GLASGOW COLLEGE UESTC

SUPPLEMENT TO JWSE STAFF HANDBOOK

University of Glasgow

Glasgow College, UESTC 2013

Glasgow College Hainan, UESTC 2022

WELCOME FROM THE DEAN

This guide is for staff of Glasgow University, UESTC (comprising Glasgow College, UESTC and Glasgow College Hainan, UESTC) who are employed by the University of Glasgow. It is supplemental to the James Watt School of Engineering Staff Handbook. It provides a browsable overview of the essential information you will require for the academic year, as a member of our Glasgow College 'Fly-In Fly-Out' team. It will be especially valuable to all new staff joining the partnership, including support and administrative staff as well as academics. Detailed information is available in these pages, and on the webpages and resources they link to. Where information is subject to frequent change, we may point at external documents stored and updated online, ensuring you have up-to-date information at your fingertips.

For many of you, 2022/23 will be the first academic session during which flying out to China to teach students face-to-face has been possible. Following restrictions imposed during the Covid-19 pandemic, the majority of teaching has been delivered online in recent years - despite the 'Fly-In Fly-Out' designation of our team! This of course, brought frustration; to teachers, students, and their parents. Instead of faltering however, the opportunity was taken during these global 'Lockdowns' to strengthen and enhance our physical real-estate, the learning and teaching facilities available to staff and students, and the quality of remote and 'traditional' provision. New offices and laboratories in Chengdu and our entirely new Hainan campus (on South China's pioneering 'international education innovation island') combine to show the ambition of an already award-winning venture. This guide will help ensure that you are prepared and confident to meet your students and colleagues when you visit both campuses.

Working across campuses is both a privilege and a valuable means of cultural exchange. Building on the strengths of the Chinese and British education systems to deliver its joint educational programmes, Glasgow College UESTC, and Glasgow College Hainan, UESTC, aim to offer students the 'best of both worlds'. That offer extends to staff. At the end of their studies, students who succeed will have competitive, globally recognised qualifications which give them an outstanding international perspective of engineering; better than either partner can provide alone. So too will our FIFO staff accrue the benefits and advantages of working across borders.

As well as having the print and online versions of the supplement, we recommend that you download a copy locally, to have with you when you travel, even when you are offline.

Professor Muhammad Ali Imran
Dean Transnational Engineering Education

CONTENTS

INTRODUCTION

The University of Electronic Science and Technology of China (UESTC) and the University of Glasgow (UofG), UK, established the Glasgow College at UESTC in January 2013. Our joint degree programmes, delivered entirely in English, build on the strengths of the Chinese and British education systems, and prepare students for their careers better than either University can do alone.

Glasgow College UESTC is jointly structured in terms of staffing too. Members of the higher management team are appointed and approved by both partners, with the College operating as a team to offer its staff and students support and service on a daily basis. The UofG appointed key office bearers are listed below:

Designation	Office Bearer
Dean	Prof. Muhammad Ali Imran
Vice Dean and Co-Director for External Engagement and Impact	Prof. João Ponciano
Co-Director for Quality Enhancement	Prof. Kelum Gamage
UofG Programme Director, EEE with Communications Engineering	Dr. Wasim Ahmed (Chengdu) Dr Ahmed Zoha (Hainan)
UofG Programme Director, EEE with Information Engineering	Dr. Sajjad Hussain (Chengdu) Dr. Julien Le Kernec (Hainan)
UofG Programme Director, EEE with Microelectronics	Dr. Frederic Surre (Chengdu) Dr. Anthony Centeno (Hainan)
Doctoral Programme Director	Prof. Hadi Heidari
English Language Quality Lead	Jennifer MacDougall

The full list of Management Administration Team (MAT) members and their roles, kept updated, can be found at **tinyurl.com/fmzrk8k6** [requires UofG SharePoint access]. All University of Glasgow staff should be findable via the main University 'Staff A to Z' located at **glasgow.ac.uk/stafflist**

PLEASE NOTE
If you cannot access any of the documents referred to in this guide (many of which require a UofG staff login and network / SharePoint access, where they are online) please email **eng-uestc-admin@glasgow.ac.uk** to contact the local administration team. They will be happy to send you copies, or give you persmissions, where appropriate. The same holds true for any 'offline' resources. **Each member of staff will be provided with a physical copy of this guide.**
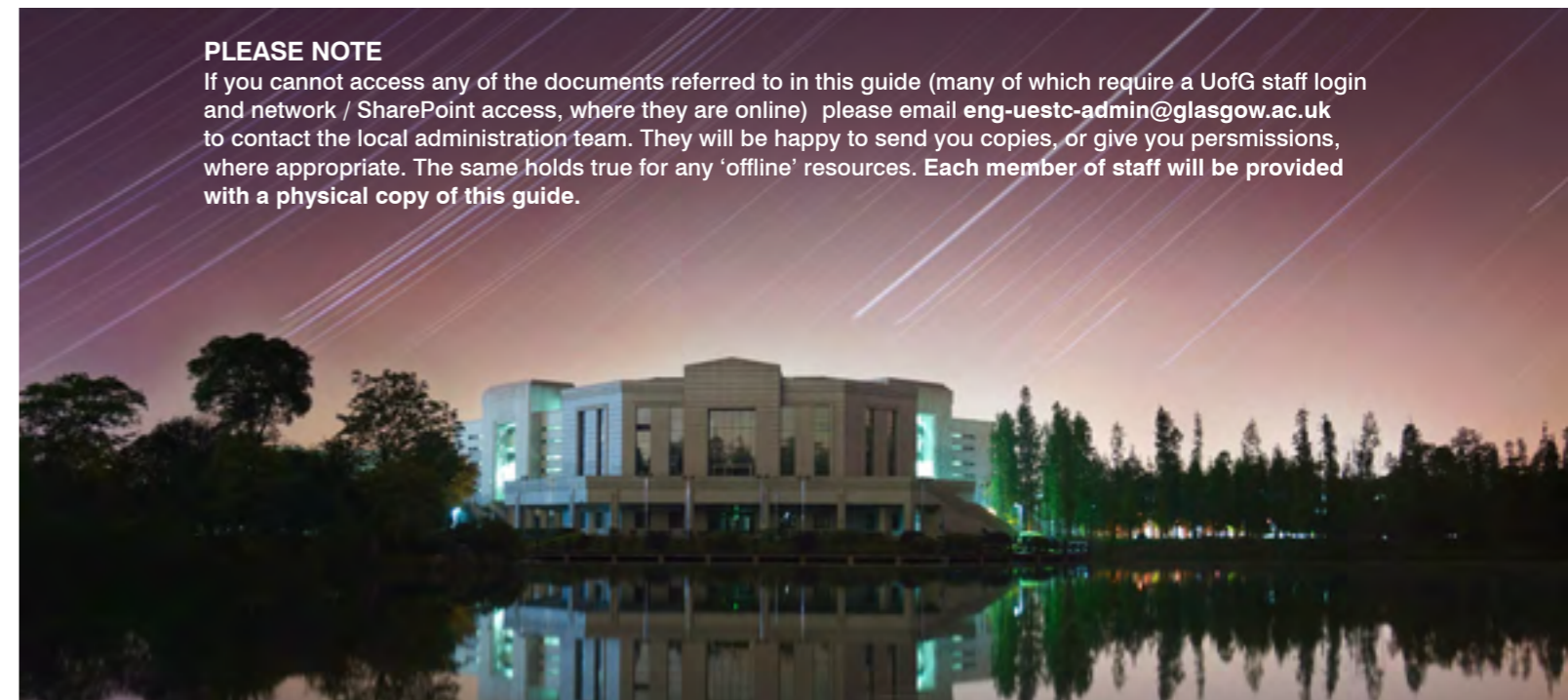
STAFF

ACADEMIC STAFF

Glasgow College has over 40 academic staff with more than 25 administrative, technical and support staff who work across Glasgow, Chengdu and Hainan. An academic staff list showing research areas and areas of expertise can be found at **tinyurl.com/bddhu7fb** [requires UofG SharePoint access]. There is a distinction made between research and teaching track staff (R&T) and Learning and Teaching track (L&T). All academic staff work together to contribute to the growth of the partnership, including via the projects and initiatives of the **Centre for Educational Development and Innovation** (CEDI) which champions and funds a number of cutting-edge projects centred on teaching.

