XJTLU PHD STUDENT HANDBOOK

20$^{25}_{26}$

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XJTLU | GRADUATE SCHOOL

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 of the XJTLU Graduate School at pgsupport@xjtlu.edu.cn and the UoL Research Degree Administration Team at rda@liverpool.ac.uk. The UoL PGR Handbook is available at https://www.liverpool.ac.uk/student-administration/research-students/pgr-handbook/.

ABOUT THIS HANDBOOK

XJTLU

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WELCOME MESSAGE

Dear PGR 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 an 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 education and research system with its advanced concept of future education, global resource and 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 leading the development of an innovative ecosystem which is future-oriented, education-empowering, platform-building, technology-enabling and symbiotic (XJTLU 3.0), our university has always been making steady progress on the path from better to better, providing you with a broad platform and unlimited opportunities. Here, you can find fields that interest you, focus on learning, and conduct in-depth research. Through interdisciplinary collaboration and research, you can reach a wider future.

The cultural values of our university are "Diversity, Regulation, Freedom, Innovation, and Trust". On your journey of free exploration at XJTLU, you must learn to coexist with rules, communicate with the world, and treat people with courtesy. On your journey of innovation at XJTLU, you must learn to collaborate, maintain integrity, honesty, and trust. While experiencing XJTLU's diverse environment, you must learn to respect and embrace differences, viewing things and the world from multiple perspectives.

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 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 dually enrolled at both the University of Liverpool and Xi'an Jiaotong-Liverpool University, and your academic research, teaching, and other activities will be governed by both universities' policies and regulations relating to your enrolment as a postgraduate research student.

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 PGR student.

LIST OF ABBREVIATIONS

APR	Annual Progress Report
DNA	Development Needs Analysis
IPAP	Independent Progress Assessment Panel
PGR	Postgraduate Research Student at doctoral level
PhD	Doctor of Philosophy
RDA	Research Degree Administration Team at UoL
TA	Teaching Assistant
UoL	University of Liverpool
XGS	XJTLU Graduate School
XJTLU	Xi'an Jiaotong-Liverpool University

02 ARRIVING AT XJTLU

2.1 PRE-ARRIVAL

Your admission notice contains detailed 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 the admission notice before the commencement of your programme of study.

You can pay your first year's tuition fee through the XJTLU Fee Payment Platform (**https://szzx.fw135.com/Home/XJLWPDXIndex?merchantId=133**) following the instructions of your admission notice.

If you are an international student, you need to transfer your tuition fee to the XJTLU official bank account. Notification regarding the details of your 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.
- Students will be liable to pay the tuition fees for at least the appropriate minimum registration period.
- Students registered as Submission Pending status are eligible for a reduced tuition fee rate which is currently waived for XJTLU PGR students.

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

ACCOMMODATION

The Student Accommodation Support Team (Accommodation@xjtlu.edu.cn or Accommodation.TC@xjtlu.edu.cn for Entrepreneur College Taicang) will inform you of the details of the accommodation application. If you wish to book accommodation managed by the local government, please follow the instructions and arrangements made by the Accommodation Team.

If you are an international student, you should book your accommodation and complete 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 PGR students studying in China for more than 6 months must hold an 'X1' Visa to enter China. The 'X1' Visa is valid within 30 days from the date of entry. To legalise 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/ug/global/jw202-dq-forms-and-visa-application.

2.2 REGISTRATION

The registration process includes on-site registration, e-Bridge online registration, and health check. Details about the registration process and your XJTLU account information will be sent to you via email. After the completion of the whole registration process, you will get your student ID card and have access to the university facilities.

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 requires you to confirm your programme information and provide other personal details, including addresses, bank accounts, and emergency contact information. These details will be recorded officially in the University system. You will not be able to access any functions on e-Bridge until your online registration process is completed.

For XJTLU PGR full-scholarship holders, your bank account should be opened locally in Suzhou. We strongly recommend updating your bank account details when completing the online registration to receive the stipend in time. More information about scholarships can be found in section 3.7 in this Handbook.

ON-SITE REGISTRATION

The on-site registration is compulsory for all PGR students and requires you to present a 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 https://www.xjtlu.edu.cn/en/admissions/pre-arrival-information.

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 insurance during your doctoral studies period. Please consult the One-Stop Student Service Centre for detailed information.

2.3 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. The 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.

2.4 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. As a PGR student, you can

- Complete online registration
- Update your personal information
- Request for an enrolment certificate
- Submit your Development Needs Analysis (DNA) form
- Submit a research ethics application
- Apply for PGR conference fund
- Apply for a research-study visit to the University of Liverpool
- Submit your Intention to Submit a Research Degree Thesis (ITS) form
- Submit your thesis for viva examination
- Register for graduation ceremony
- Complete your leaving procedure
- Use the e-Bridge AI Chatbot to help you with academic and platform-related inquiries.

There is also a lot of information available to you, including but not limited to:

- Contact information of your Development Advisor
- Tuition fee/ Stipend payment records
- Workshop/ TA training/ Induction attendance records
- University policies and regulations
- Research ethics application guide and video tutorials
- University academic calendar.

MY LIVERPOOL AND THE PGR TOOLBOX

My Liverpool 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 an academic interruption of study (formerly known as 'academic suspension') and extension of study.

My Liverpool also includes an additional tab for postgraduate researchers, called the PGR Toolbox. 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 PhD Student Induction session.

HOW TO ACTIVATE YOUR UOL ACCOUNT AND ACCESS MY LIVERPOOL?

To activate your computing account and access My Liverpool, 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 My Liverpool, by entering the URL my.liverpool.ac.uk/Account/Login into your browser. You should follow the instructions to gain access and create a password.

FORGOTTEN YOUR PIN?

If you have previously used My Liverpool but have forgotten your PIN, you should enter your UoL University 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 My Liverpool. Assuming that you answer the question correctly, you will be able to reset your PIN to a new value.

HAVING PROBLEMS?

For problems activating your computing account, you can contact servicedesk@liverpool.ac.uk.

2.5 UPDATING YOUR CONTACT DETAILS

At XJTLU your contact details are maintained in the e-Bridge system (https://ebridge.xjtlu.edu.cn). 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, My Liverpool by entering the URL https://my.liverpool.ac.uk/ into your browser.

2.6 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.

03 YOUR PHD PROGRAMME

Pursuing a full-time PhD programme 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). The following table includes the details of minimum and maximum registration time 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 interruption of study or extension; examinations, corrections and potential re-submission and re-examination*	7 Years	9 Years

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

3.1 POSTGRADUATE RESEARCH CODE OF PRACTICE

The PGR Code of Practice provides the framework for the University's postgraduate research degrees, including online professional doctorates and joint/dual research degrees. It contains the policies and procedures which relate to research students, to supervisors of research students and to examiners of doctoral awards. It includes policies on admission, supervision, progress of students, thesis submission and examination, plagiarism and dishonest use of data, interruption of study, 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/study/academic-quality-and-standards-division/academic-codes-of-practice/postgraduate-research-code-of-practice/.

