CONTACT XJTLU GRADUATE SCHOOL

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

XJTLU Graduate School
WeChat Official Account

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

XJTLU MASTER'S STUDENT HANDBOOK

2024 — 2025

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WELCOME MESSAGE

Dear Master's 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 TERM DATES

SEMESTER 1

2 September 2024	Term starts
6 September 2024	Tuition Fee Payment Deadline Week 0
4, 11 and 18 September 2024	Optional Module Change –Wednesday of Week 0 & Week 1 & Week 2
30 December 2024 - 10 January 2025	S1 Final Examination Days

SEMESTER 2

10 February 2025	Term starts
12, 19 & 26 February 2025	Optional Module Change –Wednesday of Week 0 & Week 1 & Week 2
13-14 March 2025	Publication of S1 Provisional Marks Week 4
16-17 April 2025	Graduation Ceremony
26 May- 6 June 2025	S2 Final Examination Days
10-11 July 2025	Publication of Final Marks
21-25 July 2025	Graduation Ceremony
28 July-2 August 2025	S2 Resit Examination Days
15 Aug 2025	Publication of Resit Marks

Scan me for the
2024-25 Academic Calendar

02 GETTING STARTED

UNIVERSITY SYSTEMS

E-BRIDGE

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

WITH E-BRIDGE YOU CAN:

- Complete annual online registration
- Update personal information
- Request for transcripts and certificate
- Register for graduation ceremony

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

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

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.

FOR STUDENT USERS, THE LEARNING MALL PLATFORM MAKES IT POSSIBLE TO:

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

...and much more!

Explore 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

XJTLU APP

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

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

You can download it by scanning QR code below.

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

UNIVERSITY REGISTRATION

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

ONLINE REGISTRATION

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

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

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

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

If you need to update the information (date of birth, name or gender etc.) after completion of Online Registration, please submit a Personal Information Change Application in “My profile” Section on e-Bridge.

ONSITE REGISTRATION

All new Master's students are required to attend onsite registration in person at the beginning of week 0 of Semester 1 each academic year. According to the XJTLU Student Administration Regulations, the University will conduct a verification check for all new Master's students during the onsite registration. You will need to prepare and bring the following documents for the verification check:

- Your Chinese national ID card (for Chinese Mainland students) or Passport (for international and Chinese Hong Kong, Taiwan, Macau students)
- Your original educational qualification(s) (Bachelor's degree certificate and/or Master's degree certificate)
- Your original English language certificate (if required)

New Master's students are also required to complete a health check according to the time slot indicated on the health check form. You will be able to collect your health check form during the onsite registration and complete the health check according to the time slot indicated on your health check form. At the end of the registration process, you will be able to collect your Master's Admission Certificate and Student Card. If, due to unforeseen circumstances, you are unable to register onsite before the start of your Master's programme, you may contact your Admissions Officer for prior advice. Enrolment is not allowed after the end of week 1 of Semester 1.

If, at the time of onsite registration, it is suspected that any documents are false, fraudulent or inaccurate, the University reserves the right to suspend the student registration and a further investigation will take place to determine whether the suspicion is justified. The matter will be referred under the University's student disciplinary procedures. If it is determined that the student has gained admission to the programme by using false, fraudulent or inaccurate information in his/her application, it is likely that the University would terminate the student's studies.

FINANCIAL REGISTRATION

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

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

ACADEMIC 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. 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 master’s students, Programme Director, module leaders and administrative staff.

Your induction will take place at the commencement of your programme and will consist of an introduction to the research environment and a formal induction event coordinated by the XJTLU Graduate School and academic units.

03 MY STUDY AT XJTLU

PROGRAMMES AND MODULES

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

Taught Master’s programmes involve both a substantial piece(s) of independent work, and a range of assessed modules, which is normally comprised of 60 or 80 credits, 40 credits of taught modules and 20 or 40 credits of research (project or dissertation). The language of teaching and assessment at XJTLU is English for all master’s programmes.

CREDIT REQUIREMENTS AND REGISTRATION PERIODS

PROGRAMME	MASTER OF RESEARCH (MRES)	MASTER OF RESEARCH (MRES) TAUGHT MASTER INCLUDING MASTER OF SCIENCE(MSC)/ MASTER OF ARTS(MA)/ PROFESSIONAL MASTER
Credit Required	60 or 80 credits	60 or 80 credits
Modules	Taught Modules– 20 or 40 Credits; Project/Dissertation – 40 or 60 Credits	Taught Modules – 40 or 60 Credits; Project/Dissertation – 20 or 40 Credits
Normal Period of Study	Full-time – 18-24 months (3-4 semesters) Part-time – between 30 and 48 months (5 to 8 semesters)	Full-time – 18-24 months (3-4 semesters) Part-time (except IMBA) – between 30 and 48 months (5 to 8 semesters)
Maximum Registration Periods	Two years beyond the fixed length of the programme	