We endeavour to keep our staff lists and profiles up to date, but please let us know if you wish to have anything amended or added to your own entry via **eng-uestc-admin@glasgow.ac.uk** or by contacting the 'Staff Development Coordinator'. Be sure to keep your staff profile up to date using the university T4 web publishing platform. You can find out how to do that via **University of Glasgow - MyGlasgow - MyGlasgow Staff - Guide to Web Publishing - Registration and training - Updating a staff research profile**. Note that our own microsite pulls through this information through to display publicly at **University of Glasgow - Schools - James Watt School of Engineering - International partnerships - Glasgow College, UESTC - Our Staff**

SUPPORT STAFF AT GLASGOW, CHENGDU AND HAINAN

Below you will find details of the support offered by our professional support and administrative teams, at Glasgow, in Chengdu, and in Hainan. There are several distinct teams focused on different areas, who coordinate and collaborate to help all academic staff.

Engineering School UofG Teaching Office - Transitional Education(TNE)

The Teaching Office is located on Level 6 of the James Watt Building South in Room 620 in UofG. Examples of the support provision available from staff working there are:

- Arranging and minuting Exam Board meetings
- Arranging and minuting Graduation Board meetings
- Final Year Project allocation and support
- Student enrolment and maintenance of student academic records
- IET accreditation support
- Moodle set up and admin support
- PIP (Course specification updates) admin support
- Support for travel booking
- Creation of student and staff handbooks (English editions)
- Support with programmes such as Summer Schools
- Organising and support for staff events and meetings
- Diary management and appointments for senior staff
- Visa application support and travel booking (flights).

UofG Administration Office in UESTC (Chengdu)

The UofG Administration Office for Chengdu campus is located on the 2nd floor in room B252, No. 6 Scientific Research Building, UESTC. Examples of the support provision available are:

- Student Registration and enrolment support
- Exam related support (exam paper moderation administration, answer sheet preparation, result spreadsheet preparation, and etc.)
- Managing Student Representative and Student-Staff Liaison Committee (SSLC) Meeting
- Student 'Good Cause' support
- Student records support (GUID card replacement, attendance check scanner, data protection agreement, HEARs and parchment distribution, IELTS and English training course support, and etc.)
- Meeting support (Joint Executive Group Meeting (JEG), Joint Academic Committee Meeting (JAC), Exam Board Meeting, local Staff Meeting)
- Final Year Project admin support
- Glasgow Fly-in staff "survival" support (UESTC canteen card arrangement, bus card arrangement, and etc.)
- Graduation Ceremony arrangement and support
- GTA recruitment support and management (UofG taught courses)
- Financial records
- Emergency contact point of UofG Fly-in staff
- First point of contact for UofG related issue.

The Student Affairs Centre (Chengdu)

The Student Affairs Centre is located on 2nd floor of No. 6 Scientific Research Building in Rooms B248, B249, B251 and B253. This department is divided into International Cooperation, Support, Academic, and Practical Teaching. More information on student counsellors and other staff can be found in the Chengdu Student Handbook **glasgow.ac.uk/media/Media_877880_smxx.pdf** *(page 12)*. Examples of the support provision available are:

- Glasgow fly-in staff visa application and documentation (International Cooperation)
- Student Pastoral matters and civil disciplines (Support)
- Student one-on-one contact (Support)
- Student academic records, updates, and exam paper reviewing (Academic)
- Academic documentary support and archiving (Academic)
- Laboratory and lab components management (Practical Teaching)
- Final Year Project management (Practical Teaching).

General Office (Chengdu)

The General Office is also located on the 2nd floor of No. 6 Scientific Research Building in Room B245. Examples of the support provision available are:

- State-owned property management
- Budget and financial processing support
- Meeting room reservation and VC facility support
- First point of contact for non-academic support to staff and students.

Administration and Support Offices in UESTC (Hainan)

All above mentioned support is also available in Hainan, with the same divisions by function, into sub-teams. However, all staff working in the General Administration Office, the Student Affairs Centre, the Academic Affairs and Practical Teaching Centre, and the International Office are based in Room 418 of the Public Laboratory Building. The Administration Manager for Hainan is based in Room 419 of the same building.

More information including contact names and email addresses can be found in the Hainan Student Handbook **glasgow.ac.uk/media/Media_877880_smxx.pdf** *(page 10)*.

KEY CONTACT NUMBERS AND LOCATIONS – CHENGDU AND HAINAN

GLASGOW COLLEGE UESTC
UESTC Qingshuihe Campus
2006 Xiyuan Avenue, West Hi-Tech Zone, Chengdu, Sichuan, P. R. China 611731
611731中国四川成都市 高 新西区西源大道2006号 电 子科技大学清水河校区 主 楼A1区3楼

MAIN CONTACT NUMBERS

Student Affairs Centre (Academic) 学生事务中心（教学管理）	6183 1797 6183 1731	panyuling101129@uestc.edu.cn chongx@uestc.edu.cn
Student Affairs Centre (Support) 学生事务中心（学生管理）	6183 1770 6183 1770	zhoudongyi@uestc.edu.cn mamingda@uestc.edu.cn
Glasgow College UESTC Office 格拉斯哥学院办公室	6183 0101	wangyinghua@uestc.edu.cn glasgow@uestc.edu.cn
UofG Administration Office 格拉斯哥大学行政办公室	6183 1501	chengdu-uestc-admin@glasgow.ac.uk

Chengdu International Dialling Code +86-28

EMERGENCY CONTACT NUMBERS

Fire Emergency (火警)	119
Police Emergency (报警)	110
Campus Security (校警)	6183 0110
Ambulance Emergency (急救)	120
Campus Hospital Emergency (校医急救)	6183 0120

GLASGOW COLLEGE HAINAN, UESTC
Glasgow College Hainan, UESTC (Binhai Campus),
Hainan Lingshui Li'an International Education Innovation Pilot Zone

MAIN CONTACT NUMBERS

Student Affairs Centre (Academic) 学生事务中心（教学管理）	(0898) 3832 0063 jiaqi@uestc.edu.cn
Student Affairs Centre (Support) 学生事务中心（学生管理）	(0898) 3832 0064 zl@uestc.edu.cn
Glasgow College UESTC Office 格拉斯哥学院办公室	(0898) 3832 0065 hedi@uestc.edu.cn
UofG Administration Office 格拉斯哥大学行政办公室	(0898) 3832 0065 laura.yan@glasgow.ac.uk

Hainan International Dialling Code: +86(898)

EMERGENCY CONTACT NUMBERS

Fire Emergency (火警)	119
Police Emergency (报警)	110
Campus Security (校警)	(0898) 83303110
Ambulance Emergency (急救)	120
Campus Hospital Emergency (校医急救)	(0898) 83089908
One-stop Service Lobby	(0898) 83071777

TEACHING AID: VIRTUAL LEARNING ENVIRONMENT (VLE)

The core online platforms used at the University of Glasgow are described below

MOODLE UofG

Moodle is an acronym for Modular Object-Oriented Dynamic Learning Environment and is the popular, commonly used system adopted by University of Glasgow as its standard VLE, combined with a Content Management System. You log into this from **MyGlasgow** or directly at **University of Glasgow - MyGlasgow - Moodle** to upload course materials. Each course has a Moodle page and students are automatically enrolled once they have been progressed to the next level of study and complete Academic Registration. Usually everyone is added at the beginning of August assuming everyone has progressed; tidying up of the list is done in September.

Important course information should be posted on Moodle for any courses you are teaching: course notes, tutorial sheets, marking information and criteria, general feedback to students, and links to additional resources. The university's 'Inclusive Learning Policy' requires staff to make materials available to students at least one working day in advance, and most staff do this by posting material on Moodle or revealing previously hidden material. The course Moodle page is also where sample examination papers are available for students to review. This paper should accurately reflect the style, content, and structure of the course examination.

Moodle is also a good way to be innovative in your teaching in ways that benefit both you and the students you teach: for instance, by setting up online discussion groups topics, quizzes, or electronic submission of lab and project reports which can be automatically checked for plagiarism on your behalf. Make good use of its time saving options! The UofG preferred plagiarism software is now Turnitin (previously Urkund).

In addition to Moodle sites for courses, there are a number of other Moodle sites which are organised on a discipline or degree programme basis to help support students. The university also tends to use Moodle for continuous professional development courses for staff. Your username and password for Moodle are the same as used to access MyCampus, log in to computers on campus, or access your university email.

Moodle has recently (Summer 2023) undergone an extensive upgrade, with documentation and a support community available here:
gla.sharepoint.com/sites/learning-innovation
[requires UofG SharePoint access]

The mobile app can be downloaded here:
download.moodle.org/mobile

MYCAMPUS UofG

MyCampus is the University of Glasgow's student information and management system that is used by staff and students throughout the year. For students in Glasgow College, UESTC and Glasgow College Hainan, UESTC, this system is where students can access the UofG email system, check course results, generate transcripts, and check other academic related matters (for instance, they can see who their Adviser of Studies is, find out how they can submit a 'Good Cause' claim, and check which courses they are enrolled on).

