Senate Handbook

Jiangsu University Cranfield Tech Futures Graduate Institute Handbook

This Handbook supplements the individual regulations of Cranfield University and Jiangsu University.

It includes policies, procedures, advice and/or guidance that staff and students are expected to follow in the proper conduct of University business.

Contents

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Changes to this document since version 1.1 (October 2023)

- addition of statements on staff responsibilities and working days (introduction)
- Revised academic organisation of Joint Institute (3.3)
- Addition of reference to eRAP module (4.3)
- Additional details on AI-generated material (4.3)
- Reference added to revised process for ethical approval of theses (4.4, 5.2)
- Revised thesis corrections process (5.5)
- Revised PhD progress review timetable (6.9)
- Revised PhD award timetable (Appendix A)
- Removal of Appendix D - MSc by Research timetable
- Addition of PhD project approval process (Appendix B)

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1   Introduction

This Handbook sets out the policies, processes and guidance to be followed by students studying at the Jiangsu University Cranfield Tech Futures Graduate Institute (JSU CU Joint Institute), a collaboration between Cranfield University (UK) and Jiangsu University (People's Republic of China).

The Joint Institute will be managed in accordance with a collaboration agreement of Cranfield University and Jiangsu University policies and procedures.

This Handbook details the correct policy to be followed in each aspect of a student's study, for both MSc and PhD students. It indicates where Cranfield University or Jiangsu University policy should be followed, where a specific Joint Institute policy is in place or where students should follow the policy of whichever University they are currently based at. This Handbook links to the relevant Cranfield University Senate Handbooks, policies and processes that students of the Joint Institute should make sure they understand. Most of the information on Jiangsu University policies and processes can be found in the Jiangsu University Graduate Student Handbook.

This Handbook applies to the following Joint Institute awards:

Research programmes:

•   PhD/MPhil in Energy Systems and Thermal Processes

•   PhD/MPhil in Environmental Engineering and Environmental Management

•   PhD/MPhil in Materials and Corrosion for Energy Systems

MSc courses:

•   MSc in Agricultural Engineering

•   MSc in Engineering Management

•   MSc in Environmental Engineering

•   MSc in Mechanical Engineering

Students of the Joint Institute may study for an MSc over 2 or 3 years. Full details of the structure of these awards, and the structure to be followed for PhD awards can be found in Appendix C of this Handbook.

 All teaching at the Joint Institute will be undertaken in English, and all assessment submitted for a Cranfield University award must be submitted in English. Students additionally studying for an award from Jiangsu University should seek guidance from Jiangsu staff, and the Jiangsu University Graduate Student Handbook, as to whether any of their assessments, including theses, are required to be submitted in any language other than English.

The Joint Institute is supported by a Cranfield University Student and Academic Support Lead (SAS Lead), who is the first point of contact for any queries relating to Cranfield University. The SAS Lead at Cranfield University can be contacted by email - jiangsu@cranfield.ac.uk. The Joint Institute is also supported by a Jiangsu University Student and Academic Support Lead (SAS Lead), who is the first point of contact for any queries relating to Jiangsu University. The SAS Lead at Jiangsu University can be contacted by email - cranfield@ujs.edu.cn.

Throughout this Handbook timescales are referred to as measured in working days. Working days do not include any weekend days or days where the University is closed (public bank holidays or published University closure days).

This Handbook assigns responsibilities for various processes and decisions to particular postholders in the University. Where required for the operation of the University, specific responsibilities may be given to other members of the University by agreement between the relevant University Officers, such arrangements to be recorded by the Secretary to Senate until such time as the Handbook is updated.

2   Student Admission

2.1   Admissions process

Admission to the Joint Institute is managed through a specific Joint Institute Admissions Process. This Admissions Process applies to all Joint Institute students and can be found at Appendix A.

Students who wish to make complaint or submit feedback on the admissions process may do so through the Cranfield University process, as set out here.

2.2   Entry requirements

Joint Institute students are required to meet the English Language and other requirements of Cranfield University in order to register with Cranfield for their award. These requirements can be found in the Cranfield University Senate Handbook on Admissions, and on Cranfield University's website: https://www.cranfield.ac.uk/study/taught-degrees/entry-requirements/english-language-requirements. Students will be required to submit an approved English language test result with their application to Cranfield University. The CET4 and CET6 tests are not accepted by Cranfield University.

2.3   English Language courses

Students at the Joint Institute who do not meet Cranfield University's English Language requirements will need to undertake English language courses to ensure they meet the minimum entry requirements before they register on the course. Information on courses offered by Cranfield University is available at: https://www.cranfield.ac.uk/study/application-guide/entry-requirements/pre-sessional-english-course.

2.4   UK Visas

Students studying at the Joint Institute at JSU do not need a UK visa to register with the Joint Institute, Jiangsu University or Cranfield University.

However, students who intend to spend part of their study in the UK will need to apply for a UK visa in order to gain entry to the UK. Full details of how to apply and the support available can be found on the Cranfield University website: https://www.cranfield.ac.uk/about/international-students/visas-and-immigration.

2.5   ATAS certification

Joint Institute students who intend to undertake some of their study at Cranfield University may require an ATAS (Academic Technology Approval Scheme) certificate, which will need to be obtained prior to any visa being issued. The requirement for an ATAS certificate will depend on the course of study being undertaken.

Guidance on ATAS applications can be sought from the Cranfield University Student Immigration and Funding Team: https://www.cranfield.ac.uk/about/international-students/visas-and-immigration.

3   General Student Matters

3.1   Public health matters

Students studying with the Joint Institute are required to adhere to all rules and guidance on public health matters at the University they are studying at. This includes national, regional and local rules and guidance, as well as those issued be the relevant university.

Students should ensure that they are aware of the requirements of each country and University that they intend to study at. Appropriate guidance will be provided as and when necessary to students of the Joint Institute by either Jiangsu University or Cranfield University, depending on their location of study.

3.2   Communication channels

Students of the Joint Institute will receive communications from both Jiangsu University and Cranfield University during their studies.

Jiangsu University

Full details of the communication channels used by Jiangsu University can be found in the Jiangsu University Graduate Student Handbook.

Cranfield University

Cranfield will communicate with students of the Joint Institute through a number of means, including:

- Through the VLE (Canvas);
- Through email, to students' @cranfield.ac.uk email address;
- Through the EVE student portal.

Full information on the communication channels that Cranfield will use can be found in section 1 of the Cranfield University Postgraduate Students' Handbook.

3.3   Academic organisation

The Joint Institute is a joint venture between Jiangsu and Cranfield Universities, and is managed by a Joint Management Committee (JMC) and a Joint Academic Committee (JAC). The Joint Management Committee is the governing body of the Joint Institute and comprises key senior figures from both universities. The JMC oversees the management and financial aspects of the Joint Institute.

The Jiangsu members of the Joint Management Committee

- Professor Xing Weihong, President
- Professor Cai Yingfeng, Vice president, Dean of the Joint Institute
- Professor Zhu Xiaoyong, Executive Dean of Graduate School
- Dr. Cui Yong, Director of International Office
- Professor Wang Changda, Chairman & Executive Dean of the Joint Institute

The Cranfield members of the Joint Management Committee include:

- Professor Guy Kirk, Professor of Soil Systems
- Dr Adriana Encinas-Oropesa, MSc Programme Director for the Joint Institute

Associate Professor Gill Drew, Director of Education, FEAS, CUThe Joint Academic Committee (JAC) oversees academic processes, including student progression, teaching and assessment quality, and the promotion of good practice within the Joint Institute. The members of this board are:

- Professor Cai Yingfeng, Vice President of JSU
- Professor Changda Wang, Chairman & Executive Dean of the Joint Institute, JSU
- Professor Xinzhong Wang; Course director of Agriculture Engineering, JSU
- Professor Yunxia Ye, Course Director of Mechanical Engineering, JSU
- Professor Rujin Zhao, Course Director of Environmental Engineering, JSU
- Professor Di He, Course Director of Engineering Management, JSU
- Professor Bo Gao, Course Director of Power Engineering, JSU
- Professor Lei Liu, Course Director of Materials Engineering, JSU
- Associate Professor Gill Drew, Director of Education, FEAS , CU
- Professor Wilfred Otten, Director of Research, FEAS, CU
- Dr Adriana Encinas-Oropesa, MSc Programme Director for the Joint Institute
- Professor Jane Rickson, Course Director of Agriculture Engineering, CU
- Dr Liyun Lao, Course Director of Mechanical Engineering, CU
- Dr Tao Lyu, Course Director of Environmental Engineering, CU
- Dr Jerry Luo, Course Director of Engineering Management, CU

The members of the Joint Management Committee and Joint Academic Committee are to be confirmed.

The Joint Academic Committee may additionally co-opt members of staff of either University to support the work of the Joint Academic Committee. Co-opted members of the Joint Academic Committee have voting rights.

In addition, the Joint Academic Committee is supported by professional staff provided by Cranfield University's Education Services to act as a secretary for the Committee and to provide professional advice. The Academic Registrar nominates one or more members of Education Services to act as Secretary to the Joint Academic Committee.

The Secretary, at his or her discretion, permits members of the University to attend one or more Joint Academic Committee meetings, providing that permission has been sought in advance of any meeting. Attendees do not have voting rights.

Details of the full academic organisation of Cranfield University can be found in section 2 of the [Cranfield University Postgraduate Students' Handbook](#).

3.4   Student representation and unions

All students of Cranfield University are automatically members of the Cranfield Student Association (CSA). Officers of the CSA (President, Vice-President, School Representatives) represent the student body at various committees and at Senate, the University's primary body for managing academic provision.