3.2 THE SUPERVISORY TEAM

The first few weeks of your registration with the University of Liverpool and XJTLU are an extremely important time for establishing how the supervisory relationship will work with your supervisory team, and in particular with your principal supervisor. You will need to agree with your supervisors how you wish to undertake your supervisory meetings (the format, scope, location and frequency), how your progress will be reviewed 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.

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 XJTLU Code of Practice on PGR Supervision is available on the Postgraduate Research page on e-Bridge https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn.

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 PGR 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.

3.3 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 School or Academy Director of PGR. If the matter is not resolved, you should refer to the Postgraduate Support Team 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/Academy 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.

3.4 SUPERVISORY MEETINGS

The Record of Supervisory Meetings (accessed via the PGR Toolbox in My Liverpool) 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 student should have **at least** one formal meeting per month **(12 per year)** with their Principal Supervisor and a part-time PGR student has a minimum of six 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.

A basic instruction guide for accessing the PGR Toolbox is available here: https://www.liverpool.ac.uk/media/livacuk/student-administration/research/documents/Toolbox,Instructions,2025.pdf. Further details are in Appendix 3 of the PGR Code of Practice: https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-3-PGR-CoP.pdf.

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 Co-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 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 (this will be discussed through the Development Needs Analysis)

- Your involvement with the School/Academy, e.g., 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 researching humans or animals, or working as part of a research team

- Authorship and affiliation agreement for your research publications.

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 PGR Toolbox after each meeting. It is very important that this is recorded, as it feeds into your Annual Progress Report

- Take some time to reflect on the meeting, any feedback you received and any new ideas you've had as a result, and think about what you are going to do next

- Consider your supervisor's advice carefully, including any constructive criticism. You're not expected to do everything your supervisor suggests, but you should give appropriate consideration to their recommendations.

3.5 PGR DEVELOPMENT

At XJTLU, Postgraduate Researcher Development is structured into two distinct areas: The **Core Training** offered by your School or Academy and the **Personal and Professional Development (PPD) Training** offered jointly by 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, inter-disciplinary or multidisciplinary area, while the PPD Training will provide you with opportunities to enhance your skills via training that fits into one or more of the following themes: Research Methods, Communication and Writing, Impact, Ethics and Governance, Employability and Entrepreneurship.

The PPD workshops at XJTLU are designed, developed and delivered by the XJTLU Graduate School (XGS), the Educational Development Unit (EDU) and the Global Cultures and Languages Hub (GCLH) and cover a wide range of important topics: Research Ethics and Integrity, Supervisor-supervisee relationships, Thesis Writing, Preparing for/Doing a viva/IPAP, and so on.

All PGR 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. Within the first three months of your degree, you will need to complete a **Development Needs Analysis (DNA)**. Completion of this document will encourage you to critically review your current skills and abilities and plan the development of new skills and professional competencies. You will use the DNA document, in discussion with your supervisors, to decide your priorities for development and identify appropriate training. Your plan and your progress with completing your development and training will be reviewed on an annual basis as part of your Independent Progress Assessment Panel (IPAP).

The PPD Training programme for XJTLU students includes the following components:

SESSION	DELIVERED BY	WHEN?	MANDATORY OR OPTIONAL?
Get PhD Ready Orientation Course	XJTLU (GCLH)	Within the first three months after new student registration	Mandatory for new PGR students
Teaching Assistant Training	XJTLU (EDU)	Once each semester	Mandatory for new Teaching Assistants
Supervisor –Supervisee Relationships Workshop	XJTLU (EDU)	Once each semester	Mandatory
Research Ethics Workshops	XJTLU (EDU/GCLH)	Once each semester	Mandatory
Postgraduate Research Symposium	XJTLU (XGS)	Once each academic year	Mandatory for PGR students in Year 2 and Year 3
Three-Minute Thesis Competition	XJTLU (XGS)	Once each academic year	Optional
Research Methods Workshops	XJTLU (EDU)	Throughout the semester	Optional
Communication and Writing Workshops	XJTLU (GCLH)	Throughout the semester	Optional
University Support and Resources Workshops	XJTLU (MITS, Library)	Throughout the semester	Optional
Online Development Resources Provided by UoL	UoL	Throughout the semester	Optional

Get PhD Ready Orientation Course is specially designed for incoming PGR students to provide them with an orientation and enhance their academic skills. This one-week comprehensive course will help the PGR students transition smoothly into their postgraduate research journey at XJTLU.

Teaching Assistant Training provides an overview of general approaches to teaching and the opportunity for more specialised training leading to Associate Fellowship with the Higher Education Academy of the United Kingdom. This training course will prepare you to be a qualified teaching assistant by introducing student-centred learning, communication strategies, giving effective feedback, and how to design effective lesson plans. New teaching assistants are required to participate in the Teaching Assistant Training sessions before taking on the TA duties.

Supervisor-Supervisee Relationships Workshop is a mandatory session which is specially designed for PGR students, aiming to provide valuable insights and guidance on developing, maintaining, and enhancing a good relationship with your supervisors.

Research Ethics Workshops include a mandatory session, which provides a basic overview of what good practice of research is and what responsibilities researchers should have in order to produce high-quality research, and a supplementary session that provides guidance on how to complete the research ethics application on the Research Support page on e-Bridge https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn.

Postgraduate Research Symposium, organised by XJTLU Graduate School, provides opportunities for PGR students and Master's students in the dissertation stage to present their latest research through poster and oral presentations 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. Moreover, this event serves as a platform for all participants to refine their presentation skills, boosting confidence in communication by interacting with a larger audience. More information about the XJTLU Postgraduate Research Symposium can be found on the website https://www.xjtlu.edu.cn/en/xjtlu-postgraduate-research-symposium.

Three Minute Thesis (3MT) Competition is a global competition that celebrates the exciting research conducted by doctoral candidates. Originating from the University of Queensland in 2008, the competition challenges doctoral candidates to effectively communicate their research in a clear, concise three-minute presentation, using just one slide, to a non-specialist audience. Since its inception, the 3MT competition has gained international popularity, with 900 universities across 85 countries participating in the event.

PGR students in their Year 3 and above are strongly encouraged to participate in this annual competition. The winner of the university-level competition will represent XJTLU in the Asia-Pacific Three Minute Thesis Competition.

Research Methods Workshops aim to provide a general overview of research methods, data collection, and how to analyse the data. It will prepare the PGR students to design and conduct their own research projects.

Communication and Writing Workshops are designed to enhance the writing and speaking skills needed to be successful as doctoral students and members of the academic community. The courses cover the following topics: Critical Thinking for Postgraduate Researchers, Thesis Writing (for PhD students in STEM/ HSS), Preparing for Thesis Submission and Viva, Preparing for Academic Conferences, and Preparing for 3 Minute Thesis (3MT) Competition.

University Support and Resources Workshops are offered by the XJTLU Library and MITS. They provide a collection of information literacy workshops to help students develop the skills necessary to find information in any format and to evaluate it critically. MITS Series of Training and Workshops notice will be circulated by MITS via email. More Library workshops can be found on the library website (https://lib.xjtlu.edu.cn).