- Staff MyCampus login:
  glasgow.ac.uk/myglasgow/staff
- Student MyCampus login
  glasgow.ac.uk/students/myglasgow

As a member of staff from UofG, you should contact the Teaching Office who will arrange for you to have access to MyCampus, and you can find more information at **University of Glasgow - MyGlasgow - MyGlasgow Staff**. You will also be required to undertake the MyCampus Fundamentals Training; details can be found at **glasgow.ac.uk/myglasgow/mycampussupport**

In the unlikely event that a change has to be made to some aspect of your teaching during the term itself, make sure that you co-ordinate this through the Teaching Office, as well as notifying students in lectures and on Moodle. This will ensure that all the automated student helps, which are synchronised to MyCampus, match what you are telling them, avoiding student confusion and discontent.

For UofG fly-in staff, it is important to contact both the UofG teaching Office and the UESTC Student Affairs Office who will act as interface to the UESTC Central Teaching Office and their timetabling team.

UESTC favour QQ, flying books, offline teaching, offline exams, in person teaching.

For Glasgow staff, the preferred VLE is Moodle as better support for this is available within UofG.

TEACHING ASSISTANTS/ LABORATORY DEMONSTRATORS AND TUTORS

For UofG taught courses, Teaching Assistants (TAs) are selected and trained by a relevant Glasgow College academic staff member or who is already experienced in the courses/labs under the supervision of a member of academic staff. Each laboratory session should nominally have 1 TA per 20 students in the lab. A reduced number of TAs may be allowed for laboratory exercises and design projects that are run outside of scheduled times. Course coordinators are required to amend/confirm TA requirements by Week 16 (UESTC calendar) with the Administrative Assistant at the Teaching Office for courses delivered in the following semester. An advertisement will then be generated for recruitment and will be published on Glasgow College Website. Candidates will send their CVs to course coordinators, who will determine if the candidate is qualified for the position. It is strongly recommended that course coordinators/lecturers set up a meeting with all TAs in advance of the course/lab commencing to make sure:

a) The candidates meet their requirements in terms of technical knowledge and English language skills;
b) The candidates know what they are expected to do at lab/tutorial sessions and required materials are shared in advance.

A TA list by course should be sent to the Teaching office for records and TAs are to be advised to contact the Teaching office for guidance on the Demonstration Form and other necessary information for the purposes of financial processing. Calculation of TAs' working hours is based on UESTC teaching hours (45 minutes = 1 teaching hour).

For UESTC taught courses, the Student Affairs Centre (Academic) provides the necessary help on identifying and appointment of TAs.

ZOOM LECTURES ON MOODLE

Sharing Zoom recordings:
Recording to the Cloud allows you to put the link from your cloud recording directly into Moodle, and the storage of the files is entirely online, avoiding upload limit issues. However, the processing of recordings can take some time.

Sharing large video files:
If you have recorded your files to the PC and find the files are larger than the 100MB limit on Moodle:

- There are tools (Camtasia, video editing apps) you could use to split the files into chunks and make each session a series of clips. Ask for a Camtasia license via Helpdesk; **glasgow.ac.uk/myglasgow/it/helpdesk** [Requires UofG staff login]
- Loading the files directly into OneDrive and sharing it is straightforward, however there is a small learning curve if you've not used OneDrive before. **support.microsoft.com/en-us/office/get-started-with-onedrive-work-or-school-b30da4eb-ddd2-44b6-943b-e6fbfc6b8dde**
- Glasgow University's file transfer service is a further option. Note that files are deleted after a few days, so do not view this as a repository. **transfer.gla.ac.uk**

TEAMS

Teams is an invaluable tool, and its remote assistance feature (via screen sharing) allows IT Support to offer direct help remotely. If it is not on your computer go here and install it:
teams.microsoft.com/downloads

Run Teams when installed.

If it does not automatically detect your campus credentials, then log in with your campus email address and GUID password.

ZOOM

If you're not on Zoom please install it:
- **zoom.us/download**
- Login using SSO and account **uofglasgow.zoom.us** [Requires UofG login]
- When prompted log in with your GUID and password
- Allow the desktop client to be installed – don't rely on the in-browser version

See **glasgow.ac.uk/myglasgow/anywhere/onlineteaching/teachusingzoom/**

There are separate licensing requirements for Zoom webinars, which you can learn more about via the short guide **rb.gy/rhfop** [requires UofG SharePoint access], or via the IT Support team, who administer licenses. Currently only a limited number of Glasgow College staff have webinar licenses available to them. Remember, you can contact your line manager or programme director if you need advice and support on teaching.

SUPPORT COMMUNITIES

Please note there are also a large number of active University of Glasgow support communities and resources available online and offline, where staff can share best practises and reach out for support – whether it be with specific digital technologies or in relation to their particular role within a Community of Practice – for instance, the Course Coordinators Network. You can find links to many of these here:
University of Glasgow - MyGlasgow - IT Services - IT services for staff

University of Glasgow - MyGlasgow - Human Resources - Organisational Development - Staff Networks and Communities

gla.sharepoint.com/sites/OnlineSupportNetwork [Requires UofG SharePoint access]

There are also a number of CPD courses available via LinkedIn, FutureLearn or Coursera:
glasgow.ac.uk/myglasgow/training [Requires UofG staff login]

SESSION DATES

Glasgow College Session dates follow the UESTC calendar, with respect to Chinese Public Holidays. This information is published by the UESTC teaching office in April for the upcoming academic year (starting September). If you have not received diary entries by May, please contact the teaching office to get the latest GC-UESTC calendar.

Normally the date of the Exam Board Meeting will be the Tuesday of Week 21 during the vacation period (both summer vacation and winter vacation) unless scheduled and informed otherwise. The Progression Board meeting is arranged no later than Week 3 of Semester 1 each academic year. Teaching staff are required to attend the Exam Board meeting if they are involved in course delivery over the semester. Details can be found in the later section 'Exam Board and ACM Board'.

Teaching staff are also invited to attend the Joint Academic Committee (JAC) Meetings held twice a year to raise and discuss any academic related issues.

STRUCTURE AND ASSESSMENT OF DEGREE PROGRAMMES

Glasgow College UESTC is home to a Joint Educational Programme (JEP) and a Joint Educational Institute (JEI) approved by the Ministry of Education (MoE) of China.

For accreditation and administrative reasons, it was agreed that the 'core' degree programme will be Electronic and Electrical Engineering plus a 'pathway'. Three pathways are offered by Glasgow College UESTC:
• Electronics and Electrical Engineering with Information Engineering
• Electronics and Electrical Engineering with Communications
• Electronics and Electrical Engineering with Microelectronics
These pathways comprise courses approved by the University of Glasgow Senate for the UofG BEng (Honours) degree in Electronics and Electrical Engineering.

The same arrangement of programme and pathways exists in Glasgow College Hainan, UESTC, however it has not yet been agreed to proceed at present with:
• Electronics and Electrical Engineering with Microelectronics

Although this pathway has been approved, and will commence, some details around provision at the new Hainan campus are still being discussed by the Programme Director and relevant colleagues.

All assessments and teaching in Glasgow College UESTC are conducted in English. To graduate with a UESTC degree, students have to take additional courses required by the MoE and UESTC. For example, the UESTC programme includes further courses, such as Morals and Ethics and Fundamentals of Law. More detailed information can be found in the University of Electronic Science and Technology of China Undergraduate Education Plan (Ver. 2022)(《电子科技大学本科培养案 》2022 版).

EXAMINATION CREATION AND MODERATION

EXAM SETTING

There are several documents that have been assembled to try and standardise the exam process across Glasgow College UESTC. In general, there should be 4 equally weighted questions in a standard exam paper and courses from level 1-3 (UofG course code starting with 1, 2, or 3) are allowed to have up to 25% (i.e. equivalent to 1 of the 4 questions) Multiple Choice Questions (MCQs).

Level 4 courses (UofG course code starting with 4) are not allowed to use MCQs. A full list of UofG course codes and course specifications can be found at **glasgow.ac.uk/coursecatalogue/courselist/?code=UESTC**

Some of the academics from UofG will also be appointed as Internal Moderators. More information on moderation can be found at **tinyurl.com/3r5s3mmm** [Requires UofG SharePoint access].

