2023

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2024

XJTLU
MASTER'S
STUDENT
HANDBOOK

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

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# 01
## WELCOME MESSAGE

### Dear Students,

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

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

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

# 02
# TERM DATES

## SEMESTER 1

| | |
|---|---|
| 4 September 2023 | Term starts |
| 8 September 2023 | Tuition Fee Payment Deadline Week 0 |
| 6, 13 and 20 September 2023 | Optional Module Change –Wednesday of Week 0 & Week 1 &Week 2 |
| 2-12 January 2024 | S1 Final Examination Days |

## SEMESTER 2

| | |
|---|---|
| 19 February 2024 | Term starts |
| 21 and 28 February & 6 March 2024 | Optional Module Change –Wednesday of Week 0 & Week 1 & Week 2 |
| 21-22 March 2024 | Publication of S1 Provisional Marks Week 4 |
| 24-25 April 2024 | Graduation Ceremony |
| 3-14 June 2024 | S2 Final Examination Days |
| 18-19 July 2024 | Publication of Final Marks |
| 29 July- 2 August 2024 | Graduation Ceremony |
| 5-10 August 2024 | S2 Resit Examination Days |
| 23 Aug | Publication of Resit Marks |

Scan me for the
2023-24 Academic Calendar

# 03
# GETTING STARTED

## UNIVERSITY SYSTEMS

### E-BRIDGE

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

WITH E-BRIDGE YOU CAN:

- Complete annual online registration
- Update personal information
- Request for transcripts and certifications
- Plan your Extended Studies Scheme
- Register for graduation ceremony

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

- Class and exam timetables
- Contact information of Academic Adviser and Development Adviser
- Fee due and payment
- University policies and regulations
- Programme and module specifications
- Module marks and degree classifications
- Assessment Information

XJTLU

## LEARNING MALL

XJTLU's Learning Mall is an online platform designed to support and enhance learning and teaching. The Learning Mall platform enables students and teachers to engage in learning and teaching activities which can take place inside or outside of the classroom via any Internet-connected device.

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

## XJTLU APP

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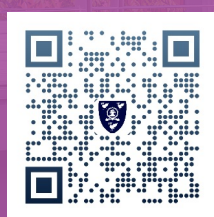
The system (e-Bridge and Learning Mall) and XJTLU APP developments are still ongoing and you will be provided with new features on a continuing basis.

# UNIVERSITY REGISTRATION

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

## ONLINE REGISTRATION

You will be required to provide and verify your personal and academic information online via e-Bridge (https://ebridge.xjtlu.edu.cn). The information you need to confirm includes your personal and academic details, and you should also update your home address and emergency contact information to ensure you or your designated contact could be reached in any emergency. Please note that the emergency contact information will be kept confidential and only be used for communication during emergencies.

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

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

It is important that you provide the University with a valid mobile phone number, your home address and your emergency contact details whilst you are completing your online registration on e-Bridge. Your School/Academy, Academic Adviser, Development Adviser will be able to provide timely support for you based on the most-up-to-date information, when there is a need, especially in case of an emergency situation.

If you need to update the information after completion of Online Registration, please submit a Personal Information Change Application in "My profile" Section on e-Bridge.

## FINANCIAL REGISTRATION

Master's students should complete the annual financial registration by paying the tuition fees and other fees charged.

You should pay your tuition fees as per dates notified by the University. The deadline for your financial registration is the end of Week 0 of Semester 1 every academic year. You will normally not be able to start your studies until fees have been paid. Students who have not paid the tuition fee 2 weeks after the due date in spite of repeated reminders from the University will be suspended or deregistered from the University. Exceptional approval may be sought from the University for an instalment plan where there are real financial difficulties in meeting the payment deadlines.

# 04
# STUDY SUPPORT AND RESOURCES

## POSTGRADUATE STUDENT SUPPORT FROM GRADUATE SCHOOL

XJTLU Graduate School (XGS) is established to play a more prominent role in support of the academic mission of the University, as well as to broaden XJTLU's participation in higher education leading to a more diverse and inclusive scholarly community. The XGS will serve as the central body responsible for the efficient management, development, and evaluation of graduate education throughout the University, as well as providing an academic home for all postgraduate students (PhD and Master) 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 both Master's and PhD students.

