



**WORLD
CHANGERS
WELCOME**

GLASGOW COLLEGE, UESTC UNDERGRADUATE STUDENT HANDBOOK 2023-2024 ENTRY

Supplement to the James Watt School of Engineering UG Handbook (2023-2024)
and the UESTC Education Plan, where applicable.

**Congratulations on your
successful admission to
The Glasgow College, UESTC,
an educational partnership
between the University of
Glasgow and the University
of Electronic Science and
Technology of China.**



WELCOME

A very warm welcome to Glasgow College, UESTC!

In 2023, we celebrate the tenth anniversary of partnership between our two great universities and, following in the footsteps of our successful venture in Chengdu, the launch of our second campus in Hainan.

After the challenges of the Covid-19 pandemic, we are delighted to be teaching in person once again. We are recruiting additional academic staff to Glasgow College, UESTC to work at both locations, alongside existing colleagues from UESTC and our fly-in team from The University of Glasgow. The two universities share an ambitious vision to deliver the best Sino-foreign education in China. The success of our graduates entering top graduate schools in China and overseas, and joining multinational companies, demonstrates that we are already well on the way to achieving that.

Our educational model draws on the strengths of the Chinese and British education systems. The Chinese system is renowned for its systematic and rigorous teaching, and the UK's problem-based learning nurtures creativity and self-management. Studying in English is a big challenge but prepares you for an exciting international career.

Although you can complete your entire degree in China, we hope that you will visit Glasgow for a summer school or consider transferring at the end of your second year to complete your degree in our 2+2 programme. There is also an option to complete your final year in Glasgow (3 + 1).

Please make the most of your time at Glasgow College, UESTC playing an active part in the classroom, laboratories, project work and on industrial visits. Don't hesitate to ask questions of our staff, enter competitions and live student life to the full.

For most students, the measures of a successful university career are a good degree, new interests, a new outlook on life, and lifelong friendships. University should be great fun as well as hard work! When you graduate, we expect you will follow in the footsteps of the illustrious forebears of our two world-class universities and go out and change the world!



Professor Ce Zhu
Dean, Glasgow College, UESTC



Professor David J. Young
Executive Dean, Glasgow College, UESTC

A handwritten signature in black ink, appearing to read "Ce Zhu".

China-Britain
Business Council
英中貿易協會
**THE CHINA-SCOTLAND
BUSINESS AWARDS 2021**

WINNER
EDUCATIONAL
PARTNERSHIP
OF THE YEAR

ABOUT THIS HANDBOOK*

This handbook is a supplement to the James Watt School of Engineering (JWSE) Undergraduate Handbook, available online here: glasgow.ac.uk/schools/engineering/students/courseinformation/studenthandbook/ug-handbook.

Another important document is the UESTC Student Manual that describes additional mandatory courses provided by UESTC for students studying the dual degree programmes.

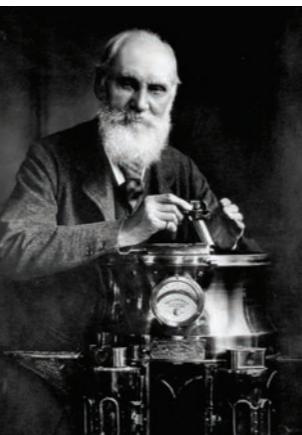
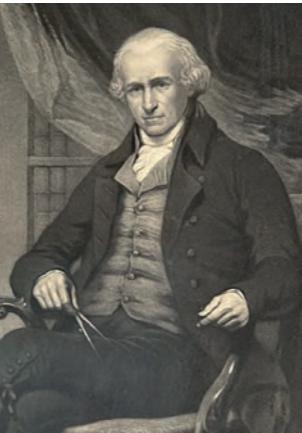
Please be sure to familiarise yourself with all three documents, and regularly consult them throughout your journey with us. Many of your questions can be answered within their pages.



CONTENTS

Welcome	3
About this handbook	4
Introduction	6
The mission of the Glasgow College, UESTC	7
The University of Glasgow	7
The University of Electronic Science and Technology of China	8
Useful contact details	10
The Glasgow College, UESTC programmes	12
UofG terminology – programmes, courses and credits	12
Academic session dates	12
Enrolment	13
Structure of the Glasgow College, UESTC	13
Guide to the grading schemes	15
Penalties for late submission of coursework	16
Quality assurance and accreditation	16
Appeals against decisions of the board of examiners	17
Complaints	17
Progression and graduation	18
Progression in the joint programmes	18
Progress committees and appeals	19
Graduation and degree classification	20
Study Abroad options for 3rd and 4th Year	21
Prizes and scholarships	21
Advanced project skills summer school	21
You are responsible for your success	22
Student academic life	22
Computers	22
Email	22
MyCampus	22
Virtual learning environment systems: Blackboard and Moodle	23
Feedback on your work	23
Study skills	24
Advice on your studies	25
Disability	27
Equal opportunities	27
Your opinion is important: Student feedback on courses	27
Academic Conduct	28
Acknowledging the work of others	28
Plagiarism	28
Turnitin, Urkund and SafeAssign	29
Conduct in examinations	29
Health and Safety Policy	30
Safety instructions	30
Disability	30
Emergency contact numbers	31

*The James Watt School of Engineering UG Handbook, the Glasgow College, UESTC Handbook, and the Glasgow College Hainan, UESTC Handbook are updated annually.



INTRODUCTION

The University of Glasgow is proud of the many distinguished figures who have taught, worked and studied here - including seven Nobel laureates. Famous names include:

- James Watt (top), an outstanding engineer considered by Karl Marx to have developed the power for the Industrial Revolution through his significant contributions to the steam engine
- Lord Kelvin (above), a scientist and engineer, earned international acclaim through discoveries such as the absolute scale of temperature and the mirror galvanometer, invaluable in the first successful installation of submarine telegraph cables.
- William Rankine, who made significant contributions to many branches of engineering from thermodynamics to metal fatigue
- Adam Smith, often called the 'father of economics'
- John Logie Baird, a pioneer of television
- Dame Jocelyn Bell Burnell, an astrophysicist who discovered the first radio pulsars.

The majority of research at Glasgow is rated world-leading or internationally excellent. This makes Glasgow an attractive choice for the best students from almost 140 different countries, including over 1,500 students from China. Chinese students have studied at the University of Glasgow since 1886.

The University has 4 Colleges, 20 Schools and 11 Research Institutes. The School of Engineering is the largest School in the College of Science and Engineering, which includes related

subjects such as Computing Science, Mathematics, and Physics. We collaborate on research and teaching with the other Colleges as well: Medical, Veterinary and Life Sciences, Social Sciences, and Arts.

Being Scotland's largest city, and the third largest in the UK, Glasgow is a truly cosmopolitan destination. It has a legendary live music scene and an excellent choice of shops (including designer outlets). Chinese culture is evident in Glasgow, with a wealth of restaurants, supermarkets, and traditional medicine stores. Glasgow is also one of the world's leading venues for international sporting events. It hosted the 2014 Commonwealth Games (the largest multi-sport event ever held in Scotland), the 2017 BWF Badminton World Championships; and in 2023 it hosts the UCI Cycling World Championship.

The 2021 United Nations Climate Change Conference (COP26) was in Glasgow, with nearly 40,000 delegates from 200 countries - including China. IEEE Sensors 2017 took place in Glasgow, with several members of the Glasgow College, UESTC working to organise the conference alongside staff from the UoG School of Engineering.

The University of Glasgow's ambitious redevelopment is well underway, with a £1 billion investment to expand its world class campus, which already includes the recently opened £116m ARC (Advanced Research Centre), a cutting-edge collaborative space hosting 600 academics and PhD students. See glasgow.ac.uk/myglasgow/campusdevelopment for details.