PROGRAMME AND MODULE MODIFICATIONS

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

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

MODULE ENROLMENT

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

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

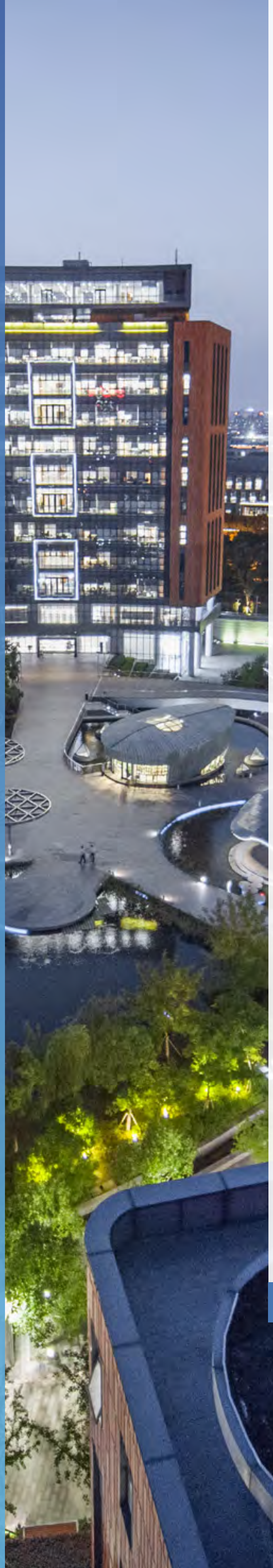
EXTENDED STUDIES SCHEME

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

For details on ESS, please refer to the Guideline for ESS on e-Bridge (Timetables Page – Class Timetables – Useful Information).

ATTENDANCE

You are expected to attend all timetabled activities for your programme of study, including off-campus activities. If your projected overall attendance balance drops below 70%, you will be required to provide explanations with good grounds and valid evidence, otherwise your case will be referred to the University Progress Committee to consider on whether to suspend your study.



ASSESSMENTS AND EXAMINATIONS

MARKING SCHEME

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

MARKING DESCRIPTORS

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

MARKING AND MODERATION

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

ASSESSMENT: COURSEWORK AND EXAMINATION

Assessment can be:

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

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

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

COURSEWORK

Coursework refers to assessments for which instructions are given in advance and students have days, weeks, or months to prepare the submission during the course of the semester.

You should submit all coursework reguired for your modules following module examiner's instructions; If you submit coursework after the deadline, you will be penalized:

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

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

EXAMINATION

Some modules will have final examinations which are normally used as a summative method of assessment and take place at the end of the semester in which a module is taught. The exam period is published in the University's Academic Calendar. You should take care not to arrange any other activities during this period, and you should attend all examinations required for your modules.

REASSESSMENT

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

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

Note: Some modules may not offer a resit opportunity.

MITIGATING CIRCUMSTANCES

Your participation in summative assessments for credit-bearing modules sometimes might be impeded by particular unforeseen or unexpected circumstances beyond your control. These circumstances are described as 'Mitigating Circumstance', and can include:

- Serious illness affecting the student
- Bereavement of a close family member
- Serious illness affecting a close family member
- Unforeseeable or unpredictable events

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

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

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

The first is in relation to formally timetabled examinations scheduled and supervised by the University and take place during the published examination periods on the University Academic Calendar, including final (end-of-semester) examinations and re-sit examinations. If you believe that events that might be defined as mitigating circumstances have had, or will have, an adverse effect on yourability to participate in an examination, you shouldapply for authorized absence from the examination by completing the relevant form and submitting it formally with supporting evidence on e-Bridge at least two working days before the examination date to the Registry.

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

You should submit the form of Request for Extension of Coursework Submission Deadline with supporting documentation before the coursework deadline and submit it to your School/ Academy Assessment Coordinator or Departmental Examinations Officer who will determine whether or not your circumstances warrant an extension to the deadline. If you are in Stage 1, such applications should be submitted to the Examinations Officer for the academic unit that delivers the modules.

CONDUCT OF EXAMINATIONS

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

Students who are suspected of engaging in any of the following behaviours during an examination will be investigated by the University Student Board of Discipline:

- Disobeying the instructions of an invigilator, or disrupting the progress of an examination
- Possessing or using unauthorised items without communication functions on their desktop, in their drawer or on their person; or accessing unauthorised online materials; or having examination-related content written on any part of their body or on other objects including, but not limited to, tissue papers, calculators, rulers, water bottles, pens, desks, and chairs during the examination
- Using or attempting to use electronic devices with data storage or communication function during the examinatioin, including, but not limited to, mobile phone, smart watches, smart earphones, and smart glasses
- Removing any part of the examination materials from the examination room without permission
- Any other form of seeking or providing assistance in communicating questions and answers during examinations, whether directly or indirectly
- Attempting to organize cheating activities, or engaging in the sale or purchase of exam questions and answers for profit
- Impersonating other students or being impersonated to sit the exam.

The penalties may be varied depending upon the severity of the offence and may include one or a combination of the following :

- Written warning
- Award a zero mark for the exam
- Award a zero mark for the module mark with normal resit rules of the related modules being applicable
- Award a zero mark for the module mark without a resit opportunity
- Suspension for 1 year
- Termination of studies
- Disqualified for any prize or scholarship of the University for two consecutive academic years

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

ACADEMIC INTEGRITY

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

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

- Minor errors: forget to insert quotation mark, minor mistakes in referencing or citation, gaps in the bibliography or reference list, etc.
- Collusion
- Copying
- Submission of commissioned or procured coursework
- Dishonest use of data
- Plagiarism

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

- A mark penalty or a zero mark for the assessment
- A zero mark for the module
- Suspension of studies
- Termination of studies

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

EXTERNAL EXAMINERS AND QUALITY ASSURANCE

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

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

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

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

ASSESSMENT APPEALS

You have the right to appeal against progression decision or the classification of your degree.