One app for all your Word, Excel, PowerPoint and PDF needs. Get the Office app:

aka.ms/officeandroidshareinstall

EXAM MODERATION

Moderation is the peer review of assessment setting. A paper should not arrive on the desk of an External Examiner with infelicities in formatting and spelling, but more importantly, should be well judged in the level and mix of questions. Comments from Internal Moderators and External Examiners should be addressed properly. Overall comments will be made on the Moderation Form; comments made on exam questions will be made on the exam paper/solution paper documents accordingly.

To address the comments, exam setters should provide a revised version of the exam paper and solution files as appropriate and provide short responses (if needed) on the moderation form as an overall response to internal comments. The latest documents and guides on exams and assessments should be available to you here: **Exams and Assessments** [Requires UofG SharePoint access].

Normally at the beginning of a semester, exam setters will receive an email calling for Exam papers. There are **4** documents required by the end of **Week 4** (UESTC calendar):

1. Main Exam Paper
2. Main Exam Paper with solution
3. Resit Exam Paper
4. Resit Exam Paper with solution.

For all Year 4 courses: TWO Resit paper with solutions and Moderation Form are required. So, in total there are **SIX** files required:

1. Main Exam Paper
2. Main Exam Paper with solution
3. Resit Exam Paper A
4. Resit Exam Paper A with solution
5. Resit Exam Paper B
6. Resit Exam Paper B with solution.

For UofG taught courses (and English courses) exam setters have access to the Exam Database where all the above required documents are to be uploaded to: **examdb.eng.gla.ac.uk/login** [Requires UofG login and access rights].

The exam paper moderation schedule based on the UESTC calendar is as below, with dates sent out by the teaching office early in the semester.

Week	What to do
0	Receive Email calling for Final exam paper
4	Submit final exam paper to Database
7	Internal moderation done at UofG
10	Internal and External moderation done at UofG
14	Print-ready version to be available from UofG
17	JEP/JEI courses final exam(s) take(s) place

Note: S1 Year 1 courses' final exams start from Week 19; certain exams may take place earlier than Week 17.

PAST EXAMINATION PAPERS

Past exam papers (without solutions) for UofG-taught courses are available online from the UofG library; this is to make sure that the students know the exam style and are better prepared for exams. It is a requirement that lecturers/exam setters provide a sample exam paper for students for their exam preparation. If a used exam paper is not available, a mock exam paper must be provided instead. Failure to provide a used/mock paper could result in student appeals.

EXAM SCRIPT MARKING AND SUBMISSION OF GRADES

All traditional JEP/JEI course exams are conducted in UESTC. As discussed in the previous section on exam moderation, the standard exam paper (A4 size with cover page) is separate from the answer sheet (A3 size for standard questions or A4 size MCQ answer sheet). On the answer sheet the student's name will not appear; students are only required to put their UESTC ID and GUID. The course title and exam date should appear on each page of the answer sheet booklet – each A3 size answer sheet is double sided and designed for an answer for one question only; if there are 4 questions in the exam, there will be 4 answer sheets. Samples of the MCQ and standard answer sheets are available on request. Please contact the admin team.

All honours courses (3rd year and above) and the majority of 1st and 2nd year courses must be marked by academic members of staff. PhD students must not mark honours exams. An exception is permitted for 1st and 2nd common curriculum courses but must involve closely supervised marking teams, with detailed academic moderation.

Scripts should be marked using an electronic coloured pen: red for first markers and green for second markers/ mark checkers so as not to be confusable with the candidate's writing. For both first and second markings, all of the script should be tagged in some way to show that it has been read.

First marking

Use a red electronic pen and ensure all the candidates writing is tagged either with marks, comments, or a line in the margin. Any blank pages should also be tagged.

Each part of each question should be marked and the marks shown in an 'out of' format (e.g. 3/6) on the script adjacent to the appropriate part of the question. Avoid giving fractional marks (e.g. 0.5/4, or worse ½ /4) which causes confusion. If a student has not answered one or more parts of a question, you should indicate that an answer has been sought in the script by writing a 0 (e.g. '(c): 0/6). Total the marks for each question and write the total distinctively by circling it, both near the solution and on the front of the script. Any comments added to justify the mark awarded should avoid emotional or potentially offensive language—the script books are read by External Examiners, and often by students looking for feedback.

Write the overall total on the front of the script.

Once finished, upload the marked script to the "Marked Scripts – Red" folder. Contact your second marker directly if marks need to be keyed in, and inform them so that they can begin second marking immediately.

Second Marking

The purpose of second marking/mark checking is to ensure that the marker has correctly marked the script, hasn't missed any of the student's work, and has correctly added up the marks from each part of each question and correctly shown the final marks.

Use a green electronic pen and draw a line down the right side of each mark to confirm it has been checked. Any part of a question that has not been marked should be identified and brought to the attention of the first marker.

Check that the marks for each part of the question have been correctly added up and confirm this with a tick beside the question total. Check that the total mark has been correctly transferred to the spreadsheet against the correct student (if applicable).

If any mistakes are found, the first marker should be contacted and must sign next to any changes made.

Once finished, upload the script to the "Mark checked Scripts – Green" folder.

Marks are returned to the UofG Administration Office before the marking deadlines. Course co-ordinators are responsible for completing and returning the template spreadsheets listing the students enrolled in their courses with the results of each component of assessment. A detailed guide to the result spreadsheet as well as terminology and the grading scheme can be found in the 'Guide to the Grading Scheme' section.

EXAM BOARD MEETING AND ANNUAL COURSE MONITORING

The membership of the 'Board of Examiners Meeting' will be consistent with University of Glasgow requirements, where the Internal Examiners shall be all available members of academic staff who teach the course, members on the Joint Academic Committee, and the Quality Officer of the School of Engineering at UofG, as well as the External Examiner, wherever possible. The Annual Course Monitoring (ACM)/Resit exam board meeting reviews the score and student performance of every course in the semester. Course instructors are invited to comment on the result of the course including the average score, pass rate, and anything else they deem necessary. During the meeting, staff have the opportunity to recommend sign-off of exam results at an Internal Exam Board and review how they have responded to feedback at an Annual Course Monitoring (ACM) review held in the same meeting. As all teaching staff attend it, the ACM is an opportunity to broadcast successful initiatives across the discipline, and for staff to propose solutions to problems that might not have been considered by the course team. It is the job of the Head of Discipline to make sure that the ACM is always supportive in nature. The agreed minutes will be reported at the Joint Executive Group (JEG) Meeting and to the Joint Management Board.

If no academics sharing the same course are available to attend the exam board meeting, the Course Co-ordinators must submit a completed 'Course Report Form' prior to the meeting. These can be obtained from the administration team.

No marks may be released until they have been ratified at the ACM at the end of each semester, or at the Resit Exam Board meeting, held for Resit exams at the beginning of a semester for the Main diet of the previous semester.

No marks may be released via any means other than UESTC's Academic Affairs Office student administration system or UofG's MyCampus system. Continuous assessment marks, such as marks of a piece of coursework or lab report, can be released to students only via the official Moodle system (UofG taught courses are all required to have their assignment marks uploaded to Moodle) but should make it clear to students that this mark is still provisional and may change after ACM.

Find out more in the JWSE Staff Handbook at **online.fliphtml5.com/bovjc/ujyz**

GUIDE TO THE GRADING SCHEME

Students will have their JEP/JEI courses results published on both UofG system (MyCampus) and UESTC system. Given the differences in the marking schemes used by each, there are two mapping tables which must be applied to UofG and UESTC taught courses respectively, to convert grades and maintain internal consistency. These are shown below.

GRADING SCHEME

Terminologies differ between the two universities also, as outlined below.

UESTC
% is the common marking scheme applied to all UESTC taught courses. It means full mark is 100 and each assessment is given by a mark out of 100 and 60/100 is the passing mark. A mapping table is prepared to map all UofG taught courses overall marks from Grade back to UESTC % in order to publish on UESTC system.

UofG
% is the marking scheme applied to most of the UofG taught courses. It means full marks is 100 and each assessment is given by a mark out of 100; 40/100 is the passing mark.

UofG
Grade is what will be given to student as the overall mark for a course on MyCampus which applies to all JEP/JEI courses, whether it is UESTC taught courses or a UofG taught courses with the exception of English (Pass or Fail) will be published on MyCampus, while an actual mark will appear on the UESTC system. A mapping table is prepared to map all UESTC taught (technical) courses overall marks to UofG Grade in order to publish on MyCampus.

UofG
Point (22 point of scale) is associated with UofG Grade and used to calculate student's average performance for progression and graduation check.

