



University
of Glasgow



电子科技大学

University of Electronic Science and Technology of China

UNDERGRADUATE STUDENT HANDBOOK 2022-2023 ENTRY

Joint Educational Partnership between the University of Glasgow
and the University of Electronic Science and Technology of China

**WORLD
CHANGERS
WELCOME**

CONGRATULATIONS ON YOUR VERY HIGH ACHIEVEMENT SO FAR AND ON YOUR SUCCESSFUL ADMISSION INTO THE GLASGOW COLLEGE UESTC, AN EDUCATIONAL PARTNERSHIP BETWEEN THE UNIVERSITY OF GLASGOW AND THE UNIVERSITY OF ELECTRONIC SCIENCE AND TECHNOLOGY OF CHINA.



WELCOME

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 you for your career better than either University can do alone. As a student attending the Glasgow College UESTC, your responsibility is to seize every opportunity for learning that you will find here – whether in lectures, tutorials, laboratories, project work, industry visits, or in discussions with the staff – and to forge for yourself a distinguished engineering career.

Taught equally by staff from both universities, most courses in years 1 and 2 are delivered by staff from UESTC, while most courses in years 3 and 4 are delivered by staff from UofG. Teaching led by UofG is delivered in 'blocks,' with staff flying regularly to Chengdu to deliver teaching over a number of weeks. Support is also available online, supplemented by local assistants. A Lecturer or Professor will be present during laboratory classes, and you should use this time to ask them any questions one-on-one that you have about the course.

The joint programmes integrate rigorous foundations in mathematics and electronic

engineering with a stream of independent project work that runs throughout all four years, cultivating creative thinking skills and developing you into an exceptional engineer with a high sense of social responsibility. All our programmes are approved by the Ministry of Education of China and are under the quality control systems of higher education authorities in both the UK and China. You will be taught and assessed strictly in accordance with the quality standards of UofG and UESTC, with advice, support and mentoring provided by both universities. The English language is used exclusively throughout all four years, and you should take every opportunity to practise and become fluent.



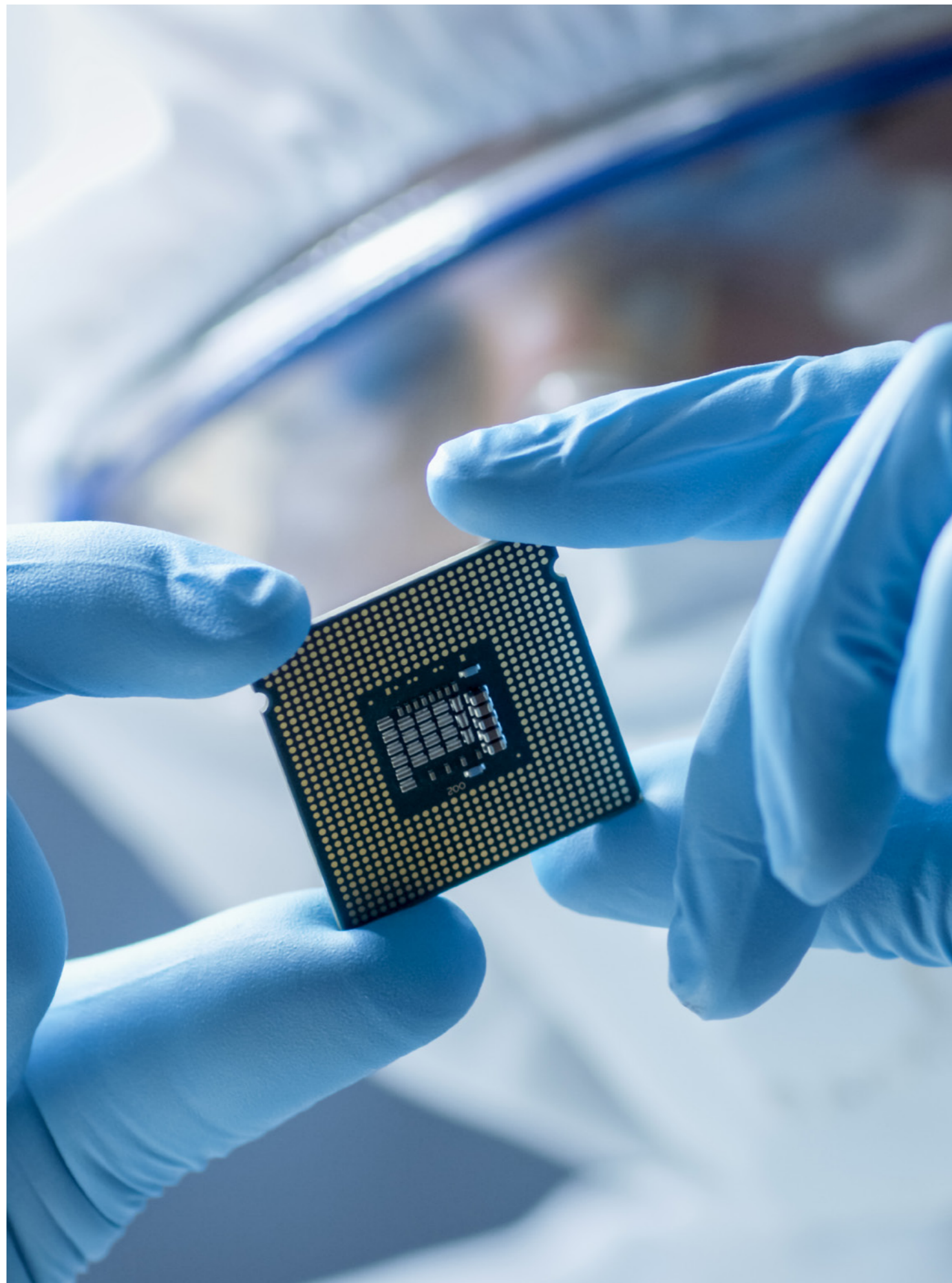
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THE CHINA-SCOTLAND
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The formal processes of British and Chinese universities are different, and you are exposed to both cultures in the Glasgow College, UESTC. As explained below, the two universities will mark your work in different ways. However, the formal processes and regulations governing academic aspects of the common courses within the Joint Programmes follow the University of Glasgow model. At the end of your studies, you will have competitive, globally recognised qualifications which give you an outstanding international perspective of engineering.

