.ac.uk/Register/DefaultAlternative.aspx>.

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 servicedesk@liverpool.ac.uk.

UPDATING YOUR CONTACT DETAILS

At XJTLU your contact details are maintained in the e-Bridge system (<https://ebridge.xjtlu.edu.cn/>). 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.

03 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.

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 on this page:

<https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/>.

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. If you undertake an industry-based project, you may also be assigned an external supervisor who is an industrial professional to provide you with additional guidance.

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/aqsd/academic-codes-of-practice/pgr-code-of-practice/> 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.

RELATIONSHIP WITH YOUR SUPERVISORS

Your supervisors have the responsibility to establish a professional and supportive relationship with you, in order to facilitate your development as a researcher, within a vibrant and stimulating research environment.

You are required to take responsibility for the planning of your project with your supervisors and to engage with your programme in accordance with agreements made with your supervisors prior to and during your formal registration period. Your research project, including production of the thesis, must be undertaken and completed whilst you are registered for the appropriate PGR degree with UoL.

You should work independently on your research and writing your thesis, taking advice when necessary. You should take ownership and responsibility for meeting agreed objectives and deadlines and ultimately should take responsibility for the submission of your thesis for examination. You should be aware that your supervisors play no part in the examination process.

Your supervisors should make it clear to you that your research project is your own responsibility and that it is the Examiners, who are entirely independent of the supervisors, who will ultimately determine the final outcome of the award. Your supervisors are expected to read your thesis and provide feedback prior to submission but must not engage in any activity which could compromise the independence of the viva voce (hereafter referred to as viva) examination.

You should maintain a professional and courteous relationship with your supervisors and should be prepared to receive critical feedback on your work. You are entitled to expect, however, that any feedback will be provided by your supervisors in a constructive and supportive way.

PROBLEMS WITH SUPERVISION

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 you feel that you wish to raise concerns about your supervision, in the first instance you should raise the issue with your supervisor(s) themselves or, if that is not appropriate, with the Departmental or School Director of PGR. If the matter is not resolved, you should refer to PG Support of Graduate School and seek advice as to the most appropriate person to whom you should address your concerns in the first instance, who would normally be the Dean of School or Academic Director of Graduate School. If it is an issue about the conduct of supervisor(s), themselves, which might make it more difficult to raise, then, depending on the circumstances, you might refer to the Student Complaints Procedure.

You should raise any concerns you have about supervision at your Independent Progress Assessment Panel during the formal Annual Progress Monitoring and ensure that your concerns are recorded.

Supervisors should aim to address any concerns raised by students as quickly as possible, referring matters to other members of staff as appropriate.

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 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/pg-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 on 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 on deadlines
- How do 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 on 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 on 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 provide good training for your viva examination

AFTER SUPERVISORY MEETINGS

- Ensure that 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
- 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

PGR DEVELOPMENT

At XJTLU, 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 XJTLU 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, interdisciplinary 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 XJTLU are designed, developed and delivered by the Educational Development Unit and the English Language Centre and cover a wide range of important topics: Research Integrity, Working towards Publications, Preparing for/Doing a viva, and so on.

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 (EDU)	Variable, each semester	Mandatory/Optional
Teaching Assistant Training	XJTLU (EDU)	Start of each semester	Mandatory
Postgraduate Research Symposium	XJTLU (XGS)	December	Mandatory for students in Year 2 and above
Writing and Communication Workshops	XJTLU English Language Centre Postgraduate Unit	Variable throughout each semester	Additional sessions are strongly encouraged
Online Training and Workshops Provided by UoL	Liverpool Doctoral College	Variable	Optional

PGR Development Programme Workshops and Teaching Assistant Training, delivered by EDU, 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 Symposium, organized by XJTLU Graduate School, provides opportunities for our Master's and PhD students to present their research to a degree-educated general public in other research areas. It aims 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 English Language Centre Postgraduate Unit, 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.

Keeping a Record of Your Training
You are responsible for tracking your participation in these events, and ensuring that they are recorded in your PGR Portfolio of Activity online. For certain workshops, attendance will also be tracked by the XJTLU Graduate School. Completion of skills training will also be reviewed as part of the Annual Progress Report process.

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.