## TRANSITION TO XJTLU:
## PRE-ARRIVAL COURSE FOR MASTER'S STUDENTS

To prepare for the arrival of new Master's students in each September and help the new students prepare for a better adaptation to postgraduate studies at XJTLU, the Graduate School develops a pre-arrival course named "Transition to XJTLU", specifically designed for newly-admitted XJTLU Master's students. The course mainly consists of the following parts:

- **Things you need to know before your arrival at XJTLU:** Guidance from offer acceptance to official registration, academic calendar, and university resources and support system;
- **Academic English skills:** Academic integrity and academic English;
- **Learning skills:** Active learning and self-learning;
- **Research skills:** Research-led learning, research methods and criticality;
- **Additional studying material:** Extended studies scheme (ESS) and programme-specific information provided by your Programme Directors;
- **Activity:** Poster presentation session

The pre-arrival course for Master's students is free of charge and is accessible on XJTLU Learning Mall Platform. You are highly recommended to access the course, which will provide you with various transferrable skills and transformative learning that supports you for a successfully transition and adaption to your postgraduate studies at XJTLU.

## DEGREE PLUS: CONTINUING SUPPORT COURSE FOR MASTER'S STUDENTS

The Graduate School delivers a dedicated support course "Degree Plus" on XJTLU Learning Mall Platform for all current Master's students. This course strives to offer continuous and comprehensive support to XJTLU Master's students, enhancing students' learning experience throughout their postgraduate studies at XJTLU and aiding in the students' personal and professional development.

In this course, you can acquire guidance and training for improving your academic skills, opportunities for seminars and workshops organised by different academic units, and information regarding further education and career development. The course consists of the following three sections:

- **Skills upgrading:** Academic English, research skills, critical thinking, lifelong learning as a global citizen, Teaching Assistant training programme and preparing for an international conference;
- **Events:** Seminars and workshops, and the annual XJTLU Postgraduate Research Symposium;
- **Future development:** Further education, and careers & employability.

## POSTGRADUATE RESEARCH SYMPOSIUM

Postgraduate Research Symposium, organised by the XJTLU Graduate School, is an annual event that brings all our postgraduate students together to share their work, celebrate the research week, and learn about the breadth of scholarly endeavours taking place beyond the students' own areas of study. It provides opportunities for our Master's and PhD Students to present their research to a degree-educated general public in other research areas, and to receive feedback on their presentations from senior academics and fellow research students.

The Symposium usually takes place every December. You are encouraged to participate in this activity, which will provide you with a social and networking opportunity where learning, feedback and information are freely exchanged between subject areas and departments, in a friendly and supportive environment.

Contact XJTLU Graduate School
Email: pgsupport@xjtlu.edu.cn
Office: Room 1117, 11th Floor, Central Building
Tel: 0512-81889001

# XJTLU ADVISING SYSTEM

## PROGRAMME DIRECTOR (PD) AND ACADEMIC ADVISER (AA)

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

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

You will also be assigned an Academic Adviser who will provide guidance and support to your academic and career development. The Academic Advisor will advise you on academic related matters such as selecting elective modules and planning for your postgraduate studies and career. If you encounter any academic challenges, you may reach out to your Academic Advisor for guidance and support. The contact information of your Academic Adviser can be found on e-Bridge.

## STUDENT DEVELOPMENT ADVISER (DA)

Student Development Adviser plays three main roles as ADVISER, FACILIATOR, and COORDINATOR. DA provides support and guidance to students who seek advice, or encounter difficulties or potential risks. At the Student Development Advice Centre (SDAC), we also strive to facilitate activities and coordinate resources, both internal and external, to help students' personal growth.

If you face any challenges or issues related to your life or personal development, you can approach your Development Adviser. Taking into account your specific circumstances and the available campus resources, DA will offer necessary suggestions and assistance with respect and trust. It is important to note that DAs aim to create a supportive environment for student development and will not excessively interfere with your life.

You can find your DA's information on e-Bridge or contact the SDAC via sda@xjtlu.edu.cn.

# ACADEMIC SERVICES AND SUPPORT

## MODULE ENROLMENT AND TIMETABLE

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

## ACADEMIC RECORDS, TRANSCRIPTS AND CERTIFICATES

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

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

## SUSPENSION AND WITHDRAWAL

If you encounter persistent health issues or other personal difficulties which prevent you from continuing your studies, you may apply for suspension of your study. Before you apply, please discuss with your family and consult your Academic Adviser, your Development Adviser and the Registry Office about your study plan. The application for suspension of studies shall normally be made before the start of each academic year. You may have your studies suspended only once during your registration period.

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

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

Email: academicservices@xjtlu.edu.cn
Office: 8th Floor, Central Building
Tel: 0512-88161230

## GRADUATION SUPPORT

The Graduation Team in President's Office supports the organisation of Graduation Ceremony, which is one of the most significant moments in your life. It celebrates your academic achievements and dedicated work by marking the point at which you leave us to make your way in the world with a ceremony for you, your friends, family and teachers.