Full details of how student representation is managed at Jiangsu University can be found in the Jiangsu University Graduate Student Handbook.

3.5   General conduct and behaviour

Students at the Joint Institute are expected to adhere to a common set of standards and expectations with regards to conduct and behaviour, ensuring that the expectations of both Cranfield and Jiangsu are met.

A breach of these standards may arise from:

a) any action or activity which is in breach of a rule or regulation issued by or on behalf of the Joint Institute, Cranfield University and/or Jiangsu University (in the form of formal regulations or supplementary handbooks or policies, such as this one)

b) behaviour which is disorderly or otherwise disruptive to the proper functioning of the University or any of its activities

c) behaviour which might reasonably be expected to be harmful, threatening or offensive, or which causes harm or distress to any member of the University or to any other person connected with the University

d) behaviour which endangers your own health and safety or that of others

e) behaviour which causes harm or damage to University property, including University halls of residence

f) cheating in examinations, or in the preparation and submission of any assessed work (whether coursework, group work or thesis), including the submission of academic work of another person as if it were your own and without acknowledgement (i.e. plagiarism).

Students who do not meet the expected standards of conduct and behaviour may be subject to the disciplinary procedures of both Cranfield and Jiangsu, or referred to the Joint Academic Committee.

Full details of Cranfield University's policies and processes can be found here:

- Senate Handbook on Student Disciplinary Procedures
- Senate Handbook on Academic Misconduct
- Fitness to Study Policy (located within the Senate Handbook on Student Welfare)

In addition, further expectations of student contact whilst studying at Cranfield University are set out in Sections 1.4 and 4 of the Cranfield University Postgraduate Students' Handbook.

3.6   Attendance and engagement

Both Jiangsu and Cranfield have expectations on students for attendance and engagement with their studies.

Whilst studying at Jiangsu, students of the Joint Institute must adhere to the requirements of Jiangsu University, which can be found in the Jiangsu Graduate Student Handbook.

Joint Institute students who visit Cranfield must adhere to the Cranfield University Attendance and Engagement Policy (details of which can be found in section 5 of the Cranfield University Postgraduate Students' Handbook) which ensures compliance with the conditions of any student visa issued by the UK Home Office.

3.7   Medical and welfare provision

Medical provision and welfare support will be available to students of the Joint Institute at the location of their study, meaning that whilst studying at Jiangsu, students will have access to the provision, support and facilities offered by Jiangsu and in the local area.

Joint Institute students who visit Cranfield will have access to the provision, support and facilities offered by Cranfield University, which are detailed in full in the [Senate Handbook on Student Welfare](#).

3.8   Data protection and privacy

The Joint Institute is subject to both Chinese and UK data protection laws, and Jiangsu University and Cranfield University must ensure that the relevant legislation in place in their countries are satisfied.

Details of Cranfield University's Privacy Policy can be found here:

https://www.cranfield.ac.uk/about/governance-and-policies/policies-and-regulations/privacy-notice.

In addition, Cranfield publishes a Student Privacy Notice which is available on the intranet:

https://intranet.cranfield.ac.uk/EducationServices/Documents/StudentPrivacyNotice.pdf

Students of the Joint Institute should be aware that, as per the Student Privacy Notice, Cranfield University will share data with partner organisations (in the case of the Joint Institute, with Jiangsu University), as per contractual agreements. Cranfield University will share with Jiangsu University Joint Institute Students' personal data, academic progress data, attendance date and data relating to any instances of misconduct with the Jiangsu University, who may share this with the Chinese Government. This will include (but not be limited to) cases of lack of academic progression, failure to attend courses and cases of academic or other forms of misconduct. Jiangsu staff may also regularly attend committees of the University charged with managing the academic provision of Joint Institute students.

Cranfield University is required by the UK Government (through the Higher Education Funding Council for England) to provide certain data to a central statistical agency, the Higher Education Statistics Agency (HESA), which has merged with Jisc. A Statement from HESA/Jisc explaining how this data is used can be found [here.](#)

Cranfield University records many of its lectures and classes for use by students for private study: it is common practice for this to be announced prior to the session. Full details of the University's policy can be found here:

https://intranet.cranfield.ac.uk/Documents/DPAudioVideoRecordingGuidelines.pdf.

Students may use the University's IT facilities in accordance with the University's [IT Users' Policy.](#)

Details of the Jiangsu University policies that apply in relation to data protection and privacy can be found in the Jiangsu University Graduate Student Handbook.

3.9   Financial matters

All students of the Joint Institute will pay any tuition fees due directly to Jiangsu University.

For students who attend Cranfield University for part of their study, payment for any accommodation provided by the University will be payable directly to Cranfield University. Students who attend Cranfield for part of their studies will pay the pro rata annual student fee directly to Cranfield University.

When studying at Cranfield, students are expected to devote sufficient time to their studies in order to be able to successfully complete your course. For a full-time student, this should be at least 40 hours per week for the duration of the course (including the project phase for taught students).

Cranfield University is mindful that students may need to work part-time to support themselves during their studies, however it places a restriction on students to working no more than 18 hours per week.

In addition, students on a UKVI visa will have specific restrictions placed on any paid work they are allowed to undertake while studying/in the UK. This may range from a certain amount of hours per week, to not being able to undertake any paid employment. Students must ensure that they do not breach the paid work restrictions of their visa.

3.10 Health and Safety

Students of the Joint Institute are expected to adhere to the Health and Safety regulations, advice and guidance of the university they are studying at, meaning that whilst studying at Jiangsu, students must adhere to the policies and processes put in place by Jiangsu University.

Joint Institute students who visit Cranfield must adhere to the Health and Safety regulations, advice and guidance of Cranfield University, which are detailed in full in section 9 of the Cranfield University Postgraduate Students' Handbook.

In addition, Cranfield publishes a Health and Safety Handbook, which students visiting Cranfield are advised to read.

3.11 Transport and travelling

Advice on transport and travel in the local area for students visiting Cranfield University can be found in section 10 of the Cranfield University Postgraduate Students' Handbook.

3.12 Equality and Diversity

The Joint Institute values equality and diversity of all of its staff and students.

Both Cranfield and Jiangsu Universities comply with the relevant legislation in the UK and China respectively. For Cranfield, this includes the UK Equality Act 2010, which it does so through its Code of Practice on Valuing Diversity, Disability Policy and Dignity at Study Policy. These policies can be found in full in Cranfield University Senate Handbook on Student Welfare.

3.13 Cranfield's Values

Cranfield has four core values which help to define who we are, guide the way we behave and shape our decisions. Our shared, stated values are for all members of the University, and feed into the standards and behaviours that we expect of our students and that they can expect from us.

Ambition — We aim high. We do all we can to achieve excellence.
Impact — We change people's lives. We make the world a better place.
Respect — We value everyone's expertise. We support each other.
Community — We build and cherish our Cranfield community. We embrace diversity.
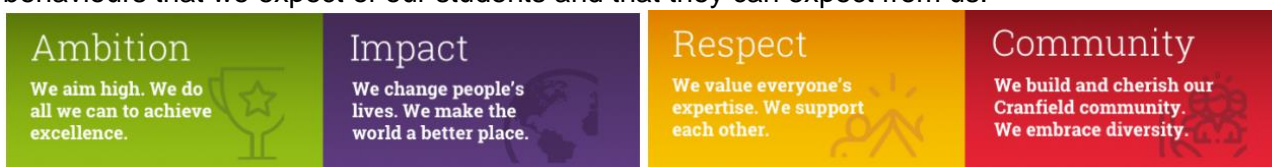
Each value is explained and expanded on further on the University website, and also referred to throughout this Handbook.

4   General Academic Matters

4.1   Being a registered student

Students of the Joint Institute will be registered as students of Cranfield University. In addition, students may be registered as students of Jiangsu University, depending on their programme of study.

Students will, when they commence their studies become "registered" with Cranfield University and remain so until either they have been conferred with a final award or leave the University either through your own choice or through an enforced termination of registration put into place by the University.

Within this period of registration, there is a formal "period of study": this is the period of time outlined on your registration form at the start of the studies, and for which you pay tuition fees.

Registration by a student indicates that they:

- accept the terms of the offer of admission and will comply with the Laws of the University and other rules properly issued by or on behalf of the University that may be in force from time to time, as well as those of Jiangsu University and of the Joint Institute
- will pursue their studies with due application and diligence
- will agree to any medical examinations relevant to the undertaking of their course, if and when required by the University, and will agree to the results of any examination being made known to the University
- will pay all tuition fees (including all fees for registration, tuition and initial assessment during the specified registration period) and other charges as notified and when due. Changes to registration, extensions and additional tuition and assessment may require additional fees.

Students are responsible for ensuring that Cranfield University Registry are kept appraised of all changes to their name and contact details subsequent to initial registration, and at least until they leave the University at the end of their studies or at graduation. Students should update their details through the EVE portal and through Jiangsu@cranfield.ac.uk.

Acceptance of registration by the Cranfield University signifies that, subject to the Universities' and Joint Institute's Laws, Regulations and guidance, and to any particular conditions specified, the University will do its best:

- to provide appropriate teaching and facilities for the period of registration
- to arrange in due course the examination of the student with a view to the award of the academic distinction specified.

The Joint Institute's programme of courses is subject to continuing development and changed circumstances may necessitate cancellation or alteration to the programme of courses, subject to approval from Cranfield University's Senate and the Chinese Ministry of Education. We reserve the right to make variations if such action is considered necessary and in such circumstances will take all reasonable steps to minimise any resultant disruption.