THE MISSION OF THE GLASGOW COLLEGE, UESTC

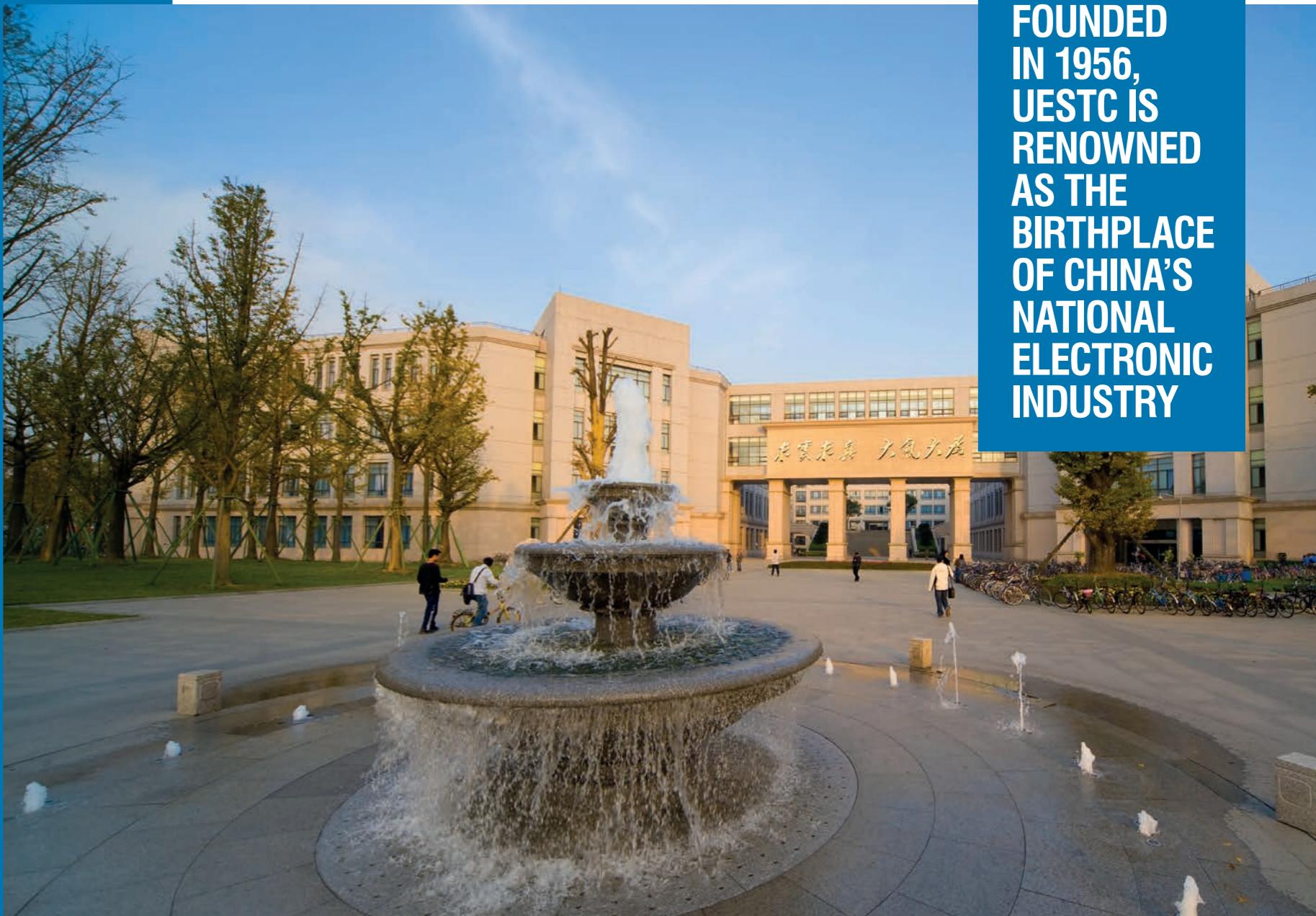
The mission of the Glasgow College, UESTC is to deliver undergraduate degree programmes in China at a standard commensurate with the highest quality education available internationally, providing students with the scholarship and skills that will equip them for lifetime careers as leaders in industry and academia.

THE UNIVERSITY OF GLASGOW

The University of Glasgow is ranked 73rd in the world and was the first UK university to be rated as 5 Stars Plus overall*. It is one of the UK's oldest institutions of learning, recognised internationally for its ground-breaking research. The University of Glasgow has a reputation for research that benefits industry, society, and the environment. Founded in 1451, Glasgow is the fourth-oldest university in the English-speaking world and is a founding member of the prestigious Russell Group of leading UK research universities. Glasgow scores consistently well in league tables and is a founder member of Universitas 21, an international grouping of universities dedicated to setting worldwide standards for higher education. The University has been named Scottish University of the Year in The Times & The Sunday Times Good University Guide 2022.

*QS World University Rankings 2022

**FOUNDED
IN 1956,
UESTC IS
REOWNED
AS THE
BIRTHPLACE
OF CHINA'S
NATIONAL
ELECTRONIC
INDUSTRY**



THE UNIVERSITY OF ELECTRONIC SCIENCE AND TECHNOLOGY OF CHINA

Renowned as the birthplace of China's electronics industry, UESTC was founded in 1956 as Chengdu Institute of Radio Engineering through the combination of the electronics and communications divisions of three well-established universities: Shanghai Jiao Tong University, Nanjing Institute of Technology (now Southeast University) and South China Institute of Technology (now South China University of Technology).

UESTC was developed into one of China's Key Universities in 1960. In 1997 it was included as one of the first universities in 'Project 211', a project aimed at the development of the nation's 100 first-class universities for the 21st century with the intention of raising the research standards and cultivating strategies for socio-economic development. In 2001, UESTC was admitted into 'Project 985', a national project aimed at the development of world-class research-orientated universities and the Chinese higher education system. In June 2017, UESTC was admitted into the nation's "Double First-class Initiative", aiming at developing world-class universities and first-class disciplines.

UESTC has two national key disciplines of first level, Electronic Science & Technology and Information & Communications Engineering, which ranked A+ in the Discipline Quality Assessment of Higher Education conducted by the Ministry of Education (MoE) of the People's Republic of China in 2017. The number of A+ disciplines has ranked the first in West China. Engineering, material science, physics, computer science, chemistry, neuroscience and behavioural science, biology and biochemistry have entered the top 1% of ESI. Engineering has been in the top 1% of ESI since July 2016, achieving the top 100 in the world. As the premier electronic institute for higher

education, the University now is proud of a great number of scientific research platforms, including 4 national key laboratories, 1 national engineering technology centre and 59 research institutes and laboratories respectively constructed by the MoE and Sichuan Government. There are more than 3800 faculty members, including 660 professors. Up to now, there are hundreds of outstanding talents at the national level, including academicians, IEEE Fellows, scientists from, national specialists, Yangtze River Scholars, experts from Outstanding Youth Program and national distinguished teachers and several highly cited scientists in the world.

UESTC has high standing within the Chinese education sector, providing programmes and carrying out research in the principal discipline of Electronic Information Engineering. During the past five decades, UESTC has evolved from this specialisation to a key multidisciplinary university with electronic science and technology as its nucleus, engineering as its major field and an integrated approach to science, engineering, management and liberal arts. Today, the University enjoys collaboration with more than 200 organizations in 70 countries, including over 50 joint laboratories with multi-national companies.

USEFUL CONTACT DETAILS

UNIVERSITY OF GLASGOW

UofG Administration Office
chengdu-uestc-admin@glasgow.ac.uk

CHENGDU CAMPUS

Regional Administration Manager
Ms Ruoli Zhong (钟若黎) Room: B252
Tel: 6183 1501
Ruoli.Zhong@glasgow.ac.uk

Administrative Assistant
Ms Feng Mao (毛凤) Room: B252
Tel: 6183 1501
Feng.Mao@glasgow.ac.uk

Administrative Assistant
Ms Xiaojuan Song (宋晓娟) Room: B252
Tel: 6183 1501
Xiaojuan.Song@glasgow.ac.uk

Executive Dean
Professor David Young
Room: B240
Tel: 6183 1709
David.J.Young@glasgow.ac.uk

GLASGOW CAMPUS

Dean, Transnational Engineering Education; Professor of Communication Systems

Professor Muhammad Imran
Muhammad.Imran@glasgow.ac.uk

Lecturer, Adviser of Studies

Professor Joao Ponciano Room: B 240
Tel: 6183 1721
Joao.Ponciano@glasgow.ac.uk

Co-Director for Quality Assurance and Enhancement
Centre for Educational Development and Innovation

Professor Kelum Gamage
Kelum.Gamage@glasgow.ac.uk

UofG EEE with Communications Programme Director, Adviser of Studies

Dr Wasim Ahmad
Wasim.Ahmad@glasgow.ac.uk

UofG EEE with Information Engineering Programme Director, Adviser of Studies

Dr Sajjad Hussain
Sajjad.Hussain@glasgow.ac.uk

UofG EEE with Microelectronics Programme Director, Adviser of Studies

Dr Frederic Surre
Frederic.Surre@glasgow.ac.uk

UofG EEE with Information Engineering Programme Director (Hainan), Adviser of Studies