The postgraduate rate of Glasgow College UESTC graduates in 2022 reached over 90 percent and the rate of further study abroad at the world's top universities is also high (76 percent). Many of our alumni who have gone into employment have found work with the world's top 500 companies.

Although you can complete your entire degree in Chengdu, you will (under normal circumstances) have several opportunities to come to Glasgow. During summer vacations, you will have a choice of summer schools at the UofG campus. You also have the option to follow a 2+2 or 3+1 model, where you study on the UESTC campus in years 1 and 2 and on the University of Glasgow campus in years 3 and 4 (2+2 model). With the 3+1 model you would study on the UESTC campus in years 1, 2 and 3 and on the University of Glasgow campus in year 4. Entry into these programmes requires you to demonstrate academic performance in years 1 and 2 at a UofG GPA of 12 (band C3 on the University of Glasgow grading scale) and meet the Glasgow College UESTC English language progression requirement by the end of year 2. You remain a Glasgow College UESTC student.

Although the single degree programme shares the same curriculum as the dual degree programmes within the Glasgow College UESTC, successful completion of the 4+0 single degree programme leads to a degree qualification from the University of Glasgow alone. This means there are some differences to the policies that apply to you and these differences are summarised on page 4 of this handbook. You will still have a chance to move over to the 2+2 or 3+1 programmes if you meet the necessary requirements.

Due to travel restrictions associated with the global COVID-19 pandemic, travel to China from Glasgow has been suspended in recent times and the majority of UofG teaching has been delivered remotely until such time as this can be reinstated safely in line with government guidance in the UK and China. During this period, the opportunity has been taken to enhance the learning and teaching facilities available to Glasgow College UESTC students and to further develop the quality of our remote provision.

Overcoming obstacles can make us stronger, increasing our determination to succeed. With recent approval from the Ministry of Education for a new campus in Hainan, this is an exciting time to be a member of the Glasgow College. We look forward to expanding our horizons in South China, with the possibility of student exchanges between Hainan and Chengdu, as well as cross-campus collaborations.

We hope that you find your studies on the Joint Programmes challenging, enjoyable and fruitful. We really do expect you, as an engineering graduate from UESTC and the University of Glasgow, with the illustrious forebears of both universities, to go out and change the world!