4.2 Management of the period of study and registration

Students who wish to make changes to their period of study and registration must do so through the Cranfield University process and, where the student is registered for an award from Jiangsu University, the Jiangsu process as set out in the Jiangsu Graduate Student Handbook.

Full details of the Cranfield University processes can be found in the [Senate Handbook on Changes to Registration](#). This Handbook also includes details of the processes followed where the University takes steps to suspend or terminate a student's registration.

4.3 Academic misconduct

Both Cranfield University and Jiangsu University have procedures in place for the investigation of and penalties for Academic Misconduct.

Students are expected to take pride in their studies and uphold a high level of academic integrity throughout. All assessed work must be a student's own work, except where exceptions are allowed and stated explicitly. Academic misconduct includes plagiarism as well as self plagiarism (i.e. the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of others as one's own in any work submitted for assessment or presented for publication), collusion (completing independent work with one or more other students, copying another student's work or allowing another student to copy your work) cheating under test conditions and contract cheating (i.e. using others to complete an assessment on your behalf, paid or unpaid, whether a friend/family member or an unknown individual/company). Academic misconduct is not acceptable and will normally result in failure of the work by the examiners and disciplinary action.

As part of your online registration task, you are asked to confirm, via the University's student portal (EVE), that you have received advice on plagiarism and understand what constitutes an academic offence. You are also required to undertake the online tutorial on referencing & plagiarism (eRAP). Non-completion of the eRAP module is not a valid defence for any academic misconduct offence.

In addition, any examination (whether a taught assessment or a research student progress review meeting or viva) must be undertaken solely by the student themselves - partners, family members or friends are not permitted to attend any examination or contribute to it on their behalf.

Students of the Joint Institute will, in the first instance, be subject to Cranfield University's Academic Misconduct policy. Further details on Cranfield University's policy on Academic Misconduct can be found in the [Senate Handbook on Academic Misconduct](#). All students of the Joint Institute are expected to read and ensure they understand the contents of this Handbook.

More serious cases of Academic Misconduct may be referred to the Joint Institute Joint Academic Committee which will consider investigation and penalisation of academic misconduct, which may happen before or as a result of any investigation undertaken using the Cranfield University process.

Artificial Intelligence content generation

Cranfield University awards academic qualifications to individuals on the basis of their own academic achievements. Assessments are designed to assess an individual's knowledge, skills and abilities at a level appropriate to their award. Fundamentally, it is each student's responsibility to ensure that work submitted for assessment is their own.

The submission of the work of others without attribution is an attempt to deceive the examiner, is considered to be plagiarism, and will be investigated as a form of academic misconduct. In this

context, the Senate Handbook on Academic Misconduct refers to unattributed material sourced from the internet and that generated by software used to "disguise the use of other's work as a student's own".

The attributed use of AI generated or modified content is permissible in principle. This means that students must acknowledge all use of AI tools, state what they have used them for, and acknowledge any AI-generated text. This should include an acknowledgement if they have made use of non-standard grammar-checking tools, including translations tools. If in doubt students should ask their supervisor or module leader for advice. The Library provides [guidance on how to correctly acknowledge the use of AI generative materials](#).

It is essential that you make yourself aware of the significant risks associated with the excessive and indiscriminate use of AI-generated text. AI generative material can contain errors. Remember, it is your performance against the intended learning outcomes that we are assessing. There are significant risks associated with the use of material generated by AI tools which may not have correctly drawn on, referenced, or attributed material that has been used. It is essential that you take responsibility for the full and proper checking and referencing of original source data.

It is essential that students take responsibility for the full and proper checking and referencing of original source data. In this context, the Senate Handbook on Academic Misconduct refers to improper or incomplete referencing as plagiarism.

For research students, their thesis and interim progress reports in particular are the prime means of assessment. It is essential that they are able to demonstrate within your own written work your own original contribution to your field of research.

In addition, students preparing manuscripts need to be aware of the risk in using AI-generated content in research publications. Increasing numbers of publishers are issuing guidelines specifying that:

- AI tools will not be accepted as a credited author on a research paper. Authorship attribution carries accountability for the work undertaken, and AI tools cannot take this responsibility. Researchers using AI tools should document this use in the methods or acknowledgements sections (or within the introduction or another appropriate section).

Further guidance on the use of AI generative tools can be found on the [dedicated pages on the intranet](#).

4.4   Research ethics and ethical approval

All students of the Joint Institute are expected to conduct their work in an ethical and legal manner. Researchers should reflect on their personal and professional motivations for conducting their research and be able to anticipate, reflect and engage on the wider ethical and societal impacts, implications and value of their work by engaging with the public and other stakeholders where appropriate.

Students of the Joint Institute are required to obtain ethical approval from Cranfield University in order to submit any work towards a Cranfield award. This includes both Research degrees and the thesis element of a taught Master's degree

All students will need to submit their research proposals for ethical approval through Cranfield University's online research ethics approval system (CURES): https://intranet.cranfield.ac.uk/researchethics/Pages/default.aspx.

The University's policy is that all research projects must gain ethical approval before a student starts to collect data, supported by students' Cranfield University supervisor. **You must complete an application**

for ethical approval prior to undertaking any research to make sure your proposed research conforms with ethical principles and standards. Evidence of your ethical approval must be submitted with your thesis - any thesis submitted without evidence of ethical approval will not be examined. The University will not normally grant retrospective ethical approval. Please see the Assessment Rules for Postgraduate Taught Courses and Research Students' Handbook for further details.Prior to submission of a CURES application, all students must complete the on-line Ethics and Integrity Module and pass the assessment. This can be found on your VLE pages.

In addition, all research must comply with any relevant legislation (in both China and the UK) and research activities and topics must align with the scope of the Joint Institute. Cranfield must approve any research topic, and retains the right to not accept a certain topic for research as part of a Cranfield award.

4.5   Ownership of intellectual property

The Joint Institute has a bespoke agreement for the ownership of intellectual property.

Where any work is generated or developed by Jiangsu University jointly with Cranfield and/or the Student, the intellectual property shall vest in and be owned jointly by Jiangsu University and the University.

Where any work is generated or developed by Cranfield and/or the Student, without Jiangsu's intellectual contribution, then it shall vest in and be owned absolutely by Cranfield University. Where any work is generated or developed by Jiangsu and/or the Student, without Cranfield's intellectual contribution, then it shall vest in and be owned absolutely by Jiangsu.

4.6   Award of degrees and graduation

Joint Institute students, depending on their programme of study, may receive an award from both Jiangsu and Cranfield Universities, or just from Cranfield University.

Jiangsu has its own process for the awarding of its degrees and arrangements for students to formally graduate.

The awarding of a Cranfield University degree is entirely dependent on students satisfying the examiners that the award is merited. No notification of the results for a degree or other academic distinction may be taken as official unless the communication is made by the Cranfield University Academic Registrar or a person clearly acting on their behalf.

A certificate certifying that a degree or other academic distinction has been awarded will be issued at Graduation, following conferral of the award by a board of examiners (for taught awards) or thesis examiners (for research awards). The achievement of an academic distinction is celebrated at the formal Graduation ceremony. Joint Institute students will be contacted about arrangements for their graduation ceremony at the appropriate time.

4.7   Complaints and academic appeals

Complaints

The Joint Institute aims to ensure that all students have a positive experience during their studies. Should any student feel dissatisfied however they may make a complaint about their experience or any aspect of their studies.

All complaints are dealt with informally in the first instance, with the aim to provide a resolution to any complaints as quickly as possible. Complaints should, in the first instance, be directed to the dedicated SAS Lead.

Should a complaint not be resolved informally, the complaint will be passed to the Joint Academic Committee who will determine the most appropriate way to investigate and resolve the complaint.

Academic Appeals

Should a student be dissatisfied with the outcome of their award, and believe that this is due to an error on the part of the Joint Institute, Jiangsu University or Cranfield University they have the right to appeal their award to the university making the award (Jiangsu University or Cranfield University).

Details of the appeal process for awards made by Jiangsu University can be found in the Jiangsu Graduate Student Handbook.

Details of the appeal process for awards made by Cranfield University can be found in the Cranfield University Senate Handbook on Academic Appeals.

5   Taught Course Regulations (MSc)

5.1   Assessment of taught courses

All Joint Institute taught courses are made up of a taught and research element. All taught modules are assessed in line with Cranfield University's Assessment Rules, as set out in [Cranfield University's Senate Handbook on Assessment Rules for Postgraduate Taught Courses](#), which is written for a student audience.

The research element of MSc courses follows a hybrid process specific to the Joint Institute, which is set out in the sections below. All Joint Institute students should follow the thesis processes set out in section 5.11 of this Handbook.

Students at the Joint Institute studying for a taught degree should ensure that they read and understand the entirety of that Handbook. Aspects of that Handbook are reproduced in brief below, but these should serve as an aide memoire only, and do not replace the full Assessment Rules as set out in the [Cranfield University Senate Handbook on Assessment Rules for Postgraduate Taught Courses](#).

Any questions on these Assessment Rules should be directed to the Joint Institute SAS Leads via jiangsu@cranfield.ac.uk and cranfield@ujs.edu.cn.