Dr Julien Le Kernev
Julien.LeKernec@glasgow.ac.uk

UofG EEE with Communications Programme Director (Hainan), Adviser of Studies

Dr Ahmed Zoha
Ahmed.Zoha@glasgow.ac.uk

UofG EEE with Microelectronics Programme Director (Hainan), Adviser of Studies

Dr Anthony Centeno
Anthony.Centeno@glasgow.ac.uk

FOR EMERGENCY CONTACT NUMBERS PLEASE SEE PAGE 31

UESTC

Dean

Prof Ce Zhu (朱策)
Room: B243
Tel: 61831719
eczhu@uestc.edu.cn

Co-Chair, Academic Committee

Prof Shiwen Yang (杨仕文)
swnyang@uestc.edu.cn

Head of Administration

Prof Aiying (Julia) Di (邸爱英)
Room: B241
Tel: 61831757
aiydingi@uestc.edu.cn

Vice Dean and Student Affairs Director

Prof Shizhong Xu (徐世中)
Room: B237
Tel: 61831727
xsz@uestc.edu.cn

Deputy Head of Administration

Mr Ye Li (李晔)
Room: B239
Tel: 61831707
liye@uestc.edu.cn

Programme Director

Prof Yubai Li (李玉柏)
ybl@uestc.edu.cn

Programme Director

Prof Xiaofeng Li (李晓峰)
xfli@uestc.edu.cn

Programme Director

Prof Ping Luo (罗萍)
pingl@uestc.edu.cn

GENERAL OFFICE

Mr Dongyi Zhou (周东怡)
Room: B245
Tel: 61830101
zhoudongyi@uestc.edu.cn

Ms Yingchun Zhang (张莹春)
Room: B245
Tel: 61830978
zhangyingchun@uestc.edu.cn

Mr Xin Xie (谢鑫)

Room: B245
Tel: 61830978
xiexin@uestc.edu.cn

Ms Rongyao Wang (王荣瑶)
Room: B245
Tel: 61831595
rongyaow@uestc.edu.cn

Ms Na Zhang (张娜)

Room: B245
Tel: 61831595
news@uestc.edu.cn

STUDENT AFFAIRS CENTRE (ACADEMIC)

Ms Tingting Liu (刘庭廷)
Room: B251
Tel: 61831797
liutingting@uestc.edu.cn

Ms Hong Ye (叶红)
Room: B251
Tel: 61831797
yehong@uestc.edu.cn

Ms Yulin Pan (潘玉玲)
Room: B251
Tel: 61831762
panyuling101129@uestc.edu.cn

Ms Yue Yu (余悦)
Room: B251
Tel: 61831861
yuyue0923@uestc.edu.cn

Ms Yanru Chen (陈彦如)
Room: B251
Tel: 61831762
chenyanru@uestc.edu.cn

Ms Wei Feng (冯薇)
Room: B251
Tel: 61831861
fengwei2021@uestc.edu.cn

STUDENT AFFAIRS CENTRE (PRACTICAL TEACHING)

Dr Lili Ma (马丽丽)
Room: B249
Tel: 61831731
lilima@uestc.edu.cn

Ms Liling Liu (刘丽玲)
Room: B249
Tel: 61831781
lilingliu@uestc.edu.cn

Ms Yuning Li (李宇宁)
Room: B249
Tel: 61831805
ynli@uestc.edu.cn

Ms Diyi Wu (吴迪一)
Room: B249
Tel: 61831731
zoewu@uestc.edu.cn

Mr Shang Ma (马上)
Room: B249
Tel: 61831781
shangma@uestc.edu.cn

Ms Rongyao Wang (王荣瑶)
Room: B245
Tel: 61831595
rongyaow@uestc.edu.cn

Ms Na Zhang (张娜)
Room: B245
Tel: 61831595
news@uestc.edu.cn

STUDENT AFFAIRS CENTRE (INTERNATIONAL COOPERATION)

Ms Zhiyi Yu (余知倚)
Room: B248
Tel: 61830910
zhiyiyu@uestc.edu.cn

Ms Yuan Tian (田苑)
Room: B248
Tel: 61831815
ty@uestc.edu.cn

Ms Tiana Tang (唐蒂)
Room: B248
Tel: 61830910
tttian@uestc.edu.cn

Ms Yuan Jia (贾媛)
Room: B248
Tel: 61830910
yuanjia@uestc.edu.cn

STUDENT AFFAIRS CENTRE (SUPPORT)

Mr Mingda Ma (马明达)
Room: B253
Tel: 61831079
mamingda@uestc.edu.cn

2022 Cohort Ms Bingjie Xie (谢冰洁)
Room: B253
Tel: 61831770
xiebingjie@uestc.edu.cn

2022 Cohort Mr Jiacheng Wu (吴佳城)
Room: B253
Tel: 61831770
jiacheng.wu@uestc.edu.cn

2023 Cohort Ms Xiaoting Shi (史晓婷)
Room: B253
Tel: 61831742
sxt@uestc.edu.cn

2023 Cohort Mr Linsen Xu (徐林森)
Room: B253
Tel: 61831742
thomaslsxu@uestc.edu.cn

2020 Cohort Mr Peng Cai (蔡鹏)
Room: B253
Tel: 61831772
caipeng@uestc.edu.cn

2020 Cohort Ms Siqi Xu (徐思琦)
Room: B253
Tel: 61831079
siquxu@uestc.edu.cn

2021 Cohort Mr Xufeng Zang (臧旭丰)
Room: B253
Tel: 61831705
zangxufeng@uestc.edu.cn

**GLASGOW COLLEGE,
UESTC HAS MORE
THAN 2,000 STUDENTS
AND IS EXPANDING
YEAR ON YEAR**

THE GLASGOW COLLEGE, UESTC

Three pathways are offered by the Glasgow College, UESTC: Electronics and Electrical Engineering with Information Engineering, Electronics and Electrical Engineering with Communications, and Electronics and Electrical Engineering with Microelectronics. These pathways lead to the award of the UofG BEng (Honours) degree in EEE. Please note that all assessments for UofG degrees, including those of Glasgow College, UESTC are conducted in English.

To graduate with a UESTC degree, you must take additional courses as specified by UESTC and mandated by the Chinese Ministry of Education.

This handbook concentrates on aspects of the Glasgow College, UESTC pathways that concern the award of UofG degrees. Students should also refer to the additional UESTC Student Manual that explains UESTC regulations concerning the award of UESTC degrees.

UofG TERMINOLOGY – PROGRAMMES, COURSES AND CREDITS

Common words such as a 'course' can be used in different ways so here is a brief list of usage at UofG. Some of these terms have a different meaning for UESTC.

- A **degree** programme is the complete curriculum that leads to a degree, such as BEng in Electronics and Engineering with Information Engineering, BEng in Electronics and Engineering with Communication, or BEng in Electronics and Engineering with Microelectronics
- Each programme is divided into **courses**, each of which is self-contained with its own **instruction** (such as lectures, tutorials, laboratories, guest lectures, seminars, and company visits) and **assessment** (such as class tests, lab reports, project reports, and the degree examination).
- Each course has a level, which is roughly the same as its year in the curriculum and is shown by the course code. For example, both UESTC1002 and UESTC1007 are Level 1 courses in a UofG Programme delivered at UESTC.
- The size of a course is measured in UofG **credits**; most taught courses carry around 10–20 UofG credits but projects may be larger.

Formally **1 UofG credit = 10 learning hours**, the total time that a typical student is expected to spend on a course. Thus a 10-credit course demands 100 learning hours, including formal contact hours (such as timetabled classes) and self-learning hours (such as homework and group studies). The British definition of credits is quite different from that used in China, where 1 credit = 16 teaching hours. The Glasgow College, UESTC uses the conversion: 1 UESTC credit = 4 UofG credits. For English language courses, there is a different conversion: 1 UESTC credit = 5 UofG credits.

The timetabled classes (lectures, laboratories, tutorials) come to about 30 hours, so you are expected to spend more than double that time working on the material in your own time – reading lecture notes, going over difficult points with the aid of a textbook, working through tutorial sheets, discussions within your study group, writing laboratory reports and revising for the examination. **This also means that, in order to get the best out of one contact hour at the lecture, you should spend one hour reading the lecture notes prior to attending the lecture and another hour on consolidation and revision afterwards.**

In the UK Higher Education system, there is an acknowledgement that the total learning hours reflect a combination of time you spend in the classroom with an instructor and the time you spend working by yourself or as part of a study group.

ACADEMIC SESSION DATES

The Glasgow College, UESTC follows the same semesters as UESTC and the session dates of UESTC can be found on their Academic Affairs Office's website. When they are published, the session dates for 2023-24 with the UofG teaching weeks highlighted will be available here:
glasgow.ac.uk/schools/engineering/international/uestc



ENROLMENT

In addition to enrolment at UESTC, students are required to enrol at the University of Glasgow using the online student portal called 'MyCampus' at the beginning of their programme of study and at the beginning of each subsequent academic year. You will receive an 'Account Access Notification' email from the University of Glasgow with instructions for logging into this portal and completing academic registration. If you do not pay your tuitions fees in good time, you will not be allowed to access either university's facilities (including computer networks and services such as MyCampus that informs you of your examination results). You will not be able to progress or graduate if you are in debt.

STRUCTURE OF THE GLASGOW COLLEGE, UESTC

The formal document that defines the structure of the programme is called the Programme Specification and is available on the UofG website. An outline of course codes, credits and the courses that you will study in each year of Electronics and Electrical Engineering with Information Engineering, Electronics and Electrical Engineering with Communications and Electronic and Electrical Engineering with Microelectronics are posted at glasgow.ac.uk/undergraduate/degrees/electronicselectricaluestc glasgow.ac.uk/undergraduate/degrees/electronicscommunicationsuestc and glasgow.ac.uk/undergraduate/degrees/electronicselectricalmicrouestc respectively.