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UNIVERSITY OF GLASGOW 4+0 SINGLE DEGREE PROGRAMME WITHIN THE GLASGOW COLLEGE, UESTC*

As an exceptional arrangement approved by the Ministry of Education due to the Covid-19 pandemic, for entry in academic session 2020/21 only, UofG agreed to provide a 4+0 single degree programme in Electronics and Electrical Engineering for a small, single intake, cohort of students within the Glasgow College, UESTC on the UESTC Qingshuihe campus.

On successful completion of the programme you will graduate with a single BEng (Honours) degree in Electronics and Electrical Engineering from the University of Glasgow. This programme is jointly delivered by the University of Glasgow and UESTC and you will be taught by academic staff from both institutions. The programme is part of the Glasgow College UESTC, and you will have access to UESTC and Glasgow College facilities and student support services throughout your studies.

In year one of your studies you were enrolled on the Electronics and Electrical Engineering (EEE) with Communications Programme, which has a common curriculum with all programmes offered within the Glasgow College UESTC. After successful completion

of year one, you will have the opportunity to continue on the EEE with Communications pathway, or to transfer to the EEE with Microelectronics programme.

If your academic achievements in the first and second academic years meet the relevant requirements, you will have the option of applying for the 2+2 programme to study on the Glasgow campus in years 3 and 4. For those successful at gaining entry to the 2+2 programme, the international undergraduate student tuition fee of UofG Glasgow campus is payable to the University of Glasgow in years 3 and 4 at the published rates.

Only the regulations of the University of Glasgow apply to your programme, for example in terms of the UofG Code of Assessment, rules for progression and degree classification criteria. The same University of Glasgow regulations for programmes with UESTC apply to your programme as set out in the University of Glasgow Regulations: glasgow.ac.uk/senateoffice/policies/uniregs/regulations2021-22/scieng/beng

Although the programme that you will

undertake shares the same curriculum as the dual degree programmes within the Glasgow College UESTC, successful completion of the 4+0 single degree programme leads to a degree qualification from the University of Glasgow alone. This means there are some differences to the policies that apply to you and these differences are summarised below for your reference. In all other respects, the information outlined in the body of the student handbook for 2021/22 applies:

- you will be exempted from the 30 credit English for Academic and General Purposes course (UESTC1017)
- Academic appeals will be through the University of Glasgow only and will follow UofG policy and procedure
- University of Glasgow rules will apply in respect of academic misconduct regardless of who is delivering the relevant component or assessment. UESTC will share information with UofG about any alleged academic misconduct at UESTC and UofG will administer the process and any sanctions. Outcomes arising will be supported by UESTC, even if these differ from the UESTC position for its own degrees.

About This Handbook

This handbook is intended to answer many of the day-to-day questions of students studying in the Glasgow College UESTC and to act as a pointer towards useful resources, should you encounter any issues. In particular, this handbook explains the rules of UofG and the Joint Programmes, which follow British and Scottish traditions, while the UESTC handbook explains their rules.

Further details regarding UofG regulations can be found in the University Regulations at glasgow.ac.uk/senateoffice/policies/calendar.

You should also read the UESTC Student Manual, where UESTC regulations are set out. Please read both carefully because your assessment results must satisfy both sets of rules to allow you to graduate from both universities with double degrees.

Nothing in this handbook overrides the official rules of the University of Glasgow (UofG) or the University of Electronic Science and Technology of China (UESTC).

*This information is not relevant to dual degree programme students

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DEGREES FROM TWO WORLD-CLASS UNIVERSITIES



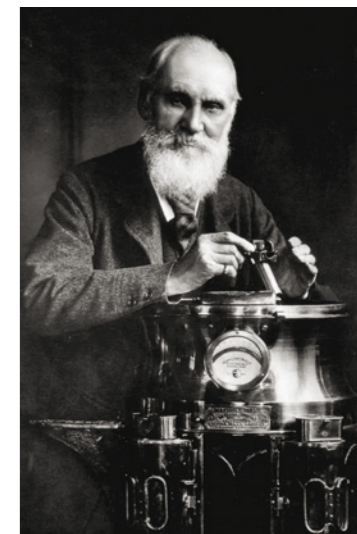
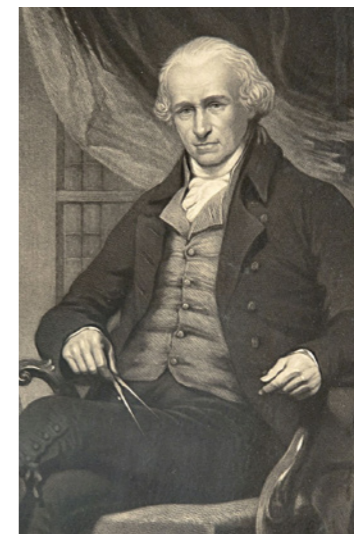
The Mission of the Glasgow College UESTC

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



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 (above centre right), 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 far right), 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 Glasgow College UESTC working to organise the conference alongside staff from the UofG School of Engineering.