5.2   Student responsibilities

(See section 2 of the [Senate Handbook on Assessment Rules for Postgraduate Courses](#) and section 1.4 of the [Cranfield University Postgraduate Students' Handbook.](#)for more detailed information)

The University expects students, both at the point they originally register, and at the point at which they commit to a particular module of study, to honour their commitment. When agreeing to a module or course, students are accepting that they are able to meet the necessary commitments for:

- attending classes and other scheduled events;

- managing any private study commitments; and

- meeting the stated dates of assessment (either examination dates or deadlines for the submission of work for assessment) - **all submission times are based on the Chinese time zone.**

The University encourages students to take full responsibility for their learning: while it permits them to take control of their studies and assessment in advance, it has strict rules relating to the consequences without prior approval, of:

- failure to attend formal examinations; or

- late submission of work for assessment; or

- failure to submit work for assessment.

5.2.1   Participating in scheduled assessments – the concept of 'fit to sit'

In submitting work for assessment or attending an examination, students are declaring themselves as 'fit to sit' (i.e. that they are capable and competent to undertake the assessment and therefore that they have determined that any relevant exceptional circumstances will not adversely impact on their ability to undertake the assessment).

If students do not feel able to attend an examination or complete an assessment for whatever reason, they must raise this in advance through the exceptional circumstances procedure as detailed in Section 13 of the [Senate Handbook on Assessment Rules for Postgraduate Taught Courses](#).

It is the student's responsibility to manage adjustments to their studies in good time, and to <u>proactively</u> seek appropriate advice if they have concerns about their academic progress.

If students receive <50% for any assessment, they <u>must</u> make contact with the course team to discuss how this mark affects their academic progress, and their continued eligibility for their intended award.

5.2.2   Managing the impact of personal circumstances on scheduled assessments

Where personal pressures result in you concluding <u>in advance</u> that you cannot commit to the pattern of studies you have previously agreed to, you are expected to take responsibility for resolving these in good time. Some of the options available to you are outlined in detail in Section 13 of the [Senate Handbook on Assessment Rules for Postgraduate Taught Courses](#) (i.e. deferrals and extensions) but you should also consider options detailed in the [Senate Handbook on Changes to Registration](#), including:

- suspension of studies;

- switching from full-time to part-time registration;

- switching to an alternative award (e.g. changing from an intention to receive an MSc to a Postgraduate Diploma or Certificate)[1].

Students should discuss such options with their SAS Lead but any changes to their registration or requests for exceptional circumstances will not be considered until submitted in writing.

<u>Prior approval</u> of non-attendance at an examination, or deferral of an assignment (i.e. opting to complete a new and different assignment at a later date) is granted through approval from the Course Director and SAS Lead.

<u>Prior approval</u> of a short extension to the deadline for an existing assignment is granted through the Course Director and SAS Lead, but requires the presentation of "exceptional circumstances" – see section 13 of the [Senate Handbook on Assessment Rules for Postgraduate Taught Courses.](#)

5.2.3   Failure to attend or submit an assessment – risk of award failure

There are serious consequences if students fail to complete scheduled assessments, and do not arrange in advance a modification to their pattern of studies and/or assessment.

Failure to attend an <u>examination</u> <u>or remote examination</u> (without prior approval), or failure to complete or submit an examination or remote examination (without acceptance of exceptional circumstances), will result in students failing to be awarded the learning credits associated with the examination. Students will normally be permitted one further assessment opportunity, but their mark will be capped at 50%.[2]

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[1]   Options to change course or to an alternative award type are limited for students in the Joint Institute.

[2]   An additional assessment opportunity **will not** be awarded if students fail to attend a resit examination or fail to submit a second attempt assignment.

Failure to submit an <u>assignment</u> by the specified deadline (without prior approval) will result in the mark being capped at 50% if submitted within one week of the specified deadline[3]. Thereafter the assessment will be formally recorded as the student failing to be awarded the learning credits associated with the assignment, with a mark of zero recorded for the assessment. Students will normally be permitted one further assessment opportunity, which must be submitted by the stated deadline provided by the course director, with the mark capped at 50%.[5] Any late submission will result in an outright fail of the assessment - there is no grace period* for resubmissions.

Failure to submit a <u>time-compressed assignment</u> by the specified deadline (without prior approval) will result in the mark being capped at 50% if submitted within 24 hours of the specified deadline. Thereafter the assessment will be formally recorded as students failing to be awarded the learning credits associated with the time-compressed assignment, with a mark of zero recorded for the assessment. Students will normally be permitted one further assessment opportunity, which must be submitted by the stated deadline provided by the course director, with their mark capped at 50%. Any late submission will result in an outright fail of the assessment - there is no grace period* for resubmissions.

Students are permitted just one of either a failure to submit or failure to attend an assessment. Any subsequent failures to attend examinations or to submit assignments (without prior approval) will automatically result in the loss of learning credits, and accordingly will result in award failure.

Failure to submit a <u>thesis</u> by the specified deadline (without prior approval of an additional writing up period)[4] will result in the work being capped at 50% if submitted within one week of the specified deadline, and thereafter the assessment being formally recorded as failing to be awarded the learning credits associated with the thesis a mark of zero recorded, and accordingly will result in award failure. There is no grace period* for the submission of Corrections or theses that have been referred for Revise and Represent outcome.

All students must obtain ethical approval prior to undertaking any research and include evidence of this with their thesis submission. Any thesis which is submitted without ethical approval will be considered incomplete, and capped at 50% providing an ethical approval is submitted within the one-week grace period and subsequently approved..

*Grace period refers to the one-week or 24-hour window where a student can submit an assessment after the deadline and receive a capped mark.

5.2.4 Academic misconduct

All assessed work must be a student's own work, except where exceptions are allowed and stated explicitly. Further details on Cranfield University's policy on Academic Misconduct can be found in section [4.3](#) of this Handbook and in the [Senate Handbook on Academic Misconduct](#).

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[3] The one-week grace period allows students to submit by the same day/time the following week (i.e. for an original submission date of 17:00 Monday, the grace period ends at 17:00 the following Monday).

[4] Requests for a delay in submitting a thesis (an application for a writing up period) should be made through the form available on the Education Services intranet.

5.3   Definition of assessment types

(This section is replicated from section 3 of [Senate Handbook on Assessment Rules for Postgraduate Taught Courses](#).)

"Assessment" is the generic term for all student work that contributes formally toward taught course awards. We categorise all summative assessments as:

- an **assignment** is an assessment that does not take place in controlled conditions and takes place in either private study time or scheduled classes and is submitted by a specified deadline, this includes written pieces of work, tasks, essays, reports, drawings, pieces of computer code, prototype designs, presentations, in-class tests and posters; or

- a **time-compressed assignment** is a time-limited assessment which does not take place in controlled conditions, but is set and must be completed within a defined timeframe (usually not more than 24 hours). These assessments are usually open-book, and will assess students' skills, understanding and/or knowledge; or

- an **examination** is a time-limited, real-time assessment under controlled conditions which will assess students' skills, understanding and/or knowledge. Examinations are usually undertaken as part of a cohort and under invigilation (either by appointed persons or through regulated IT systems) or in an isolated one-to-one formal environment (i.e. an oral examination); or

- a **remote examination** is a time-limited, real-time assessment taken either away from a university site or away from a designated examination room. Remote examinations will be taken under controlled conditions, either through an off-site invigilator or through regulated IT Systems. These assessments will assess students' skills, understanding and/or knowledge; or

- a **Group project** is an assessment based, either in full or in part, on the group work of two or more students. This may include group presentations or group assignments and part group work/part individual assignment. Depending on the assessment used students may receive a group mark, an individual mark or a combination of both; or

- a **thesis** is an extended piece of written research, design, development or management studies, usually only applicable for a full Master's award. (This may also be referred to as project or portfolio).

Assessments are designated as:

- **Taught assessments –** an examination or assignment (usually relating to assessments linked to 'taught modules') which students are required to complete and attain the minimum mark. The pass mark for all assessments is ≥50%: additionally there is a minimum mark specified for each assessment (of either 40% or 50%), which is required in order to gain the associated learning credits. Where an assessment has a minimum mark of 40%, marks in the range of 40-49% will be automatically compensated by higher marks in other taught assessments (providing that your overall taught average is ≥50%). At the discretion of the Board of Examiners or by Board of Examiners Chair's action a student may be permitted to retake assessments between 40-49% with support of and rationale provided by the course director, which should include that your taught average (with the compensated module(s)) is <50%.

- **Substantial pieces of assessment –** A group project or other substantial piece of assessment corresponding to ≥40 credits and is not part of the taught assessment, which students are required to pass (≥50%) in order to qualify for their intended award. A mark of <50% cannot be compensated by higher marks in other assessments.

- **Thesis –** usually related to an independent research project, and corresponding to ≥60 credits, which students are required to pass (≥50%) in order to qualify for their intended award. A mark of <50% cannot be compensated by higher marks in other assessments.

All assessments at Cranfield are designed as independent assessments, where the final mark is made up of a single assessed piece of work. The final mark for a taught module may be made up of more than one independent assessment.

In addition to summative assessments, students will undertake a range of formative assessments as part of their course which will contribute towards their learning and understanding of their subject. These formative assessments are likely to involve some of the assessment methods described under **assignment** above. Formative assessments do not contribute towards a student's final mark for any module but the experience of completing these, and the feedback received, will contribute towards their understanding and or knowledge of their subject and help prepare them for the summative assessment.

5.4   Pass criteria for overall award

This Section outlines the rules observed by boards of examiners in determining whether students qualify for an award of Cranfield University. In addition, students who are registered for an award with Jiangsu University as well will be required to satisfy the thesis assessment processes of Jiangsu University in order to achieve an academic award from Jiangsu University, which can be found in the Jiangsu Graduate Student Handbook..