Table 1:
Verbal descriptors of grades and points from UofG Code of Assessment and relation to UESTC points.

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		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:
Mapping from UofG grades and points to UESTC scores

Grade	A	A1	A2	A3	A4	A5	B	B1	B2	B3	C	C1	C2	C3	D	D1	D2	D3	E	E1	E2	E3	F	F1	F2	F3	G	G1	G2	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							

GUIDE TO GRADING SCHEMES

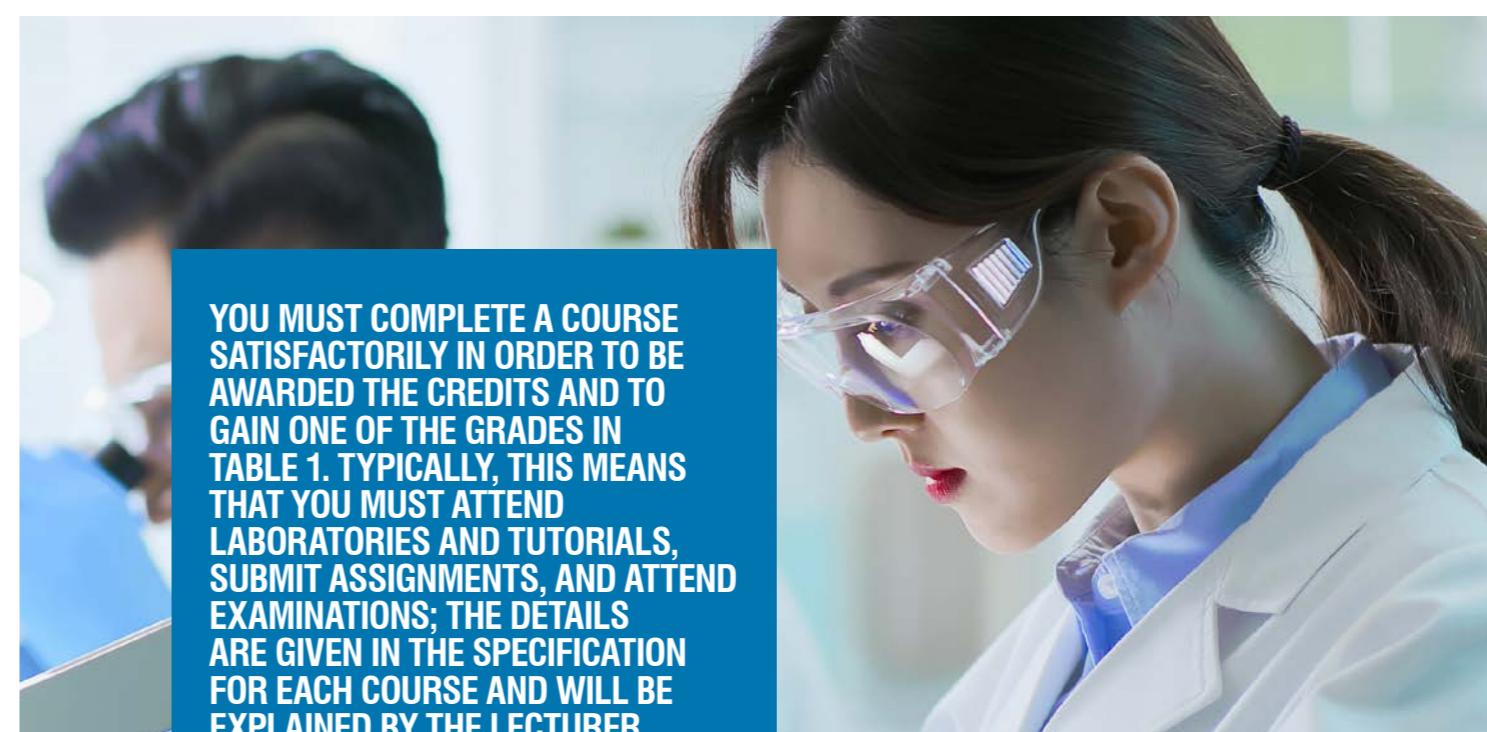
You are awarded a UofG grade and a UESTC score at the end of each course, following a meeting of the Board of Examiners of the Glasgow College, UESTC to approve the assessment results. Note that coursework grades are unrated until after the Board meets and may be subject to change. UofG results are only confirmed when published on MyCampus. The results from each UofG course are also available on the UESTC portal. Please do not ask the offices, advisers of studies, lecturers or anybody else for confirmation of your results because they must refer you to your official record on MyCampus.

UESTC award scores on a scale of 0 to 100 points whereas the UofG uses a different, equivalent and compatible grading scheme to UESTC's as described in Tables 1 and 2 on page 13. UofG use a set of grades from H (lowest) to A1 (highest) with a description of each grade and its equivalent to UESTC's scores, shown in Table 1. Some courses, notably projects, are assessed using these grades directly but most examinations in Engineering are marked in percentages first.

The Glasgow College, UESTC converts the UESTC scores for courses taught by UESTC staff and the UofG points for courses taught by UofG staff to grades of A1-H using an appropriate mapping for each course, shown in Table 1. For courses taught by UofG staff, UofG points will be converted to UESTC scores using the mapping shown in Table 2 and these scores will be recorded on the UESTC grade database.

The UofG points in the UofG- and UESTC-taught courses that contribute to the BEng degree programmes are used to calculate your average performance, which is needed to check your progress and for graduation with a UofG degree. UofG's grade point average (GPA) is calculated for each year of the programme, weighted by the number of credits for each course.

There is no official definition of 'pass' or 'fail', but you can consider grades A–D to be a pass, grade E to be a marginal failure and grades F–H to be failures.



Other results are used if you have not been awarded the credits:

- MV means you had medical or personal circumstances which prevented you from completing the course and you can take a repeat assessment without penalty.
- CW (Credit Withheld) means that you have not yet fulfilled the minimum requirements for obtaining credit on the course. The precise details of what you need to do are laid out in each course specification on the Senate website: glasgow.ac.uk/coursecatalogue/browsebyschool. However, it normally means that you need to attend the degree examinations and submit work for each piece of continuous assessment requested.
- CR (Credit Refused) means a failure to comply, in the absence of good cause, with the published requirements of the course or programme; and/or a serious breach of regulations. In other words, you have not completed all compulsory elements of the course (which include all 'learning by experience' elements, such as laboratories, required tutorials, guest seminars, industry visits, etc) and it is not possible to remedy this in the current academic year. You cannot change CR by taking a resit exam; you would need to repeat the course in another year and the Progress Committee may not permit this. Contact the office or lecturer if you are in doubt as to why you were refused credit for a course.
- 07 means a deferred result – we have not been able to give you a grade at the usual time. The reasons range from study abroad to plagiarism so please ask if this is unexpected.
- ZZ means that you are a debtor (you owe money to the Glasgow College, UESTC). You cannot see your results until the debt has been cleared.

The formal rules for assessment are in the UofG Code of Assessment, which is part of the UofG Regulations. A full explanation of the UofG Code of Assessment is provided at glasgow.ac.uk/senateoffice/policies/assessment/codeofassessment/guide.

PENALTIES FOR LATE SUBMISSION OF COURSEWORK

UofG has standard penalties for late submission of coursework or parts of coursework:

- 2 UofG points are deducted (e.g., an A4 would be reduced to a B1) for each day late, up to 5 working days (i.e., an A4 can become an E1);
- after 5 working days submissions receive an H grade.

If you have not been able to complete an assessment for good reason, you must submit a report of good cause, along with necessary documentation, within 5 working days of the assessment date (e.g. exam date, coursework submission deadline). Students must also contact the Glasgow College, UESTC Academic Affairs and Practical Teaching Centre.

