



北京邮电大学



Joint Programme between Beijing University of Posts and Telecommunications and Queen Mary, University of London

Student Handbook

Academic year 2015-2016

This handbook is for all students on the joint programmes:

BSc (Eng) in Telecommunications Engineering with Management

BSc (Eng) in E-Commerce Engineering with Law

BSc (Eng) in Internet of Things Engineering

This handbook should be used together with the Academic Regulations and the guides and handbooks produced by both universities. This handbook provides information specific to the Joint Programme, while the Student Guide gives information common to all students at Queen Mary, University of London, not all of which will be applicable to students on the Joint Programme. The Academic Regulations provide detailed information on award requirements and governance.

Nothing in this handbook overrides the general BUPT and QM Regulations and the Joint Programme Regulations, which always take priority

This handbook is for all students enrolled on the programme of study leading to the Degrees of BS and BSc(Eng), offered jointly by Beijing University of Posts and Telecommunications (BUPT) and Queen Mary, University of London (QM). This handbook should be used together with the Joint Programme Regulations.

This guide is intended to provide you with most of the information you will need during your time with us. Although we are happy to help you answer any questions you have, you may find the answers here first.

This handbook and the Joint Programme Regulations are available on QMPlus.

The QM Student Guide is also available online at:

http://www.arcs.QM.ac.uk/registry/useful_information.html

The information in this handbook is correct as of September 2015. In the unlikely event of substantial amendments to the material, the School will attempt to inform you of the changes.

Neither university can accept responsibility for the accuracy or reliability of information given in third party publications or websites referred to in this handbook.

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1.1. Welcome from BUPT

I would like to first congratulate you on joining the Joint Programme between BUPT and QM. This programme is a unique collaboration between two world-class institutions, bringing out the best of the Chinese and British education systems and providing a tailored learning experience to prepare you with the skills and attributes demanded by the world market. The integrations of the Chinese and British cultures in the Joint Programme are not only reflected from the glamour and vastness of the Chinese and British histories, but also from the abilities and confidence you will be developing to compete in the world arena.



The past eight cohorts of graduates with their efforts and endeavours have cultivated the Joint Programme as a platform where all students are highly recognized both in China and around the world. As the Director of the Joint Programmes I feel quite proud of their achievements. For all of you who are now studying in the Programme, it is very important for you to make sure at the beginning that you have a clear idea of why you are here, what you are doing now and where you are heading to. I hope you can learn to be confident, independent, and self-motivated. I feel assured that with your understanding and your co-efforts, the Joint Programme will achieve twice the result.

Wishing all of you a flying start for your college life and good luck.

Professor Guo Li
Executive Vice Dean of International School
BUPT Director of the Joint Programmes

1.2. Welcome from QM

Welcome to the QM/BUPT Joint Programme, a truly unique and award-winning undergraduate degree programme, highly recognised both in China and the UK. This Joint Programme has also been accredited by the internationally respected professional institution, Institution of Engineering Technology (IET), as a high-quality degree programme that provides excellent preparation for aspiring professional engineers. All components of the three degree programmes are designed to bring out the best of the Chinese and UK education systems which will give you a solid foundation for a bright and professional future in academia or industry.



In today's highly competitive global job market, employers are looking for people with the rights skills and abilities not only for the present day but also for future trends and markets. The Joint Programme aims at giving its students a firm technical background, good practical expertise and competent transferable skills.

The programme harmonises the most competent features from the Chinese and UK education systems by combining the best practice from the two prestigious universities. Some elements and procedures of this Joint Programme may be unfamiliar to you. This handbook aims at addressing all your questions and concerns and should be your first point of call when you are seeking information. Should you need any further assistance please do not hesitate to contact your tutors, support staff or lecturers.

I would like to wish you all the best in your studies and look forward to congratulating you at your graduation!

Dr Yue Chen
QM Director of the Joint Programmes

2. Important Dates 2015-2016

Note: These are based on BUPT dates; your tutor will tell you about any changes during the year:

Semester One

Start Date – 7th Sept 2015
End Date – 29th Jan 2016

Semester Two

Start Date – 29th Feb 2016
End Date – 15th July 2016

Student Holidays

Mid-autumn festival: 27th Sept 2015
National day holiday: 1st to 7th Oct 2015
New Year day: 1st Jan 2016
Tomb-sweeping Day: 4th Apr 2016
Sports Day: 15th Apr 2016
May Day: 1st May 2016
Dragon Boat Festival: 9th June 2016
BUPT Graduation Ceremony: 30th Jun 2016

3. Contacting staff

The members of staff you will have the most contact with are listed below.