In order to achieve an award from Cranfield University, students are required to achieve:

- An overall average mark of ≥50%;

- An average mark of ≥50% across the taught assessment;

- All assessments need to be completed and the minimum mark attained: no more than one failure to complete an assessment (as defined in Section 2.3) will be permitted throughout the course of a student's studies (Please note that the board of examiners does <u>not</u> have discretion to overrule this limit, but can refer a case to Senate's Education Committee);[5]

- **For Taught Assessments,** the minimum mark for each individual taught assessment <u>on the first attempt</u> for the significant majority of the taught assessments, noting that:

  o if a student fails to attain the minimum mark for **up to 30 learning credits**, they will be permitted to retake all of those assessments (except for circumstances where a resit award capped at 50% would be insufficient to achieve an overall average mark of ≥50% across the taught assessments);

  o if, having failed to attain the minimum mark for 30 learning credits, a student fails to obtain the minimum mark for **any additional learning credits** over the course of their studies they will be disqualified from the right to retake the assessments: this will normally result in intended award

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[5]   Providing the minimum mark is met, a mark of 40-49% will be automatically compensated if a student's overall average taught assessment mark (including the failed assessment) is greater than or equal to 50%. Students are advised, however, that they retain the right to retake an assessment with a mark of <40% (but should note that a retake attempt will be capped at 50%), as long as they haven't failed more than 30 credits. At the discretion of the Board of Examiners or by Board of Examiners Chair's Actions a student may be permitted a retake attempt of modules in the range of 40-49% only if the average mark of their other taught modules would not allow them to qualify for their award (<50%).

failure. (Please note the board of examiners may at its discretion overrule this limit, but this is not an automatic right);

- o it is <u>not</u> permissible for a student to fail an elective module and then proceed to take a different elective module in its place.

- **For Substantial pieces of assessment** (corresponding to ≥40 credits, which are not part of the taught assessment average), the pass mark of ≥50% (where they exist);

- **For the thesis,** a mark of ≥50% in order to receive a pass (where it exists).

In all cases, the average mark is calculated by taking into account the relative weighting of the associated learning credits, and the proportionality of individual assessments within a module, as outlined in the course specification. Overall award marks and overall taught average marks are recorded to one decimal place and are not rounded up or down.

Where a student does not qualify for an award (taking into account the discretionary powers of the board of examiners), and the board of examiners decide to support a continuation of studies in order for that student to meet the required standards, exceptional permission may be granted by Senate's Education Committee (who may delegate cases to its individual members).

The required credits for the award are outlined in the course handbook.

Further information is provided in Appendix B of the Senate Handbook on Assessment Rules for Postgraduate Taught Courses about how boards of examiners will consider your marks and determine a final outcome.

5.5 Pass criteria for individual assessments

The course handbook will detail the minimum marks for assessments. Courses may have modules which contain assessments with both 40% and 50% minimum marks for assessments. The pass mark for all pieces of assessment is 50%.

All pieces of assessed work are marked out of 100 (or are converted to marks out of 100 prior to being confirmed by the board of examiners). Marks are recorded either as integers or to one decimal place but modules will be rounded and recorded as integers on transcripts. The convention of rounding up the decimal place digit of ≥5 will apply. For example 57.3 will be rounded down to 57, 57.7 will be rounded up to 58 and 57.5 will be rounded up to 58.

The mark for any resit assessment will be capped at 50%, with no candidate able to attain a higher mark for that resit assessment. Resit marks of less than 50% will be recorded as the final mark. For example, a resit mark of 70% would be capped at and recorded as 50%, a resit mark of 44% would be recorded as 44%.

Taught assessments (pieces of assessment corresponding to <40 credits)

- A mark of ≥50% is required to pass the assessment, however:

  - o the stated minimum mark for each individual assessment must be attained (this may be 40% or in some cases will be clearly stated as 50%);

  - o where the stated minimum mark is 40%, an overall mark of 40-49% for the module will be automatically compensated providing that overall a student's average mark for the taught phase of their course (including the failed assessment(s)) is ≥50%: a mark of <40% will

require the assessment to be retaken (subject to the limitations outlined in Section 5.4 of this Handbook)[6];

- o where the stated minimum mark is 50%, a mark of <50% will require the assessment to be retaken (subject to the limitations outlined in Section 5.4 of this Handbook).

- The marks of a retake (or re-submission) of an assessment will be capped at 50%. Providing the minimum mark is met, retake marks which give an overall module mark within the range of 40-49% will allow the module to be automatically compensated providing that overall a student's average mark for the taught phase of their course (including the failed assessment(s)) is ≥50%;

- Any compensation will only be applied if all of the credits required for an award (either the intended award or a lower exit award) are passed or compensable;

- Any retake assessment will be of the same assessment type as the original failed assessment and be either:
  - o a new (and different) examination; or
    - i. a new (and different) piece of submitted work;
    - ii. a revision of the work submitted originally.

- A first instance of a failure to submit or attend an assessment for a module would be permitted a further opportunity to submit or attend, but the marks obtained will be capped at 50%. Further instances of failure to attend or submit for any further modules across the whole course (not just taught modules) would <u>not</u> entitle students to any further assessment opportunities and would normally mean that they would not gain the credits and therefore would fail the award.

- Failure to attain the minimum mark or failure to submit on the second attempt would normally mean that a student would fail the module and the intended award.

Substantial pieces of assessment (pieces of assessment corresponding to ≥40 credits)

- A mark of ≥50% is required to pass the assessment. A mark of 40-49% cannot be compensated by performance in other modules.

- A mark of <50% will normally result in an opportunity to retake the assessment or an opportunity to revise and represent the original work (this will be defined in the course handbook), in both cases with the retake mark capped at 50%. The board of examiners reserve the right to fail a mark of <40% without a second assessment opportunity.

- A first instance of a failure to submit or attend an assessment would be permitted a further opportunity to submit or attend, but the marks obtained will be capped at 50%, providing no other failures to submit or attend had been recorded across the entire course. Further instances of failure to attend or submit across the course would <u>not</u> entitle a student to any further assessment opportunities and would normally mean that they would not gain the credits and therefore would fail the intended award.

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[6] Students will not be offered the opportunity to retake any assessment which is compensable provided they have a taught average of ≥50%; At the discretion of the Board of Examiners or by BoE Chair's Action students may be permitted a retake attempt of modules in the range of 40-49% only if the average mark of their other taught modules would not allow them to qualify for their award (<50%).

- Failure or failure to submit on the second attempt would normally mean that a student would fail the intended award.

<u>Thesis (or other outcome from an individual research project)</u>

A mark of ≥50% is required to pass the assessment.

The possible assessment outcomes for taught course theses are:

- An outright pass (≥50%)

- A pass mark subject to corrections

- An opportunity to revise and represent your thesis

- An outright fail

A pass mark subject to corrections

The board of examiners may provide a pass mark subject to corrections of the thesis to be made by you before that mark is confirmed. Any corrections will be provided in a written 'Statement of Corrections'[7]. A corrections outcome may only be given in situations in which a thesis has met the required standard for a Master's degree, but contains any of the below issues which must be rectified before a pass can be confirmed.

Corrections outcomes are given only where:

- amendments to a thesis are required for reasons of commercial sensitivity, security or other matters relating to restriction of information;
- a thesis contains ethical issues which require correction (e.g. relating to anonymity etc.);
- there is a significant risk that a key finding of the work may be misunderstood due to an error in presentation.

Corrections cannot be used to improve the general quality of theses which have achieved a pass mark, and the assignment of corrections is not expected to be the norm. The required work will require little or no input from the student's thesis supervisor other than to confirm the corrections have been completed satisfactorily.

An opportunity to revise and represent your thesis

If not awarded a pass (either outright or subject to corrections) students will normally be offered an opportunity to revise and represent their thesis, in line with a written 'Statement of Deficiencies' provided to them. The second opportunity will be assessed in line with this Statement and the final mark capped at 50%. The board of examiners reserves the right to fail a mark of <40% without a second assessment opportunity.

An outright fail

Failure by a student to submit their thesis by the stated thesis-handing-in-date (or within a week, where the mark will be capped at 50%) will normally result in an award failure, with no opportunity for the thesis to be examined, unless students have requested in advance an additional 'writing up period' or extension to registration through their Course Director or SAS Lead.

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[7] This may be using a prescribed form or through other electronic means.

Failure by a student to submit corrections or revisions to their original thesis by the stated thesis-handing-in-date will also normally result in an intended award failure. There is no grace period for the submission of Corrections or theses that have been referred for Revise and Represent outcome.

5.6 Retake opportunities for assessments

This section relates to circumstances where a second opportunity to take a taught assessment has been granted, and the specific rules that apply in those circumstances.

Course teams will monitor student progression throughout the course and as such students may not be offered a retake if it is clear that they will be unable to qualify for their intended award, whatever their performance in a retake assessment might be. In such circumstances the SAS Lead or Course Director will outline where a student is failing to make academic progress, the likelihood of them failing the course and may advise what options, if any, are available to them to exit with a lower award.[8] The SAS Lead or Course Director may recommend that you withdraw from the course. Further information on withdrawal is available in the Cranfield University Senate Handbook on Changes to Registration.

Resit assessments will be marked using the marking criteria in place when the module was originally attended.