Local arrangements for IPAP may vary based on the UoL School that the individual students register with. You may receive your IPAP arrangement either from XJTLU or UoL. However, if you have not received any notification for IPAP by the end of June, contact your School PGR Director or the Graduate School.

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>

DOCTORAL STUDENT CONFERENCE FUND

XJTLU provides all registered Postgraduate research 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 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.

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. This visit will normally be for a minimum of three months and a maximum of one year. 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. Visits are approved based on the academic requirements of your research plan. The policy and application form for study visits to UoL are available on e-Bridge.

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 note that you will be charged tuition fees by the UoL if you fail to transfer to submission pending within the required time frame, and you will be contacted by the XJTLU Graduate School for the relevant fee payment.

The request for change of registration 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 pgsupport@xjtlu.edu.cn for status change.

International students are strongly recommended to seek advice from XJTLU Global pertaining to student visa/residence permit 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 to grant a period of approved leave. Apart from national holidays and university closed days, PhD students are also entitled to take 25 days per academic year as annual leave. Leave days cannot be carried over to the next academic year. Under normal circumstances, annual leave should not be taken during teaching, examination and marking periods. You must seek the permission of your supervisor to request the leave. For leave of longer than 10 consecutive working days, you must seek the permission of the Dean of your School. 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. You are required to contact the LDC Student Experience Team and the XJTLU Graduate School to confirm your resumption of studies no more than 10 days after you return from suspension.

You should notify your supervisor, the LDC Student Experience Team and the XJTLU Graduate School if you are unable to resume your studies due to ill health.

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 or fail to make contact with the University, you may be deemed to have withdrawn from your studies.

EXTENSION OF STUDY

An extension of study gives you extra time prior to submission of your thesis, extending your submission date. Extensions must be requested in terms of whole months, from a minimum of one month to a maximum of twelve and within 10 working days prior to the expected date for thesis submission. Extensions of study might be granted where there are eligible exceptional, unforeseeable circumstances, supported by evidence, which will prevent you from submitting your thesis by the final submission date noted on your student record. Please note: extensions for reasons that are not judged as severe will not be approved – for example, simply requiring extra time to complete writing up will not be considered a sufficient reason; however, a request for an extension due to proven health issues is often likely to be granted.

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 PCR (at UoL), Faculty Director of PCR (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.

Please kindly note that all approved extension will incur additional tuition fees. You will be contacted by XJTLU Graduate School for the tuition fee payment.

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)iii: Degree of Master of Philosophy**.

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 Handbook.

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 a 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.

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 submit “XJTLU Intention to Submit a Research Degree Thesis (ITS)” request on e-Bridge Postgraduate Research Page. This is for your supervisor to nominate the examiners for you. It is important to allow sufficient time for examiners to be approved and appointed prior to your thesis examination.

When you are ready to submit your thesis, you should upload the electronic copy of your thesis on e-Bridge.

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

VIVA EXAMINATION

ON-SITE VIVA

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 staff or have during the preceding five years been primarily a member of University staff, a second External Examiner will be appointed to attend your 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 PCR 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.

REMOTE VIVA

This policy and procedure have been established to support the viva voce (hereafter referred to as remote viva) examination process for research degrees due to the Coronavirus (COVID-19).

The term 'remote viva examination' refers to circumstances where either the candidate, and/or the Internal Examiner and/or the External Examiner (and/or any Independent Chair) is engaged in the viva examination remotely, at separate locations.

The conduct of a remote viva examination and the academic examination of the thesis should replicate, as far as possible, a viva examination held in person at the University any other location where all parties are physically in the same room, (e.g. Liverpool or XJTLU), and should adhere wholly to other relevant policies under the **PCR Code of Practice (Appendix 9)**.

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(A) 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.

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 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.

It is required that all PCR students should provide a Chinese thesis title, an abstract and key words when uploading the final thesis to XJTLU Library. It is the students' responsibility to provide the thesis title, abstract and key words in Chinese. International students could consult with XJTLU Graduate School regarding translation services.