For any questions related to graduation, students may send the emails directly to graduation@xjtlu.edu.cn.

# STUDENT AFFAIRS SERVICES AND SUPPORT

## ONE-STOP STUDENT SERVICE CENTRE

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

**Applications:** 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

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

Email: accommodation@xjtlu.edu.cn
Tel: 0512-88973000

## COUNSELLING SERVICE

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

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

## STUDENT CLUB SUPPORT

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

Email: scs@xjtlu.edu.cn
Tel: 0512-88166521

## CAREERS SUPPORT

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

### ONLINE CAREER EVALUATION TEST (in Chinese only)

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

Easy access and understand yourself no matter where you are at https://xjtlu.careersky.cn/jixun/Account/signIn with initial account your student ID and password xjtlu123456.

## ONE-TO-ONE CAREER CONSULTATION

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

## JOBS AND INTERSHIPS

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

## SPECIAL EVENTS AND WORKSHOPS

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

## CONTACT THE CAREER CENTRE

Email: careers@xjtlu.edu.cn
Office: Room G57E, G floor, Central Building
Tel: 0512-81888308

# INTERNATIONAL STUDENT SUPPORT

The engagement team in XJTLU Global carries the mission to enrich the experience of non-local students at XJTLU by providing them with services and support, including but not limited to:
- General inquiries
- Insurance reimbursement
- Accommodation service
- Introduction programme
- Student finance advice, payment and refund
- Visa/residence permit application and renewal
- Student organisations and activities

Email: global@xjtlu.edu.cn (SIP), global.tc@xjtlu.edu.cn (Taicang)
Office: 116E, 1st Floor, Central Building
Tel: 0512-81888316 (SIP); 89167657 (Taicang)
(All enquiries will be dealt with in a sensitive and confidential manner.)

# LANGUAGE AND ACADEMIC SKILLS SUPPORT FROM THE SCHOOL OF LANGUAGES

## ENGLISH LANGUAGE CENTRE

The English Language Centre (ELC) offers two in-sessional EAP (English for Academic Purpose) modules within the University's Extended Study Scheme (ESS) to all XJTLU Master's students. These two modules are designed to enhance the academic reading, writing, speaking and transferable academic skills needed to be successful as Master's students and members of the academic community in an EMI university.

**EAP401: Mastering Academic Texts for Effective Communication**

This module is offered during the first semester of your programmes.

The module focuses on the connection between comprehension and critical evaluation of academic texts (primarily reading texts but also lectures and other forms of spoken text) and speaking and aims to develop students' abilities to effectively complete academic speaking tasks that students are exposed to on degree programmes (e.g., presentations, seminar discussions, etc.).

For master's students, successful completion of these speaking tasks generally involves incorporating information from academic sources to support one's arguments. Therefore, the module also helps students develop abilities to understand a range of academic texts, which may include lectures, academic journal articles, and book chapters, and make effective use of source information in different speaking events. The final assessment takes the form of a group discussion which incorporates all the skills taught in the module.

**EAP402: Succeeding with Master's Dissertation**

This module is offered during the second semester of your Master's programmes.

Dissertation writing, as the most important academic task for master's students, requires a combination of reading and writing skills. It also calls for an ability to explain one's research project to an expert audience.

The module aims to develop students' academic proficiencies in a range of skills, including the use of academic language, evaluation and synthesis of textual sources, structuring high level written texts, all of which are vital in order to complete dissertation project. In particular, students will learn how to write a research proposal and deliver a presentation to introduce their research. Assessment takes the form of a project which includes a spoken and written component.

## MODERN LANGUAGES CENTRE

The Modern Languages Centre offers Chinese, Spanish and Japanese language modules.

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 Master's students to achieve a level equivalent to HSK3 (Chinese Proficiency Test Level 3) when graduating.

Tailored for beginners and elementary learners, CLT401 and 402 are designed to help international students develop their Chinese communication skills and adapt to life in China. Chinese language modules above HSK3 level and Spanish and Japanese language modules are available via the University Extended Study Scheme (ESS).

## FINANCIAL SUPPORT

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

## LIBRARY RESOURCES

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

## LIBRARY COLLECTION

Currently, XJTLU Library holds over 720,000 print books, 355 different titles of domestic magazines and periodicals, more than 154 titles of imported magazines and periodicals and 36 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 (https://lib.xjtlu.edu.cn), to search the Library's entire collection including e-journals, e-books, cataloging records, reports, theses, 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 master's student, you are authorized 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 resources and services. Workshops covering EndNote, Mendeley, Discover, databases, etc. are provided regularly. Further details on library instruction schedule can be found via Library Workshops quick link within the Learning & Research Service section on the library website (https://lib.xjtlu.edu.cn).