The University of Glasgow's ambitious redevelopment is well underway, with a £1 billion investment to expand its world class campus. The £116 million ARC (Advanced Research Centre), a cutting-edge collaborative space hosting 600 academics and PhD students will launch publicly in September 2022. See glasgow.ac.uk/myglasgow/campusdevelopment for details.

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).

**FOUNDED
IN 1956,
UESTC IS
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AS THE
BIRTHPLACE
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NATIONAL
ELECTRONIC
INDUSTRY**



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.



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For Emergency Contact Numbers
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THE 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.



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 comprise courses approved by the University of Glasgow Senate for the UofG BEng (Honours) degree in Electronics and Electrical Engineering.

All assessments and formal teaching in the Glasgow College UESTC will be conducted in English. To graduate with a UESTC degree, students have to take additional courses required by the MoE and UESTC.

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

In many cases 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.*

This reflects a European attitude to university education, where **the emphasis is on learning rather than time spent in the classroom being taught.**

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. The School's session dates for 2022-2023 with the UofG teaching weeks highlighted can be downloaded at glasgow.ac.uk/schools/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 to confirm their enrolment 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. UESTC enrolment procedures require each student to reach a satisfactory settlement for his or her tuition with the school before the deadline for tuition payment. Students who fail to make satisfactory payments of tuition fees 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). These students may be required to withdraw from their programme of study and will not be allowed to graduate.

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/electroniccommunicationsuestc and glasgow.ac.uk/undergraduate/degrees/electronicselectricalmicroestc, respectively.

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方案》2022版).

**ESTABLISHED
2013**



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 unratified until after the Board meets and may be subject to change. These results are published only on MyCampus for a UofG transcript. 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. They 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. Beginning in Semester 1 of the 2017-2018 academic year, the courses taught by UofG staff began following the University of Glasgow Code of Assessment when calculating final grades in these courses. As a result, the percentages in UofG-taught courses do not have the same meaning as the 0-100 scale used by UESTC staff for student performance in courses. The calculation used to determine a student's UofG points and final grades in a course taught by a UofG staff is described in Chapter 2.3 of the Guide to the Code of Assessment glasgow.ac.uk/media/Media_124282_smxx.pdf and Guide for Students glasgow.ac.uk/media/Media_106264_smxx.pdf.

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.