Retake criteria

Students will normally only be offered a retake opportunity in the following circumstances:

Taught Assessments (<40 credits):

- Where they have failed to achieve the minimum mark at the first attempt, providing that they have not failed to achieve the minimum mark for >30 credits across their course.
- At the discretion of the Board of Examiners or by Board of Examiners Chair's Action, where the minimum mark is 40%, and at a first attempt a student has a score of 40-49% which is not compensable (if their overall taught mark is <50%).
- Where a student fails to submit or complete an assessment at the first attempt, providing this is the only occurrence of this during their course.
- In all cases, students are only able to retake a maximum of 30 credits across the taught element of their course.

Substantial pieces of Assessment (≥40 credits):

- Where a student fails to achieve the pass mark (50%) at the first attempt.

- Where a student fails to submit or complete an assessment at the first attempt, providing this is the only occurrence of this during their course.

Thesis (≥60 credits):

- As detailed in section 5.5, there is no formal retake opportunity for theses. However examiners are able to ask that a student revise and represents their thesis if the examiners feel it has the potential to meet the pass mark (50%).

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[8]   You are permitted to retake up to 30 credits in total towards either your intended or exit award

Resit opportunities for substantial pieces of assessment and theses (including all assessments within these modules) do not count towards the 30 credits of resits allowed (the 30 credit limit applied only to taught modules).

Failure to complete an assessment on the first occasion

If a student fails to attend an examination or fails to submit an assignment without prior consent, this will be recorded as a 'failure to complete the assessment'.

'Failure to complete the assessment' means that a student will not receive the learning credits for that assessment/module. If a student fails to complete the assessment on one occasion, they will normally have a further assessment opportunity classed as a second attempt and capped at 50%. If that student subsequently "fails to complete the assessment" on a second occasion, they will not receive the learning credits and accordingly will not be eligible for their intended award.

This does not apply to the thesis: if a student fails to submit their thesis, they will not be provided with a second attempt at the thesis.

Number of attempts

For any one assessment, students are permitted no more than two assessment opportunities (unless exceptional circumstances are agreed). Students may not automatically be given a second assessment opportunity if their performance in other modules means that they will be unable to complete their intended award (or, where applicable, a lower award). The retake will normally be scheduled within the same academic year but may take place in the following academic year or later depending on the mode of study and course schedule. You will be expected to undertake the resit at the first available opportunity.

Students who have passed a particular assessment are not permitted to retake it to improve their mark, unless they have been required to do so following a formal appeal.

Where students are permitted a resit due to exceptional circumstances, this will be classed as a further first attempt.

Nature of the second attempt

All second attempts at taught assessments (including those granted as a result of failure to complete the assessment on the first occasion) are automatically capped at 50% (i.e. in essence, the second attempt is restricted to a pass/fail outcome).

Boards of examiners reserve the right to award >50% for a retaken assessment, but only if information not previously disclosed has been agreed.

Where students have made more than one attempt at the same assessment, the final mark obtained will always be the higher of the two assessment opportunities (subject to any cap).

Modules with more than one assessment

An overall module mark may be made up of more than one independent assessment.

Where more than one assessment is used during a module, failure to attain the minimum mark in any individual assessment will require that assessment to be retaken, even if the overall mark for the module meets the pass (or minimum) mark.

Failure to submit on time[9] any individual assignment would count as one instance of a failure to complete the assessment, and the one opportunity allowed for non-submission.

A failure of an independent assessment in a module with multiple independent assessments would correspond to a proportional credit failure (based on the weighting of the assessment) towards the 30-credit retake limit (for example, a 25% weighted assessment in a 20 credit module would count as 5 credits towards the retake limit).

5.7   Assessment conventions and standards

Details of the Assessment conventions and standards in place as part of a Cranfield University Postgraduate Taught award can be found in full in section 7 of the Senate Handbook on Assessment Rules for Postgraduate Taught Courses.

These standards set out the University's approach to:

- Anonymity
- Moderation of marking
- External examiners
- Assessment feedback
- Errors in assessment
- Alternative assessments
- Appeals against decisions of boards of examiners (academic appeals).

5.8   Qualitative assessment criteria

Marks for all assessments undertaken as part of a taught course are marked in accordance with the Cranfield University's Qualitative Assessment Criteria, which provides descriptors for markers to judge the level a student has achieved in their work. These Qualitative Assessment Criteria can be found in Section 8 of the Senate Handbook on Assessment Rules for Postgraduate Taught Courses.

5.9   Examination procedures

Students of the Joint institute will undertake all taught modules, and therefore any examinations at Jiangsu, and will therefore be subject to the examination procedures in place at Jiangsu University. Students will be advised of the correct procedures to be followed for examinations by their course team.

5.10   Assignment procedures

Joint Institute students are required to follow the Cranfield University assignment procedures for all assignments submitted as part of their award.

The procedures can be found in full in section 10 of the Senate Handbook on Assessment Rules for Postgraduate Taught Courses.

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[9] Or within any applicable grace period as outlined in section 5.2.3

This section of the Handbook covers:

- Assignment specifications and deadlines
- Turnitin and assignment submission
- Failure to follow assessment instructions
- Exceptional circumstances and alternative arrangements for assignments
- Retention of assignments

5.11 Thesis procedures

The Joint Institute has an agreed process for the allocation and approval of projects, which is set out in Appendix B of this Handbook.

MSc students are allocated Jiangsu thesis supervisors after they register in September. The MSc students will work with their Jiangsu supervisors to learn key research skills and will discuss potential research areas. These will be matched to the expertise of Cranfield supervisors who will be asked to review these and confirm their willingness to supervise. Cranfield supervisors will be identified in the second semester. Following this, more detailed research proposals will be developed by the student together with both their Jiangsu and Cranfield supervisor. This process will be completed by first week in July each academic year. Students will need to submit their research topic to both SAS leads to seek approval of the topic from both universities before any research is started.

Further Cranfield University processes for MSc student theses can be found in section 11 of the Senate Handbook on Assessment Rules for Postgraduate Taught Courses.

This section of the Handbook covers:

- Prescribed form for the presentation of taught theses
- Supervision
- Help with your thesis
- Thesis submission
- Retention of theses

Students are reminded that ethical approval will be required for any research undertaken towards a Master's thesis – see section 4.4 of this Handbook for more details and section 11.5 of the Senate Handbook on Assessment Rules for Postgraduate Taught Courses.

Full details of the examination process for Jiangsu awards can be found in the Jiangsu University Graduate Student Handbook.

5.12 Exceptional circumstances

Joint Institute students studying for a taught award are subject to the Exceptional Circumstances procedures of Cranfield University.

Students are encouraged to take full responsibility for their learning, and are permitted to take control of their studies and assessment in advance.

Procedures are in place to allow students to:

(a)   request a 'deferral' of an assessment due to exceptional circumstances (i.e. to sit an examination or to request the completion of a different assignment at the next available opportunity);

(b)   request a short extension to the submission deadline of a current assignment, in advance of the scheduled date;

(c)   present 'exceptional circumstances' to explain a failure to attend an examination;

(d)   present 'exceptional circumstances' to explain a failure to submit an assignment on the scheduled deadline (including either a late submission or a failure to submit).

In all of the situations outlined above ((a) to (d)) students are required to provide evidence of 'exceptional circumstances' to explain their inability to complete the assessment(s) at the scheduled time. Full details are set out in section 12 of the Senate Handbook on Assessment Rules for Postgraduate Taught Courses.

Exceptional circumstances are defined as those which are:

- **Relevant:**   the circumstances directly affect the learning and or preparation for the assessment (i.e. occur within the timeframe of the assessment); **and**

- **Unexpected:** the circumstances were unforeseen prior to the request (i.e. the circumstances should be submitted as soon as they are known); **and**

- **External:**   the circumstances were outside of a student's control and that they could not have reasonably been expected to take action to mitigate the impact of the circumstances.

Circumstances that may or may not be considered exceptional are set out in Section 12 of the Senate Handbook on Assessment Rules for Postgraduate Taught Courses. The process for applying for a deferral of an examination or for exceptional circumstances to be taken into account can be found in Section 13 of that Handbook.

Exceptional circumstances cannot be used to replace or invalidate academic performance. Acceptance of exceptional circumstances may result in an extension or a student being able to retake the form of assessment again as a first attempt but will not result in individual marks being raised.

Failure to provide acceptable exceptional circumstances and/or supporting evidence will result in academic penalties being applied as outlined in Section 14 of the Senate Handbook on Assessment Rules for Postgraduate Taught Courses.

The below table details which types of assignments students may request an extension or deferral for.

Assessment Type	May be deferred?	Students may request an extension?
Assignment	Yes, with evidence of exceptional circumstances	Yes, with evidence of exceptional circumstances
Time-compressed assignment	Yes, with evidence of exceptional circumstances	No (but students may present evidence of exceptional circumstances which arise during any time-compressed assignment)
Examination	Yes, with evidence of exceptional circumstances	No (but students may present evidence of exceptional circumstances which arise during any examination)
Remote examination	Yes, with evidence of exceptional circumstances	No (but students may present evidence of exceptional circumstances which arise during any remote examination)

Group project	Yes, for individual students, with evidence of exceptional circumstances	Yes, as a group, with evidence of exceptional circumstances
Dissertation	Yes, with evidence of exceptional circumstances	Yes, with evidence of exceptional circumstances
Thesis	Not once thesis module has commenced	Yes, with evidence of exceptional circumstances – see section 11.4

6   Research Student Regulations (PhD/MPhil)

6.1   Introduction

Students of the Joint Institute studying towards a research degree are subject to the Joint Institute's rules and Regulations as set out in this Handbook, which are designed to satisfy the requirements for an award of both Jiangsu and Cranfield Universities.