RESEARCH ETHICS AND RESEARCH INTEGRITY

RESEARCH ETHICS

XJTLU is fully committed to the advancement of high quality academic research and to carrying out its research within a comprehensive ethical framework. Research which involves human (including human participants, survey respondent, human genetic resources and personal data) or animals will always require formal ethical clearance. It is the University's expectation that staff, students, visitors, collaborators and agents who undertake research under the auspices of XJTLU should be aware of ethical considerations, ensure that they act in an ethical manner to the highest possible ethical standards.

Academic supervisors of postgraduate students shall ensure that their students become familiar with the XJTLU Policy on Ethical conduct in Research and endorse their students' application prior to the submission of ethics applications. A project which requires ethical review must not commence research until the XJTLU ethical approval letter and all other required approval/specific license/qualification from relevant authorities had been obtained. Serious cases of failing to apply for ethical approval or deviating from the approved project will be subjected to the University's established misconduct procedures.

Applications for ethical clearance in XJTLU are required to be submitted by XJTLU staff on Research Ethics Application System under Research Support page of e-Bridge (<https://ebridge.xjtlu.edu.cn/>).

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.

XJTLU Policy on Ethical Conduct in Research:
<https://academicpolicy.xjtlu.edu.cn//article.php?id=35>

RESEARCH INTEGRITY

XJTLU attaches great importance to the promotion of research integrity and the handling of research integrity misconduct and disciplinary procedures. Students should follow the <XJTLU Policy on Research Integrity> when conducting all kinds of research activities carried out under the auspices of XJTLU, including scholarly writing, implementation of research, intellectual property, academic exchanges, as well as the application, review and assessment of research platforms, research projects, research rewards, etc.

Students who violate the policies and regulations for conducting research activities, the investigation and disciplinary procedures of misconduct in research are implemented under the <XJTLU Policy on Research Integrity>.

The guidance and policy on XJTLU Research Ethics and Research Integrity can be found on Postgraduate Research Page on e-Bridge.

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:

<https://www.liverpool.ac.uk/policy-centre/research/intellectualpropertypolicy/>

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. "As part of the registration process students assign to the University any relevant IP that they generate as a consequence of their studies or research that is created by using University facilities or by participating in an academic or research program/project of the University. A student is afforded the same rights as a member of staff by assigning their ownership rights to the University, i.e. with respect to revenue sharing. Where a student is sponsored by a third party, the terms of that sponsorship may override ownership by the University and may require the student to assign IP to the sponsor. Students are encouraged to publish their research work in journals or via other media with the agreement of their supervisor and subject to IP policy of the University and any appropriate prior IP protection. Students registered for a PhD programme at XJTLU are also subject to the University of Liverpool IP Policy as they are also registered students of the University of Liverpool. However, the XJTLU policy has precedence over the University of Liverpool policy. Students registered elsewhere but whose supervisors include University employees are not subject to this Policy."

The guidance and policy on XJTLU Intellectual Property can be found on Postgraduate Research Page on e-Bridge.

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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 UoL Library.

In addition, you and your guests will also be invited to attend a graduation ceremony at XJTLU in Suzhou upon the submission of your final thesis. Notifications from XJTLU Graduation Team will be sent out for the invitation to the corresponding ceremony.

If you are unable to attend the ceremony in Liverpool, the University of Liverpool will make arrangement to mail your certificate within six weeks.

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 that 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 UoL, as well as networking opportunities.

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SCHOLARSHIP INFORMATION

Holders of XJTLU doctoral scholarships have their tuition fees waived and are also awarded maintenance support of RMB 5,000 a month for up to three years. 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 Admission Notice prior to your registration.

To ensure that you receive your stipend in time, you are strongly advised to update your bank account information when you register on e-Bridge. The account should be opened at Suzhou locally and the stipend will be paid by the end of March, June, September and December during your scholarship funding period. If your status as a scholarship holder changes during the academic session, you may be contacted by the XJTLU Graduate School to pay back the appropriate amount.

Holders of XJTLU PGR full scholarship are required to serve as teaching assistants (TAs) or Research assistants (RAs) as part of the conditions of their scholarship for 300 to 500 hours per academic year. There will be no pay for these TA or RA assignments during the scholarship period. Holders of the XJTLU Fees-only scholarship have their tuition fees waived but with no additional payment of stipend and 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.

The Teaching Assistant (TA) Policy is available on e-Bridge.