From the BUPT side, your tutor will be the first contact for any queries or problems.

- Your tutor:

| Tutor name | Office number | e-mail |
|------------|---------------|---------------------------|
| 邹长生 | 58828333 | zoucs@bupt.edu.cn |
| 王卓识 | 58828215 | wangzhuoshi@bupt.edu.cn |
| 徐璐 | 58828215 | xulu@bupt.edu.cn |
| 张子涛 | 58828215 | 10212840@bupt.edu.cn |
| 田博之 | 58828100 | tbz@butp.edu.cn |
| 张萌濛 | 58828214 | zhangmengmeng@bupt.edu.cn |
| 沈慧玲 | 58828214 | shenhuilin@bupt.edu.cn |
| 倪妍 | 58828855 | niyan@bput.edu.cn |
| 刘畅 | 58828214 | liuchang@bupt.edu.cn |
| 王轶 | 58828333 | wangyi@bupt.edu.cn |
| 汤子微 | 58828100 | zwtang@bupt.edu.cn |
| 孙宽玥 | 58828100 | sun_ky@bupt.edu.cn |
| 朱珠 | 58828855 | zhuzhu@bupt.edu.cn |

From the QM side, Maggie Li (y.m.li@qmul.ac.uk) will be able to help with education-related queries or problems. Please note that all correspondence should be in English.

4. Laboratories

4.1. Electronics and Physics Laboratory

Electronic and physics experiments will be conducted on the Hongfu campus. There is an Electronics Laboratory and a Physics Laboratory located in Teaching Building 1, which are equipped with facilities necessary for the undergraduate courses. There is a complete range of basic test equipment.

Specialist equipment is purchased or built for specific experiments. In-house experiments are designed by staff and constructed on-campus. Experiments are timetabled to optimize the campus resources. The timeslots of your experiments will be filled in by your lecturers respectively each semester.

4.2. Language laboratories

The Language Laboratories are located in Teaching Buildings 2 on the Hongfu Campus. The Laboratories are equipped with language learning systems for your English study. The labs are currently only open for timetabled use.

4.3. Computer laboratories/computers

For students on the Joint Programme, a number of Computer Laboratories are available for

both timetabled and non-timetabled use. The labs are located on the fifth floor of the Teaching Building 1 and are open every day between 8:00 - 21:30 during term time.

4.4. Laboratory rules

No eating, drinking or smoking is allowed in the Laboratories in case the equipment is damaged.

During scheduled laboratory sessions the following must be observed:

- Personal stereos and mobile phones must be switched off to avoid possible distraction.
- At the end of a session you are expected to turn off the equipment, tidy up and return the connecting wires and any other equipment to where you found them.
- If you find a piece of faulty equipment or cable it is essential that you report it to the technicians. Remember you may be the next person to need that piece of equipment, so it is in your own interest to report it.

5. Electronic information

5.1. Student ID numbers

You have a student ID number for each university. In addition you have a username for QM resources – this QM username is NOT your QM student number. You must make sure that you remember your ID numbers and your usernames and passwords.

To reset a QM password go to qmplus.QM.ac.uk and, at the login prompt, follow the reset password instructions.

5.2. Electronic mail (E-mail)

All JP students will have email from BUPT and QM. Information will be sent to you to both of these accounts and it is important that you read your email every day. If you prefer to read only one mailbox, then you can set your QM email to forward to your BUPT account.

5.3. QMPlus

All modules taught by QM staff will use the QM virtual learning environment QMPlus. You login at qmplus.QM.ac.uk using your QM username and password.

All lecture notes can be downloaded from this site and you will submit your coursework through it. All coursework will be passed through the Turnitin software that checks for plagiarism.

There is also a *JP Student Common Area* on QMPlus that contains useful general information – for example the JP Regulations.

5.4. MySIS

MySIS is the QM student information system – you can login to this with your QM username and password at mysis.QM.ac.uk. Here you can see results from past years, print a transcript and check your records.