MV - Approved Absence (Historically Medical Voucher). This means that a student had medical or personal circumstances which prevented them from taking the exam/required assessment at first sitting and they can take the resit without penalty. The decision to award MVs is taken by Good Cause Committee, consisting of all Senior Advisers which meets before each Exam Board. This is to say MV is not given by any course coordinator/ teachers, but the Good Cause Committee.

CW – Credit Withheld. This means a student has not completed some required part of the assessment (exam, laboratory report etc.) but can still be fixed by resubmission (coursework, lab report, and etc.) or resit (exam). The submitted material is marked without any late penalty, but because it is technically a resubmission of material (the 'first' non-submission which caused the CW being graded at 'H') the student's overall course grade is then capped to no more than a grazing pass, D3, no matter how good the grades for each individual component of assessment. The deadline of resubmission is the 1st day of the following semester (Day 1 in Week 1) in order to give time for marking. No resubmissions are allowed after the deadline above. Student will contact the lecturer to find out what they need to submit if the CW is given due to missing coursework/report. Staff are strongly encouraged to take preventive measures by contacting student/student counsellors/admin staff if there is any student at risk of CW due to missing assessment, to act and be prepared before the exam board, and being approached by student.

UofG CODE OF ASSESSMENT

For all Glasgow taught courses, Code of Assessment applies in terms of marking. You can view all of these here: **glasgow.ac.uk/myglasgow/senateoffice/policies/ assessment/codeofassessment/guide** [Requires UofG staff login].

In short, each component is mapped from UofG % to grade point first (mapping table 1 opposite) then the point multiplied by its weighting. Finally, add everything together. An example of CoA is below:
Weighting for the course is 80%, 10%, 10% and student got 58.75/100, 73/100 and 57/100.
• 58.75 is point 14
• 73 is point 18
• 57 is point 14
• 14*0.8+18*0.1+14*0.1 = 14.4 = 14 = C1

The Overall marks of a UofG taught course will be mapped back to UESTC % in order to publish on the UESTC system (mapping table 2 as shown opposite).

TABLE 1

UESTC Scores	UofG %	UofG Points	UofG Grade	Gloss	Primary verbal descriptors for attainment of Intended Learning Outcomes
97–100	90-100	22	A1 A	Excellent	Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedures
94–96	80-89	21	A2		
91–93	77-79	20	A3		
88–90	74-76	19	A4		
85–87	70-73	18	A5		
81–84	67-69	17	B1 B	Very Good	Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding
78–80	64-66	16	B2		
75–77	60-63	15	B3		
71–74	57-59	14	C1 C	Good	Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding
68–70	54-56	13	C2		
65–67	50-53	12	C3		
63–64	47-49	11	D1 D	Satisfactory	Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure
61–62	44-46	10	D2		
60	40-43	9	D3		
55–59	37-39	8	E1 E	Weak	Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations
50–54	34-36	7	E2		
45–49	30-33	6	E3		
40–44	27-29	5	F1 F	Poor	Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions
35–39	24-26	4	F2		
30–34	20-23	3	F3		
22–29	15-19	2	G1 G	Very Poor	Attainment of intended learning outcomes markedly deficient in respect of nearly all intended learning outcomes, with irrelevant use of materials and incomplete and flawed explanation
15–21	10-14	1	G2		
0–14	0-9	0	H H	H	No convincing evidence of attainment of intended learning outcomes, such treatment of the subject as is in evidence being directionless and fragmentary
0		0	CW		Failure to complete a minimum of 75% of the assessed work in one or more components of a course (graded laboratory, tutorials, projects, class exam, and/or final exam). Some work may be resat; laboratory and project work must be repeated during the next semester that the course is offered.

TABLE 2

Grade	A1	A2	A3	A4	A5	B1	B2	B3	C1	C2	C3	D1	D2	D3	E1	E2	E3	F1	F2	F3	G1	G2	H	H
	A					B			C			D			E			F			G		H	CW
UofG Points	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0	0
UESTC Score	99	95	92	89	86	82	79	76	72	69	66	64	62	60	57	52	47	42	37	32	26	18	7	0

UESTC SYSTEM CALCULATION

For all UESTC taught courses, assessment are marked in UESTC %. Everything apart from Final Exam will contribute a rounded mark in the UESTC system. This mark is rounded by the subtotal of all assessment multiply by its weight respectively apart from Final Exam, then mapped back to 100%, then add the Final exam results with its weight, then finally round to get the overall mark. An example of typical UESTC taught course result calculation is as below:

Weighting for the course is Final Exam 80%, Lab 10%, and Coursework 10%. The student was awarded 62/100, 74/100 and 64.8/100.

- Mark apart from Final exam:(74*10%+64.8*10%)/20%=69.4=69
- Overall: 62*80%+69*20%=49.6+13.8=63.4=63

The overall of a UESTC taught course will be mapped back to Glasgow Grade and Point in order to publish on MyCampus.

All above result calculation are embedded in the result spreadsheet prepared and shared by the UofG Administration Office Manager at the beginning of each semester. Course coordinators and teachers are responsible to check if the assessment mix in the excel result spreadsheet is as defined in the Course Specification and has been shared with students. Course specifications can be found at: **glasgow.ac.uk/coursecatalogue/courselist/?code=UESTC**. It is the course coordinator's responsibility to check that the assessment regime in their course aligns with the published course specification. In the event of a student appeal, the published course specification will take precedence.

Further guidance can be found on page 21.

LATE SUBMISSION OF COURSEWORK

The resit policy for Glasgow College students is more generous than for the Glasgow-based students. This is in part due to UESTC's graduation requirement of "pass all courses" and also their resit policy.

Section 16.25 to 16.28 of the University Fees and General Information for Students section of University Regulations sets out the guidelines:
glasgow.ac.uk/myglasgow/apg

A key point to note is that:
"Except as modified by §16.27 - §16.28, the primary grade and secondary band awarded for coursework which is submitted after the published deadline will be calculated as follows:

In respect of work submitted not more than five working days after the deadline:

The work will be assessed in the usual way;

The primary grade and secondary band so determined will then be reduced by two secondary bands for each working day (or part of a working day) the work was submitted late.

Work submitted more than five working days after the deadline will be awarded grade H."

For example, a report submitted 25 hours after the deadline, would be considered as 2 days late and if initially graded B3 would have the grade reduced to D1 (four secondary bands lower). It is good practice to include in your mark's spreadsheet the modified grade, and a note that the material was submitted late (a note which includes the original 'raw' grade). Typically, when continuous assessment work is returned to a student, you should clearly indicate the 'raw' grade and the final grade arrived at after the late submission penalty has been applied, so that the student understands the intrinsic quality of their submission, as well as knowing the final grade they obtained.

If a student notifies you in advance that they cannot submit work due to circumstances beyond their control, you are authorised to grant a deferral of up to five days. (If they notify you after the deadline, then they must convince you both that the deferral is justified, and that there were good reasons why they could not tell you in advance). If a student requires a referral of more than five days, they must upload reasons and evidence to the MyCampus Good Cause system, and the Chief Adviser must sign off on the deferral to ensure fairness across the school.

Students who receive CW due to the lack of significant assessment should be allowed for resit. Resit of exams are scheduled by UESTC and normally start from the weekend of Week 0 to Week 2.

Component Threshold

By 2020-21 academic year, once Course Specification for certain courses (that fits the description) is updated with the regulation of "Component Thresholds", there will be requirement for student to achieve the following sub requirement in order to be awarded the credit of a course:

Where modules include two assessment modes (coursework and examination) that assess different Learning Outcomes a pass threshold should be adopted for each mode that contributes more than 30% to the overall module mark, with this pass threshold no more than 10% below the normal module pass mark. Examples are as below:

- UESTC taught Course A = Exam 60% + Coursework 40%:

Student has 43/100 (F1) in Coursework, but no matter how high the student gets in the final exam, the overall of them of this course will be capped at E1(57).

- UofG taught Course B = Exam 60% + Lab 40%:

Student has 28/100 (F1) in lab, then similar as above no matter how high (i.e. above the pass mark) the student gets in the exam the overall will be capped at E1 (grade point 8).