YOU CAN APPEAL ON THE FOLLOWING GROUNDS:

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

YOU MAY NOT APPEAL ON GROUNDS:

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

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

RESEARCH PUBLICATIONS AND INTELLECTUAL PROPERTY

AUTHORSHIP AND AFFILIATION

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.

You can refer to the Guidelines on Institutional Affiliation in Research Publications published by the XJTLU Library for more detailed guidelines.

RESEARCH ETHICS

XJTLU is fully committed to the advancement of high quality academic research and to carrying out its research within a comprehensive ethical framework. Research which involves human (including human participants, survey respondent, human genetic resources and personal data) or animals will always require formal ethical 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 at XJTLU on Research Ethics Application System under the Research Support page on e-Bridge.

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

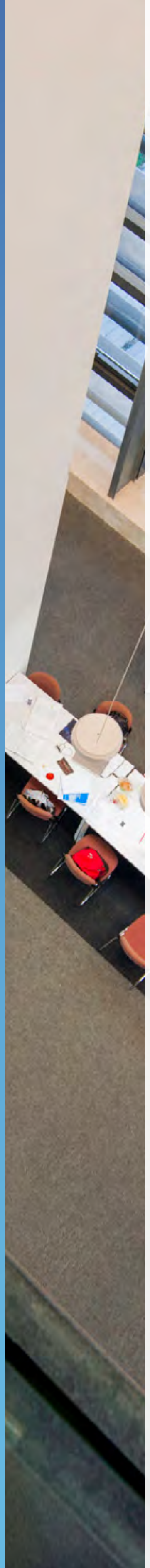
RESEARCH INTEGRITY

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.

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



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. Students are encouraged to publish their research work in journals or via other media with the agreement of their supervisor and subject to the 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.

The XJTLU Policy on Intellectual Property Rights can be found at
https://academicpolicy.xjtlu.edu.cn/article.php?id=43

PROGRESSION, DEGREE AND AWARDS

PROGRESS OF STUDENTS

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

There are two layers of the system.

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

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

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

DEGREE AND AWARDS

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

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

MASTER DEGREE CLASSIFICATION	REQUIREMENTS
Distinction	**For Master of Research awards:** An overall average mark of at least 70%; and A mark of at least 70% in the research project module. **For Taught and Professional Master's Degree awards:** An overall average mark of at least 70%; and A mark of at least 70% in the dissertation or research module; and Marks of at least 70% in modules accounting for at least half of the credit of the overall award.
Merit	**For Master of Research awards:** An overall average mark of at least 60%; and A mark of at least 60% in the research project module. **For Taught and Professional Master's Degree awards:** An overall average mark of at least 60%; and A mark of at least 60% in the dissertation or research module; and Marks of at least 60% in modules accounting for at least half of the credit of the overall award.
Pass	Pass marks in all modules.

Note:

1.Overall average = Σ (module marks × credits)/Σ credits.

2.For the purposes of calculating the overall average mark and determining classification, marks for modules passed by reassessment will be capped at 50%.

EXIT AWARDS

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

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

04

STUDY SUPPORT AND RESOURCES

POSTGRADUATE STUDENT SUPPORT FROM GRADUATE SCHOOL

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

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

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

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

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

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

DEGREE PLUS: CONTINUING SUPPORT COURSE FOR MASTER'S STUDENTS

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

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

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

POSTGRADUATE RESEARCH SYMPOSIUM

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

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

Contact XJTLU Graduate School

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

XJTLU ADVISING SYSTEM

PROGRAMME DIRECTOR (PD) AND ACADEMIC ADVISER (AA)

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

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

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

STUDENT DEVELOPMENT ADVISER (DA)

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

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

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

ACADEMIC SERVICES AND SUPPORT

MODULE ENROLMENT AND TIMETABLE

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

ACADEMIC RECORDS, TRANSCRIPTS AND CERTIFICATES

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

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

SUSPENSION AND WITHDRAWAL

If you encounter persistent health issues or other personal difficulties which prevent you from continuing your studies, you may apply for suspension of your study. Before you apply, please discuss with your family and consult your Academic Adviser, your Development Adviser and the Registry Office about your study plan. The application for suspension of studies shall normally be made before the start of each academic year. Normally, no application after week 4 of each semester will be accepted. The maximum registration period for Master programme is two years beyond the fixed length of the programme.

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

Once the application for suspension/withdrawal is approved, the tuition fee will be settled based on the submission date of the online application form, in accordance with the XJTLU Student Fees Policy.

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

Email: academicservices@xjtlu.edu.cn (SIP)
Office: 8th Floor, Central Building
Tel: +86 (0)512-88161230 (SIP)

Email: Registry.TC@xjtlu.edu.cn (Taicang)
Office: Counter No. 5, 1st Floor, Building H
Tel: +86 (0)512-88970508 (Taicang)

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.

For a new teaching assistant, you are required to attend the teaching assistant training session during the first semester of your doctoral studies at XJTLU, and you should complete this mandatory training prior to teaching your first lesson. The TA training workshops are designed and delivered by the 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.

The Teaching Assistant Policy can be accessed on e-Bridge.