Throughout this section of the Handbook students are advised of the correct policies and processes to be followed by students studying for a PhD award.

6.2   Research students' responsibilities

Alongside the expected conduct and behaviour outlined in section 3.5 of this Handbook, research students are expected to undertake a number of ongoing responsibilities, these include:

- their own personal and professional development, including, where possible, recognising when they need help and seeking it in a timely manner;
- maintaining regular contact with their Supervisor(s), and preparing adequately for meetings with them;
- keeping to agreed timetables and deadlines (including the planning and submitting of work[10]) and generally maintaining satisfactory progress with their programme of research;
- maintaining records of research and meetings in such a way that they can be accessed and understood by anyone with a legitimate need to see them;
- raising awareness of any specific needs or circumstances likely to affect their work, including any additional work outside of their studies;
- attending any development opportunities (research-related or other) that have been identified when agreeing their development needs with their Supervisors;
- being familiar with the regulations and policies that affect them, including those relating to their award, health and safety, intellectual property, electronic repositories, data management and ethical research;
- Any additional responsibilities specific to their research which may be identified during the course of their registration.

At the outset of a student's registration and throughout their studies, they will, with their Supervisors, jointly agree plans to cover:

- the initial objectives of the research, taking account of any sponsor's requirements;
- the student's development and general educational needs;
- the means by which the student and Supervisor(s) will communicate and how they will arrange regular meetings;
- the means of monitoring progress in the research and training aspects of the programme.

6.3   Induction

Students of the Joint Institute will receive a full induction by Joint Institute staff. In addition, students' Supervisors are responsible for ensuring that they receive a full induction specific to their research project. This induction will cover:

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[10] Please note all submission times are based on the Chinese time zone.

- The responsibilities of Supervisors and of students (see Appendix A of the Cranfield University Research Students' Handbook);
- an articulation of the format and frequency of meetings that will take place to discuss your academic progress and additionally what availability the Supervisors will provide outside of these times;
- other learning support that is available;
- An explanation of the Cranfield ethics policy and details of how to apply for ethical approval for your research projects (see section 6.6 of this Handbook); and
- the Data Management Plan (see section 6.7 of this Handbook).

6.4   People

During a research degree students will be supported during their time at the Joint Institute by a number of people, including staff from both Jiangsu and Cranfield.

Cranfield staff who will support research students include:

- At least two supervisors (one from Cranfield University and one from Jiangsu University)
- A pastoral advisor
- A progress review team
- Thesis examiners
- A SAS Lead (administration support)

Full details of these roles and the support they offer can be found in Section 4 of the Cranfield University Research Students' Handbook.

6.5   Supervision

Joint Institute students will be assigned two supervisors, one from Cranfield University and one from Jiangsu University.

In November of each year, Cranfield University will release a call for supervisors to submit a form detailing their availability to supervise, research expertise and current research projects. The SAS team will check the supervisors are eligible in terms of the supervision cap and their experience. For PhD students, this information will be used to identify potential CU supervisors, who will be asked to review a PhD proposal prepared by the student. PhD students are interviewed in the late spring and will be given a Cranfield University offer if they pass the interview and if a suitable Cranfield supervisor can be identified. This process will be completed before May each year on order for students to be given an offer to commence their studies in the next academic year.

Initially the Cranfield University SAS lead will send out a welcome email to all PhD students and supervisors to initiate discussions.

Students are expected to meet with their Cranfield University and Jiangsu University supervisors every two weeks. On a monthly basis, a combined set of meeting minutes (representing all meetings held in that month) will be submitted to the Cranfield University SAS Lead via email to ensure compliance with the CU attendance monitoring system.

Responsibilities of supervisors and guidance on how to conduct supervision meetings can be found in section 5 of the Cranfield University Senate Handbook for Research Students.

6.6 Project approval and ethical approval processes

The Joint Institute has an agreed process for the allocation and approval of projects, which is set out in Appendix B of this Handbook.

The University's policy is that all research projects must gain ethical approval before a student starts to collect data, supported by students' Cranfield University supervisor. It is important that all students do so to make sure their proposed research conforms with ethical principles and standards and because any thesis or assignment submitted without ethical approval will not be examined. It is University Policy not to grant retrospective ethical approval.

For more details see section 4.4 of this Handbook.

6.7 Data Management Plans

The research data students create will be the evidence underpinning their findings and is therefore extremely valuable. It is important that students create, handle, store, and preserve it appropriately, in line with various ethical and legal standards and Cranfield University's Management of Research Data Policy.

All students must write a Data Management Plan (DMP) before starting data collection. A DMP is a document that sets out your approach to data handling throughout and after your project, to ensure the right procedures are in place and that you are well prepared for any challenges. The DMP is on the checklist for supervisor review meetings.

Further details on Data Management Plans can be found in section 13 of the Cranfield University Research Students' Handbook.

6.8 Academic misconduct

As set out in section 4.3 of this Handbook, Joint Institute students are, in the first instance, subject to Cranfield University's policy on academic misconduct. The Cranfield University Senate Handbook on Academic Misconduct contains information and penalties specific to research students.

6.9 Progress reviews

Students of the Joint Institute studying for a PhD will have their progress reviewed in line with the agreed Joint Institute schedule as set out below.

Review points	PhD	People involved	Paperwork required
Year 1 commences beginning September	Taught modules	Module leaders and Progression Board	Progression Board report
Year 2 commences beginning September			

December Year 2	Initial review to check if supervisors and research topics have been allocated.	CU supervisors	CU research initial review form (completed by CU supervisor)
Year 3 commences beginning September **September Year 3**	Year 1 Annual Progress Review	CU research student review panel	CU annual review form and student annual review report form
Year 4 commences beginning September **September Year 4** **March Year 4** **September Year 5**	Year 2 Annual Progress review Final review (Pre-submission review) Thesis examination	CU research student review panel CU research student review	CU annual review form and student annual review report form CU research final review form

Students should follow the guidance on progress reviews for Cranfield University, as set out in section 6 of the Cranfield University Senate Handbook for Research Students, and complete the necessary Cranfield University progress review forms as required.

The Cranfield University process for progress reviews should be followed, however the above timetable takes precedence over the information in the Senate Handbook.

6.10 Submitting PhD theses

All students will be given a date by which they must submit their thesis to either Cranfield University or Jiangsu University.

Guidance on submitting the thesis to Cranfield University can be found in section 7 of the [Cranfield University Senate Handbook for Research Students](#).

Guidance on submitting a thesis to Jiangsu University for a Jiangsu University PhD can be found in the Jiangsu University Graduate Student Handbook.

6.11 Thesis examination

Guidance on how theses are examined by Cranfield University can be found in section 8 of the [Cranfield University Senate Handbook for Research Students](#). Theses are examined in accordance with the processes set out in the Senate Handbook for Research Students, however the timeline set out in section 6.9 of this Handbook will be followed.

Guidance on how theses are examined by Jiangsu University for a Jiangsu University PhD can be found in the Jiangsu University Graduate Student Handbook.

7   Contacts and Support

Whilst studying with the Joint Institute, students will have access to a range of support from both Jiangsu and Cranfield Universities. Some support will depend on a student's location of study, and some support will be available to students at all times.

7.1   Administrative support

Students will have access to administrative support at all times from the Joint Institute. For Jiangsu University, students can obtain support and advice in the first instance from the Main Office of the Joint Institute at Jiangsu University and the SAS Lead at Jiangsu University, who can be contacted by email – cranfield@ujs.edu.cn.

Administrative support for Cranfield University is provided by the University's Education Services. At all times the dedicated Joint Institute SAS Lead will be able to provide support, guidance and advice concerning students' studies, registration and the relevant regulations and guidance for their course.

Registry Services maintain students' academic and personal records for Cranfield, managing the examination processes and the administration of degree conferrals and graduation. For students who visit Cranfield, Registry Services can provide additional services to students, as set out in section 18 of the Cranfield University Postgraduate Students' Handbook.

7.2   Student support

The source of pastoral support available to Joint Institute students depends on where they are based for their studies. Whilst at Jiangsu, pastoral and welfare support will be provided by Jiangsu University.

For student studying at Cranfield, the University has a Student Experience professional service unit, which is committed and focused on enhancing the experience of everyone studying at Cranfield. Teams within Student Experience focus on education innovation, Library services, welfare, wellbeing, employability and looking at life beyond Cranfield, with long-term career planning.

Joint Institute students studying at Cranfield will have access to a wide range of support services. Cranfield University's Student Wellbeing and Disability Support service is a central point of contact offering professional and confidential advice on a wide range of academic, welfare and personal issues including; specific support needs (e.g. mental health, learning and disability related adjustments), referral to counselling services, complaints and appeals, networking with other students and general advice on managing your wellbeing. Dedicated Learning Support Officers in the team coordinate reasonable adjustments for students with disabilities, specific learning difficulties and mental and physical health conditions.

Full details of the support available at Cranfield can be found in sections 19 and 22 of the Cranfield University Postgraduate Students' Handbook.

Joint Institute students at Cranfield will also have access to the University's Careers service.

7.3   Contact details

Contact details for Jiangsu University staff can be found in the Jiangsu Graduate Handbook.

The Joint Institute can be contacted through:

Academic and Diploma office of JSU-CU Institute

Jiangsu University, PRC

301 Xuefu Road, Zhenjiang, Jiangsu, China, 212013

The SAS Lead at Jiangsu University can be contacted by email - cranfield@ujs.edu.cn.