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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 15 hours a week. 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 that 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.

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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 EDU (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 full 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 or partial scholarship holders, or in Year 4 of their programme will be paid for their Teaching Assistantship, according to the rates in place at XJTLU. As paid-TAs, you will be asked to sign a service agreement according to HR's policy and procedure on hiring non-fulltime post (Interns). Teaching assistantships will be subject to pay rates established by the University, and will be funded from the school budget. The Teaching Assistant Policy can be accessed on e-Bridge.

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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 September 2019 excluding part-time PGR students and PGR students in China Studies to take “Understanding China” module (module code: CCS901) and learning Chinese language when studying at XJTLU.

UNDERSTANDING CHINA (CCS901):

This module provides international students with basic knowledge about Chinese society and culture.

CHINESE LANGUAGE (CLT40X):

Chinese language modules aim to develop international students' Chinese communicative competency. You will be placed into the right level of learning with tailored materials to fit your needs. Your Chinese language proficiency is expected to achieve a level equivalent to HSK 3 (Chinese Proficiency Test Level 3) when graduating.

Department of China Studies
email: chinastudies@xjtlu.edu.cn

Chinese Language Teaching Division
email: LearnChinese@xjtlu.edu.cn

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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 in your supervisory team.

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 Support Team is one of the teams in XGS and provides support and guidance to PhD students and supervisors.

Postgraduate Support Team's main responsibilities:

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

SCHOOL DIRECTOR OF POSTGRADUATE RESEARCH

Each school at XJTLU has a School Director of PGR, 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 School PGR Director ensures that your 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 School PGR Director during your Induction sessions.

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/>

EDUCATION DEVELOPMENT UNIT AT XJTLU

The Education Development Unit (EDU) at XJTLU 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., LMO)
- Support induction processes for both Supervisors and Supervisees

Email: EDU@xjtlu.edu.cn

Telephone: +86 (0)512-85186453

PGR SUPPORT AT THE SCHOOL OF LANGUAGES (SOL)

The English Language Centre (ELC) in the SoL at XJTLU offers a full range of support to PGR students through their dedicated PG Division. Support starts at induction and continues through to graduation. ELC tutors offer one-to-one consultations, mock vivas, 'Writing for Publication' boot camps, and a series of courses (i.e. 'Get PhD Ready', 'Critical Thinking, Critical Reading', and 'Thesis Writing') and workshops designed to enhance the communication and academic skills needed to be successful as doctoral students and members of the academic community.

These courses and workshops are designed to support PGR students in all areas of the Development Needs Analysis, namely: Communication and Writing; Research Methods; Ethics and Governance; Impact; and Employability and Entrepreneurship. Different courses and workshops are offered each semester, and the programme is designed to support students at each stage of their doctoral journey. With the exception of the two-week 'Get PhD Ready' Orientation course, which is mandatory and offered four times a year for each intake of new PhD students, all the other sessions are optional and are open to all PGR students.

Mock vivas and one-to-one consultations are also offered by appointment for individualised English language and academic skills support. Consultations are aimed at supporting students' individual needs and development, and can include assistance with reviewing thesis chapters, journal article submissions, preparing for conference presentations, etc.

More information can be found on the **Training Programme for Postgraduate Research Students'** XJTLU Learning Mall page or by contacting the Academic Lead for PGR Support, Dr Trevor Mahy: Trevor.Mahy@xjtlu.edu.cn or the Head of Postgraduate Division, Dr Yunyan Zhang: Yunyan.Zhang@xjtlu.edu.cn.

The Modern Languages Centre (MLC) in the SoL also offers Chinese language modules at appropriate levels for international doctoral students. 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 the Head of Chinese Language Teaching, Ms Sijia Zhou: Sijia.Zhou@xjtlu.edu.cn.

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 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 8897 3093/3094

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

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>

STUDENT DEVELOPMENT ADVISER

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.

Development Adviser mainly provides one to one support on some non-academic issues for domestic students including Master and PhD students that may affect students' academic progress, campus experience and personal growth & development, and especially pays attention to students' wellbeing. DA plays three key roles as ADVISER, FACILITATOR and COORDINATOR. As an adviser, DA supports students who come for advice or helps students who are confronted with difficulty or have potential risks. Student Development Advice Centre (SDAC) 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: sda@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 the University. Services include:

Applications: Insurance, student booklet and replacement of student ID card.