GUIDE TO RESULTS SPREADSHEET

As discussed previously in the 'Grading Scheme' section, there is a course and programme-based Result Spreadsheet prepared and shared by UofG Administration Office during the first few weeks of each semester. If the course is delivered to more than one programme during the same semester, there will be more than one Result Spreadsheet shared, divided by programme of students. The Result Spreadsheet normally contains:

- Course code, title, academic year info, and programme name as the document title, i.e. *UESTC 1002 Calculus I 2019 IE*: 'UESTC 1002' is the course code, 'Calculus I' is the title, and '2019' is academic 2019-20, 'IE' is the short form of programme name of EEE with Information Engineering;
- Students enrolled on the course by programme;
- Assessment proportion based on Course Specification online;
- Formula that calculates the overall results automatically – explained previously.
- Default mark of every assessment mark by 'out of 100', i.e. 77/100, for both UESTC and UofG taught courses, unless informed otherwise;
- Course repeat students on tab "2nd time", "3rd time", and or "4th time" with formula embedded to select the best result from each assessment from each attempt to contribute to overall; there might be over one calculation for the same student which is because there was change of assessment proportion/change of marking scheme that did not apply when students on such pages were taking the course in previous attempt(s) and it is to make sure students' best results are taken, no matter if it is students' improvement of academic performance, or it is purely marking scheme change; cells to record the marks are normally highlighted in yellow, or can be simply identified by the headers (2nd time, 2nd time resit, 3rd time, 3rd time resit, and etc.); for further info please contact admin office;
- Mapping tab contains mapping table required for result calculation for UESTC courses and UofG courses respectively;
- A separate page of Scattered Spot chart will be added for Exam Board meeting to analyse the Exam results with Continuous Assessment results;
- A separate **tab of Resit** will be created for Resit result records for students who failed the course **from page Main**; Students from page "2nd time", "3rd time", and/ or "4th time" who still fails the course after the Main diet of the current academic year is allowed to take the resit and the marks should be recorded on the same page as where they were.

There is a cell with header of CW/MV on tab Main at right side. This is to auto detect if there is CW or MV inserted in the cell and the overall will turn to CW or MV if so. As explained in the section on the grading scheme, MV is not given by course lecturer but by the Mitigating Circumstances Board. In Glasgow College UESTC and Glasgow College Hainan, UESTC, all MVs will be updated by Chengdu and Hainan-based administrative staff on MyCampus after the Mitigating Circumstances Meeting and prior to the Exam Board meeting, once the complete result spreadsheets have been received for each course. CW, however, is given by course lecturers if a student failed to complete a required assessment (such as a lab report or exam). The common requirement to avoid CW is to "complete at least 75% of the assessment" – although, based on each course specification, there might be a higher/detailed requirement. Course specifications are available at **glasgow.ac.uk/coursecatalogue/ courselist/?code=UESTC** where the Course Coordinator should check the "Minimum Requirement for Award of Credits" before giving CW to any student, to make sure the CW is valid.

If a CW or MV is given, the overall mark will automatically turn to CW or MV, and these students will appear on the 'resit' tab. This is a mechanical process, so some of the CW students on that tab may not in fact be allowed to take a resit, if the element of the course they missed does not allow that. Once the results spreadsheet for resits (which is normally shared by the UofG Administration office at the beginning of the following semester during the resit period) is made available, CW and MV should be left unchanged in the CW/MV cells, and lecturers should insert the resit marks for their students. The local administration team leaders (in China) will revise the resit spreadsheet once they have collected all marks from lecturers. This is to ensure the record of CW/MV is kept while overall marks are calculated accordingly. The spreadsheet is normally named using the convention 'Resit UESTC xxxx_course title 201x programme name'.

APPEAL AGAINST DECISION OF THE BOARD OF EXAMINERS

Student should be advised, before submitting an appeal, to consult with Adviser of Studies from UofG for advice and to explore whether there is a possible resolution without proceeding to a formal appeal, or whether there are grounds for a formal appeal.
Grounds of appeal applied in UofG are:
1. Unfair or defective procedure;
2. A failure to take account of medical or other adverse personal circumstances;
3. Relevant medical or other adverse personal circumstances which for good reason have not previously been presented.

References
The University of Glasgow Academic Governance site has all relevant detailed legislation and policies. It is online at: **University of Glasgow - MyGlasgow - Academic Policy & Governance**. As it is UofG policy which applies, the information in the School of Engineering Staff Handbook can usefully be consulted. It is available online **online.fliphtml5.com/bovjc/ujyz/#p=65** and as s print copy on request (contact the local teaching office). The information given to students is available in their handbooks. It is the same for both Chengdu and Hainan. **glasgow.ac.uk/schools/engineering/international/ uestc**

REGULATION OF MARKS CHANGE

During the exam paper viewing period, there can be some students arguing the marks they had were lower than expected. This is not grounds for appeals and students are not allowed to challenge academic judgement. Students may, however, ask for a mark change due to a calculation error in the assessment, i.e. 5+5 =8 (should be 5+5=10). This kind of change is permitted as it is not academic judgement but purely calculation issue. Lecturer should report the change to UESTC side (Teaching office) as well as UofG administration side.

STUDENT MISCONDUCT

Examinations are conducted and invigilated at and by UESTC, including UofG-taught courses. Student misconduct cases will be reported by invigilators to UESTC and UofG.

Senate Office of UofG is the legal body to process all student misconduct cases, with support from Teaching Office from UESTC and Engineering School of UofG.

UofG policies and procedures on student misconduct and plagiarism will be enforced on all JEP/JEI courses and the results from the UofG review of each case will be applied. UESTC will inform UofG about any student misconduct and the penalties applied that involve Glasgow College students in non-JEP/JEI courses and/or during extracurricular activities.

1. If a UESTC invigilator clearly establishes that a candidate is in guilty of improper behaviour during an examination, the candidate's name (and table number where applicable) should be noted and the circumstances reported to the School of Engineering Teaching Office at UofG as well as to the UESTC Teaching Office. Information on reporting issues other than plagiarism is provided at **glasgow.ac.uk/myglasgow/apg/studentcodes/studentconductstaff/howtodealwithanincidentforstaff**
2. As an examiner, if you suspect a candidate of plagiarism, please refer the case to the School of Engineering Teaching Office at UofG using the Plagiarism Referral Form. See the UofG Senate Office webpage on Plagiarism to obtain the latest version of the Plagiarism Referral Form **glasgow.ac.uk/myglasgow/apg/studentcodes/conduct/studentconductstaff/#codeofstudentconduct,procedurefordeterminingfitnesstostudy**

ADVISERS OF STUDIES

Each student in Glasgow College UESTC is allocated an Adviser of Studies from UofG and UESTC. The UofG Adviser provides advice on any kind of difficulty that affects the student's studies. The Guidelines and System are explained at:
University of Glasgow - MyGlasgow - Academic Policy & Governance - Policy, Strategy and Regulations - Student Support - Undergraduate Student Advisery System

University of Glasgow - MyGlasgow - Academic Policy & Governance - Student Contract

Currently each UESTC adviser has on average 70 advisees. There are some differences between the UofG system and the UESTC system. It is UESTC Councillors for example, who provide pastoral care. Key information can be viewed here in a very useful presentation from our former Chief Adviser of Studies:
tinyurl.com/2wenpzr6
[Requires UofG SharePoint access].

Advisers of Studies from UofG provide advice throughout the year to students who experience any difficulties which might impinge on their studies. You will be expected to serve as an Adviser of Studies as part of your role unless you have other very significant management or administrative responsibilities. Staff are required to complete a compulsory training course before becoming Adviser of Studies. Whilst the MyCampus system reduces the workload of Advisers, you will be the human face of the University for students who are facing difficulties. In practice, much of the work of Advisers is giving general degree advice, explaining University rules on progression and graduation, and putting students in touch with the right Student Services. Again, all key policy documents can be found here:
University of Glasgow - MyGlasgow - Academic Policy & Governance

University of Glasgow - MyGlasgow - MyGlasgow Students - Student Services A - Z

Our Chief Adviser of Studies – currently this is Prof. David J. Young (Executive Dean) who is based in Chengdu. Anyone acting in this role will be responsible for providing you with initial training, and a useful Adviser's Handbook as well as timely e-mails of advice at critical junctures during the academic year. As an Adviser you are expected to meet with your advisees at the start of Semester 1 and then to be available to them, if required, throughout the session. Please respond promptly to requests for advice or meetings, and if you cannot see an advisee due to other activities or responsibilities, please refer the student to your Senior Adviser or the Chief Adviser. If the student claimed they don't have Adviser of Studies listed on their MyCampus page, please refer them to speak to the UofG Administration Office.

Advisers of Studies from UESTC are appointed to students at the start of their studies in Semester 1 of Year 1. Similarly, UESTC Advisers of Studies provide support on student's academic issue especially on UESTC delivered courses and UESTC related academic matters.