Subject librarians (https://lib.xjtlu.edu.cn/About/Find_a_Liaison_Librarian) offer various discipline-specific information and research support services via different channels and platforms. Subject Guides, recommending resources 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 Library Appointment (https://libanswers.lib.xjtlu.edu.cn/).

# TEXTBOOK SERVICES

XJTLU Library distributes textbooks to students at the beginning of each semester. Please note that according to the Policy on Textbook Provisions, there are three categories of textbooks: Mandatory Textbook, Optional Textbook and Reference Textbook.

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

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

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

Students should pay for their Mandatory Textbooks, collected Optional Textbooks from Service Charge Account. Textbook fee will be calculated by Library and students will be notified by Registry via e-mail to confirm charged items of Service Charge before they graduate.

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

For more information, please contact Library Textbook and Publication Division: textbook@xjtlu.edu.cn.

# PAST EXAM PAPERS

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

# IT SERVICES

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://esupport.xjtlu.edu.cn/faq.

## 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.
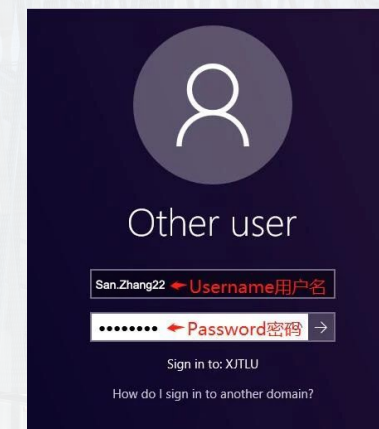


### TO UPDATE XJTLU ACCOUNT PASSWORD

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

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.)

# STUDENT ID CARD

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

You can use it to borrow books from Library, and to pay for self-service printing and public transportation.

# WI-FI (WIRELESS NETWORK)

You can connect to the University's free Wi-Fi network by searching and connecting to campus wireless SSID (XJTLU) on your device. Open any web page by browser and the authentication page will pop up automatically. Please log in using your username and password. (Wireless Device Limit: 5)

To remove the connected devices which are no longer used in Wi-Fi system: How do I use campus WiFi? https://esupport.xjtlu.edu.cn/faq/150

# STUDENT PRINTING SERVICES

MITS provides self-service printing to students. You may submit your print jobs through any campus PC, web page (intranet only) or email. Once a print job has been submitted, you can print by swiping ID card on any student self-service printer on campus. For more details, please visit: https://guide.xjtlu.edu.cn/ss-print/student/

# 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 100GB storage capacity on XJTLU BOX. For more details, please visit https://guide.xjtlu.edu.cn/box/student/

# COMPUTER LABS

- The computers in labs are preinstalled with Microsoft Windows or macOS and various software, and students could log in with XJTLU accounts.
- All computers connect to the network with free internet access.
- Computer labs are open from 8:00 to 22:00 every day during teaching weeks. Only limited labs will be available during the holidays.
- MITS Office cleans up personal belongings from 8:00 to 8:30 every day during teaching weeks.
- Students may freely access labs unless there are classes, maintenance, or scheduled events.

# 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: https://esupport.xjtlu.edu.cn/ticket/create/step1

Email: IT@xjtlu.edu.cn (SIP) / IT.TC@xjtlu.edu.cn (Taicang)
Tel: 0512-88161250 (SIP) / 0512-88970505 (Taicang)
Office: Room 956A, 9th floor, Central Building, SIP / Service Centre 1st floor, H Building, Taicang
Service Time: 9:00-12:00, 13:00 -17:00 on weekdays

# SOFTWARE INSTALLATION

Location: 4th floor, Library, Central Building, SIP / Service Centre 1st floor, H Building, Taicang
Service Time: 9:00-17:00, 18:00-21:00 on weekdays, 9:00-17:00 on weekends (SIP) / 9:00-12:00, 13:00-17:00 on weekdays (Taicang)

Service Centre WeChat:

# HEALTH AND SAFETY

The University aims to provide a safe environment 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/academy or your development adviser.
- Take reasonable care for the health and safety of yourself and those around you. Be responsible for your 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 severe or personal safety is threatened, please call 110 for help immediately.

## BE CAREFUL OF FRAUDS

- Please think twice at 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 real-time video, face-to-face or other methods.
- Be careful of people approaching you pretending to be teachers, student unions, student associations, or seniors via checking, selling or training for fraud.
- Please choose the qualified platform for shopping online. If you receive a call involving a refund or compensation, please keep careful and confirm the information on related platform. Do not reveal your private information and not open a text link easily. Make a refund or compensation operation in the 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 it to the police by calling 110 immediately.
- Please pay close attention to National Anti-Fraud Centre and Suzhou Anti-Fraud Centre.