QUALITY ASSURANCE AND ACCREDITATION

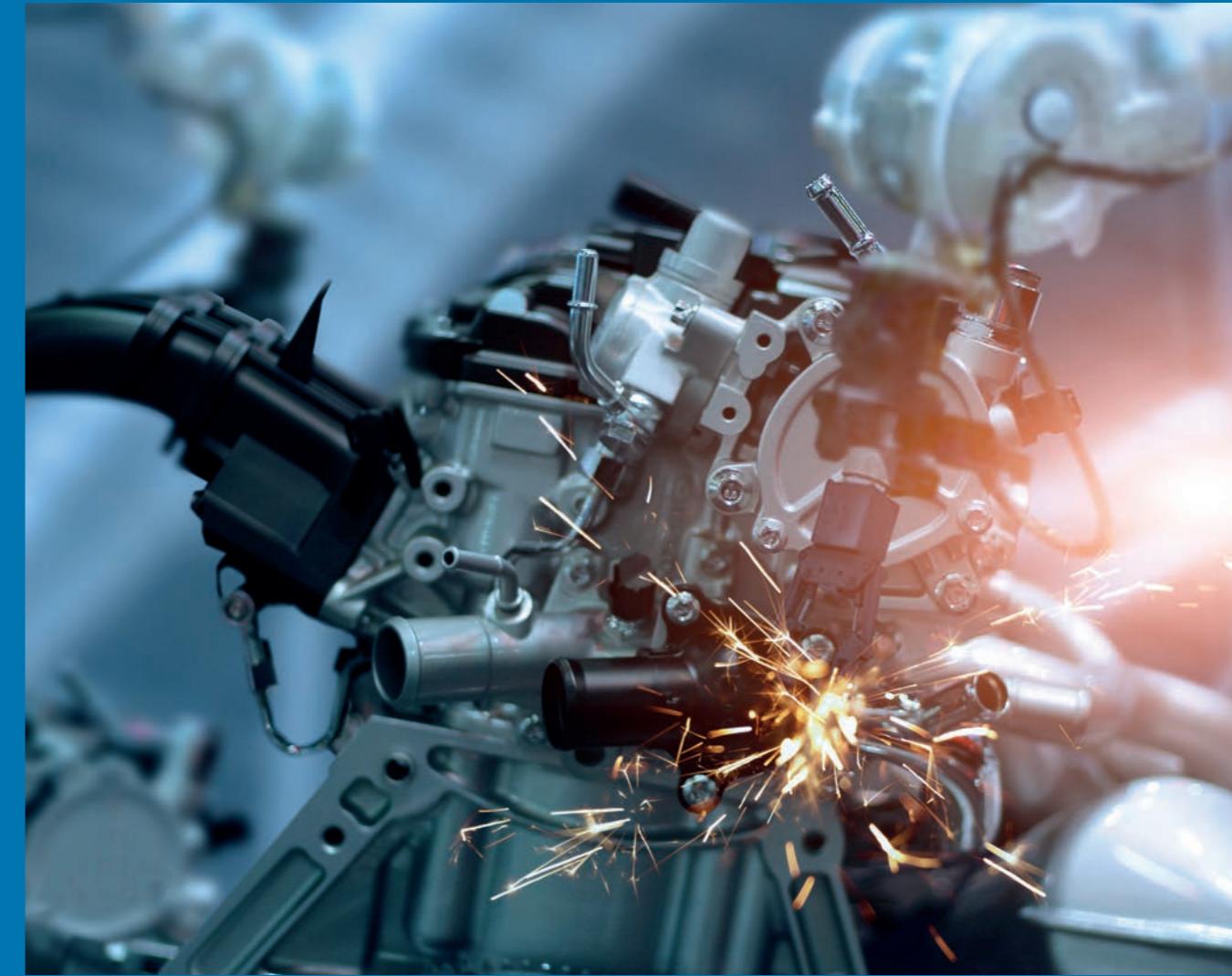
The Glasgow College, UESTC uses a range of procedures to ensure that your programmes meet the high academic standards you expect of us.

- Examination papers are moderated by a second member of staff to ensure that they are clearly written, free of mistakes and commensurate to the standard expected.
- The papers are then sent to an External Examiner who confirms that they are of the expected standard.
- A Board of Examiners reviews the marks from all courses in each semester to check whether the results for any courses differ significantly from the average and take any appropriate action.
- Major project reports are independently marked by two members of staff; a moderator reviews the report as well if the two original marks are significantly different.
- UofG reviews the complete programme, roughly every five years.

The External Examiner is an experienced, senior member of staff from another university who is familiar with the academic standard that should be expected from an honours degree programme. This ensures that the UofG award in the Glasgow College, UESTC is of the same standard as a comparable university in the UK.

All current University of Glasgow single and joint honours degrees with Electronics are accredited by the Institution of Engineering and Technology (IET) on behalf of the Engineering Council for the purposes of fully meeting the academic requirement for registration as an Incorporated Engineer and partly meeting the academic requirement for registration as a Chartered Engineer. The Glasgow College, UESTC, BEng (Hons) Electronics and Electrical Engineering title is accredited, along with the pathways.

You will need some further study (typically a Master's degree) and professional experience, which is assessed by an interview, before you can apply for CEng, an internationally recognised qualification.



APPEALS AGAINST DECISIONS OF THE BOARD OF EXAMINERS

You may appeal against a grade awarded in an examination, or the class of degree awarded. In the event of an appeal, the UofG Regulations state clearly that an appeal will not be entertained against marks or decisions of examiners, or other matters of academic judgement, but only on the grounds of unfair procedure or medical evidence.

Before submitting an appeal, you should seek advice from a member of UofG staff or the Students' Representative Council.

If you are considering an appeal against the grade you have been awarded for an examined course, you may wish to review your exam script. The viewing of scripts is a special provision for the Glasgow College, UESTC only. Typically, you will be allowed to read through your script under supervision, which is to prevent the possibility of tampering with the script. If you wish to view your scripts, send an email from your official university account to the Student Affairs Office located in the Public Laboratory Building, stating clearly which script(s) you wish to see. Do this as soon as possible after the results are published because:

- if you wish to appeal against the result, this must be started within 10 working days of publication of the result
- the scripts are put into storage after a period of time, which will cause a delay in access.

A student who feels that he or she has grounds for an appeal should first seek advice. The Students' Representative Council (SRC) Advice Centre of the UofG has written an excellent leaflet on Appeals, available on the web at glasgowstudent.net/advice/academic/appeals.

Formal appeal regulations for UESTC can be found in the UESTC student manual.

COMPLAINTS

If you are unhappy about an aspect of teaching or assessment, please raise this with your adviser of studies or the programme director in the first instance. If you remain concerned and are not satisfied by the response you have received, you can make a complaint and details of how to do so can be found here: glasgow.ac.uk/connect/complaints.



GRADUATES OF GLASGOW COLLEGE, UESTC WILL CONTINUE THEIR STUDIES IN TOP UNIVERSITIES AND WORK IN COMPANIES WORLDWIDE

PROGRESSION AND GRADUATION

PROGRESSION IN THE GLASGOW COLLEGE, UESTC PROGRAMME

To progress to the next year of your degree programme, your results must satisfy the following rules.

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 your results do not meet these requirements at the first attempt, you 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 you may progress to the next year with up to 24 UoG credits at E grade but must

improve your results to D3 or better before you can graduate. Please also note that

- The maximum period of study is normally six academic years.
- The UoG regulations can be found here: glasgow.ac.uk/senateoffice/policies/calendar. These regulations will always take precedence.
- The UESTC Programme does not impose any further requirements on progress. However, you must pass all courses in the UESTC curriculum before you can be awarded a degree by UESTC. All relevant regulations can be found here: 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/UoG 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, you will be given a temporary enrolment instead, until you have satisfied progression requirements. The Glasgow College, UESTC Progress Committee will meet no later than the third week of the semester to consider any evidence of personal circumstances and decide on the future action.

- In special cases you may be permitted to progress normally to the next year of study.
- If your results are far below the requirements you will be required to register for a different qualification or may be excluded from further study in the Glasgow College, UESTC. In this case you will be considered for one of the early exit awards offered by UoG and also for an early exit award by UESTC. If the only requirement that you have not met is the English language requirement of passing *English Communication and Engineering Career Skills* at a minimum of D3, you may be allowed to transfer to the single degree programme, which is administered by UESTC. You are 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, you are still required to pass *English Communication and Engineering Career Skills* in order to graduate.

You can formally appeal to the College of Science and Engineering in the University of Glasgow against the decisions of the Progress Committee but they will not accept any evidence that could reasonably have been submitted to the School. You have the right of formal appeal to the College against the decisions of the Progress Committee. The Code of Procedure for Appeals is laid out in the University Regulations glasgow.ac.uk/myglasgow/senateoffice/studentcodes/academicappealsstudents

CELEBRATING OUR TENTH ANNIVERSARY YEAR

GRADUATION AND DEGREE CLASSIFICATION

In addition to the general rules for graduation, there are special rules that apply to the BEng. These are very different from the UESTC rules. Scottish universities have a tradition of treating years 3 and 4 as 'honours years' with strict conditions: in particular, only your first-attempt result from honours courses is used to calculate the classification of your degree. Here is a summary of the graduation rules for our programmes. In Year 4 (the final year), your results must satisfy all the following requirements in order to graduate with the degree of BEng (Hons) from UofG:

- (a) grade E3 or better in all courses at the first attempt;
- (b) no more than 20 UofG credits of courses below grade D3 at the first attempt;
- (c) grade D3 or better in your final year project at the first attempt;
- (d) achieved a result (including that of a reassessment) of grade D3 or better in all courses in all years of the curriculum; and
- (e) are enrolled in a dual degree programme.