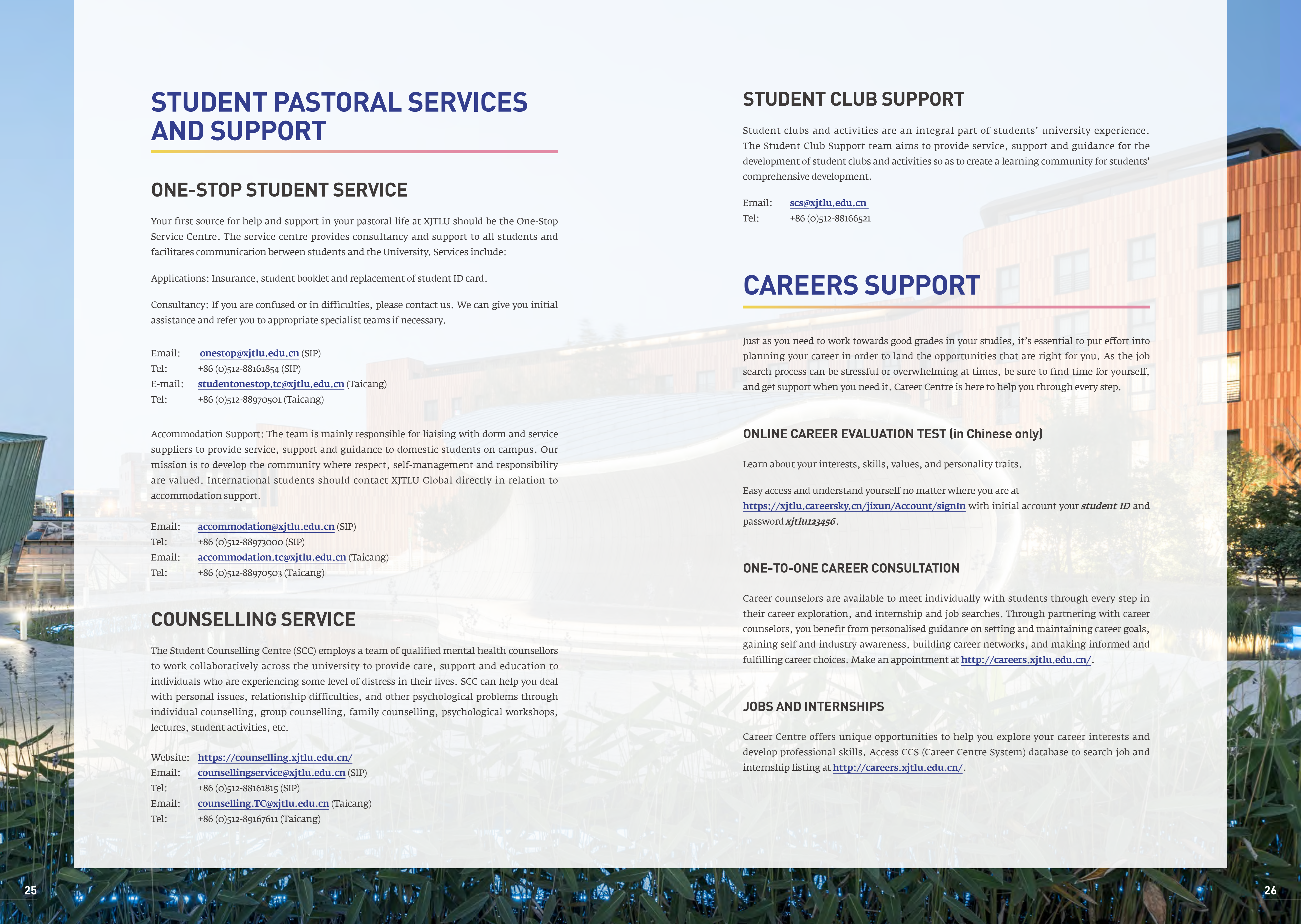
TEACHING ASSISTANT MANAGEMENT SYSTEM (TAMS)

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

GRADUATION SUPPORT

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

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



STUDENT PASTORAL SERVICES AND SUPPORT

ONE-STOP STUDENT SERVICE

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

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

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

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

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

Email: accommodation@xjtlu.edu.cn (SIP)
Tel: +86 (0)512-88973000 (SIP)
Email: accommodation.tc@xjtlu.edu.cn (Taicang)
Tel: +86 (0)512-88970503 (Taicang)

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)512-89167611 (Taicang)

STUDENT CLUB SUPPORT

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

Email: scs@xjtlu.edu.cn
Tel: +86 (0)512-88166521

CAREERS SUPPORT

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

ONLINE CAREER EVALUATION TEST (in Chinese only)

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

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

ONE-TO-ONE CAREER CONSULTATION

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

JOBS AND 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 http://careers.xjtlu.edu.cn/.

SPECIAL EVENTS AND WORKSHOPS

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

CONTACT THE CAREER CENTRE

Email: careers@xjtlu.edu.cn
Office: Room G57E, G floor, Central Building
Tel: +86 (0)512-81888308

INTERNATIONAL STUDENT SUPPORT

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

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

Email: global@xjtlu.edu.cn (SIP), global.tc@xjtlu.edu.cn (Taicang)
Office: 116E, 1st Floor, Central Building
Tel: +86 (0)512-81888316 (SIP); +86 (0)512-89167657 (Taicang)
(All enquiries will be dealt with in a sensitive and confidential manner.)