## BEWARE OF THEFT

- 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 bank card pin number.
- Take good care of your personal belongings. All students must look after and carry your own valuables, and don't leave items in public areas to avoid unnecessary losses.
- Please park bikes, e-bikes and other vehicle in designated areas and lock it when you leaving.

## PUBLIC HEALTH TIPS:

If an infectious disease is diagnosed, such as chicken pox or tuberculosis, please report it 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.

The University provides pre-hospital care services 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 are available in:

| CAMPUS | LOCATION | TIME |
|---|---|---|
| SIP | FB-G59 | Working days on Monday and Thursday, 9:00 am– 12:00 pm |
| Taicang | G-1019 | Working days on Monday and Thursday, 9:00 am– 12:00 pm |

At other times during normal working hours, please contact SIP campus (Ms. Yan Jin 0512-81884630) and Taicang campus (Ms. Dongyan Liu 0512-88970524) for help. 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**

| CAMPUS | MEDICAL RESOURCE | NAME | ADDRESS | CONTACT |
|---|---|---|---|---|
| SIP | Hospital around campus | Suzhou Dushu Lake Hospital | 9 Chongwen Road, SIP, Suzhou | 0512-67505200 |
| | Vaccination clinic around campus | Moon Harbor Community Health Station | 4F,198 Qiyue Street, SIP, Suzhou | 0512-62730741 |
| | AIDS free consultation testing clinic | Suzhou SIP CDC | 7F, Block A, 200 Suhong West Road, SIP, Suzhou, (Public Health Centre) | 0512-67614233 |
| Taicang | Hospital around campus | Taicang First People's Hospital | 58 Changsheng South Road, Taicang | 0512-53101356 |

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

Health and Safety Affairs Office (SIP campus)
E-mail: HSAO@xjtlu.edu.cn
Office: Room CB-1103
Tel: 0512-88161005

Health and Safety Affairs Office (Taicang campus)
E-mail: HSAO.TC@xjtlu.edu.cn
Office: Room C-1009
Tel: 0512-88970523

# CAMPUS SERVICES

The Campus Management Office aims to provide high-quality and efficient logistic service, supporting staff and students' teaching, learning, research and other activities on campus.

- **Campus Merchant:** Provide various catering service including canteens, western-style food, café, convenience store, etc., and support relative facilities like smart take-away cabinets and vending machines.
- **Cleaning Service:** Campus indoor and outdoor environment cleaning service.
- **Security Service:** Building security and campus patrol, traffic management, vehicle management, etc.
- **Locker application:** Provide lockers to undergraduate and Master's students, upon request for lockers at the beginning of each academic year.
- **Shuttle Bus Reservation (Taicang-SIP/SIP-Taicang):** Shuttle bus service is provided to support teachers and students' traveling between SIP and Taicang campuses.

## Contact CMO Campus Service Centre

CMO Campus Service Centre is a service window to all staff and students, offering various campus services, including public space management, facility management, event support, lost and found, etc. The detailed information is as follows:

| CAMPUS | CENTRE | LOCATION | PHONE NO. | SERVICE SCOPE |
|--------|--------|----------|-----------|---------------|
| SIP | Campus Service Centre (SIP North 1) | Central Building CB115 | 88161060 (24h) 88161066 | Foundation Building & Central Building |
| | Campus Service Centre (SIP North 2) | Mathematics Building MA101 | 88161061 88161064 | Science Building & Mathematics Building & Engineering Building & Public Building |
| | Campus Service Centre (SIP South) | Humanity & Social Science Building HSG20 | 81888362 81888368 | South Campus |
| Taicang | Campus Service Centre (TC ) | D Building D1008 | 88970793 (24h) 88970792 | TC Campus |

Email: cmo@xjtlu.edu.cn (SIP) / cmo.tc@xjtlu.edu.cn (Taicang)
Tel: +86 88161071(SIP) / +86 88970509 (Taicang)
Office: 1029, central building (SIP) / H1011 Service counter 9 (Taicang)

# CODE OF CONDUCT FOR USING THE RESOURCES

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

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

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

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

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

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

# MY STUDY AT XJTLU

## PROGRAMMES AND MODULES

All XJTLU master's programmes involve a combination of individual research and taught modules. Master of Research and Professional Master's degree programmes focus on the development of advanced knowledge and research skills where the majority of activities comprise independent research supported by structured assessed modules. The award of Master of Research requires successful completion of at least 60 credits, which include a minimum of 20 credits taught modules and a minimum of 40 credits research project(s) or dissertation. The Professional Master's award requires successful completion of 60 or 80 credits, which include 40 to 60 credits taught modules and 20 credits project modules or dissertation.