Rules (a) and (b) are set by the UK Engineering Council for accredited degrees, such as the BEng (Hons). You will be considered for the degree of BSc (Honours) in Engineering, which is not accredited, if you meet requirements (c) and (d) but not both (a) and (b). Especially note that you require a minimum grade of D3 in your major individual project for any UofG honours degree.

The calculation of the final classification is based on your GPA from Year 3 and Year 4 weighted 50 : 50 at the first attempt and is explained below. You will not be awarded a degree if your final GPA is below E3.

Table 3:
Classification of honours degrees based on weighted UoG GPA for honours courses.

Honours GPA	Honours classification
17.5–22.0	First Class (1st Class)
17.1–17.4	either First Class or Upper Second Class (discretion) (1st or 2:1)
14.5–17.0	Upper Second Class (2:1)
14.1–14.4	either Upper Second Class or Lower Second Class (discretion) (2:1 or 2:2)
11.5–14.0	Lower Second Class (2:2)
11.1–11.4	either Lower Second or Third Class (2:2 or 3rd Class)
8.5–11.0	Third Class (3rd Class)
8.1–8.4	either Third Class or Fail (discretion) (3rd Class or Fail)
0.0–8.0	Fail

It is essential to realise that rules (a)–(c) and your degree classification are based on your first attempt at the assessment for all honours courses. This is the Scottish tradition and is quite different from UESTC's rules. However, there is no limitation of reassessment for requirement (d) other than the maximum period of study of six years and the standard provision for reassessments.

UK Honours degrees are classified into four classes:

- First class
- Upper second class
- Lower second class
- Third class

The classification depends on your UoG GPA according to Table 3. If your GPA lies in a 'discretionary band', the class depends on your distribution of grades. For example, if your GPA lies in the range 17.1–17.4, you will get a First Class degree if 50% or more of your results are at A grade, weighted in the same way as the GPA, or an Upper Second Class degree if you have fewer than 50% A grades.

If your classification is a 'Fail', i.e., your results do not meet the requirements for an Honours degree, you will be considered for one of the early exit awards listed under Progression.

Please refer to the UoG Regulations for more details.

If you successfully complete the dual degree programme and meet the requirements of both UoG and UESTC, you will be awarded the degrees of both universities.



STUDY ABROAD OPTIONS FOR 3RD AND 4TH YEAR

Students of the Glasgow College, UESTC may apply to study on the '2+2' or '3+1' degrees. This means you can study for up to two years of your degree at the University of Glasgow campus in Scotland.

The rules for assessment and progression remain the same as they are for students who study for all four years at Glasgow College, UESTC.

The University of Glasgow offers a two-week summer school programme, which you may complete at any time during your period of registration on your degree at Glasgow College, UESTC.

There is also a five-week advanced skills summer school; students completing this are awarded 15 UoG credits.

Other Study Abroad opportunities may become available in the future.

PRIZES AND SCHOLARSHIPS

There are a number of prizes and scholarships available to students of Glasgow College, UESTC.

You are also eligible for prizes awarded by the James Watt School of Engineering in Glasgow; these are awarded for outstanding academic achievement. About half of the prizes are awarded to students in the early years of the degree programmes and the remainder are awarded to graduating students.

ADVANCED PROJECT SKILLS SUMMER SCHOOL

A 5-week Summer School runs each year, in July and August, where students can also come to Glasgow and spend some time studying there, earning 15-credits for successful completion of the course.

As a student in the Glasgow College, UESTC, your responsibility is to seize every opportunity for learning that you will find here – whether in lectures, tutorials, laboratories, team or individual project work, industry visits, or in discussion with the teaching and technical staff, to strive for the highest classification of degree commensurate with your talents, and to forge for yourself a distinguished engineering career in the near future.



YOU ARE RESPONSIBLE FOR YOUR SUCCESS

STUDENT ACADEMIC LIFE

As is stated in the JWSE UG Student Handbook, you are responsible for your success. You can read useful guidance about the importance of health and wellbeing, managing your time effectively, and the importance of attending class, here: glasgow.ac.uk/schools/engineering/students/courseinformation/studenthandbook/ug-handbook

Below we outline areas of particular relevance to Glasgow College, UESTC undergraduate students - in particular those less familiar with the UK education system, and our way of using learning technologies."

COMPUTERS

An important part of your development as an engineer is to learn to use computers as an integral part of your day-to-day activities. You will take laboratory classes to show you how to use various software packages that are necessary to your degree programme. This will initially involve investing some time to get familiar with the packages, but the time invested will be valuable as you will quickly gain an advantage in being able to do better work faster. Report writing using a computer is an important part of an engineer's activities and a number of courses will ask you to practise this by submitting written work.

EMAIL

Information concerning, for example, urgent changes to the timetable will be sent by email to your UofG and UESTC email addresses. You should therefore ensure that you check both email accounts regularly.

You must also ensure that all emails you send to members of staff are from a university email account rather than private email accounts, as such email may be automatically removed by a junk mail filter.

When communicating with UofG staff, it is important what you identify yourself by including your name and UESTC and UofG identification numbers in your email message. Staff will respond to your emails in a timely manner. Depending on the complexity of the response, particularly when reviewing project and lab report submissions, the response time could be up to two weeks.

MYCAMPUS

MyCampus is the University of Glasgow's student information system. It will:

- show the courses that make up your curriculum and permit you to select any options
- display your examination results
- compare your results with the progress regulations so that you can see whether you need to take resits.

Note that timetable information will not appear within MyCampus and so you should refer to the timetable provided locally, produced by the UESTC system. This will contain the room and scheduling information for the programme.

You should have received the information required to log in to MyCampus by email and can find more information at glasgow.ac.uk/students. Please keep your contact details on MyCampus up to date and check your email regularly. We assume that you will read email sent to your UofG email address promptly.

VIRTUAL LEARNING ENVIRONMENT SYSTEMS: BLACKBOARD AND MOODLE

Blackboard (<http://portal.uestc.edu.cn/login.portal>) is the online virtual learning environment (VLE) used in all UESTC-taught courses and some of the UofG-taught courses. **Moodle** (moodle2.gla.ac.uk) is the VLE used at the University of Glasgow for taught courses. Your instructors will inform you which VLE will be used during the first lecture. You should be enrolled automatically in all courses that you are taking each semester on **Blackboard** and **Moodle** as long as you have completed the enrolment process on MyCampus. Familiarise yourself as soon as possible with the online VLE systems.

FEEDBACK ON YOUR WORK

You will receive academic feedback on your work in several ways.

- Some courses have tutorials, where feedback may be provided on your work. You must attempt the questions before the tutorial, as advised in these guidelines, to get the full benefit of feedback in tutorials.
- Feedback is provided by staff during laboratories in a similar way. Again, you can get the full benefit only if you come prepared.
- Some courses require you to submit assignments either physically during class or online, which will be marked and returned with comments.
- During projects, regular meetings with your supervisor provide a high level of immediate feedback.
- Feedback on presentations (poster or oral) can be obtained from the assessors but you might want to wait a day or two before asking for feedback on presentations to ensure you are in the right frame of mind.

Note that you may schedule an appointment with the course lecturer to discuss your academic performance and to identify steps that you can follow to improve.

The Glasgow College, UESTC aims to return feedback on written assessments within three weeks. You will be notified if a delay is expected.



UESTC CELEBRATES OVER 60 YEARS OF GROWTH AND INNOVATION

STUDY SKILLS

You do not come to university simply to learn the facts and skills of engineering. It is far more important that you learn to think and behave like a professional engineer. We aim to develop these vital abilities as you progress through the Glasgow College, UESTC.

In your previous studies you may have been told exactly what work to do for most of the time. This will change. The lecturers will explain the foundations of each topic and will provide example problems or tutorial sheets so that you can test your knowledge and understanding, but it will become your responsibility to fill the gap between the general principles covered in the lectures and their application. This means that you must:

- review your notes from the lectures and seek further guidance from textbooks or other material to help you with topics that you find difficult
- attempt the example and tutorial questions and (again) seek further guidance if you cannot see how the questions build on the material in the lectures
- seek assistance during the course lectures, staff and graduate student office hours, or laboratory classes, if you are unable to solve the problems yourself.

You will find that the teaching staff are delighted to assist students who have already made a serious attempt to solve a problem by themselves, but less cooperative if you have not made the effort yourself first. Many concepts in engineering are difficult – they ‘make your brain hurt’. The teaching staff have all been through this themselves, and will guide you as well as they can, but in the end you have to form your own understanding of the key topics. All engineers must be able to learn new concepts for themselves throughout their professional lives and must therefore develop the skill to study independently.

Projects take independence a step further. The difference between a project and an assignment is that;

- in an assignment you are given some guidance on the method needed to complete the task
- in a project you are given only the goal of the work and must develop a strategy for reaching the goal yourself.