Online Development Resources provided by the Academy's PGR Researcher Development Team at UoL (https://www.liverpool.ac.uk/pgr-development/) are available to XJTLU PGR students. The programme will be delivered online through discussion-based workshops and webinars. You can contact the Academy's PGR Researcher Development Team at researcher@liverpool.ac.uk.

The University of Liverpool has subscribed to the **Nature Masterclasses** online training platform (until January 2027), and access is granted to all individuals with a UoL account. The platform aims to introduce the process of academic publication, elevate the standard of research work, and enhance the prospects of successful application and collaboration. Registered PhD students at XJTLU who hold a UoL account are encouraged to engage with and fully leverage this resource.

You can follow these steps to access the Nature Masterclasses:

- Visit the platform website: https://masterclasses.nature.com/.
- On the login page, select **University of Liverpool (UoL)** as your institution and log in with your **UoL account** username and password.
- You could follow the registration instructions here: https://libguides.liverpool.ac.uk/nature_masterclasses.

IMPORTANT TIPS:

Please access the website using a device connected to the **XJTLU internal wired network**, this will successfully direct you to the correct webpage (please find the screenshot below for reference). If you are in China and connect via **XJTLU Wi-Fi** or a **non-XJTLU network** (e.g., mobile data, home internet), you will be redirected to the **Chinese version** of Nature Masterclasses, which does not include UoL-specific access.

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. The Portfolio of Activity is designed to provide a flexible means to record and evaluate the wide range of activities and experiences you will gain during your research degree, and it is beneficial in helping you prepare your CV and providing evidence of your professional development progress. More information about the Portfolio of Activity can be found in section 3.6 in this Handbook. For certain workshops, mandatory sessions in particular, 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.

Professional development is an ongoing self-directed activity, and you are encouraged to regularly reflect on your goals and achievements throughout your research degree. You will also be expected to present your professional development progress as part of the annual review process.

LEARNING MALL

XJTLU's Learning Mall (learningmall.cn) 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.

PGR students have access to multiple pages on the Learning Mall. On the Postgraduate Research Students Training Programme page, you can

- Access the PGR workshop schedule
- View and download workshop and training resources
- Submit assignments as well as receive feedback from the instructors
- Reserve PGR workshops and one-to-one consultation support for PGR students.

Explore the Learning Mall platform in advance to get ready for the upcoming learning activities.

Learn More @Learning Mall

Learning Mall WeChat Official Account

Learning Mall Homepage

3.6 ANNUAL PROGRESS REPORTING

Each year all PGR students (both full-time and part-time) are required to complete an **Annual Progress Report (APR)**. This is accessed via My Liverpool. 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 with which the individual students register. 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, please contact your School/Academy PGR Director or the Graduate School.

Please note: non-completion of the student section of the APR by the start of the next academic session will result in you being withdrawn from your studies.

THE PORTFOLIO OF ACTIVITY

The Portfolio of Activity (also accessed via the PGR Toolbox in My Liverpool) 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/media/livacuk/student-administration/research/documents/Toolbox,Instructions,2025.pdf.

Policy and Procedures on the Academic Progress of Postgraduate Research Students: https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-3-PGR-CoP.pdf.

3.7 SCHOLARSHIPS

XJTLU offers a range of scholarships to qualified PGR students: XJTLU PGR full scholarship, Fees-only scholarship, and Partial Tuition-fee scholarship. Holders of XJTLU PGR Full scholarship 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 can be found in your Admission Notice prior to your registration.

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/Partial tuition-fee 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/Partial-tuition scholarship holder must not work more than 500 hours per year in the first three years of his or her full-time programme.

3.8 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 (Personal and Professional Development), you are required to attend the Teaching Assistant Training sessions during the first semester of your doctoral studies at XJTLU, and you should complete this mandatory training prior to teaching your first lesson. The TA training workshops are designed and delivered by the Educational Development Unit 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. PGR students who are self-funded, or fees-only or partial tuition-fee 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 Non-full-time Hiring and Payment Process. Teaching assistantships will be subject to pay rates established by the University. The Teaching Assistant Policy can be accessed on Postgraduate Research page on e-Bridge https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn.

TEACHING ASSISTANT MANAGEMENT SYSTEM (TAMS)

In the Teaching Assistant Management System (TAMS), you can access information about the latest TA vacancies across the University, apply for TA positions that you are interested in, view your TA work records, and track the hours. You may explore the Teaching Assistant Management System (TAMS) by clicking the link https://ta.xjtlu.edu.cn/login.

3.9 PGR 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 at least 30 days before the conference date 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 Postgraduate Research Students' Conference Fund policy on the Postgraduate Research page on e-Bridge https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn.

3.10 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 UoL. This visit will normally be for a minimum of three months and a maximum of six months. 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 as well as the British culture.

PGR 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 Arrangement for XJTLU PGR Student's Research-Study Visit to UoL and the application submission can be found on the Postgraduate Research page on e-Bridge https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn.

3.11 SUBMISSION AND VIVA EXAMINATION

SUBMISSION PENDING

When you have completed your experimental work/laboratory work/fieldwork/data collection/archival work and are ready to begin writing up your thesis you may, at the discretion of your supervisor, be eligible to transfer registration to 'submission pending'. This means you have completed the active research element of your project and are focusing on the preparation of your thesis for submission, and you are therefore eligible for a reduced rate of tuition fee.

This will normally be at the end of your third (or fifth for part-time) year of study. It can be done earlier but normally will need exceptional permission. Please also be aware that you can't backdate submission pending status to a previous academic session.

Currently, submission pending fee is waived for XJTLU PGR students, based on the agreement between XJTLU and UoL. Please note that you will be charged tuition fees 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 a change of registration is available on the Postgraduate Research page on e-Bridge https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn.

It is very important that you submit your thesis within a reasonable time frame 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 PGR 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/.

INTENTION TO SUBMIT YOUR THESIS

The thesis submission process begins at least two months before you think you will submit your thesis, at which point you need to submit "XJTLU Intention to Submit a Research Degree Thesis (ITS)" request on the Postgraduate Research page on e-Bridge https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn. This form 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. Your thesis cannot be sent out to the examiners without this ITS form.

SUBMISSION OF YOUR INITIAL THESIS FOR EXAMINATION

When you are ready to submit your thesis, you should upload the electronic copy of your thesis on e-Bridge https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn.

You should submit your initial thesis in advance before the submission deadline. Please be aware that the thesis you submit will be the one you are examined on, and you cannot make changes to that post submission.

Guidance on the format of your thesis is provided in Annexe 1 of Appendix 7 of the PGR Code of Practice: https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/annex-7.1-PGR-CoP.pdf.

VIVA EXAMINATION

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

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 take part in or attend the viva examination. The duration of the viva is not fixed – it depends on how long it takes to thoroughly examine the thesis. Typically, however, it lasts around two to three hours.

Once the viva examination is over, the examiners will come to a decision about their 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 Research Degree Administration Team at UoL in the form of a Joint Examiners' Report. The decision will be confirmed to you in writing by formal letter to your UoL University email address.