Taught Master's programmes involve both a substantial piece(s) of independent work, and a range of assessed modules, which is normally comprised of 60 credits, 40 credits of taught modules and 20 credits of research (project or dissertation). The language of teaching and assessment at XJTLU is English for all master's programmes.

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

## CREDIT REQUIREMENTS AND REGISTRATION PERIODS

| PROGRAMME | MASTER OF RESEARCH (MRES) | TAUGHT MASTER INCLUDING MASTER OF SCIENCE(MSC)/ MASTER OF ARTS(-MA)/ PROFESSIONAL MASTER |
|---|---|---|
| Credit Required | Minimum of 60 credits | Minimum of 60 credits |
| Modules | Taught Modules– 20 Credits; Project/Dissertation – 40 Credits | Taught Modules – 40 Credits; Project/Dissertation – 20 Credits |
| Normal Period of Study | Full-time – 18-24 months Part-time – between 30 and 48 months | Full-time – 18-24 months Part-time (except IMBA) – between 30 and 48 months |
| Maximum Registration Periods | Two year beyond the fixed length of the programme | |

## PROGRAMME AND MODULE MODIFICATIONS

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

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

## MODULE ENROLMENT

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

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

## EXTENDED STUDIES SCHEME

Extended Studies Scheme (ESS) is a new form of education provision of XJTLU whereby students are provided with the opportunity to study credit-bearing modules that are not part of their enrolled programme of study, and do not count toward the degree requirements of their enrolled programme of study. Through ESS, students are able to pursue academic interests in wider disciplinary areas to learn new knowledge and skills which would assist them in developing academic potential as well as career opportunities.

More information of ESS can be found on the ESS page of e-Bridge.

## ATTENDANCE

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

# ASSESSMENTS AND EXAMINATIONS

## MARKING SCHEME

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

## MARKING DESCRIPTORS

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

## MARKING AND MODERATION

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

## ASSESSMENT: COURSEWORK AND EXAMINATION

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

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

## COURSEWORK

COURSEWORK CAN BE:

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

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

- Electronic copies should be submitted via Learning Mall Core before the deadline;
- Hard copies should be normally submitted to the academic units coursework box before the deadline;

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

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

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

## EXAMINATION

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

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

## REASSESSMENT

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

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

Note: Some modules may not offer a resit opportunity.

## MITIGATING CIRCUMSTANCES

Your performance in assessments such as examinations and coursework might sometimes be affected negatively due to particular circumstances beyond your control. These circumstances are described as 'Mitigating Circumstance', and can include:

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

However, the following will NOT be regarded as mitigating circumstances:

- Failure to attend an examination due to misreading the examination timetable
- Events such as holidays and weddings
- Inadequate planning and time management
- Having more than one examination on the same day
- Clashes with tests or examinations organized by external bodies
- Pressures from paid employment
- Any event that could reasonably have been expected or anticipated
- Minor illness or illness not regarded as relevant to the case

There are two different situations when the University will consider students' mitigating circumstances.

The first is in relation to formally timetabled assessments such as EXAMINATIONS or other assessments which require attendance on a specific day or time, such as group work or presentations. If you believe that your performance in such assessments has been or will be affected by Mitigating Circumstances, you should submit your application on e-Bridge with documentary evidence, such as medical certificates, in order to verify your mitigating circumstances. Deadlines for the submission of applications for consideration by the Mitigating Circumstances Committee will be made known to all students at the beginning of each academic year.

The second is in relation to SUBMISSION OF COURSEWORK. If you experience illness or other serious unforeseen circumstances which prevent you from submitting coursework by the set deadline, you may apply for an extension to that deadline.

You should complete the form of Request for Coursework Deadline Extension with supporting evidence normally before the coursework deadline and submit it to your School/Academy/ Departmental Examination Officer. Late application with good reasons may be considered by your School/Academy/Department but only if it is within s working days after the deadline or before the feedback has been provided to you, whichever is earlier. If you could not submit it in time for deadline extension consideration by your School/Academy/Department, you may submit your application for Mitigating Circumstances on e-Bridge for consideration by the Committee as described above. Your application for Mitigating Circumstances on e-Bridge should NOT include the coursework assignments for which deadline extension has already been granted by the School/ Academy/Department.