LANGUAGE AND ACADEMIC SKILLS SUPPORT

ENGLISH LANGUAGE SUPPORT

The School of Languages (SoL) offers a range of support for Master's students. This support includes workshops on critical skills required to complete Master's-level work, including reading comprehension, structuring research proposals, creating citations and references, and utilising spoken language in a classroom setting. In addition, a range of bespoke and student-centred tutorials and consultations are provided for Master's students to discuss specific issues relating to their studies.

MODERN LANGUAGES SUPPORT

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

According to the government instruction from the Chinese Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Safety – Policy 42 and Policy 50 regarding the recruiting and cultivating of international students, it would be compulsory for international Master’s students to achieve a level equivalent to HSK3 (Chinese Proficiency Test Level 3) when graduating.

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

FINANCIAL SUPPORT

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

LIBRARY RESOURCES

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

LIBRARY COLLECTION

Currently, XJTLU Library holds over 720,000 print books,320 different titles of domestic magazines and periodicals, more than 127 titles of imported magazines and periodicals and 31 kinds of newspapers. You can log into the Library's Online Catalogue (**https://opac.xjtlu.edu.cn**) with your XJTLU account to check your current holdings, reserve or renew a book, or suggest a purchase.

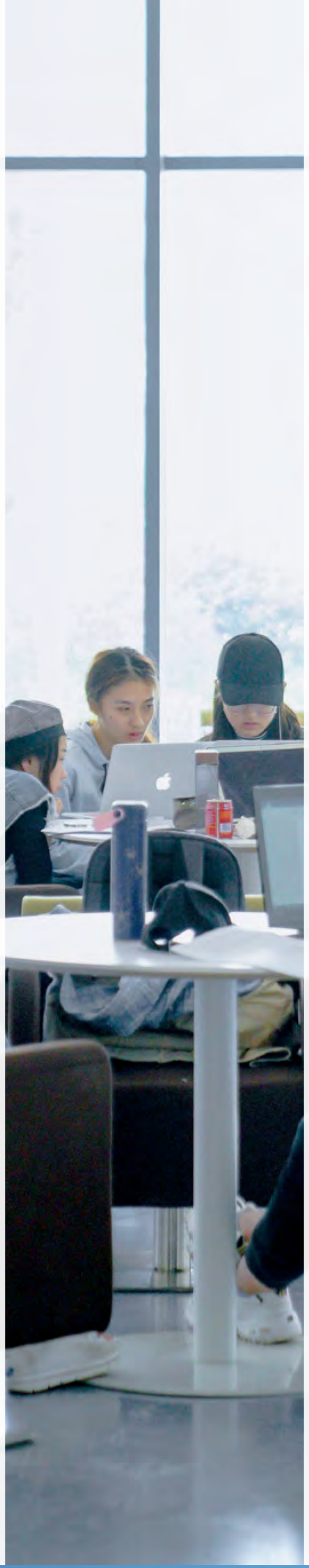
You can also use Discover, a one-stop searching platform on the library website (**https://lib.xjtlu.edu.cn**), to search the Library's entire collection including e-journals, e-books, cataloging records, reports, theses, dissertations and a wide range of digital content available through the Library.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

As a master's student, you are authorized to access University of Liverpool Library e-resources. Please refer to **https://libguides.liverpool.ac.uk/library/** for more details. If you have any questions regarding access, please refer to **https://libanswers.lib.xjtlu.edu.cn/faq/207537**.

LIBRARY WORKSHOPS & REFERENCE SERVICE

The Library organizes information literacy workshops throughout the academic years to help you make better use of library resources and services. Workshops covering EndNote, Discover, databases, etc. are provided regularly. Further details on library instruction schedule can be found via Library Workshops quick link within the Learning & Research Service section on the library website (**https://lib.xjtlu.edu.cn**).

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



TEXTBOOK SERVICES

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

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

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

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

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

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

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

PAST EXAM PAPERS

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

IT SERVICES

The Management Information Technology and System Office (MITS) provides IT support and services for learning, teaching, research and staff offices. Areas of expertise include IT Network/ Intelligence Facility, Application Development, Data Management, Data Center/Maintenance, Helpdesk services, Education and research support. Students should abide by all MITS related rules and regulations.

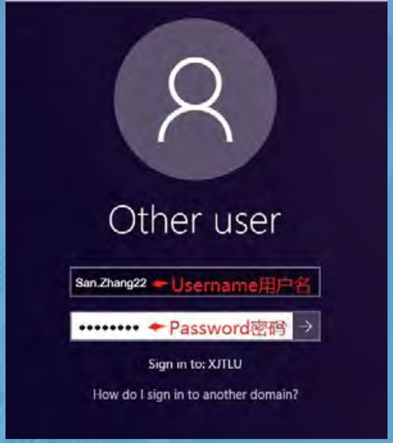
Please refer to E-Support (https://esupport.xjtlu.edu.cn) for more IT related FAQ and services.

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.Zhang24). For links and to learn more about these systems click here https://guide.xjtlu.edu.cn.

LOGGING INTO A CAMPUS COMPUTER

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



Other user

San.Zhang22 ← Username用户名

•••••••• ← Password密码

Sign in to: XJTLU

How do I sign in to another domain?

TO UPDATE XJTLU ACCOUNT PASSWORD

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

*Password expires every 360 days.