For more information, please see the University's Policy on Research Degree Examinations and Examiners (PGR Code of Practice Appendix 8) at https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-8-PGR-CoP.pdf.

REMOTE VIVA

The expectation is that a viva voce examination will take place at either XJTLU or UoL with all appointed examiners present in the room with the candidate. However, in exceptional circumstances where there may be difficulties for all participants to be at the same location, a request for holding the viva examination remotely may be considered.
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 or 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 PGR Code of Practice Appendix 9 https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-9-PGR-CoP.pdf.

It is at the discretion of the Internal Examiner (if they are based in the UK) or Independent Chair to decide whether or not the arrangements for a remote viva examination are appropriate.

EXTENUATING CIRCUMSTANCES IN RELATION TO THE VIVA EXAMINATION

The University recognises that there may be circumstances beyond your control which could impact on your performance in the viva examination.

The extenuating circumstances might arise after the submission of the thesis but prior to the scheduled viva. If this is the case, you can apply for these circumstances to be considered in mitigation. If considered eligible, this will result either in having your viva postponed, or for the viva to go ahead but that the Examiners would give due consideration to your extenuating circumstances. You should provide evidence of your extenuating circumstances at least 48 hours before the viva is due to be conducted. You will need to fill in a Claim Form for Extenuating Circumstances and submit it to your supervisor, who will ensure the documentation reaches the Postgraduate Support Team of the Graduate School at XJTLU.

The extenuating circumstances could also arise during the viva examination, including something that occurs whilst you are attending the viva, of which you were aware at the time, and which might affect your performance. If this is the case, you should raise issues of concern that occur during the viva to Examiners at the time. Examiners will exercise judgment and take executive action in accordance with Appendix 8 of the PGR Code of Practice https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-8-PGR-CoP.pdf. The decisions made by the examiners could lead to either the viva continuing or the viva being adjourned and rescheduled.

Where extenuating circumstances are claimed following the first viva but during the modification or re-submission phase of studies, this will be handled as a request for extension in accordance with section 8 of Appendix 7 of the PGR Code of Practice: Policy on Submission of a Research Degree Thesis for Examination https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-7-PGR-CoP.pdf.

More information about the extenuating circumstances in relation to the viva examination can be found in Appendix 6 of the Postgraduate Research Code of Practice https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-6-PGR-CoP.pdf.

VIVA OUTCOMES

Your viva outcomes 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 the 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/.

DEPOSITING YOUR FINAL THESIS

Once you pass the viva examination and you are officially notified of your result by the Research Degree Administration Team at UoL, you will be required to deposit your final thesis to **both XJTLU and UoL libraries** 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 Research Degree Administration Team at UoL. When you deposit your thesis you can indicate whether or not you wish to restrict access to your thesis. Detailed instructions for depositing your final thesis will be sent to you in email officially.

It is required that all PGR 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.

3.12 CHANGES TO REGISTRATION STATUS

INTERRUPTION OF STUDY

There may be situations where your research work gets interrupted and you feel the need to take a break from your studies and research. In some circumstances, an academic interruption of study may be the most appropriate solution. An academic interruption of study allows you to take time away from your research before you submit your thesis. During a period of academic interruption of study, you do not pay tuition fees or research support fees.

It is important to have a discussion with your principal supervisor and your supervisory team. 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.

An interruption of study should be applied for in whole months from a minimum of one month to a maximum of 6 months. Requests of longer than 6 months will not normally be permitted, although extensions to pre-existing interruptions of studies may be considered on a case-by-case basis. The length of an interruption of studies should therefore be considered carefully, while an interruption of studies 'stops time' towards your submission deadline, it does not do so in relation to the maximum period of registration. Maternity leave is covered by a separate Student Maternity, Maternity Support and Adoption Policy, which should be consulted at https://www.liverpool.ac.uk/student-administration-and-support-division/a-z/. Please note that backdated interruption of study is not permitted – you must make an application in advance of the interruption start date.

Common reasons for an interruption of study include:

- Serious short term illness or accident; evidence of deterioration in a chronic health condition
- Maternity/ paternity leave
- Bereavement
- Significant adverse personal/family circumstances.

Please consult Appendix 6 of the Code of Practice https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-6-PGR-CoP.pdf for a more detailed list of circumstances potentially leading to an interruption of study.

N.B. All requests for interruption of study must be supported by evidence and meet the requirements of the PGR Code of Practice.

Academic interruption of study should be applied for through the Interruption of study and Extensions link in My Liverpool https://www.liverpool.ac.uk/student-administration/research-students/your-student-record/interruptions-and-extensions/. The request must meet the requirements of the PGR Code of Practice. Approval will be sought from your Principal Supervisor, School/ Institute/ Department Director of PGR at UoL, Faculty Director of PGR at UoL, and Research Degree Administration Team at UoL. 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 the registration status change.

Proposed absence for a period of less than one month does not require a request to suspend studies. However, you should consult your Principal Supervisor for any absences of more than ten working days (see the "Annual Leave" section in the next part).

International students are strongly recommended to seek advice from XJTLU Global pertaining to student visa/ residence permit before applying for an academic interruption of study.

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

RETURNING FROM A PERIOD OF ACADEMIC INTERRUPTION OF STUDY

You will need to confirm your intention to resume your research at least one month before you intend to return (or two weeks if your interruption of study has been for less than three months). International PGR students should also check the requirements of their visa with the XJTLU Global Office.

To agree on a renewed plan for your project, you are required to contact your supervisor before the scheduled return date. To formally confirm your intention to resume studies, please email your principal supervisor, the UoL Research Degree Administration Team and the XJTLU Graduate School upon your return, and no later than 10 working days from the recorded end of the interruption of study. If your Annual Progress Report is outstanding at the time of your return from interruption of study, you will need to complete it before your registration can be formally amended to return you from an interruption of study.

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 an interruption of study, you will start to accrue fees from the date you are due back from your interruption of study, regardless of the date you physically return to your programme. If you fail to resume your studies following a period of interrupted study or fail to make contact with the University, you may be deemed to have withdrawn from your studies.

ANNUAL LEAVE

It is sometimes more appropriate for your School/Academy to grant a period of approved leave. Apart from national holidays and university closed days, full-time PGR 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/Academy. 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.

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 six and no more than three months 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.

Common reasons for an extension include:

- Serious short term illness or accident
- Bereavement
- Significant adverse personal/family circumstances
- Other significant exceptional factors.

Common reasons for a request to be rejected include but are not limited to:

- Aesthetic or formatting issues with thesis. It should be completed before the deadline
- Supervisor not having read the thesis, this should be ongoing
- Any event that occurred at some chronological distance from the deadline, for example, in the second year of study
- Requests which ask for unreasonable lengths of time for the circumstances
- Reasons related to immigration status, including visa renewal
- Requests made too far in advance will be normally be rejected, they must be as close as possible to the submission deadline, when it becomes clear that current circumstances mean you won't be able to submit on the required date. Please don't ask as a precautionary measure.

Please consult Appendix 6 of the Code of Practice https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-6-PGR-CoP.pdf **for a more detailed list of circumstances potentially leading to an extension. All requests for extensions must be supported by evidence.** If no evidence is supplied, the request will be returned to you, failure to address the return within a reasonable time and certainly before the end of your registration may result in you being withdrawn from your studies.