## CONDUCT OF EXAMINATIONS

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

STUDENTS WHO ARE SUSPECTED OF THE FOLLOWING WILL BE INVESTIGATED BY THE UNIVERSITY STUDENT BOARD OF DISCIPLINE:
- Bringing unauthorised items into an examination room
- Obtaining or trying to obtain, directly or indirectly, help in their examinations or trying to help others
- Bringing in electronic devices with data storage function, including but not limited to mobile phones
- Impersonating other students or being impersonated to sit the exam
- Disobeying the instructions of an invigilator
- Any other illegitimate behaviour designed or conducted in a way to deceive the invigilators in the course of examinations

THE PENALTIES MAY BE VARIED AND MAY INCLUDE ONE OR A COMBINATION OF THE FOLLOWING STANDARD PENALTIES:
- Written warning
- Award zero for the exam
- Award zero for the module mark
- Suspension for 1 year
- Termination of studies

All students should familiarize themselves with the Regulations for the Conduct of Examinations before their examinations and abide by it strictly in the conduct of each examination.

## ACADEMIC INTEGRITY

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

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

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

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

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

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

## EXTERNAL EXAMINERS AND QUALITY ASSURANCE

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

All assessments contributing 1 credit or more (e.g. 20% of a 5-credit module) towards the final module and at least 60% of the assessment component of the module are reviewed by an internal moderator, external examiner, and Liverpool moderator to ensure fairness and maintain standards.

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

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

## ASSESSMENT APPEALS

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

### YOU CAN APPEAL ON THE FOLLOWING GROUNDS:

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

### YOU MAY NOT APPEAL ON GROUNDS:

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

Any questions about module marks or component marks should be addressed to the Module Leader for feedback in the first instance and it is not covered by Assessment Appeal.

# PROGRESSION, DEGREE AND AWARDS

## PROGRESS OF STUDENTS

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

There are two layers of the system.

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

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

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

## DEGREE AND AWARDS

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

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

| MASTER DEGREE CLASSIFICATION | REQUIREMENTS |
|---|---|
| Distinction | **FOR MASTER OF RESEARCH AWARDS:**<br>An overall average mark of at least 70%; and<br>A mark of at least 70% in the research project module.<br><br>**FOR TAUGHT AND PROFESSIONAL MASTER'S DEGREE AWARDS:**<br>An overall average mark of at least 70%; and<br>A mark of at least 70% in the dissertation or research module; and<br>Marks of at least 70% in modules accounting for at least half of the credit of the overall award. |
| Merit | **FOR MASTER OF RESEARCH AWARDS:**<br>An overall average mark of at least 60%; and<br>A mark of at least 60% in the research project module.<br><br>**FOR TAUGHT AND PROFESSIONAL MASTER'S DEGREE AWARDS:**<br>An overall average mark of at least 60%; and<br>A mark of at least 60% in the dissertation or research module; and<br>Marks of at least 60% in modules accounting for at least half of the credit of the overall award. |
| Pass | Pass marks in all modules. |

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

## EXIT AWARDS

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

Taught Master's or Professional Master's programme may have two exit points. Upon successfully completing 40 credits, which may or may not include the dissertation or project module, or independent research, a student shall be awarded a named/unnamed Postgraduate Diploma; upon successfully completing 20 credits, which may not include the dissertation or project module, or independent research, a student shall be awarded a named/unnamed Postgraduate Certificate.

# STUDENT FEEDBACK AND COMPLAINTS

## STUDENT FEEDBACK

The University is committed to receiving and responding to student feedback in order to improve the quality of the student experience within the institution.

Feedback may be gathered in a variety of ways.

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

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

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

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

## COMPLAINTS

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

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

# 06

# UNIVERSITY POLICIES AND REGULATIONS AY2023/24

(Please log-on to e-Bridge to download the e-versions)
https://ebridge.xjtlu.edu.cn