FORGOT PASSWORD

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

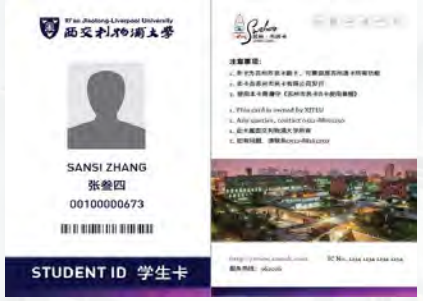
EMAIL

The student email address is Firstname.Lastname24@student.xjtlu.edu.cn. The mailbox capacity is 5GB. The attachment size limit is 30MB. Emails can be managed via Outlook web access at https://mail.xjtlu.edu.cn. (When logging into the webmail use only the username, e.g."Firstname.Lastname24", not the full email address.)

STUDENT ID CARD

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

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



WI-FI (WIRELESS NETWORK)

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

STUDENT PRINTING SERVICES

MITS provides self-service printing to students. You may submit your print jobs through any campus PC, web page or email. Once a print job has been submitted, you can print by swiping ID card on any student self-service printer on campus. For more details, please visit:
https://esupport.xjtlu.edu.cn/faq/195

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

COMPUTER LABS

- The computers in labs are preinstalled with Microsoft Windows or macOS and various software, and students could log in with XJTLU accounts.
- All computers connect to the network with free internet access.
- Computer labs are open from 8:00 to 22:00 every day during teaching weeks. Only limited labs will be available during the holidays.
- The relevant office will clean up personal belongings from 8:00 to 8:30 on a random day during teaching weeks. Do not leave personal belongings at computer labs. Please refer to the notice at lab entrance for more information.
- Students may freely access labs unless there are classes, maintenance, or scheduled events.

IT SERVICE CENTRE

The IT Service Centre is the central hub that connects all IT services on campus. Students can submit all IT requests here: https://esupport.xjtlu.edu.cn/ticket/create/step1

Email: IT@xjtlu.edu.cn (SIP) / IT.TC@xjtlu.edu.cn (Taicang)
Tel: +86 (0)512-88161250 (SIP) / +86 (0)512-88970505 (Taicang)
Office: Room 956A, 9th floor, Central Building, SIP / Reception, H Building, Taicang
Service Time: 9:00-12:00, 13:00 -17:00 on weekdays

SOFTWARE INSTALLATION

Location: 4th floor, Library, Central Building (SIP) / Reception, H Building (Taicang)

Service Time: 9:00-17:00, 18:00-21:00 on weekdays, 9:00-17:00 on weekends *(SIP) / 9:00-12:00, 13:00-17:00 on weekdays *(Taicang)

*Only available during teaching weeks

Service Centre WeChat:

HEALTH AND SAFETY

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

PUBLIC SECURITY TIPS

- Act in accordance with Laws and Government Regulations and Obey campus health and safety instructions. For more details, please refer to the Guidance on Student Code of Conduct and Discipline.
- Report accidents, incidents, near misses, dangerous conditions and damage of property to the health and safety representative in your school/academy or your development adviser.
- Take reasonable care for the health and safety of yourself and those around you. Be responsible for your personal safety through learning about and controlling hazards associated with your work and life and by complying with safety and health requirements.
- If the situation is severe or personal safety is threatened, please call 110 for help immediately.

Be careful of frauds

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

- Do not give your mobile phone, cash or bank cards to strangers. When you receive a message 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 checking, selling or training for fraud.
- Please choose the qualified platform for shopping online. If you receive a Call involving a refund or compensation, please keep careful and confirm the information on related platform. Do not reveal your private information and not open a text link. 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.
- 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 Adviser or Health and Safety Affairs Office. Do not conceal the disease. Refer to XJTLU Regulation on the Prevention and Handling of Infectious Diseases.

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

CAMPUS	LOCATION	TIME
SIP	FB-G59	Working days on Monday and Thursday, 9 a.m. – 12 p.m.
Taicang	G-1019	Working days on Monday and Thursday, 9 a.m. – 12 p.m.

At other times during normal working hours, please contact SIP campus (Ms.Jin, +86 0512- 81884630) and TC 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 RESOURCE	NAME	ADDRESS	CONTACT
SIP	Hospital around campus	Suzhou Dushu Lake Hospital	9 Chongwen Road, SIP, Suzhou	+86 (0)512-67505200
	Vaccination clinic around campus	Moon Harbor 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)

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

Health and Safety Affairs Office (Taicang)

E-mail: HSAO.TC@xjtlu.edu.cn
Tel: +86 (0)512-88970523
Office: Room C-1009

CAMPUS SERVICES

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

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

CONTACT US

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

CAMPUS	CENTRE	LOCATION	PHONE NO.	SERVICE SCOPE
SIP	Campus Service Centre (SIP North 1)	Central Building CB115	88161060 (24h) 88161066	Foundation Building & Central Building
	Campus Service Centre (SIP North 2)	Mathematics Building MA101	88161061 88161064	Science Building & Mathematics Building & Engineering Building & Public Building
	Campus Service Centre (SIP South)	Humanity & Social Science Building HS G20	81888362 81888368	South Campus
Taicang	Campus Service Centre (TC)	D Building D1008	88970793 (24h) 88970792	TC Campus

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

CODE OF CONDUCT FOR USING THE RESOURCES

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

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

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

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

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

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

STUDENT FEEDBACK AND COMPLAINTS

STUDENT FEEDBACK

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

Feedback may be gathered in a variety of ways.