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
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: 0512-88166548

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 clubs 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: 西浦 Student Engagement

COUNSELLING SERVICE

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

Website: <https://counselling.xjtlu.edu.cn/>
Email: counsellingservice@xjtlu.edu.cn
Tel: 0512-88161815

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

HEALTH AND SAFETY AFFAIRS OFFICE

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

BE CAREFUL OF FRAUDS

Please think twice in any time when you want to transfer money.

- Do not give your mobile phone, cash or bank cards to strangers. When you receive a message of money loan from WeChat, QQ and other social software, you must confirm the identity of the recipient through video online, face to face or other methods.
- Be careful of stranger approaching you pretending to be teachers, student unions, student associations, or conducting surveys or offering subscriptions.
- Please choose the qualified platform shopping online. If you receive a Call involving a refund or compensation, please keep careful and confirm the information on related platform. Do not to reveal your private information and not to open a text link easily. Make a refund or compensation operation in the related APP.

- Be aware of high-profit temptation, refuse illegal fund-raising, and stay away from all kinds of illegal money lending and campus loans. Stay away from the temptation of interest such as fake orders.
- Once you find that you have been cheated, you should keep the evidence and report to the police immediately.

Please pay close attention to National Anti-Fraud Centre and Suzhou Anti-Fraud Centre.



BE CAREFUL OF THIEVES

- Establish correct view of money and consumption. Don't carry large amounts of cash with you upon your arrival. Please be careful when you set up your password.
- Take good care of your personal belongings. All students must look after and carry your own valuables, and don't leave items in public area to avoid unnecessary losses.
- Please park bikes, e-bikes and other vehicle in designated areas and lock it when you leaving. Public bicycles are not allowed parking on campus.

BE AWARE OF FIRE SAFETY AND OTHERS

- Smoking (including E-cigarettes) in indoor areas is strictly prohibited on campus.
- Follow accommodation rules and regulations strictly; follow Regulation for User of the Room and XJTLU Campus Code of Conduct Policy strictly.
- Do not park your vehicle in the campus road or other non-parking areas. As long-term and unattended parking is prohibited, the campus will clean up all the zombie cars every academic year without any liability for any loss.



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 Campus Service Centers, Academic Units Secretary Offices, and Health and Safety Affairs Office. The university also provides first-aid equipment such as cervical collar, head holder, stretcher and wheel chair for public use on campus.



MEDICAL RESOURCES SUPPORT OFF-CAMPUS

	NAME	ADDRESS	CONTACT
Hospital around campus	Suzhou Dushu Lake Hospital	ChongWen,Road 9, SIP, Suzhou	0512-67505200 
Vaccination clinic around campus	Moon Harbor Community Health Station	QiYue Street 198, SIP, Suzhou, 4F	0512-62730741
AIDS free consultation testing clinic	Suzhou SIP CDC	Suhong West Road 200, SIP, Suzhou, 7F, Block A(Public Health Centre)	0512-67614233

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
Office: Room 1103, Central Building
Tel: 0512-88161005

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. The Society circulates news and organizes social and academic activities. It 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 chairs and representatives. Please contact the chairs if you need to raise any substantive academic issues with the University.

UNIVERSITY COMMITTEES

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

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LEARNING FACILITIES

MANAGEMENT INFORMATION TECHNOLOGY AND SYSTEMS OFFICE

The Management Information Technology and System Office (MITS) provides IT support and services for learning, teaching, research and staff offices. Areas of expertise include IT infrastructure, application development, helpdesk services and education systems. Students should abide by all MITS related rules and regulations. For more information about our support and services please visit: <https://guide.xjtlu.edu.cn/it-guide-for-student.html>.

IT SERVICE CENTRE

The IT Service Centre is the central hub that connects all IT services on campus. Students can submit all IT requests here.