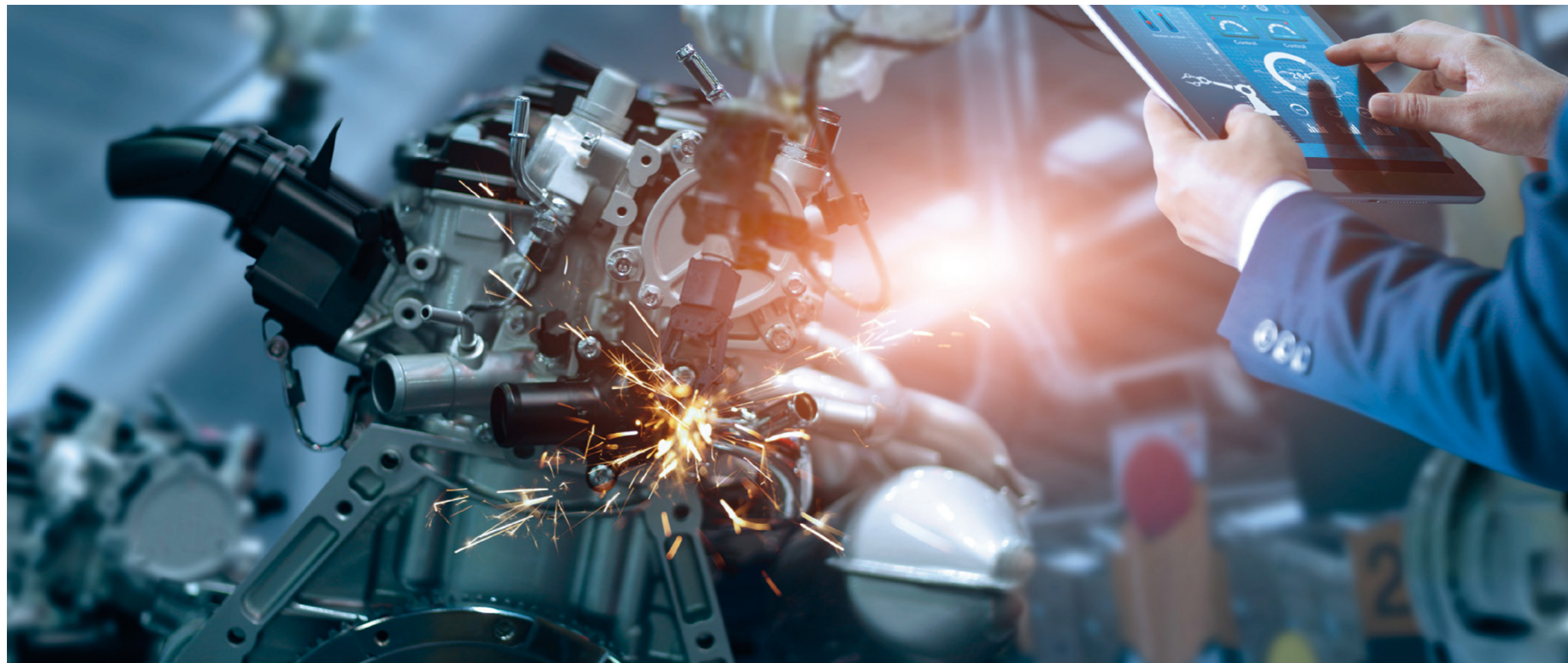
There is no official definition of 'pass' or 'fail', but you can consider grades A-D to be a pass, grade E to be a marginal failure and grades F-H to be failures.

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



You must complete a course satisfactorily in order to be awarded the credits and to gain one of the grades in Table 1. Typically this means that you must attend laboratories and tutorials, submit assignments, and attend examinations; the details are given in the specification for each course and will be explained by the lecturer. You do not have to 'pass' the course to be awarded the credits (but you do have to 'pass' the course to progress on the degree programme). In other words, credits are a measure of quantity.

Other results are used if you have not been awarded the credits for a variety of reasons:

- 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.

In order to notify UofG of mitigating circumstances, students 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 Office.

Quality Assurance and Accreditation

The Glasgow College UESTC uses a range of procedures to ensure that your programmes meet the high academic standard expected.

- 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 Britain.

UofG and UESTC worked together and obtained accreditation for EEE with Information Engineering programme and EEE with Communications programme from the

Institution of Engineering and Technology (IET) and/or the Chinese Engineering Education Accreditation Association (CEEAA) in accordance with the Washington Accord. We will continue to work together to get accreditation for EEE with Microelectronics programme at the earliest possible time. The Washington Accord is an international agreement in which member countries acknowledge the validity of programme accreditations and the chartering or licensing of professional engineers by organisations in other members' countries. The BEng degree partially meets the educational requirement for a Chartered Engineer (CEng), which is the British qualification to show that you are a qualified, professional engineer. 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 Honours 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.

It takes a lot of work to assemble the evidence needed for a successful appeal it would be wise to discuss your position with somebody before starting. The UofG Programme Directors will be happy to help.

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 Centre (Academic), 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.

The University of Glasgow also has a Complaints procedure; see the UofG Regulations and take advice as suggested for Appeals.

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



IN 2022, THE POSTGRADUATE RATE OF OUR GRADUATES WAS NEARLY 91% AND 76% WHO WENT ABROAD WERE ADMITTED TO THE TOP 50 UNIVERSITIES 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. These rules apply to both the dual degree programmes at the Glasgow College UESTC.

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 UofG 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 formal, official rules are set out in the UofG regulations glasgow.ac.uk/senate/office/policies/calendar. 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, you must pass all courses in the UESTC curriculum before you 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, 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 in Week 3 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 UofG 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 Joint Programmes Progress Committee but they will not accept any evidence that could reasonably have been submitted to the School earlier.