WARNINGS TO STUDENTS AT RISK

Staff members should inform the appropriate UESTC student counsellor and UofG Adviser of Studies as well as the Programme Director(s) if they suspect a student is at risk. The Adviser of Studies will then contact the student to discuss their concerns and provide advice and suggest steps that the student should take to mitigate the risk. There is a team of professional advisers within UofG to support Advisers of Studies on a wide range of student related problems; the chief adviser should be your first contact point if you are concerned about a student.

Detailed instructions on how to make contact with an individual student or a group of students is explained in the subsequent section on contact and feedback.

RULES OF PROGRESSION AND GRADUATION

Progression in the Glasgow College UESTC and Glasgow College Hainan, UESTC Programmes are explained to students as shown below:

To progress to the next year of a degree programme, the results must satisfy the following rules. These rules apply to all dual degree programmes.

The minimum requirements to progress to the next year of study are:
   a. grade E3 or better in all courses;
   b. no more than 24 credits of courses below grade D3;
   c. pass in all English-related courses in the curriculum for that year after one reassessment.

Progression from year 2 to year 3 requires a pass in English Communication and Engineering Career Skills (2029) at a minimum of D3 in components of the summative assessments. This minimum level is set at the equivalent of IELTS 6.0 in each language sub-skill. If the results do not meet these requirements at the first attempt, students are automatically allowed one reassessment in each component of the course unless a resit on a particular component is forbidden in the course specification. The results from any reassessment are 'capped' at D3, which means that any higher grade (such as A2) is treated as though it were a D3 in the calculation of the GPA. Note that the student may progress to the next year with up to 24 UofG credits at E grade but must improve their results to D3 or better before they can graduate. Please also note that
• The maximum period of study is normally six academic years.
• The formal, official rules are set out in the UofG regulations at **University of Glasgow - MyGlasgow - Academic Policy & Governance**
• The rules in the regulations will take precedence, should there be a difference between the summary above and the regulations.
• The UESTC Programme does not impose any further requirements on progress. However, the student must pass all courses in the UESTC curriculum before they can be awarded a degree by UESTC. All relevant regulations can be found at the website of Academic Affairs Division **www.jwc.uestc.edu.cn/Index.action**

Retake fee
If a student fails a course in which any assessment is not permitted for resit (project, lab, presentation, etc.), the student will have to retake the whole course and the cost will be RMB 125/UofG credit.

If a student fails a course in which all assessments are permitted for resit (coursework, quiz, class test, midterm, final exam, etc.), the student can choose whether to retake the whole course in order to resit every assessment, or only the final exam. If the student chooses to resit only the final exam, there is no charge against the student.

Progress Committee and Appeals
The progression process will run for MyCampus at the end of August and those students who are qualified to progress will then be allowed to register and enrol onto classes in the new academic year. If you require re-assessment of a Spring Semester course, the student will be given a temporary enrolment instead, until they have satisfied progression requirements. The Glasgow College Hainan, UESTC Progress Committee will meet no later than in Week 3 to consider any evidence of personal circumstances and decide on the future action.

In special cases the student may be permitted to progress normally to the next year of study.

If results are far below the requirements, the student will be required to register for a different qualification or may be excluded from further study in the Glasgow College Hainan, UESTC. In this case the student will be considered for one of the early exit awards offered by UofG and also for an early exit award by UESTC. If the only requirement that they have not met is the English language requirement of passing English Communication and Engineering Career Skills at a minimum of D3, the student may be allowed to transfer to the single degree programme, which is administered by UESTC. The student is also allowed to provide an official IELTS score at a minimum of 6.0 in each sub-skill to meet the English language requirement for progression. However, they are still required to pass English Communication and Engineering Career Skills in order to graduate.

The student can formally appeal to the College of Science and Engineering in the University of Glasgow against the decisions of the Joint Programmes Progress Committee but they will not accept any evidence that could reasonably have been submitted to the School earlier.

Ref: **Student handbook**

(Ver. 2022-23, pp.22-24)

CONTACT AND FEEDBACK

As our students do not regularly check their UESTC email accounts and almost never check their UofG email accounts, you should copy the student's counsellor on all critical communications. However, please note that all course related communications should be conducted through either Moodle or the student's UofG email ID. These systems are secure and meet the GDPR requirements that apply to all UofG staff. QQ, Wechat, or Whatsapp should not be used for any formal communications or communications of a personal nature (marks, Good Cause etc). Based on student level/year of study, the Student Counsellor list is updated regularly at Staff Moodle page UESTC Local Information session.

Using Glasgow Group email system

If you are a UofG Adviser of Studies, you can do so context-specifically within MyCampus, which is however restrictive.

If you have a GUID (Glasgow Unique Identifier, which is made available to you if you are a UofG employee or once you are given an honorary fellow status because of teaching on the JEP/JEI), you can also do so context-specifically within Moodle.

If you have a Glasgow email address (i.e., having a GUID), you can email all of this year's Glasgow College students at **class--Q_HH5P-2200&U_1@glasgow.ac.uk** where Q (=qualification code) has a value of HH5P-2200 (for the EEE with Information Engineering Programme) and U (=undergraduate curriculum year of study) has value of 1 (for Year 1 students). Alternatively, you can simply use **class--UESTC1005@glasgow.ac.uk** for the "Introductory Programming" class, which is the Year 1 course for both JEP and JEI students during this academic year. Note that this will only work if a Moodle course has been established and the appropriate students have been enrolled in it. This is a Major demo service, and its usage guide is available at: **glasgow.ac.uk/services/it/staffemail/information/emailinggroupsofstudents**

List of student group by programme plan code

Chengdu:
- EEE w IE: HH5P-2200
- EEE w Comms & Year 1 EEE w Micro: H609A-2200
- EEE w Micro Y2 - Y4: HH56G-2200 (not valid until 2020-21 academic year)

Hainan:
- EEE with IE: HH5PB-2200
- EEE with Comms: H609F-2200

The list of course code can be found at: **glasgow.ac.uk/coursecatalogue/courselist/?code=UESTC**

Email an individual student

To email an individual student via UofG/UESTC email system, use their UofG ID number, followed by the first letter of the student's last name and concatenated with "@student.gla.ac.uk", i.e. **1234567X@student.gla.ac.uk**.

A student's UESTC email address is their UESTC ID number followed by "@std.uestc.edu.cn", i.e. **123456789@std.uestc.edu.cn**.

Please be aware that there may be several students with the same surname in a class; double check you are contacting the correct student before engaging in detailed conversation.

Contact a member of staff

As stated previously, contact information for all University of Glasgow staff can be found here: **glasgow.ac.uk/stafflist**

Once you are set up fully on the UofG internal communication systems, you will also be able to search for staff via shared Outlook calendars.

Details of UESTC teaching staff can be found on the file 'UESTC Teaching Staff.xlsx' available here: **tinyurl.com/3s3nkrfm** [Requires UofG SharePoint access].

Again, as previously mentioned, details of key staff can also be found in the student handbooks, though online files and sites will be more likely to be up to date as staff members change and new staff join the partnership.

INDUSTRIAL ADVISERY COMMITTEE

Industrial Advisory Committee is chaired by an industrialist, with memberships including Chinese and multinational companies with a preference for companies with either a considerable engineering presence in the Sichuan Province and in Hainan and/or significant recruitment of B.Eng. engineering students from UESTC and the Glasgow College UESTC and Glasgow College, Hainan. One of the responsibilities of the Industrial Advisory Committee is to provide input as a representative body of the constituency of employers on the quality of the programme offered to the Glasgow College students and the depth of knowledge in relevant disciplines.

PROGRAMME AND COURSE DOCUMENTATION

Below are details on the documentation required for programmes (or pathways) and courses.

PROGRAMME SPECIFICATIONS

There are standard formats for Programme Specification and Course Specifications, including those UESTC courses that are adopted into the JEP/JEI. The programme specifications are posted at **glasgow.ac.uk/myglasgow/senateoffice/programmesearch** (Joint with UESTC)

UESTC produces and updates Programme Specification annually. Please contact the Student Affair Centre (Academics) if you wish to receive a copy. Contact details are given on page 9.

COURSE SPECIFICATIONS

Course specification lists the requirement of credit award and assessment details of a course.
It is course coordinator's responsibility to update/check the course specification on a regular basis and as a minimum, prior to the delivery of the course.