You need to check this every semester to make sure there are no problems with your module registration.

If there are any problems email somui.cheung@qmul.ac.uk with a copy to y.m.li@qmul.ac.uk.

5.5. BUPT information systems: URP

URP is the BUPT student information system – you can login to this with your BUPT username and password at <http://byjw.bupt.edu.cn:8080/>. Here you can see results from past years, print a transcript and check your records.

You need to check this every semester to make sure there are no problems with your academic records.

If there are any problems regarding academic records email zhangleibupt@bupt.edu.cn. To reset the password for URP you need to contact the Registry office of BUPT on the Hongfu campus. The phone number is 86-10-58828506.

6. Coursework

6.1. Guidelines for written coursework

Coursework is an important part of the teaching of the Joint Programme. Being conscientious about coursework will help you with your learning. It is also part of the examination process.

Coursework is treated as "in-course assessment" and the marks you gain from coursework will form a proportion of your final course mark at the end of the year. The relative value of coursework depends on the subject and varies between 0 % and 100%.

The coursework requirements for each course are normally given by the lecturers at the first or second lesson. It is your own responsibility to ensure that you understand and comply with the requirements for each course.

6.2. Coursework hurdle

You are required to attain a minimum of 30% (UK scale) or 45% (CN scale) for the overall coursework component in order to pass any module. If you fail to meet that 30% you will fail the module, irrespective of the overall mark. The overall resit mark will be capped at 40% on the QM transcript.

Full details are in the Regulations on QMPlus.

6.3. Submission and cut-off dates

Each item of coursework will have:

- 1) a submission date, which is when we must receive your work, and
- 2) a cut-off date, which has two functions:
 - i) You will not be able to submit the work after midnight (UK time) on the date shown
 - ii) The date when we aim to return marks to you and give you any feedback.

Submission dates, cut-off dates and the method of submission will be given to you by the course lecturer.

Do not be tempted to copy other people's work, either from students in your year or from coursework of earlier years. Do not copy material from textbooks without acknowledgement. This is plagiarism and is an examination offence. If you do this you are liable to be investigated by an Examination Offences Panel and the penalty can be severe.

6.4. Extenuating circumstances relating to coursework

If you have any extenuating circumstances about why your coursework will be late, you must submit an extenuation circumstance claim form to Ms Maggie Li (y.m.li@qmbupt.org) as explained in the Extenuating Circumstances document on QMPlus.

6.5. Penalties for lateness

If you fail to submit coursework on time you will be penalised on the following scale: **5% (UK scale) per working day will be lost from your overall mark.**

However, this will be capped at a 25% (5 working days) maximum penalty. If you successfully apply for extenuating circumstances then the late penalty will be waived.

7. Staff-Student Liaison Committee

7.1. Staff-Student Liaison Committee (SSLC)

The Staff-Student Liaison Committee is a forum for the exchange of views between students and administrative and teaching staff of the Joint Programme. Meetings are held twice a semester, to deal with any matters related to courses, facilities for both teaching and accommodation on Hongfu Campus, and associated professional issues.

The Staff-Student Liaison Committee in the Joint Programme consists of the teaching staff and administrative staff in charge of teaching affairs and student management. At least two student representatives are elected from each class, speaking on behalf of the whole class they are in. The minutes of each SSLC meeting will be distributed to every student and relevant staff afterwards.

8. Library facilities

8.1. BUPT Library

Students in the Joint Programme have access to BUPT library resources both on Main Campus and Hongfu Campus.

Library on the Main Campus

The Library has a good collection of books and periodicals on various aspects, with electrical and electronic, English resources as the main focus. You should become familiar with the layout and contents of the Library so that you can use it when needed. This might be to help you to understand some aspects of a subject being taught in the lectures and laboratories or it might be to provide material for a paper or formal report. Most of the books that will be useful for your course can be borrowed for two weeks at a time. You can renew once for another two-week term on condition that the books are not booked beforehand by other students. The library catalogue can be consulted from the PCs on the first floor of the library.

Library on the Hongfu Campus

The Library has a good collection of books for first year study and periodicals on various aspects. You may find reference books for fundamental courses on BUPT side. Most of the books that will be useful for your courses can be borrowed for two weeks at a time. You can renew once for another two-week term on condition that the books are not booked beforehand by other students.