# 07
# CONTACT US

## ADMINISTRATIVE UNITS

| UNITS | PHONE | EMAIL |
|---|---|---|
| Career Centre | 81888308 | Careers@xjtlu.edu.cn |
| Counselling Service | 88161815 | Counsellingservice@xjtlu.edu.cn |
| Health and Safety Affairs | 88161005 (SIP)<br>88970523 (Taicang) | HSAO@xjtlu.edu.cn (SIP)<br>HSAO.TC@xjtlu.edu.cn (Taicang) |
| IT Service Centre | 88161250 | IT@xjtlu.edu.cn |
| Library | 88161290 (SIP)<br>88970716 (Taicang) | Library-service@xjtlu.edu.cn |
| One-Stop Student Service Centre | 88161854 | Onestop@xjtlu.edu.cn |
| Pre-hospital Care Room | 81884630 (SIP)<br>88970524 (Taicang) | HSAO@xjtlu.edu.cn (SIP)<br>HSAO.TC@xjtlu.edu.cn (Taicang) |
| Registry Office | 88161230 (SIP)<br>88970508 (Taicang) | Academicservices@xjtlu.edu.cn (SIP)<br>Taicang.Inquiry@xjtlu.edu.cn (Taicang) |
| Student Club Support Centre | 88183297 | SCS@xjtlu.edu.cn |
| XJTLU Global | 81884746 (SIP)<br>81880406 (Taicang) | Global@xjtlu.edu.cn (SIP)<br>Global.tc@xjtlu.edu.cn (Taicang) |
| XJTLU Graduate School | 81889001 | PGsupport@xjtlu.edu.cn |
| XJTLU Police Room | 81888377(SIP) | Campus.Police@xjtlu.edu.cn |

* Country Code: +86; City Code: 0512

## ACADEMIC UNITS

| UNITS | EMAIL |
|---|---|
| Academy of Future Education | AoFE@xjtlu.edu.cn |
| Design School | DesignSchool@xjtlu.edu.cn |
| Entrepreneurship and Enterprise Hub (Taicang) | EEH@xjtlu.edu.cn |
| International Business School Suzhou | IBSS@xjtlu.edu.cn |
| School of Advanced Technology | SAT@xjtlu.edu.cn |
| School of AI and Advanced Computing (Taicang) | AIAC@xjtlu.edu.cn |
| School of Chips (Taicang) | CHIPS@xjtlu.edu.cn |
| School of Cultural Technology (Taicang) | SCT.Research@xjtlu.edu.cn |
| School of Film and TV Arts | SOFTA@xjtlu.edu.cn |
| School of Humanities and Social Sciences | HSS@xjtlu.edu.cn |
| School of Intelligent Finance and Business (Taicang) | IFB@xjtlu.edu.cn |
| School of Intelligent Manufacturing Ecosystem (Taicang) | IME@xjtlu.edu.cn |
| School of Internet of Things (Taicang) | IOT@xjtlu.edu.cn |
| School of Languages | LC2@xjtlu.edu.cn |
| School of Mathematical Sciences and Physics | MS@xjtlu.edu.cn |
| School of Robotics (Taicang) | IRE@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 |

# CAMPUS MAP

## SIP CAMPUS MAP

## TAICANG CAMPUS MAP



**FB** Foundation Building
基础楼

**CB** Central Building
中心楼

**SA SB SC SD** Science Building A B C D
理科楼 A B C D

**EE** Electrical and Electronic Engineering
电子与电气工程楼

**EB** Engineering Building
工科楼

**PB** Public Building
公共楼

**IR** International Research Centre
国际科研中心

**IA** International Academic Exchange and Collaboration Centre
国际学术交流中心

**HS** Humanities and Social Sciences Building
人文和社科楼

**ES** Emerging and Interdisciplinary Science Building
新兴科学楼

**DB** Design Building
设计楼

**BS** International Business School Suzhou
西浦国际商学院

**MA** Mathematics Building A
数学楼 A

**MB** Mathematics Building B
数学楼 B

**GYM**
体育馆

**AS** School of Film and TV Arts
影视艺术学院

### SIP Campus Map labels

A05, A05, A04, A03, A02, A01

学生宿舍区 Students Accommodation

MBA公寓 MBA Hotel

文星广场

公园绿地 Garden

KFC

南京大学苏州研究生院 Suzhou Graduate School of Nanjing University

西安交通大学研究院

西交利物浦国际会议中心

苏州百年职业学院 Suzhou Centennial College

翰林邻里中心 Hanlin Neighbourhood Center

McDonald's

仁爱路 Ren'ai Road

松涛街 Songtao Street

林泉街 Linquan Road

文景路 Wenjing Road

雪堂街 Xuetang Street

西交利物浦大学北校区 XJTLU North Campus

东南大学软件学院 College of Software Engineering Southeast University

苏州大学 Soochow University

FB, CB, SA, SB, SC, SD, EB, EE, PB, MA, MB, IR, IA, HS, DB, BS, ES, AS, GYM

### Taicang Campus Map



**You Are Here**
您所在位置

A B C D E F

**G** Teaching Area
教学区

**H** Administrative Services Centre
行政中心

**J** Students Centre
学生中心

**M** Multifunctional Hall
多功能厅

**S** Stadium
体育馆

Residential Area
生活区

River 河流

Court 球场

Sports Ground 体育场

Vehicle Entrance 车行入口

Pedestrian Entrance 人行入口