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

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

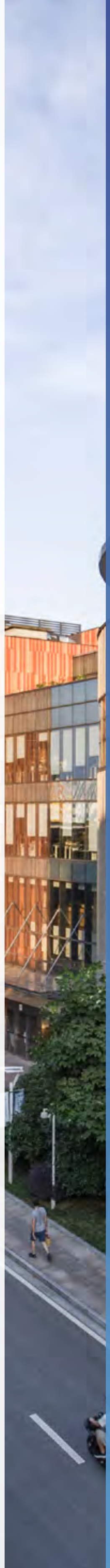
Where the issue is more general in nature, and of interest to students in several departments, you should bring it to the attention of your Student Representatives on the Learning and Teaching Committee or Academic Board. These committees have student representatives as well as staff representatives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

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

COMPLAINTS

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

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



05

UNIVERSITY POLICIES AND REGULATIONS AY2024/25

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

01 Student Charter
02 XJTLU Regulations on Student Administration
03 Policy on Student Conduct and Discipline
04 Policy on Student Attendance and Engagement
05 Student Fees Policy
06 Framework for Postgraduate Programmes
07 Teaching Assistant Policy
08 Academic Integrity Policy
09 Guidance for Showing Examination Scripts to Students as Part of Feedback
10 Mitigating Circumstances Policy
11 Policy on Suspension of Studies
12 XJTLU International Student Visa Policy
13 Policy for Students with Disabilities
14 General Guidelines on Student Representation on University Committees
15 Students Complaints Procedure

06 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	IT@xjtlu.edu.cn
Library	88161290 (SIP) 88970716 (Taicang)	Library-service@xjtlu.edu.cn
One-Stop Student Service Centre	88161854 (SIP) 88970501 (Taicang)	Onestop@xjtlu.edu.cn
Pre-hospital Care Room	81884630 (SIP) 88970524 (Taicang)	HSAO@xjtlu.edu.cn (SIP) HSAO.TC@xjtlu.edu.cn (Taicang)
Registry	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	81888316 (SIP) 81880406 (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