You will start on simple projects during the first year and tackle more challenging projects in successive years, building up to the individual project in the final year. Your project supervisor will guide you gently and advise you on possible directions but it is your responsibility to develop a strategy for the project and work out how to achieve the goals. You will not pass the project if you rely on the supervisor to tell you what to do. In fact, some of the best projects turn out quite differently from the original idea because the student has taken control and followed his or her own directions.

ADVICE ON YOUR STUDIES

Where to Get Advice

1. If you have an academic issue with a particular course, whether taught by a member of staff from UESTC or UofG, please make an appointment and speak to the **Lecturer** concerned in the first instance.
2. If the Lecturer cannot resolve the problem with a course taught by UESTC, then contact your **Student Counsellor via the Student Affairs Centre** (Support).
3. For issues concerning the courses taught by UofG, their regulations, or MyCampus, please contact the **UofG Transnational Education Manager**
4. If your issues concerning academic matters are still not addressed to your satisfaction, contact the **Programme Director**
5. For pastoral issues, such as illness, financial or personal problems, please visit your **Student Counsellor** at the **Student Affairs Centre**.

[See Key Contacts for details.](#)

Every student in UofG is allocated an Adviser of Studies. He or she can provide advice on any kind of difficulty that affects your studies. If you need further help with an academic matter, you may also be referred to the Chief Adviser of Studies (Professor David Young) or the Chief Adviser of Studies based in Glasgow (Dr Douglas Thomson). Details of your Adviser are available on MyCampus.

Please note that all UofG staff, including Advisers of Studies and staff in the UofG Offices are bound by British law on confidentiality. This means that they cannot normally discuss personal details with anybody other than the student concerned, not even with your parents, without your expressed permission.

What to Do if Studies Are Affected by Illness or Personal Problems

“Studies Affected by Illness or Problems - Advice and Procedures”

“Please read the James Watt School of Engineering UG Student Handbook thoroughly to find out what to do if you need advice, and on university policy for students experiencing difficulties. It is available here: glasgow.ac.uk/schools/engineering/students/courseinformation/studenthandbook/ug-handbook

Our programmes are subject to an ‘Absence Policy’, described at glasgow.ac.uk/services/senateoffice/policies/studentsupport/absencepolicy, which explains what you should do if your studies or examinations are affected by illness or personal problems. It does not apply only to absences, despite its name.

Please also read the guidance for submitting Good Cause claims: gla.ac.uk/media/Media_425478_smxx.pdf

FURTHER ADVICE AND INFORMATION ON ATTENDANCE AND GOOD CAUSE

The following text explains some elements aspects of support and responsibility that are more specific to Glasgow College, UESTC students.

Good Cause claims should be submitted by the students through MyCampus when their assessment performance is affected by illness or personal problems. Note that all Good Cause claims must be submitted within five working days of the date of the affected assessments. Attending an IELTS examination will not be considered as a good cause because you should be careful to avoid any timetabling conflicts when arranging these appointments. It is students' responsibility to schedule IELTS exams to avoid clashes with compulsory assessments set by either university, including examinations and mid-term assessments.

To be awarded UofG credit, you must not miss any 'learning by experience' element (such as English classes, required tutorials, guest seminars, laboratories and projects, and industry visits) and must complete at least 75% of the assessed material in a course (this means 75% of the homework assignments, 75% of the projects and laboratory reports, and 75% of the class and final exams). This means that it is not possible for you to be awarded credit after a prolonged absence, even for a good cause. This is because you would not have met enough of the learning outcomes of the course. Discuss your circumstances with the Academic Affairs Centre if there is any possibility of this happening to you; it may be best to withdraw from your studies until your problems are fully resolved.

It is particularly important to report absences from examinations promptly, preferably before the examination if possible. You must notify the University no later than one week (i.e. within 7 days) after the date of the examination or the due date for submission of the assessment affected.

UESTC also has rules of Leave for Absence set out in the regulations of Administration of Undergraduate Academic Affairs. Please refer to the UESTC Student Manual.

Attendance in Lectures

Different students have different learning strategies for taught courses assessed by examination. However absence from lectures is nearly always a result of your failure to manage your time effectively. Studies have shown that there is a **strong correlation** between your attendance in lectures and your chances of success in the examinations. Lecture courses provide additional support for students. Questions can be answered during lectures. If you are regularly absent from lectures this support will not be available. It is your responsibility to keep up with the material presented during lectures if you miss a lecture. Attendance will be monitored through random checks using an electronic UofG ID card reader. Therefore, you should bring your UofG ID card to all courses – those taught by UofG and UESTC staff.

Further Help with Your Studies

Information on student services provided locally by UESTC can be obtained from the Academic Affairs Centre (Support). You also have access to electronic resources of University of Glasgow student services, based at the campus in Glasgow such as:

- UofG Library:
glasgow.ac.uk/services/library
- Student learning service:
glasgow.ac.uk/services/sls
- English:
glasgow.ac.uk/services/languagecentre
- Student life:
glasgow.ac.uk/studentlife
- International Students – China:
glasgow.ac.uk/international/country/china

The Students' Representative Council in Glasgow runs an informative website, which goes far beyond academic issues, available at glasgowunisrc.org/advice.

DISABILITY

The University of Glasgow is committed to developing an environment in which students have long or short term physical or mental health issues can pursue their intellectual and personal development with appropriate support. If you want to discuss your particular needs, please tell us by notifying the Student Affairs Office or your Adviser of Studies.

Some of the resources provided online by UofG may be useful:
glasgow.ac.uk/myglasgow/disability

EQUAL OPPORTUNITIES

The University of Glasgow has adopted a code of practice on Equal Opportunities for students and staff. The aim is to ensure equality of opportunity for all its students in teaching, learning and assessment, and in the provision of services. The University aims to create conditions whereby students are treated solely on the basis of their merits, abilities and potential, regardless of age, socio-economic background, religious belief, ethnic origin, gender, marital or family status, sexual orientation or disability.

YOUR OPINION IS IMPORTANT: STUDENT FEEDBACK AND REPRESENTATION

All courses are subject to continual review and assessment to ensure that the course objectives are being realised and that student needs are being met. From time to time, you will be asked to fill in Student Evaluation Questionnaires for your various courses. Please treat this as a serious exercise. The results are important and are used to continually improve and update the courses.

You are also welcome to raise concerns with the UofG lecturers and the Executive Dean.

Staff Student Liaison Committee and the SRC

Glasgow College, UESTC has a Staff-Student Liaison Committee (SSLC) which meets once each semester, about week six, to discuss matters relating to courses and the welfare of the student body (NOT individual cases, which should be referred to the appropriate Adviser of Studies). The student representation on the committee consists of two student representatives from each year of each degree programme where the degree programme has a distinct curriculum. Each representative is offered training before undertaking this duty, which can then be recorded on a student's transcript. Training is provided by staff. Guidelines on the operation of Staff Student Liaison Committees within the University of Glasgow are available online at: gla.ac.uk/media/Media_129536_smxx.pdf

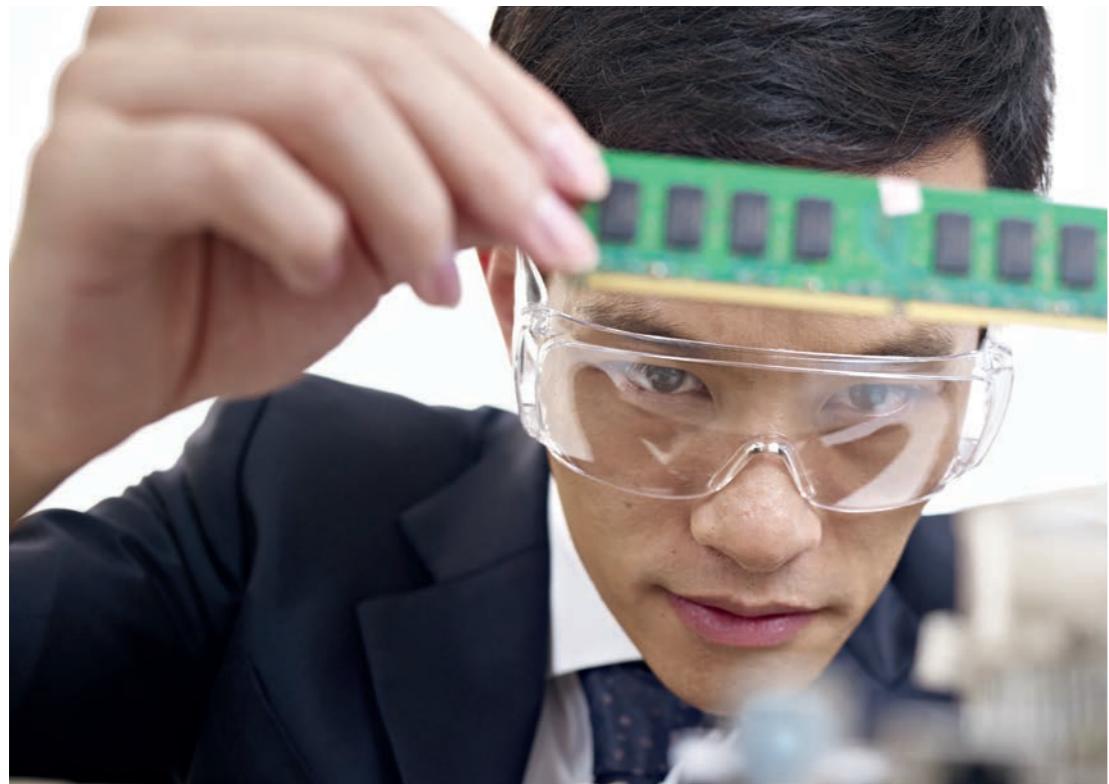
The only legally recognised representative body for all students at the University of Glasgow is the Students' Representative Council (SRC). The SRC is an independent, student-led organisation which promotes the interests of students to the University and on a national and global level. They also provide a range of support services to students across all University of Glasgow campuses.