UESTC CELEBRATES OVER 60 YEARS OF GROWTH AND INNOVATION



Online news
Glasgow College UESTC publish a regular newsletter with updates about staff and student activities. Access it at glasgow.ac.uk/schools/engineering/international/uestc/newsletters

You can also find updates and news from the Chengdu campus here:
gla.uestc.edu.cn/english/Home.htm

Centre for Educational Development and Innovation (CEDI)
The 'Centre for Educational Development and Innovation' has dedicated webpages detailing its cutting-edge research, seminars and events, championing student-centred learning and transnational education: glasgow.ac.uk/schools/engineering/international/uestc/cedi

Graduation and Degree Classification

UofG has general requirements for graduation and the BEng has extra rules that are similar to those for progression. 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 the Joint 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 the major individual 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 too low.

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.

British Honours degrees are classified into four classes:

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

The classification depends on your UofG 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.

As usual, the formal rules for graduation and classification are in the UofG Regulations.

N.B. You must pass all the courses in the UESTC curriculum to be awarded a degree by UESTC. After successfully completing the joint programme and the UESTC programme with both universities' requirements fulfilled, UofG and UESTC will each award you a degree, independently on separate degree parchments.

Matriculation

All Glasgow College UESTC students are required to complete at least four academic years of study. The successful course of study will progress from one academic year to the next (see the Progression Rules). Students will not normally be allowed to be matriculate beyond the sixth consecutive academic year of study.

Study Abroad

Eligible students are able to complete Years 3 and 4 of their BEng (Hons) degree in Electronics & Electrical Engineering with Information Engineering, Electronics & Electrical Engineering with Communications or Electronics & Electrical Engineering with Microelectronics, after studying Year 1 and 2 at the Glasgow College UESTC.

The University of Glasgow offers a two-week summer school programme, which students at any level in the Glasgow College UESTC may apply for a second summer school programme in which students participate in research projects under the supervision of UofG staff is only available to students who are completing Year 3. Other Study Abroad opportunities may become available in future years.

Prizes and Scholarships

The Glasgow College UESTC offers prizes to top-performing students. You are also eligible for prizes awarded by the School of Engineering in Glasgow. A number of scholarships are awarded to students in the Glasgow College UESTC.

Table 3: Classification of honours degrees based on weighted UofG 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

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

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 University of Glasgow or UESTC email address. 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 that 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 that is used by students throughout the year. It will:

- show the courses that make up your curriculum and permit you to select any options
- inform you of 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 the address on MyCampus 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 as feedback.

- 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 it is better to wait a day or two until you are feeling more relaxed.

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

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

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 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 the specific examples. This means that you must

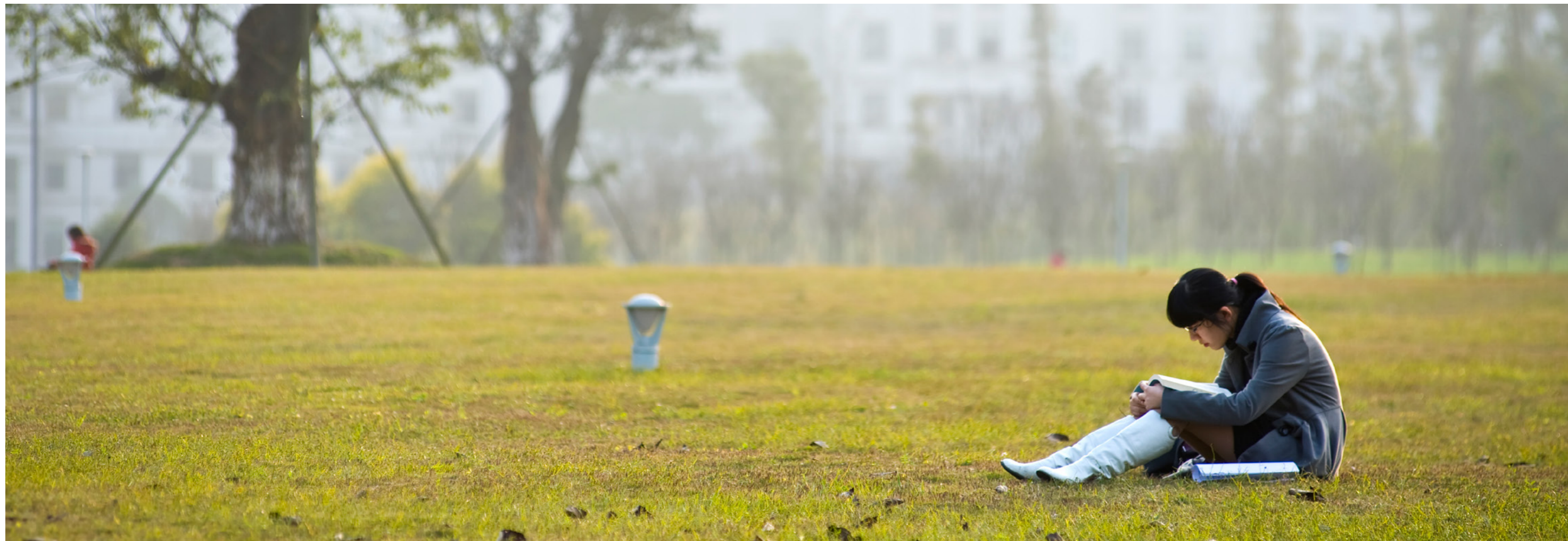
- review your notes from the lectures and seek further guidance from textbooks or other material to help you with topics that you find difficult
- attempt the example and tutorial questions and (again) seek further guidance if you cannot see how the question builds on the material in the lectures
- seek 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 the **Student Affairs Centre** (Academic Affairs)
3. For issues concerning the courses taught by UofG, their regulations, or MyCampus, please contact the **UofG Administration 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 Counsellor in the **Academic Affairs Centre** (Student Support).