Reading Room for Joint Programme Students

The Reading Room has a collection of books exclusively for courses in the Joint Programme. You may find the recommended textbooks and reference books for each module of the Joint Programme in the reading room, most of which are English versions.

You will be told about the recommendations for books at the start of the lectures. In a few cases, the books are compulsory because they contain essential material associated with the lectures course. In most case, the books provide essential additional or background reading. It's highly suggested that you can go to the Reading Room from time to time and make good use of the reference books for your study.

8.2. QM Library

The QM Library has invested heavily in eBooks and journals that you can access remotely by choosing the Shibboleth login and then using your QM username and password. More details are in the document about the QM library on QMPlus.

9. Attendance and reporting absence

You must attend the lectures, tutorials, laboratories and other practical sessions associated with the courses that form your programme of study. Student attendance will be monitored by your lecturer and tutor.

If you are found to be persistently absent without giving a satisfactory explanation you may be deregistered from the programme concerned and barred from sitting the appropriate end of year examination(s).

If you cannot attend because of illness or other valid reason then you must follow the procedure for claiming extenuating circumstances.

10. Deregistration

The School has the option of deregistering a student from the Joint Programmes. For more details, please refer to the Joint Programmes Regulations.

11. Minor courses

As with normal BUPT practice students on the JP are permitted to take additional, minor courses from the other Joint Programme, for which you will receive recognition in the form of a certificate at the end of their studies. These minor modules WILL NOT be used as credit towards your degrees and will not affect your QM honours classification or your BUPT ranking; minor modules will not appear on your QM transcript.

12. Interruption of studies

To interrupt your studies means to simply put them 'on hold' for one year. You will return one year later at exactly the same point in your degree where you left. Interruption of studies does not give you extra time to complete coursework or a project - it is not an extension. Interruption of studies is only granted in serious cases where, for example, you have been very ill and need recovery time. During the period of interruption students are not allowed to use the Universities' facilities.

If you wish to interrupt your studies then you need to see your tutor and the Joint Programme Director who will discuss it with you.

In line with BUPT normal procedure you will need to apply to the Academic Office and Student Affairs Office for authorisation to interrupt your studies. Your application will have to be signed by your tutor, the Programme Director and your parents before it is approved. All applications must be accompanied by a medical certificate.

Once your interruption has been approved, you will also need to complete a QM Interruption of Studies form which is available from your tutor and must be signed by you before being sent to QM for signature.

13. Student Welfare Services

The tutor system at BUPT provides welfare support for students and your tutor is the first person to contact if you have any problems. For more details of the BUPT procedure, please refer to the general BUPT Student Handbook.

14. Year at Queen Mary

One feature of the Joint Programme is that some students will be allowed to spend the last year studying at QM. Students who wish to do this must not have any failures outstanding at the start of Year 4 as there will be no resit opportunity while they are in London.

Special fees will be charged but there are no fee waivers.

15. Study methods

Everyone has their own way of studying and working but a number of general guidelines can be given. Engineering is a discipline that benefits from a consistent approach to learning. New ideas will be continually presented in the lectures and laboratories so that a plan for studying will help you to organise your life. You need to devise a pattern of work which suits you and gives you time to complete the various tasks which are assigned during the year.

Talk with your tutor/project supervisor if you have difficulty with studying and always keep the Department informed of any problems that might affect your performance. Some general guidelines are:

- **Attend lectures and laboratories regularly** otherwise you will get behind with your work. If you are off with illness, see your Tutor so that special arrangements can be made.
- **Take notes in lectures.** The style of personal notes is your own choice and will differ from one person to another. The most important thing is to be *comfortable* with the style. Taking notes in lectures seems to speed and enhance the process of understanding. Information is being transferred to the brain by a triple process of eyes, ears, and hands. Thus even in cases where the lecturer gives out pre-prepared lecture notes, it is worth taking notes on what the lecturer is saying as a supplement.
- **Review the lecture material as soon after the lecture as possible.** Do any problems that have been set. If you cannot understand a subject, then either see the lecturer of the course, or see your tutor. If you leave a subject that is difficult in the hope that it will get better later, you may not have the opportunity to catch up because of new work.
- **Give yourself plenty of time** to write reports and other coursework that must be handed in for marking. Do not to leave it to the last minute
- **Find an environment for working in which you feel comfortable.** This may be a lecture room or your dorm. The place does not matter as long as you are able to

concentrate. A poor environment can make studying much more difficult and inefficient.