Email: IT@xjtlu.edu.cn

Tel: 0512-88161250

Office: Room 956A, 9th floor, Central Building

Service Time: 9:00-12:00, 13:00-17:00 on weekdays

SOFTWARE INSTALLATION

Location: Library 4F (Central Building)

IT Service Centre WeChat:

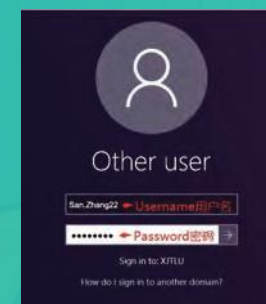


XJTLU ACCOUNT

Each student has a unique account. After activation, the account can be used to log into like the campus computer, Wi-Fi, Email, Box Cloud Storage (XJTLU Box), library system and any other campus IT system. The login account is your username (e.g. San.Zhang22). For links and to learn more about these systems click here: <https://guide.xjtlu.edu.cn/>

LOGGING INTO A CAMPUS COMPUTER

Press the Space bar, to make the login window appear. Input your username and password and press Enter to login.



TO UPDATE XJTLU ACCOUNT PASSWORD

Log in <https://sso.xjtlu.edu.cn> > Click "Password" tab > Input your old password, new password and confirm the new password>Click "OK"

*Password expires every 360 days.

FORGOT PASSWORD

Open <https://sso.xjtlu.edu.cn>, and click on the link "Forgot Password" on the login window. Follow the procedures to reset the password.

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.

The student email address is Firstname.Lastname22@student.xjtlu.edu.cn. The mailbox capacity is 5GB. The attachment size limit is 30MB. Emails can be managed via Outlook web access at <https://mail.xjtlu.edu.cn>. (When logging into the webmail use only the username, e.g. "Firstname.Lastname22", not the full email address.) 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.

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. You can use it to access self-service printing system access, borrow books from 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.

WI-FI (WIRELESS NETWORK)

To connect to the University's free Wi-Fi network for the first time, connect the campus wireless SSID (XJTLU) in device, and open any web page by browser. An authentication page will automatically pop up, where you can login by username and password. (Wireless Device Limit: 3)

For more details, please visit: [Campus Wireless User Guide](#)

PRINTING

MITS provides public self-service printing. You may submit your print jobs from any campus PCs, web page (intranet only) or email. Once a print job has been submitted, you can get printing by swiping ID card on any campus public self-service printers. For more details, please visit: <https://guide.xjtlu.edu.cn/ss-print/staff/>

XJTLU BOX

Cloud Storage 'XJTLU BOX' (<https://box.xjtlu.edu.cn>) provides XJTLU students with a convenient way to access and store files on and off campus. Students have a 10GB storage capacity on XJTLU BOX. For more details, please visit: <https://guide.xjtlu.edu.cn/box/student/>

XJTLU APP

The XJTLU APP is a uniform and easy way on mobile devices that intended to provide XJTLU staff and students with the means to benefit from accessing to the data produced by a wide range of application systems across the campus.

It is designed to integrate the services rather than generate the data itself to save enormous time for end-users.

You can download it by scanning the QR code below.



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 study before 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.

LIBRARY

LIBRARY RESOURCES

Currently, XJTLU Library holds over 680,000 print books, 247 different titles of domestic magazines and periodicals, more than 150 titles of imported magazines and periodicals and 34 kinds of newspapers. You can log into the Library's Online Catalogue (<https://opac.xjtlu.edu.cn>) with your XJTLU account to check your current holdings, reserve or renew a book, or suggest a purchase.

You can also use Discover, a one-stop searching platform on the library website (<http://lib.xjtlu.edu.cn>) to search the library's entire collection including e-journals, e-books, catalogue records, statistics, dissertations and a wide range of digital content available through the library. When using the library's resources, you should always comply with copyright and fair use terms (<https://libguides.lib.xjtlu.edu.cn/copyright>) in order to avoid any violations.

As a postgraduate research student, you are authorised to access University of Liverpool Library e-resources. Please refer to <https://libguides.liverpool.ac.uk/library/> for more details.

LIBRARY WORKSHOPS & REFERENCE SERVICE

The Library organizes information literacy workshops throughout the academic years to help you make better use of Library's resources and services. Workshops covering EndNote, Mendeley, Discover, databases, etc. are provided regularly. Further details on library instructions can be found on the library event calendar via <https://libcal.lib.xjtlu.edu.cn/>.