Every student in UofG is allocated an Adviser of Studies. He or she can provide advice on any kind of difficulty that affects the student's studies but you should approach your UofG Adviser only if the offices are unable to handle your issue. You may also be referred to the Chief Adviser for Engineering (based in Glasgow).

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

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

The Joint Programmes are subject to an 'Absence Policy', described at glasgow.ac.uk/services/senateoffice/policies/studentssupport/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.

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 'good cause'; 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.

Please read the guidance for submitting Good Cause Claims: glasgow.ac.uk/media/media_425478_en.pdf

A 'significant' absence is:

1. an absence of more than seven consecutive days during working periods;

2. an absence of any duration if it prevents a student from:

- a) attending an examination, or
- b) fulfilling any other published minimum requirements for the award of credit (e.g. compulsory attendance at a tutorial or laboratory class or meeting a deadline for handing in an assignment).

You must justify the reason for your absence and may be required to provide supporting evidence such as a hospital report. The sooner you tell us, the earlier we can help you.

You are expected to make up for missed classes where practicable. For example, if you miss a required laboratory near the start of a course you can usually arrange with the lecturer to complete it at a later date. But, it is your responsibility to make such arrangements.

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 will be 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 with special needs can pursue their intellectual and personal development with appropriate support. If you have special needs, please inform the Academic Affairs Centre (Support) so that appropriate support can be arranged.

Equal Opportunities

The University of Glasgow has adopted a code of practice on Equal Opportunities for students and staff. The University aims 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 on Courses

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 during the year 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.
- The Glasgow College UESTC has a Staff-Student Committee which meets at least once each semester, to discuss matters relating to courses and the welfare of the student body (not individual cases).
- You are welcome to raise concerns with UofG lecturers and the UofG-UESTC programme director during their visits to the Glasgow College UESTC.



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 your report. 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 next.

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. 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 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.

The introduction to the UofG statement on plagiarism (part of the UofG Regulations) is as follows

The University's degrees and other academic awards are given in recognition of a student's personal achievement. All work submitted by students for assessment is accepted on the understanding that it is the student's own effort.

Plagiarism is defined as the submission or presentation of work, in any form, which is not one's own, without acknowledgement of the sources. Plagiarism includes inappropriate collaboration with others. Special cases of plagiarism can arise from a student using his or her own previous work (termed auto-plagiarism or self-plagiarism). Auto-plagiarism

includes using work that has already been submitted for assessment at this University or for any other academic award.

The incorporation of material without formal and proper acknowledgement (even with no deliberate intent to cheat) can constitute plagiarism. Work may be considered to be plagiarised if it consists of:

- a direct quotation;
- a close paraphrase;
- an unacknowledged summary of a source;
- direct copying or transcription.