Finally we stress again, that if you are having any difficulty with study, do let us know. We can almost certainly give help and advice if we know you are having problems.

16. Communication techniques

Good engineering needs the effective communication of information. Information includes product data, results of theoretical and practical studies, new ideas, and critique of other work. In all cases the value of the information will be severely reduced unless the speaker or writer is effective at passing on the information to others. You need to be able to communicate with members of staff. You need to be able to write reports and papers which inform the reader in as clear and concise a manner as possible.

Personal communication can be divided into three broad categories:

- Personal spoken communication between individuals
- Spoken communication to group
- Written communication

You will mainly be concerned with the first and last types but you will also have to present short lectures so you need to know the principles of each type. There is one basic rule that applies to all types of communication: **the listener or reader is the most important person.**

The source of the communication will be you. The recipient will be the reader in the case of a written report, the audience in the case of a lecture and the person to whom you are talking in the case of an individual. The object of all communication is to transfer information correctly from you to the recipient. Sometimes it is better not to communicate anything rather than to communicate false or confused information. Your communication would also be a plea for help in understanding something that appears completely incomprehensible. Even in this case you need to remember the basic rule that the listener is the most important person, otherwise the listener (say your lecturer) will not know what it is that you do not understand and what it is that you need help with.

17. Timetables

Timetables for each semester will be issued to you at the beginning of each semester. You should strictly adhere to the timetable.

18. Withdrawal from a programme

If you wish to withdraw from your degree then you must see your tutor who will refer the matter to the Programme Director.

If you decide to withdraw then you will also need to complete a QM Withdrawal form which is available from your tutor and must be signed by you before being sent to QM for signature.

Students who withdraw from their Joint Programme early will not receive any form of exit certificate. You would simply receive a transcript listing the courses taken with grades to date.

19. Final year individual project

All Joint Programme students must complete an individual project in semester 8 of their final year, which is a significant proportion of the final assessment of Honours for your QM degree at the end of the year. The Joint Programme regards your performance in the project as a good indication of the level of degree to be awarded.

More details of the project will be given to you during your penultimate year. A Project Handbook is issued which describes the procedures and requirements for final year projects.

20. Examinations and progression

Examinations for all courses take place at the end of each semester. The examination timetable is normally published one week before the exams.

20.1. Extenuating Circumstances relating to examinations

For QM modules please see the extenuating circumstances document on QMPlus.

For BUPT modules please see the BUPT regulations on extenuating circumstances.

20.2. Exam and degree results

After successfully completing the programme and fulfilling the requirements of both universities, you will be awarded two degrees from BUPT and from the University of London respectively. However, if you meet the requirements of one university but not the other then you will get no degree.

20.3. Examination regulations

These are on QMPlus in the JP Student Common Area – you should read and understand these regulations; you should also understand the marks conversion between the two scales.

Transcripts from BUPT will have all module marks specified on the Chinese scale and those from QM will have them on the UK scale.

20.4. Requesting a review of exam results

You can apply to have your examination paper checked for administrative errors but you cannot appeal against academic judgement.

This means that the exam answer booklet will be checked to see if the marks awarded were added up correctly and that all work was marked, however the exam paper will not be re-marked. If you want to request a review then you should make an application on the

appropriate form **within 14 days of the results being released**. You will be notified officially of the result of the review.

21. Prizes

Individual prizes of BUPT

- First Class Scholarship (3%)
- Second Class Scholarship (10%)
- Third Class Scholarship (25%)
- Distinctive Students (10%)
- Distinctive Student Cadre (5%)
- Distinctive Students' Activities Participant (5%)
- Award for Students with Outstanding Study Progress (3%)
- Distinctive League Member (5%)
- Distinctive League Cadre (3%)
- Distinctive League Secretary (7%)
- Distinctive Graduate (5%)

Group prizes

- Distinctive Class of BUPT (20%)
- Top 10 Distinctive League Branch of BUPT (7%)

There are also QM prizes and the IET prize.