All contact with Cranfield University regarding the Joint Institute should be through the dedicated email address Jiangsu@cranfield.ac.uk in the first instance.

Appendix A Joint Institute Admissions Process

Admissions processes

1. Jiangsu University (JSU) will promote the courses and recruit high quality students (both in-quota and out-of-quota). Applicants academic background and UG certificate will be verified by JSU, followed by interviews for PhD applicants.

2. The list of applicants that satisfies JSU entry requirements will be send to CU programme or course directors for preliminary admission checking.

3. CU programme or course directors scrutinise the applicant list to ensure all applicants meets CU academic requirements and then return the finalised ('admittable') applicant list to JSU

4. JSU will notify unsuccessful applicants and confirm 'admittable' applicants to CU joint programme directors.

5. JSU will request that 'admittable' applicants complete the CU online application form (CU Admissions to send online application link to JSU designated email address).

6. JSU to arrange applicant to complete Cranfield online application (streamlined version without uploading certificates and reference letters). Applicants required to upload their English tests at application stage.

7. Applicants will be sent by email details of how to access the Cranfield applicant portal (EVE).

8. Cranfield Admissions assess online applications and then send to the programme or course directors to review and confirm decision to offer a place. Decisions are returned to Cranfield Admissions.

9. Cranfield Admissions send out conditional offer (subject to English language outcome) to JSU designated email address (Not to applicants) Note from CU Admission: applicants will still be able to see the offer letter in the applicant portal (EVE).

10. Offer letter to be sent by the Joint Institute and collect offer acceptance information from applicants, which will then forward to CU Admissions. Note from CU Admission: applicants will also be able to accept their offer in the applicant portal (EVE).

11. CU Admissions to manually add offer acceptance information on each applicant's EVE profile.

12. Students who obtain JSU and CU offers before the deadline announced in each year's enrollment brochure can register in the Joint Institute. They will be informed of the specific registration date and time on the JSU campus.

Appendix B Project allocation and approval process

Overview

All MSc and PhD research projects within the Joint Institute will be required to undergo a three-stage approval process outlined in Figure 1:

1. The topic will be reviewed to ensure it is within the defined scope of the Joint Institute.
2. The project will then go through the Cranfield University ethics review system (CURES) to ensure it is consistent with our ethics policy.
3. Finally, it will be scrutinised through an export control questionnaire, in conjunction with the University Security Commercial Director and Research and Innovation Office.

The PhD programmes last 4 years and are subject to annual checks to ensure there is no change with respect to scope, ethical or export control considerations. Projects failing any of the three stages will need to be redesigned.
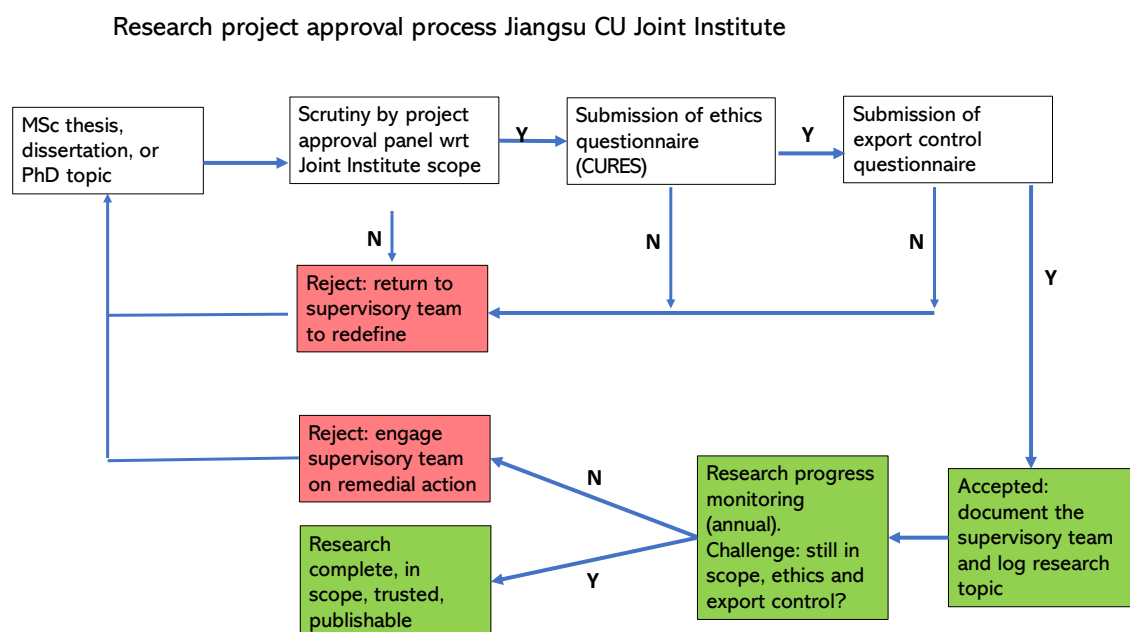
Research project approval process Jiangsu CU Joint Institute

Figure 1. Summary of research project approval process

Detailed Process

- Before the start of the academic year, CU SAS lead to send JSU SAS lead expertise table to be completed and returned within 2 weeks. Table to include:
  - Student name and CU student number, JSU supervisor name and JSU supervisor expertise
- CU to obtain a list of available supervisors and their area of expertise (SAS to group areas of expertise, identify potential CU academics aligned to areas of expertise, send to DoR and DoE who will review and adjust accordingly, filling in any areas where there are gaps).
- Taught CU Programme Director to allocate CU supervisors using both lists of expertise by matching expertise of supervisors.
- Once supervisors have been allocated by CU, the CU SAS lead will
  - Send communications to CU supervisors
  - Announce supervisors on JSU Canvas page for students
  - Send the list to the JSU SASL with explicit comms that can be sent out to JSU supervisors

- The JSU and CU supervisor will have an initial introductory meeting to understand each other's areas of expertise, discuss potential topics for the project and agree a way to approach the supervision.
- The JSU supervisor, CU supervisor and student will meet to agree a topic.
- The student will submit the topic to the CU SAS lead via an online questionnaire.
- The Project Approval Panel will review the scope of the project and, if the project does not meet the scope of the JI, it will be rejected within one week of the submission of the topic. The student and supervisors will then need to discuss and agree on an amended or new topic.
- Once the scope is approved, the student will complete the CURES and export control questionnaire on Qualtrics.
- CU SAS will track completion of forms and follow up with late responders.
- If the student does not pass either the CURES or Qualtrics questionnaire, they will need to discuss the project with both supervisors and agree an amended or new topic.
- A student cannot progress begin their project until they have all three approvals.
- The approvals process will be managed via a tracker held in CU SAS.

Timelines

PhD students
- Students will complete this process at the start of the project and at each annual review.
- Supervisors need to consider if there have been any changes over the past year. Any changes will need to go through the 3 approvals again.

MSc students

Dissertation
- Supervisor allocations should be completed by the end of November in the first year.
- Discussions about the topic to be completed by end April to allow time for the three stage approvals.
- Scope approval completed by end of May.
- CURES approval completed by end of June.
- Security approval completed by end of July.
- Students commence dissertation in September, so this allows for any changes to be agreed and approved during August.

Thesis project
- Supervisors are typically the same as for the dissertation, so discussions on scope should continue alongside the dissertation.
- Discussions about the topic to be completed by end October to allow time for the three stage approvals.
- Scope approval completed by end of November.
- CURES approval completed by end of December.
- Security approval completed by end of January.
- Students commence thesis in February.

Appendix C Award timelines

The below timelines set out the detailed course structures for the 2- and 3-year MSc courses and for students studying for a PhD with the Joint Institute.

Joint Institute Timeline of PhD elements

	Year 1		Year 2		Year 3		Year 4	
	1st semester	2nd semester	3rd semester	4th semester	5th semester	6th semester	7th semester	8th semester
PhD	JSU public (non-credit bearing) modules Two taught modules (JSU delivery)	4 taught modules (CU delivery) Research project approval process	Research project Optional excursion to CU for 6 months		Research project Optional excursion to CU for 6 months		Research project Optional excursion to CU for 6 months	
Progression and review timeline			September (start of year 2): Progression board (taught modules) December: initial research review		September (start of year 3): first annual review		September (start of year 4): Second annual review March: Final (pre-submission) review September (end of year 4): Thesis submission	

Note: The semesters relate to the Chinese academic year, with the first semester running September to January, and the second semester running from February to June. The 6 semesters presented here equate to the 3 years. However Engineering Management students only have 2 years to complete all elements.

Taught MSc

	1st semester	2nd semester	3rd semester	4th semester	5th semester	6th semester
MSc Mechanical Engineering	JSU public (non-credit bearing) modules	5 taught modules (CU delivery)	Dissertation (to achieve CU Taught MSc)	Thesis (academic paper) (to achieve CU Taught MSc)	Research project (to achieve JSU degree)	
MSc Environmental Engineering	Three taught modules (JSU delivery)			Optional excursion to CU for 6 months	Optional excursion to CU for 6 months	
MSc Engineering Management	JSU public (non-credit bearing) modules	5 taught modules (CU delivery)	Dissertation (to achieve Taught MSc)	Thesis (academic paper) (to achieve Taught MSc)		
	Three taught modules (JSU delivery)		Optional excursion to CU for 6 months	Optional excursion to CU for 6 months		

Note: The semesters relate to the Chinese academic year, with the first semester running September to January, and the second semester running from February to June. The 6 semesters presented here equate to the 3 years. However Engineering Management students only have 2 years to complete all elements.

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