Extensions can be applied for through the Interruption of study and Extensions link https://www.liverpool.ac.uk/student-administration/managing-my-studies/extension-of-study/ on My Liverpool. Approval will be sought from your Principal Supervisor, School/ Institute/ Department Director of PGR at UoL, Faculty Director of PGR at UoL, and Research Degree Administration Team at UoL. You will be notified in writing of the outcome of your request by the Research Degree Administration Team at UoL.

International students should seek advice from 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 extensions 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 interrupted study, will normally be two calendar years from the date of their initial registration for the PhD for full-time candidates and four years for part-time candidates, in accordance with the provisions of ORDINANCE 56(A)ii: Degree of Master of Philosophy https://www.liverpool.ac.uk/media/livacuk/cgso/programmeordinances/ORDINANCE,56(A),ii,Degree,of,Master,of,Philosophy,from,April,2015.pdf.

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), the PGR Director of your School or Academy, or the Postgraduate Support Team of Graduate School at XJTLU. There are also a number of support services within the University who can provide advice and support. More information about these can be found in section 4 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 so they are aware of your decision. You 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.

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

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. This policy is documented in the PGR Code of Practice – 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.

DEEMED WITHDRAWN

In some cases, the University can deem you to have withdrawn from your studies. The deemed withdrawn procedure can be instigated in the following circumstances:

- You do not return to your research following a period of interrupted study
- You do not complete your APR by the deadline
- You do not engage with your programme or do not make contact with the University for more than one month
- You do not submit your thesis and/or revisions on time.

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

3.13 AUTHORSHIP AND AFFILIATION

Determining the authorship of research projects and accurately affiliating them with the appropriate institution is essential for upholding ethics and integrity in the field of research. The University places a strong emphasis on ensuring that all research projects undertaken under the auspices of the University observe a commitment to good research conduct with regard to authorship and affiliation practices.

Authorship confers credit and has important academic, social, and financial implications. Authorship also implies responsibility and accountability for published work. Listing the authors tells readers who did the work and should ensure that the right people get the credit – and take responsibility – for the research.

The correct and consistent use of a Xi'an Jiaotong-Liverpool University (XJTLU, the University) institutional affiliation in research publications is the only way to relate an XJTLU researcher to the University. Therefore, it is of utmost importance to correctly mention the affiliation name in your research publications.

The Guidance on Authorship and Affiliation for XJTLU Postgraduate Research Students can be found on Postgraduate Research page on e-Bridge https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn.

MAINTAINING YOUR PROFILE AND RESEARCH OUTPUTS ON THE PURE SYSTEM

The Research Output Management System - PURE has been available to all XJTLU PGR students to manage their profile and research outputs. It is crucial for PGR students to maintain their profiles and research outputs on PURE as it enhances visibility within the academic community, showcases professionalism and active engagement, and demonstrates research impacts. Regularly updating your research outputs on PURE also allows you to document your progress and track your research development throughout your research journey, and enables both internal and external visitors to view your up-to-date profile on the PURE Portal (https://scholar.xjtlu.edu.cn/) on the official XJTLU website.

You may login to the PURE system at https://scholar.xjtlu.edu.cn/admin by using your XJTLU account, and maintain your profile and research outputs on a regular basis. The following are the typical forms of profile and outputs we encourage every PGR student to maintain:

- **Personal overview:** You can add and edit your personal profile in the section, including your research area and interests, awards, honours and prizes you won, modules you taught or served as a Teaching Assistant, etc.

- **Research outputs:** You are able to maintain a wide range of academic publications and other types of productions, including book/report/edited volume, chapter in book or report/conference proceeding, contributions to conference or journal, and practice-based research outputs.

- **Activities:** PURE can also be used to maintain accurate information about various academic activities, such as participating in or organising an event/project, peer-review and editorial work of publications, presenting at conferences/workshops/seminars, conducting a research visit, membership and so on.

3.14 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 respondents, human genetic resources and personal data) or animals will always require formal ethical consideration. 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.

You shall be familiar with the XJTLU Policy on Ethical Conduct in Research and related external policies/regulations, and your supervisor shall endorse your 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 your supervisor on Research Ethics Application System under the Research Support page on e-Bridge https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn.

XJTLU is committed to undertaking a rigorous and independent ethical review process that is proportionate to the potential risk. Please note that a relatively straightforward ethics review should ideally take approximately ten working days or fifteen working days based on different ethical assessment risks.

XJTLU Policy on Ethical Conduct in Research can be found at https://academicpolicy.xjtlu.edu.cn//article.php?id=35.

You will be allowed to access the Research Support page on e-Bridge after your principal supervisor creates an application form for ethical clearance and assigns it to you. Research ethics related external policies/regulations can also be found on the Research Support page on e-Bridge https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn.

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 national regulations and University's policy 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 regulations and policies for conducting research activities, the investigation and disciplinary procedures of misconduct in research are implemented under the XJTLU Policy on Research Integrity.

XJTLU Policy on Research Integrity can be found at: https://academicpolicy.xjtlu.edu.cn/article.php?id=101.

Students who wish to publish papers that do not involve XJTLU academic staff as co-authors must sign the 'Letter of Commitment for Students Conducting Research' and obtain the approval of the corresponding School, Academy or College before submitting the paper to a journal for publication.

The Guidelines for Student Research Publishing and the Letter of Commitment for Students Conducting Research can be found on the Postgraduate Research page on e-Bridge https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn.

3.15 INTELLECTUAL PROPERTY AND CONFIDENTIALITY

Research often gives rise to the creation of impactful Intellectual Property (IP) in the form of, but not limited to: patents; copyright; know-how; registered trademarks; registered designs; and unregistered designs. PGR students are encouraged to publish their research work in journals or via other media with the agreement of their supervisor and subject to XJTLU Intellectual Property Policy of the University and any appropriate prior IP protection. 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.

> During the course of your studies or research you may have access to confidential information belonging to the University or a third party. You must 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 must not without the prior consent of the University or the third party to whom it belongs disclose such confidential information.

PGR students are also subject to the University of Liverpool Intellectual Property Policy as they are also registered students of the University of Liverpool. However, the XJTLU policy has precedence over the University of Liverpool policy.

The XJTLU Policy on Intellectual Property Rights can be found on Postgraduate Research Page on e-Bridge. The UoL Intellectual Property Policy can be found at: https://www.liverpool.ac.uk/about/the-university/reports-policies-and-governance/research/intellectual-property/.

04 SUPPORT, ADVICE AND GUIDANCE

4.1 POSTGRADUATE SUPPORT FROM 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 (doctoral and master's) and postdoctoral researchers. It will work closely with academic units and coordinate actively with various central administrative units on student and programme matters at the postgraduate level.

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

Postgraduate Support Team's main responsibilities:

- General enquiries
- Providing advice and guidance on PGR-related policies and regulations
- Administration of PGR student records, academic progression, and examination
- Supporting PGR student research activities
- Supporting XJTLU School/Academy PGR Directors
- Liaising with the University of Liverpool Research Degree Administration Team and Faculty PGR Directors at UoL
- Supporting the Postgraduate Research Students Personal and Professional Development Training Programme.