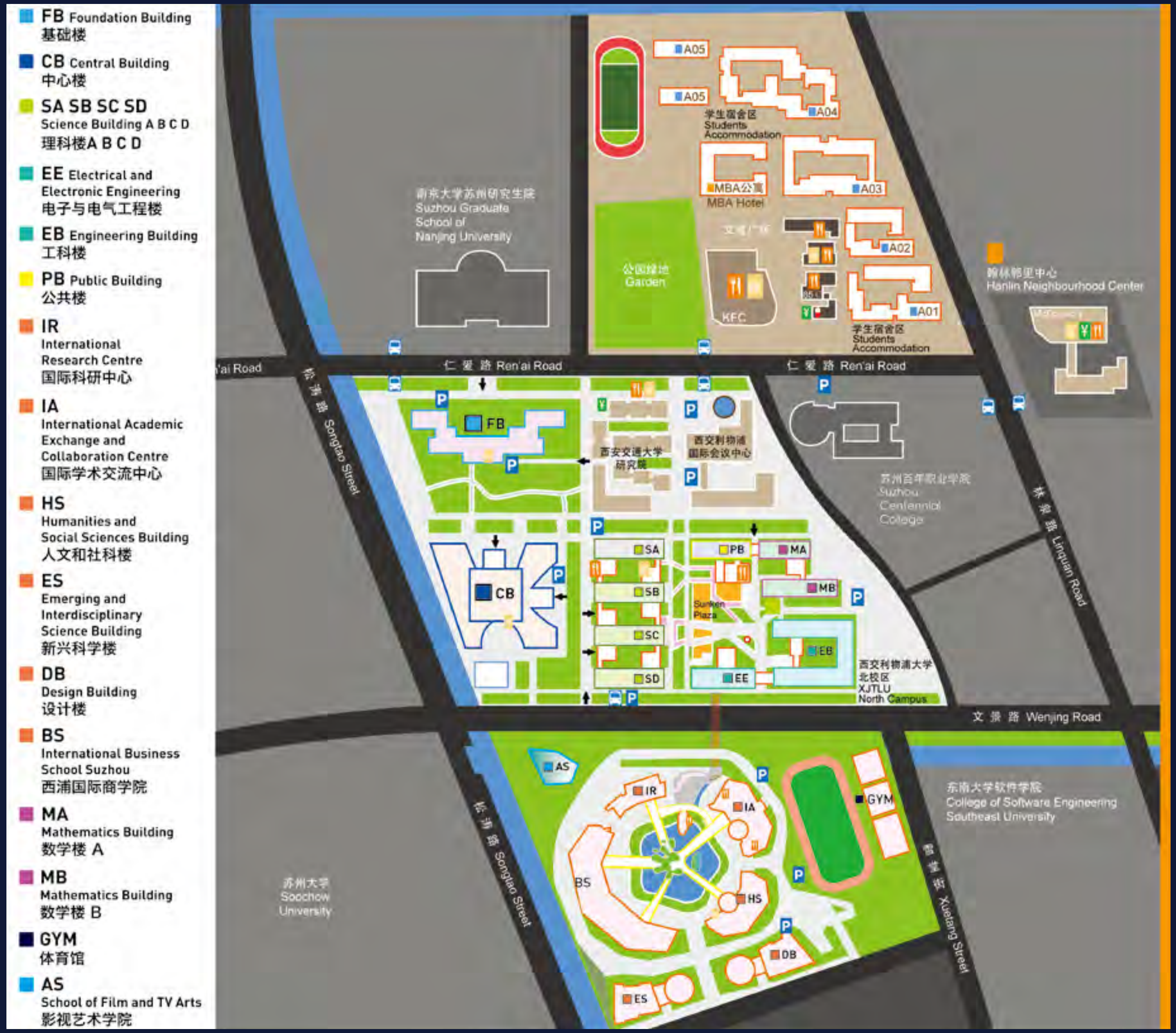
* Country Code: +86; City Code: 0512

ACADEMIC UNITS

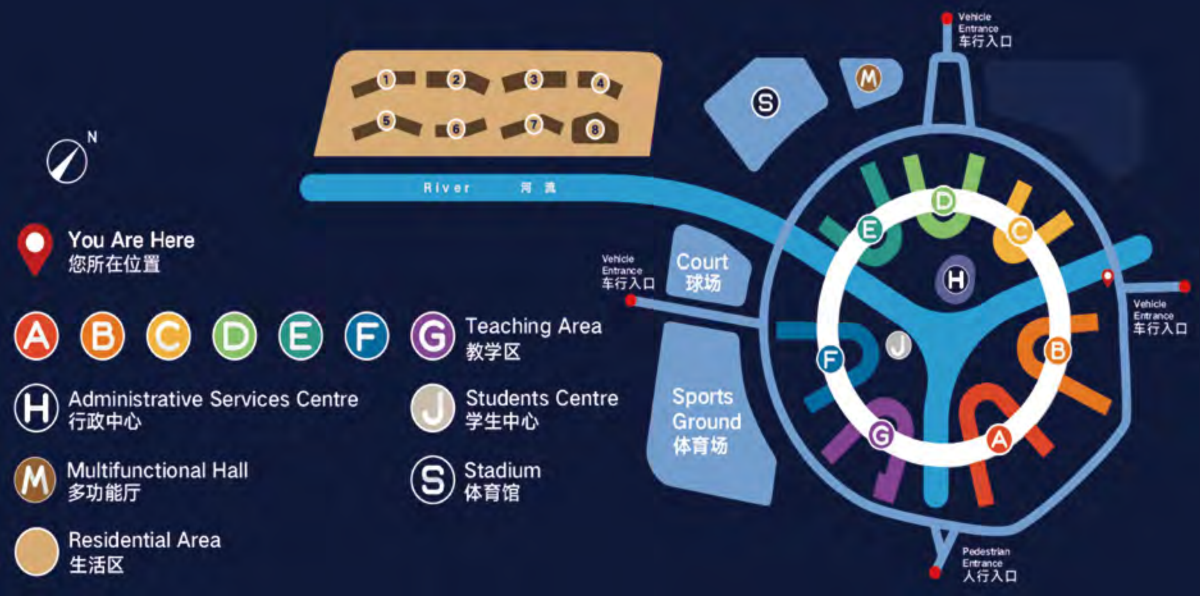
UNITS	EMAIL
Academy of Future Education	AoFE@xjtlu.edu.cn
Design School	DesignSchool@xjtlu.edu.cn
Entrepreneurship and Enterprise Hub (Taicang)	EEH@xjtlu.edu.cn
International Business School Suzhou	IBSS@xjtlu.edu.cn
School of Advanced Technology	SAT@xjtlu.edu.cn
School of AI and Advanced Computing (Taicang)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

07 CAMPUS MAP

SIP CAMPUS MAP


FB Foundation Building 基础楼
CB Central Building 中心楼
SA SB SC SD Science Building A B C D 理科楼A B C D
EE Electrical and Electronic Engineering 电子与电气工程楼
EB Engineering Building 工科楼
PB Public Building 公共楼
IR International Research Centre 国际科研中心
IA International Academic Exchange and Collaboration Centre 国际学术交流中心
HS Humanities and Social Sciences Building 人文和社科楼
ES Emerging and Interdisciplinary Science Building 新兴科学楼
DB Design Building 设计楼
BS International Business School Suzhou 西浦国际商学院
MA Mathematics Building 数学楼 A
MB Mathematics Building 数学楼 B
GYM 体育馆
AS School of Film and TV Arts 影视艺术学院
南京大学苏州研究生院 Suzhou Graduate School of Nanjing University
公园绿地 Garden
KFC
MBA公寓 MBA Hotel
学生宿舍区 Students Accommodation
A01
A02
A03
A04
A05
翰林邻里中心 Hanlin Neighbourhood Center
仁爱路 Ren'ai Road
松涛街 Songtao Street
林泉街 Linquan Road
苏州百年职业学院 Suzhou Centennial College
西安交通大学研究院
西交利物浦国际会议中心
Sunken Plaza
西交利物浦大学北校区 XJTLU North Campus
文景路 Wenjing Road
东南大学软件学院 College of Software Engineering Southeast University
苏州大学 Soochow University
Xuetang Street

TAICANG CAMPUS MAP


N
You Are Here 您所在位置
A B C D E F G Teaching Area 教学区
H Administrative Services Centre 行政中心
J Students Centre 学生中心
M Multifunctional Hall 多功能厅
S Stadium 体育馆
Residential Area 生活区
River 河 流
Court 球场
Sports Ground 体育场
Vehicle Entrance 车行入口
Vehicle Entrance 车行入口
Vehicle Entrance 车行入口
Pedestrian Entrance 人行入口
1 2 3 4 5 6 7 8