Points to check:
- Section 6 – Short description of the course
- Section 15 – Course aims
- Section 16 – Intended Learning outcomes of course
- Section 17 – Learning and teaching methods
- Section 18 – Minimum Requirement for Award of Credits (75% or 75% by weight of the other components of the course's summative assessment)
- Section 19 – Summative assessment methods
- Section 20 – Description of summative assessment
- Section 21 – Reassessment opportunity
- Section 25 – Exam duration, check if it is 120 minutes as default, or other exam length applies
- Section 41 – Additional relevant information (i.e. check whether the recommended books are still up-to-date.)

SCHEDULE OF COURSE SPECIFICATION CHANGE:

Deadline of submission of Course Specification is approx. 6 months advance of the start of an Academic year, i.e. to apply on courses delivering in 2020-2021 academic year, course specification for 2020-2021 needs to be submitted to Teaching Office Glasgow by Mid-March of 2020 (Academic year of 2020-2021 begins on 1st Sept. 2020).

ASSESSMENT CALENDAR

In order to have a better view of student workload and teaching schedule arrangement, we ask for all courses coordinators to prepare the 'Assessment Calendar' at the beginning of a semester. It is a spreadsheet with week number (based on the UESTC calendar) and course information including course code, year of the course, and name(s) of course coordinator(s). Course coordinator/leader is required to provide information of any scheduled assessment by week, including but not limited to: deadline of coursework/report submission, presentation, class test, and other continuous assessment plans of the semester. As normally the midterm exams are scheduled during weeks 9-11 by UESTC teaching office, course coordinators should put midterm exam in weeks from 9-11 just as an indication. Final exams are also scheduled by UESTC teaching office so as an indication these exams should be inserted in weeks 18-20. These will be confirmed in due course. A spreadsheet is shared at the beginning of each semester (normally during Staff Meeting in UESTC) and course coordinators/lecturers are asked to provide the assessment plans on a course basis and send back to Teaching Office (Chengdu).

ACCREDITATION AND SUPPORT

CONTINUOUS ASSESSMENT

As required by IET accreditation, if Continuous Assessment contributes 30% or above of a course assessment, all continuous assessment must be moderated. The materials of Continuous Assessment are required at the beginning of a semester and will be moderated by an External Examiner. For UofG taught courses the Continuous Assessment should be uploaded to Management Database and labelled as "Continuous Assessment"; for UESTC taught courses, course coordinators/lecturers should send these materials to Student Affair Centre (Academics) to be prepared for External Examiner(s).

Course coordinators must ensure that all continuous assessments have been internally moderated (irrespective of the weightage) before they are given to the students. If necessary, staff members are expected to provide evidence of the internal moderation process. For quality assurance purposes, this evidence may be requested by the external examiner or the IET.

SAMPLES OF ASSESSMENTS

Exams (Main):
UofG taught courses: managed by Teaching Office based in Glasgow (unless marked in Chengdu).

UESTC taught courses: Samples selected, scanned, and sent by UofG Admin Office based in Chengdu to Teaching Office based in Glasgow.

Continuous Assessment:
UofG taught courses: managed by Teaching Office based in Glasgow with support of Course coordinators.

UESTC taught courses: managed by UESTC Student Affair Centre (Academics).

Selection Standard (both Exam and Continuous Assessment):
Based on result spreadsheet by course, page Main;

Exam: Highest, Lowest by passing mark (D3 of UofG Grade, or 60 of UESTC %), and middle (between highest and the lowest by passing mark)

Continuous Assessment: Highest, Lowest by passing mark (D3 of UofG Grade, or 60 of UESTC %), and middle (between highest and the lowest by passing mark)

TRAVEL AND VISITS TO CHINA

The timetabling coordinator will send out the timetable of the course to the course coordinators well in advance of the session start dates. If you are a course coordinator and have not received your timetable two weeks prior to the session start date, please contact the teaching office. If you are a course tutor and have not received your timetable, please contact your course coordinator.

All information on university travel policy and the processes followed by the Glasgow College UESTC support teams at Glasgow, Chengdu and Hainan, is kept up to date in a new and separately stored document, located here: **tinyurl.com/5a7yzds6** [Requires UofG SharePoint access] Please do get in touch with us if you would like a copy and cannot access it here, and we will ensure you have the right permissions.

This covers all aspects of how staff travel dates for teaching are decided by the Timetabling Coordinator and how staff are supported with all aspects of travel planning and travel – including compliance with government guidance, university policies, preferred airlines, outbound and return trips, airport transfers, IT security and communication systems, and other practical matters once 'on-the-ground' such as transport, accommodation, local knowledge, and what to do in emergency scenarios.

This is a 'living document' so will be updated from time to time where appropriate, or when new legislation, policies and other information changes – for example, requirements for PCR testing, or the development of new airports in China. For these reasons, and due to the extensive nature of the document, it is not possible to reproduce or summarise it here.

We therefore advise that you download locally and if you like, print a copy of the document, to take with you when you travel. This is especially important for circumstances where you may be offline, or in case of emergency.

EXPENSE CLAIM PROCEDURES

The following text is copied verbatim from the School of Engineering's webpage, which gives detailed guidance on whether and when to make a claim, and how to do so.

Expense claims must be made within three months of the expense incurred. Any expenses claimed outwith the time limit will be rejected.

Expenses exist for a limited number of items, closely defined by University Finance. It is your responsibility to ensure that the items for which you wish to claim are eligible for reimbursement.

A Guide to Core Expenses, including screenshots and other useful information, is accessible at glasgow.ac.uk/media/media_286412_en.pdf. The guide is also located within Core itself - on the Employee Dashboard - choose documents, click on the magnifying glass, choose the guide from the list of documents. Your expense claim will be approved by your line manager.

The links below should be consulted, where you can find out about the relevant HR systems, cost centre codes, and contact information for the School's Resources and Finance team, who can assist with non-routine or complex queries.
University of Glasgow - Schools - James Watt School of Engineering - Information for Staff -Finance - Staff Expenses

The different roles of the School of Engineering resource management team, and the College of Science and Engineering finance hub, are clarified here:
University of Glasgow - Schools - James Watt School of Engineering - Information for Staff -Finance

Please note that both teams are now located in the Rankine Building (main entrance on Oakfield Avenue), as follows:

Level 7 School of Engineering, R721, Level 7, Rankine Building, Glasgow, G12 8QQ

Their email addresses are **eng-finance@glasgow.ac.uk** (the JWSE finance and resources team) and **cose-fintranshub1@glasgow.ac.uk** (the CoSE Financial Transaction Hub)

Current staff information should be kept up to date in the School of Engineering handbook: University of Glasgow Engineering Staff Handbook (fliphtml5.com)

General University of Glasgow expense procedures are located online here:
glasgow.ac.uk/myglasgow/payandpensions/expenses/expensesprocedures

EMERGENCY POLICY AND PROCEDURES

All emergency contact numbers can be found below.

Remember you can always access the University of Glasgow's TRICAP portal, or the SEPS site, for all up-to-date information and contact points for travel, insurance, security, protection, and emergency planning:
glasgow.ac.uk/myglasgow/seps/travelfieldworkandplacement/universitytravelportaltricap
glasgow.ac.uk/myglasgow/seps

The best way to stay secure is to install the award-winning University of Glasgow 'Safe Zone App'. Details available **here.**

EMERGENCY CONTACT NUMBERS

GLASGOW COLLEGE UESTC

Fire Emergency (火警)	119
Police Emergency (报警)	110
Campus Security (校警)	6183 0110
Ambulance Emergency (急救)	120
Campus Hospital Emergency (校医急救)	6183 0120

GLASGOW COLLEGE HAINAN, UESTC

Fire Emergency (火警)	119
Police Emergency (报警)	110
Campus Security (校警)	(0898) 83303110
Ambulance Emergency (急救)	120
Campus Hospital Emergency (校医急救)	(0898) 83089908
One-stop Service Lobby	(0898) 83071777

ADDITIONAL USEFUL LINKS

- The 2022/23 UofG Staff Handbook for the James Watt School of Engineering:
  online.fliphtml5.com/bovjc/ujyz/#p=1
- Glasgow College UESTC Student Handbooks for Chengdu and Hainan are available via our microsite, where you can also find public facing information about our programmes and the partnership:
  glasgow.ac.uk/schools/engineering/international/uestc
- The University of Glasgow file transfer service: **www.transfer.gla.ac.uk** (for sending files securely; useful for those in China who may not always have direct access to our network)
- University of Glasgow Academic Policy and Governance documents: **glasgow.ac.uk/myglasgow/apg**
- **glasgow.ac.uk/myglasgow/apg/policies/uniregs/regulations2022-23**
- The James Watt School of Engineering's Exam database: **examdb.eng.gla.ac.uk** [Requires staff login to access]