Email: pgsupport@xjtlu.edu.cn
Tel: +86 (0)512-81889001
Office: Room CB-1117, 11th floor, Central Building

4.2 XJTLU POSTGRADUATE RESEARCH SOCIETY

Established with the support of the Graduate School, the Postgraduate Research Society (PGR Society) aims to foster a vibrant community for PGR students by facilitating peer connections and knowledge sharing. By organising a variety of activities, the Society provides opportunities for PGR students to enhance their university experience, exchange ideas, and build networks. Led by the presidium, the Society operates through four departments: Career Support Department, Communications Department, Events and Activities Department, and Finance Department.

JOIN THE SOCIETY

All XJTLU PGR students are invited to participate in this dynamic team. By joining, you will contribute to creating a supportive platform for peer interaction, gain leadership experience, and help organise impactful initiatives. To register, please scan the QR code provided on the left. Membership is currently open to all PGR students enrolled at XJTLU.

4.3 UNIVERSITY COMMITTEES

At XJTLU, students' feedback plays a crucial role in driving the development of the University. Therefore, student representatives are actively involved in various aspects of campus management to ensure their opinions are taken into consideration. The university-level committees, as the backbone of the school's affairs, provide the best platform for everyone to deal with school affairs in a collaborative way.

PGR students at XJTLU are represented on three XJTLU committees: Academic Board, University Research Committee, and School/Academy Student-Staff Liaison Committee for PGR students. There are also numerous advantages to getting involved in University committees. By actively engaging in these committees, you have the opportunity to contribute to important decision-making processes and have your voice heard, which allows you to directly influence and shape the University community. You can acquire valuable skills in leadership, problem-solving, critical thinking, and teamwork. Moreover, serving as a student representative can enhance your networking opportunities and provide a platform to build relationships with students from different schools/academies, staff, and faculty members. By actively participating in these committees, you can expect to experience significant personal and professional growth, which will ultimately have a positive impact on your professional development.

4.4 SCHOOL/ACADEMY DIRECTOR OF POSTGRADUATE RESEARCH

Each school/academy at XJTLU appoints a 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 the university level. Additionally, your School/Academy PGR Director ensures that your school/academy 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/Academy PGR Director during the PhD Student Induction.

4.5 RESEARCH DEGREE ADMINISTRATION (RDA) TEAM AT UOL

The Research Degree Administration Team (former LDC Student Experience Team) belongs to the Student Administration and Support Division at UoL 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 maintenance.

The team can be contacted at: rda@liverpool.ac.uk and https://www.liverpool.ac.uk/student-administration/research-students/.

4.6 PGR SUPPORT FROM EDUCATION DEVELOPMENT UNIT (EDU)

The Education Development Unit (EDU) provides the following support to PGR students at XJTLU:

- 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 for induction processes for both Supervisors and Supervisees.

Email: EDU@xjtlu.edu.cn
Tel: +86 (0)512-85186453

4.7 CHINESE LANGUAGE SUPPORT

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 to take "Understanding China" module (module code: CCS901) and achieve a Chinese proficiency level equivalent to HSK3 (Chinese Proficiency Test Level 3) when graduating. The requirement for CCS901 can be waived for part-time PGR students and PGR students who are enrolled in the PhD programme China Studies.

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

Chinese language (CLT401 & 402): Tailored for beginners and elementary learners, these two modules are designed to help international students develop their Chinese communication skills and adapt to life in China. The successful completion of CLT402 is considered equivalent to HSK3 (Chinese Proficiency Test Level 3).

Department of China Studies   Email: chinastudies@xjtlu.edu.cn
Chinese Language Teaching Division   Email: LearnChinese@xjtlu.edu.cn

4.8 ONE-TO-ONE ENGLISH CONSULTATIONS

The ALC (Academic Literacies Centre) situated in the Global Cultures and Languages Hub (GCLH) at XJTLU offers a full range of support to PGR students through their dedicated ALC PGR Support team. Support starts at induction and continues through to graduation. ALC PGR Support lecturers offer courses and workshops to help PGR students enhance their communication and academic skills needed to be successful as doctoral students and members of the academic community. PGR students can also get tailored individual support via one-to-one consultations.

Mock vivas and **one-to-one consultations** are 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 (**https://core-summer.xjtlu.edu.cn/course/view.php?id=4347**) or by contacting the ALC PGR Support Team Leader, Dr Yunyan Zhang.

Email: Yunyan.Zhang@xjtlu.edu.cn
Tel: +86 (0)512-81880418

4.9 LIBRARY

LIBRARY RESOURCES

The Library offers a wide range of academic resources to support learning, teaching and research. These include print books, e-books, magazines, scholarly periodicals, newspapers, etc.

- **Catalogue:** You can log into the Library's Online Catalogue with your XJTLU account to check your current borrowing, reserve or renew a book, or suggest a purchase.

- **Discover:** You can also use Discover, a one-stop searching platform on the library website, to search the Library's entire collection, cataloguing records, theses, dissertations and a wide range of digital content available through the Library.

- **Database A-Z:** The Library provides access to high-quality academic databases. You can search, browse, and download material using these databases.

As a doctoral student, you are authorised to access the University of Liverpool Library e-resources. In order to protect the intellectual property rights of electronic material, the Library appeals to all individuals and organisations to pay attention to and comply with the relevant regulations on the use and copying of e-resources.

LIBRARY WORKSHOPS & RESEARCH SUPPORT

- **Information and Digital Literacies Workshops:** You can join a variety of Library-organised workshops throughout the academic year to enhance your skills in using library resources and services effectively. These workshops cover four key areas: AI Literacy, Information Literacy, Research Literacy, and Data Literacy.

- **Interlibrary Loan (ILL) Service:** You can request materials that are not available in the Library's collection through the Interlibrary Loan service, including books and photocopies of documents from cooperative libraries.

- **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, and 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.

- **Research Consultation Service:** You can book consultation sessions with librarians to get support in areas such as developing literature search strategies, citing and referencing correctly, managing references with citation tools, etc.

- **Intellectual Property Information Service:** You can access professional IP information services through the XJTLU Intellectual Property Information Service Centre (IPISC), which is led by the Library. The services include: patent prior art search and patentability evaluation service, scholarly output report service, patent analysis service and IP training and seminar, etc.

If you have any questions relating to library resources and services, you may search our FAQ pool, start an online chat with LibAI chatbot or librarians, submit a ticket, or book a Library Appointment (**https://libanswers.lib.xjtlu.edu.cn/**).

4.10 INTERNATIONAL STUDENT SUPPORT

XJTLU Global (X-Glo) at XJTLU provides a range of services to help make international 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 insurance (jointly with One-Stop Student Service Centre)
- International student organisations & activities.

More information can be found by visiting https://www.xjtlu.edu.cn/en/professional-services/xjtlu-global.