Subject librarians (https://lib.xjtlu.edu.cn/About/Find_a_Liasion_Librarian) offer various discipline-specific information and research support services via different channels and platforms. Subject Guides, recommending books and databases for your disciplines, are available online at <https://libguides.lib.xjtlu.edu.cn/>. If you have any questions relating to library resources and services, you may search our FAQ pool, start an online chat, submit a ticket, or book a research appointment (<https://libanswers.lib.xjtlu.edu.cn/>).



RESEARCH SUPPORT

A series of services are provided to facilitate the research process of XJTLU researchers, including:

Research Metrics and Impact:

The Library provides data and advice to help researchers use appropriate metrics at different levels (author, journal, and institution) to evaluate and showcase their research impact. Databases including Web of Science (SCIE, SSCI, AHCI, CPCI), Scopus, EI Compendex, Derwent Innovation Index are provided.

Researcher Academy @ XJTLU Library:

The theme project, provided in the form of research seminar and workshop every semester, aims to guide researchers, especially early-career researchers through different phases of the research cycle, from research preparation to publishing and disseminating research, introducing various related research and scholarly communication topics.

Scholarly Output Report Service:

The service provides an official sealed report verifying the research ability of the author by searching the author's publications inclusion and citation in databases such as SCIE, SSCI and EI.

For more information, you may refer to the Scholarly Communication & Research Support Guide (https://libguides.lib.xjtlu.edu.cn/sch_commun) and the XJTLU Intellectual Property Information Service Centre (IPISC) website (<https://ipisc.xjtlu.edu.cn/>).

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UNIVERSITY POLICIES AND REGULATIONS

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.

XJTLU POLICIES AND REGULATIONS

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

- Code of Practice on PGR Supervision at XJTLU
- Teaching Assistant Policy
- Arrangement for XJTLU PGR Student Study Visits to UoL
- Postgraduate Research Students' Conference Fund Policy
- Guideline and Procedures on Postgraduate Research Student Travel Arrangement and Reimbursement
- Thesis Submission and Examination Process
- Policy on Research Ethics, Integrity and Intellectual Property

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 and Procedures on the Academic Progress of Postgraduate Research Students
- Policy on PGR Plagiarism and Dishonest Use of Data
- 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 for Research Degrees
- PGR Research Degree Appeals Procedure
- Policy on Off-site and Split-site Research Degree Study (for a single UoL Award)
- Policy for PhD Research by Design

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/media/livacuk/student-administration/student-administration-centre/documents/Student_Charter_final_June_15.pdf

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/>

12 CONTACT US

ADMINISTRATIVE UNITS

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
Library	88161290	library-service@xjtlu.edu.cn
One-Stop Student Service Centre	88161854	onestop@xjtlu.edu.cn
Pre-hospital Care Room	81884630	N/A
Registry Office	88161230	academicservices@xjtlu.edu.cn
Student Club Support Centre	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	Campus.Police@xjtlu.edu.cn

ACADEMIC UNITS

UNITS	EMAIL
Academy of Film and Creative Technology	softa@xjtlu.edu.cn
Academy of Future Education	AoFE@xjtlu.edu.cn
Design School	DesignSchool@xjtlu.edu.cn
International Business School Suzhou	ibss@xjtlu.edu.cn
School of Advanced Technology	SAT@xjtlu.edu.cn
School of Humanities and Social Sciences	hss@xjtlu.edu.cn
School of Languages	Lc2@xjtlu.edu.cn
School of Mathematics and Physics	MS@xjtlu.edu.cn
School of Science	Science@xjtlu.edu.cn
XJTLU-JITRI Academy of Industrial Technology	JITRI@xjtlu.edu.cn
XJTLU Wisdom Lake Academy of Pharmacy	Pharmacy@xjtlu.edu.cn
XJTLU Entrepreneur College (Taicang)	Taicang.Inquiry@xjtlu.edu.cn

* Country Code: +86; City Code: 0512

13 CAMPUS MAP



POSTGRADUATE SUPPORT TEAM AT XJTU

E: pgsupport@xjtl.edu.cn

W: <http://www.xjtl.edu.cn/en/find-a-programme/?lev=doctoral>

T: 0512-81889001

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