One of the main ways the SRC do this is through their council: a body of over 50 members who are elected by their fellow students and represent them across all levels of the University. The SRC Council is made up of academic representatives (who each represent a school or college within the University), student welfare officers (who represent students on issues such as Race, Gender Equality and Disability among others), and general representatives. It is led by four sabbatical officers who make up the executive. Find out more here: www.glasgowunisrc.org/representation/council/sabbatical

You might be wondering how this links to you as a student in Glasgow College, UESTC. Notes from Staff-Student Liaison Committees attended by your 2 class representatives may be discussed at school or college-level committees which include an SRC academic representative. Class representatives can also contact their school or college representative directly to raise any issues they feel are particularly important. Representatives can then report these issues to Council or to the SRC executive team, who in turn can raise them in meetings with senior staff at the University. Therefore, by raising any issues you are experiencing with your class representatives, you ensure that the SRC can advocate for you and your fellow students.

In addition to representing students, the SRC also provide support to students through their Advice Centre. The Advice Centre is independent from the University and offers free, confidential advice to students on a range of welfare issues. They can also advise and support you with academic appeals and formal complaints and may represent you in student conduct cases. The Advice Centre can offer advice over email, telephone or via Zoom/MS Teams. Contact details for the Advice Centre and your SRC representatives can be found at www.glasgowunisrc.org

The Student Affairs Office can tell you more about class representatives. Details can be obtained from the UofG JWSE School Teaching Office regarding School and College representatives at UofG.



**TEACHING
DELIVERED
EQUALLY
BY UofG AND
UESTC IN A
SUPPORTIVE
AND INNOVATIVE
LEARNING
ENVIRONMENT**



ACADEMIC CONDUCT

ACKNOWLEDGING THE WORK OF OTHERS

You are expected to read works such as textbooks or research papers written by other people as part of many courses at university, particularly for projects. You must make clear what material or ideas you have taken from other people's works when you write assignments and project reports. You will be given instruction in good practice for references before you write reports. It is essential to follow these instructions. If you do not, you may be guilty of a disciplinary offence called plagiarism, which will be explained below.

PLAGIARISM

In most courses you will be asked to submit work for assessment, sometimes individually and sometimes in prescribed groups. It is expected that this work has been undertaken by those who submitted it. This is no more than straightforward honesty, and you agree to abide by the University's statement on plagiarism at the start of each year. The submission of any other person's work is plagiarism, a form of cheating defined by the University below. The Glasgow College, UESTC and both Universities take a serious view of such dishonest behaviour and will take action against any student found to have plagiarised the work of others. There are good reasons for this. One is that the work is part of your programme of study and you learn nothing if you do not undertake the work yourself. Secondly, the Universities uphold the quality of their academic qualifications and cannot tolerate having them lowered through dishonesty.

There may be occasions, when you work in groups and are required to submit work individually, where the 'ownership' of material is questionable. Please discuss this with the staff concerned if you are unsure how to submit joint work. You learn a great deal by discussing problems with fellow students and we do not wish to discourage this valuable activity.

A range of penalties may be applied when plagiarism is detected depending on the severity of the plagiarism. You will almost certainly be awarded Grade H **without opportunity to resubmit** if you are found guilty of significant plagiarism in a major submission. **This means that you will almost certainly be unable to continue your studies, or to graduate, and may be expelled from the university.** A formal record will be kept in all cases.

Please refer to page 23 of the James Watt School of Engineering Undergraduate Handbook - which itself refers to the University of Glasgow's Regulations - for a full explanation of plagiarism and associated penalties and procedures such as the right to appeal: glasgow.ac.uk/schools/engineering/students/courseinformation/studenthandbook/ug-handbook

You can also usefully refer to the comprehensive University of Glasgow Regulations for 2023-2024, available here: glasgow.ac.uk/myglasgow/apg/policies/uniregs/#currentedition and in particular: glasgow.ac.uk/myglasgow/apg/policies/uniregs/regulations2023-24/feesandgeneral/studentsupportandconductmatters/reg32

Please note there may be some differences with regard to named contacts. The Chief Adviser of Studies for Glasgow College, UESTC students is not the same as for UofG students. Here it will be Professor David Young (Executive Dean).

You can find out about other differences from your Adviser of Studies or from the Student Affairs Centre (Support).

TURNITIN, URKUND AND SAFEASSIGN

The Glasgow College, UESTC uses software to help students develop good academic writing habits, including giving due acknowledgement to the work of others. You are therefore required to submit major pieces of written work, such as project reports, to Moodle where they are automatically processed by an academic plagiarism checker detection software program such as SafeAssign, Turnitin or Urkund. The program compares your submission with a large database and marks blocks of text that match other documents in an originality report. You have one opportunity to view this report and make any corrections before submitting the final version.

We do not assess whether work suffers from plagiarism from the originality report alone. There are several reasons for this.

- Some phrases are commonly used and it is not a problem if these match text in other documents (students often worry about this)
- The software program does not include all the documents from which text can be plagiarised
- Some forms of material, such as graphics and computer code, cannot be checked by SafeAssign, Turnitin or Urkund but it is still plagiarism to copy these without acknowledgement.

Plagiarism will be treated in the same way, whether it is detected by SafeAssign, Turnitin, Urkund, or other means.

CONDUCT IN EXAMINATIONS

Examinations are the major assessment for most courses and it is essential that they take place under fair conditions for all students. The Glasgow College, UESTC has therefore drawn up rules to prevent cheating and will take severe action against any student who breaks these rules.

The full UofG regulations on exam conduct (as well as assessment and appeals) are set out in the University Regulations - General Information for Students 2023-24 here: glasgow.ac.uk/myglasgow/apg/policies/uniregs/regulations2023-24/feesandgeneral/#

Please also consult the James Watt School of Engineering UG Student Handbook, here:

glasgow.ac.uk/schools/engineering/students/courseinformation/studenthandbook/ug-handbook

Note that all information relates to in person exams. Details regarding times and locations, and details of any online exams will be sent to students in advance of the exam diet.

The Glasgow College, UESTC provides Chinese-English dictionaries for Year 1 exams. No calculators are allowed to be used in Calculus I, Calculus II, and Probability and Statistics. For those course examinations in which you are allowed to use calculators, the calculators must not have graphics and cannot store or display text. You must bring your own calculator to the exams, as there will not be any calculators available to borrow from the Glasgow College, UESTC during the exams. Students will not be allowed to share calculators in an examination. Please make sure that you bring the appropriate calculator with you. Use of a calculator that does not meet these guidelines will be considered to be student misconduct.



HEALTH AND SAFETY POLICY

SAFETY INSTRUCTIONS

Please refer to the James Watt School of Engineering UG Student Handbook for full details of the Health and Safety Policy. Where references are made to "University buildings" please take this to mean "Glasgow College, UESTC buildings".

glasgow.ac.uk/schools/engineering/informationforstaff/safety

CONTACT NUMBERS

Glasgow College, UESTC

UESTC Qingshuihe Campus 2006 Xiyuan Avenue West Hi-Tech Zone Chengdu, Sichuan P.R. China 611731
中国四川省成都市高新区西源大道2006号 电子科技大学清水河校区 6号科研楼2楼

Main Contact Numbers

Academic Affairs and Practical Teaching Centre
学生事务中心（教学管理）

6183 1797

liutingting@uestc.edu.cn

Student Affairs Centre (Support)
学生事务中心（学生管理）

6183 1770

xiebingjie@uestc.edu.cn
mamingda@uestc.edu.cn

Student Affairs Centre (Practical Teaching)
学生事务中心（实践教学）

6183 1731

lilima@uestc.edu.cn

Student Affairs Centre (International Cooperation)
学生事务中心（国际交流）

6183 0101

zhiyiuy@uestc.edu.cn
zhoudongyi@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