Email: global@xjtlu.edu.cn (SIP)
Tel: +86 (0)512-88973093/3094 (SIP)
Email: global.tc@xjtlu.edu.cn (Taicang)
Tel: +86 (0)512-89167657 (Taicang)
Office hours: Monday-Friday, 9:00 – 17:00 (excluding the one-hour lunch break from 12:00 – 13:00)
One-stop Reception Address: Room CB-115E, Central Building (SIP) / H1104 (Taicang)

4.11 STUDENT PASTORAL SERVICES AND SUPPORT

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 principle 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 https://www.xjtlu.edu.cn/en/professional-services/student-affairs-office.

STUDENT DEVELOPMENT ADVISOR (DA)

Student Development Advisor plays three key roles as ADVISOR, FACILITATOR and COORDINATOR. DA provides support and guidance to students who seek advice, 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 with students' personal growth.

If you face any challenges or issues to your life or personal development, you can approach your Development Advisor. 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 https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn or contact the SDAC via sda@xjtlu.edu.cn.

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 (SIP)
Tel: +86 (0)512-88161854 (SIP)
Email: studentonestop.tc@xjtlu.edu.cn (Taicang)
Tel: +86 (0)512-88970501 (Taicang)

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: +86 (0)512-88166548

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: +86 (0)512-88161809

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: +86 (0)512-89173979 (SIP)
Tel: +86 (0)512-88970551 (Taicang)
WeChat: 西浦 Student Engagement

COUNSELLING SERVICE

The Student Counselling Centre (SCC) employs a team of qualified mental health counsellors to work collaboratively across the university to provide care, support and education to individuals who are experiencing some level of distress in their lives. SCC can help you deal with personal issues, relationship difficulties, and other psychological problems through individual counselling, group counselling, family counselling, psychological workshops, lectures, student activities, etc.

Website: https://counselling.xjtlu.edu.cn
Email: counsellingservice@xjtlu.edu.cn (SIP)
Tel: +86 (0)512-88161815 (SIP)
Email: counselling.TC@xjtlu.edu.cn (Taicang)
Tel: +86 (0)512-8916 7611 (Taicang)

4.12 CAREER DEVELOPMENT SUPPORT

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.

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 your 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 https://careers.xjtlu.edu.cn/.

JOB AND INTERNSHIPS

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 https://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 https://careers.xjtlu.edu.cn/.

Email: careers@xjtlu.edu.cn
Tel: +86 (0)512-81888308

4.13 INFORMATION TECHNOLOGY (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 Network/Intelligence Facility, Application Development, Data Management, Data Centre/Maintenance, Helpdesk Services, Education and Research Support. Students should abide by all MITS related rules and regulations.

Please refer to E-Support (https://esupport.xjtlu.edu.cn) for more IT related FAQ and services.
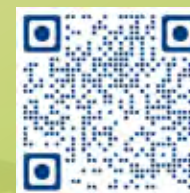
E-Support

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.

SIP CAMPUS

Email: IT@xjtlu.edu.cn
Tel: +86 (0)512-88161250
Location: Room 956A, Central Building
Service Hours: 9:00-12:00, 13:00-17:00 on weekdays

TAICANG CAMPUS

Email: IT.TC@xjtlu.edu.cn
Tel: +86 (0)512-88970505
Location: Counter 11, reception desk of the 1st floor of H Building
Service Hours: 9:00-12:00, 13:00-17:00 on weekdays

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.Zhang25). For links and to learn more about these systems, please click here: https://ehall.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.
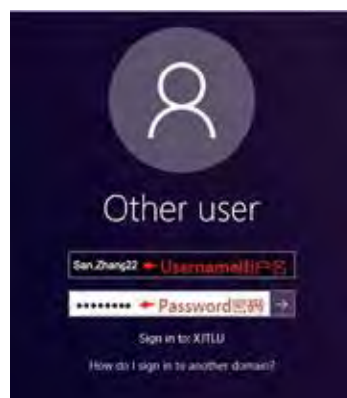
TO UPDATE XJTLU ACCOUNT PASSWORD

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

*Passwords expire 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

Each student will also be assigned an XJTLU email address. The student email address is Firstname.Lastname25@student.xjtlu.edu.cn. The mailbox capacity is 20GB. 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.Lastname25", not the full email address). **Email is the official means of communication channel between students and the university, so please ensure you check your email box regularly in order not to miss any important message.**

As an off-site doctoral student registered for a degree at the University of Liverpool, you will also be assigned a UoL email address. 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. It is highly recommended that you set up automatic email forwarding rule in your UoL email account, to forward all incoming emails to your XJTLU email address. This will avoid missing any important emails for you.

XJTLU ID CARD

Every PGR student is given an XJTLU ID card. This card shows your name, profile photo and XJTLU ID number, and is used as identification on campus. You can use it to access self-service printing system, 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. An authentication page will automatically pop up, where you can login by username and password (Wireless Device Limit: 5). If the authentication page fails to pop up automatically, you can enter the address of the authentication page: https://netauth.xjtlu.edu.cn.

For more details, please visit: https://esupport.xjtlu.edu.cn/faq/150.

PRINTING

MITS provides public self-service printing. You may submit your print jobs from any campus PCs, webpage 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://esupport.xjtlu.edu.cn/faq/197.

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://esupport.xjtlu.edu.cn/faq/183.

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.

DESKTOP COMPUTER

Each PGR student can apply for one standard desktop computer provided by MITS office (refer to https://esupport.xjtlu.edu.cn/faq/198). These desktop computers belong to the property of university and will be centrally maintained by MITS office. PGR students should actively cooperate with the annual fixed asset stocktaking. PGR students will be required to return all university property allocated to them during the PGR study before they leave the University. A formal notice regarding leaving procedure in a summary checklist will be sent to students in due course.

Any assets relocation request should be evaluated and formally submitted by the PGR supervisors. MITS will treat any unauthorised relocated computer as a lost asset and report to the PGR supervisor and the Graduate School. The PGR student may be held responsible for the loss as a consequence.

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

4.14 HEALTH AND SAFETY

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

PUBLIC SECURITY TIPS

- Act in accordance with Laws and Government Regulations and obey campus health and safety instructions. For more details, please refer to the Guidance on Student Code of Conduct and Discipline.

- Report accidents, incidents, near misses, dangerous conditions, and damage to property to the health and safety representative in your school/academy or your Development Advisor.

- Take reasonable care for the health and safety of yourself and those around you. Be responsible for your own personal safety by 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 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 any stranger approaching you pretending to be teachers, student unions, student associations, or seniors via chatting, selling or training for fraud.

- Please choose a qualified platform for shopping online. If you receive a call involving a refund or compensation, please keep careful and confirm the information on the related platform. Do not reveal your private information and not open attached text links. Make a refund or compensation operation in the official APP.

- Be aware of high-profit temptation, refuse illegal fund-raising, and stay away from all kinds of illegal money lending and campus loans.

- Once 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 a 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. Please pay attention to the use and management of bank cards such as the main card, secondary card and parent-child cards.

- 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 vehicles in designated areas and lock them when you leave.