With regard to essays, reports and dissertations, the rule is: if information or ideas are obtained from any source, that source must be acknowledged according to the appropriate convention in that discipline; and any direct quotation must be placed in quotation marks and the source cited immediately. Any failure to acknowledge adequately or to cite properly other sources in submitted work is plagiarism. Under examination conditions, material learnt by rote

or close paraphrase will be expected to follow the usual rules of reference citation otherwise it will be considered as plagiarism. Schools should provide guidance on other appropriate use of references in examination conditions.

Plagiarism is considered to be an act of fraudulence and an offence against University discipline.

Alleged plagiarism, at whatever stage of a student's studies, whether before or after graduation, will be investigated and dealt with appropriately by the University.

The University reserves the right to use plagiarism detection systems, which may be externally based, in the interests of improving academic standards when assessing student work.

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



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 are set out in the University Regulations and the following key points have been summarised by the Registry examinations team.

1. You are under examination conditions at all times in the examination and from the moment you enter the examination room.
2. You must follow the instructions given to you by invigilators, which is the British term for the examination monitors or exam proctors.
3. You must not talk to or use any other form of communication with anyone other than an

invigilator during the examinations and may not communicate until you have left the examination room at the end of the examination.

4. You must not begin writing before the invigilator announces the start of the examination and must cease writing when the invigilator announces the end of the examination.

5. You must bring two forms of identification at exams where one identification is either your UESTC or UofG ID cards and a second identification is either the national identification card or the examination permission slip. They must be on your desk and in clear view at all times. No other form of ID will be accepted by the invigilators. If you forget to bring your ID Card, this will be recorded on your Attendance Form and you will be reported to your Head of School after the examination.

6. The use of mobile phones and other electronic devices, such as personal music players is not permitted during examinations. You must switch off and remove all such items, including headphones, prior to the start of the examination and place them in a closed bag or container away from your person.

7. The owners of mobile phones that ring during the examination will be reported.

8. The use of unauthorised materials, such as revision notes and books, is not permitted during examinations – unless your School have specifically stated that they are permissible in the rubric (rules) for the particular examination being undertaken. If you have any prohibited materials on your person prior to the examination, please remove them and place them in a closed bag or container away from your person once you enter the examination room. Invigilators will make random checks on materials being used in the examination and will confiscate prohibited materials. Candidates found in possession of prohibited materials will be reported to the authorities in both Universities.

9. No part of any question or answer sheet shall be torn out or removed from the examination room.

10. You must leave outdoor coats and any bags containing personal possessions in the designated area of the examination room. Invigilators and/or Janitorial Staff will direct you on where to leave these items. Small, valuable personal items, such as purses or

mobile phones, may be kept in a closed bag or container under your seat, if allowed by the invigilators.

11. In the event of a fire alarm, you must leave all examination materials and personal belongings and proceed quickly but quietly to the nearest designated Fire Exit. You will be instructed at the start of the examination on what to do in the event of a fire alarm. Please make sure you listen to and follow the instructions given to you by the invigilators.

12. Invigilators will report any breaches of the rules or the Instructions to Candidates on their Conduct in Written Examinations that occur during examinations. If you are at all unsure of the rules or Instructions or any part of your commitment to them, please either speak to your School before the examination or speak to an invigilator in the examination room.

The penalties for misconduct in examinations are severe. The typical penalty for a first offence is to be awarded an H grade for the course **without opportunity for reassessment**, which means that you cannot continue with your studies or graduate with an honours degree. In serious cases you may be expelled

from the University and your academic record will be erased, as if you had never attended, which means that you will get no benefit from your studies at all. In order to avoid consequences such as this, you must be particularly aware of the items in your possession as you enter the examination room. Please ensure you have no notes in pockets or other places where they can easily be forgotten. Do not bring pencil cases into examinations.

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

- Students must abide by the School's Safety Policy, Regulations and Procedures, and the laboratory safety rules, which are available from the Glasgow College UESTC.
- In the laboratories/workshops, students must comply with safety, environmental and housekeeping rules and regulations.
- Food and drink must not be brought into the laboratories.
- Clothing and footwear worn in laboratories must be appropriate: for example, covered footwear, no trailing scarves etc.

- Laboratory safety attire and relevant personal protective equipment must be worn when required.
- Students should not undertake any experimental work without first having obtained clearance and received guidance from academic and technical staff.
- Students should exercise caution and behave in a calm manner when conducting experimental work.
- Local safety signs must be obeyed.

Smoking

Smoking is not permitted in the building of the Glasgow College UESTC.

CONTACT NUMBERS

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