PUBLIC HEALTH TIPS

If an infectious disease is diagnosed, such as chicken pox or tuberculosis, please report it to your Development Advisor 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 is available in:

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

At other times during normal working hours, please contact SIP campus (Ms. Jin, +86 0512- 81884630) and Taicang campus (Ms. Liu, +86 0512-88970524) for help. For emergencies, please call 120.

First-aid kits are available in labs, all Campus Service Centres, Academic Units, Secretary Offices, and Health and Safety Affairs Office. The University also provides first-aid equipment such as cervical collars, head holders, stretchers and wheelchairs for public use on campus.

OFF-CAMPUS MEDICAL RESOURCES SUPPORT

CAMPUS	MEDICAL RE-SOURCE	NAME	ADDRESS	CONTACT
SIP	Hospital around campus	The Fourth Affiliated Hospital of Soochow University (Suzhou Dushu Lake Hospital)	9 Chongwen Road, SIP, Suzhou	+86 (0)512-65955080
	Vaccination clinic around campus	Moon Harbour Community Health Station	4F, 198 Qiyue Street, SIP, Suzhou,	+86 (0)512-62730741
	AIDS free consultation testing clinic	Suzhou SIP CDC	7F, Block A, 200 Suhong West Road, SIP, Suzhou, (Public Health Centre)	+86 (0)512-67614233
Taicang	Hospital around campus	Taicang First People's Hospital	58 Changsheng South Road, Taicang	+86 (0)512-53101356

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)
Email: HSAO@xjtlu.edu.cn
Tel: +86 (0)512-88161005
Office: Room CB-1103

Health and Safety Affairs Office (Taicang)
Email: HSAO.TC@xjtlu.edu.cn
Tel: +86 (0)512-88970523
Office: Room C-1009

4.15 CAMPUS SERVICES

The Campus Management Office (CMO) 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 services, 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.

  *Due to limited parking resources on campus, parking permit application will not be accepted from this academic year. Mass transit is highly encouraged.

  *To ensure campus safety, identity verification will be conducted at main entrances in campus buildings. Please bring your ID card to actively cooperate with the check.

- **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	CONTACT	SERVICE SCOPE
SIP	Campus Service Centre (SIP North 1)	Central Building CB-115	+86 (0)512- 88161060 (24h) +86 (0)512-88161066	Foundation Building & Central Building
	Campus Service Centre (SIP North 2)	Mathematics Building MA101	+86 (0)512-88161061 +86 (0)512-88161064	Science Building & Mathematics Building & Engineering Building & Public Building
	Campus Service Centre (SIP South)	Humanity & Social Science Building HSG20	+86 (0)512-81888362 +86 (0)512-81888368	SIP South Campus
Taicang	Campus Service Centre (Taicang)	D Building D1008	+86 (0)512-88970793 (24h) +86 (0)512-88970792	Taicang Campus

Email: cmo@xjtlu.edu.cn (SIP) / cmo.tc@xtlu.edu.cn (Taicang)
Tel: +86 (0)512 88161071(SIP) / +86 (0)512 88970509 (Taicang)
Office: Room CB-1029, Central Building (SIP) / Room H1011 Service counter 9 (Taicang)

05 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 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. Ceremony arrangements will be sent to you by the XJTLU Graduation Team.

If you are unable to attend the ceremony in Liverpool, the University of Liverpool will dispatch your certificate to the Graduate School at XJTLU within four weeks after the graduation ceremony at UoL. Once the certificates arrive at XJTLU, the Postgraduate Support Team of the Graduate School at XJTLU will inform you to collect your degree certificate.

Ceremony process and important notes for the graduation ceremony are available at https://www.liverpool.ac.uk/graduation/, https://www.xjtlu.edu.cn/zh/graduation, and https://www.xjtlu.edu.cn/en/graduation.

The Postgraduate Support Team at 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 documentation 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 Office will keep you informed of new developments at XJTLU and UoL, as well as networking opportunities.

06 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.

6.1 XJTLU POLICIES AND REGULATIONS

The following policies are specific to postgraduate research students based at XJTLU and can be found on the Postgraduate Research page on e-Bridge https://ebridge.xjtlu.edu.cn/urd/sits.urd/run/siw_lgn. These policies are subject to revision, and you should always consult the website for the most up-to-date versions.

- XJTLU Code of Practice on PGR Supervision
- Teaching Assistant Policy
- Arrangement for XJTLU Doctoral Student Research-Study Visit to UoL
- Postgraduate Research Students' Conference Fund Policy
- Guideline and Procedures on Doctoral Student Travel Arrangement and Reimbursement
- Guidance on Authorship and Affiliation for XJTLU PGR Students
- Thesis Submission and Examination Process
- Policy on Ethical Conduct in Research
- XJTLU Policy on Research Integrity
- Policy on Intellectual Property Rights

6.2 UNIVERSITY OF LIVERPOOL POLICIES AND REGULATIONS

The following policies apply to PGR students undertaking their degree at XJTLU and can be found on UoL's Research Degree Administration web pages: https://www.liverpool.ac.uk/study/academic-quality-and-standards-division/academic-codes-of-practice/postgraduate-research-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 Academic Integrity Policy
- Policy on PGR Interruptions of Study, 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 principle 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/student-administration-and-support-division/a-z/.

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/.

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) 88970523 (Taicang)	HSAO@xjtlu.edu.cn (SIP) HSAO.TC@xjtlu.edu.cn (Taicang)
IT Service Centre	88161250 (SIP) 88970505 (Taicang)	IT@xjtlu.edu.cn (SIP) IT.TC@xjtlu.edu.cn (Taicang)
Library	88161290 (SIP) 88970716 (Taicang)	Library-service@xjtlu.edu.cn
One-Stop Student Service Centre	88161854 (SIP) 88970501 (Taicang)	Onestop@xjtlu.edu.cn (SIP) Studentonestop.tc@xjtlu.edu.cn (Taicang)
Pre-hospital Care Room	81884630 (SIP) 88970524 (Taicang)	HSAO@xjtlu.edu.cn (SIP) HSAO.TC@xjtlu.edu.cn (Taicang)
Registry Office	88161230 (SIP) 88970508 (Taicang)	Academicservices@xjtlu.edu.cn (SIP) Registry.TC@xjtlu.edu.cn (Taicang)
Student Club Support Centre	88183297	SCS@xjtlu.edu.cn
XJTLU Global	88973093/3094 (SIP) 89167657 (Taicang)	Global@xjtlu.edu.cn (SIP) Global.tc@xjtlu.edu.cn (Taicang)
XJTLU Graduate School	81889001	PGsupport@xjtlu.edu.cn
XJTLU Police Room	81888377 (SIP)	Campus.Police@xjtlu.edu.cn (SIP)

* Country Code: +86; City Code: 0512

ACADEMIC UNITS

UNITS	EMAIL
Academy of Film and Creative Technology	AFCT@xjtlu.edu.cn
Academy of Future Education	AoFE@xjtlu.edu.cn
College of Industry-Entrepreneurs and HeXie Management Research Centre	CIE.HeXie@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 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 Mathematics and Physics	SMP@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

08 CAMPUS MAP

SIP

TAICANG