

Welcome 欢迎词

Dear parents,
尊敬的家长，

Congratulations on your son or daughter taking up a place on our Collaborative Education Programme between Chengdu University of Technology here in China and Staffordshire University (SU-CDUT) in the UK. 诚挚欢迎您的孩子到成都理工大学与英国斯泰福厦大学合作办学项目（简称“中英合作办学项目”）进行大学阶段的学习。

As you aware your son or daughter will spend two thirds of his or her time studying content delivered and assessed exclusively in English. The first year is spent developing academic and language skills required for University study in English whilst the courses in the following two years are identical in nature to those studied in the UK. Our programme adopts not only the teaching content from Staffordshire University but also the professional academic management standards which underpin the high quality of UK education. These high standards mean that on successful completion your son or daughter will receive not only a diploma from Chengdu University of Technology, but also a Diploma in Higher Education from Staffordshire University. If he or she wishes to continue their studies overseas, successful completion of this course guarantees entry onto the final year of the degree programme at Staffordshire University. It is also possible to transfer to the appropriate level after the successful completion of any year of the course.

您或已了解，在中英合作办学项目的学习中，三分之二的课程都是采用全英文授课和测评。第一年将主要培养英国大学所要求的学术和语言能力，接下来两年的课程则与在英学生所学课程一致。中英合作办学项目不仅采用英国斯泰福厦大学的教学内容，而且执行专业的学术管理标准，以保障高质量的英国教育。这些高标准意味着，在成功完成所有课程后，您的孩子将分别获得由成都理工大学颁发的专科文凭，和由英国斯泰福厦大学颁发的高级文凭。如果您的孩子希望继续出国深造，那么只要顺利完成所有课程，就可以转学到英国斯泰福厦大学攻读最后一年学士学位的课程。事实上，在顺利完成任何一年的课程后，学生都可以申请转到英国斯泰福厦大学进行下一阶段的学习。此外，在满足国内专升本的要求下，学生也可参加专升本考试争取在成都理工大学进行本科学习的机会。

We provide highly experienced academic staff and a top quality student support service to help maximize the potential of all our students, but academic success can only be achieved following dedicated study by the individual. For each hour spent in the classroom students are expected to maintain an absolute minimum of two hours independent study – reading around the subject, preparing for the next tutorial or seminar, revisiting lecture content and undertaking the required research for assignments.

我们拥有颇具教学经验的教师队伍和高质量的学生支持服务，以帮助学生最大程度地发掘他们的潜力，不过要取得学业上的成功，还是只能靠学生自己勤奋努力学习。此外，对于课堂上的每一个小时教学，学生都必须保证课余至少两个小时的自学时间，以阅读相关教辅、为接下来的辅导、研讨做准备、复习课堂内容和要求的调查研究。

This parent handbook has been produced to outline the details of our programme and the strict standards that we uphold. We hope that with your understanding and encouragement your son or daughter can perform to their utmost and receive a genuine qualification backed by a genuine understanding of the subject.

这本家长手册概述了有关中英合作项目的各方面内容以及我们所坚持的严格标准。我们希望在您的理解和鼓励下，您的孩子可以做到最好，真正地获得知识并取得学历。

As a programme we are continually seeking to improve and to develop, and to increase the opportunities for our students. Feel free to contact the administrative team if you have any comments, suggestions or enquiries about the programme.

我们一直致力于提高和完善中英合作办学项目，并为我们的学生创造更多的机会。如果您有任何的意见、建议或者疑问，请立即与项目行政人员联系。

Regards,



Matt Ryan
Director of SU Programmes at CDUT
中英合作办学项目英方项目主管

Table of Contents

目录

Welcome	1
欢迎词	1
Table of Contents	3
目录	3
Brief introduction	4
成都理工大学与英国斯泰福厦大学合作办学项目简介	4
What is the International Foundation Programme?	4
什么是国际基础课程?	4
What are the Business Programmes?	4
什么是商务课程?	4
Course structure	5
课程结构	5
Learning outcomes	6
学习目标	6
How is the programme managed?	7
项目是如何管理的?	7
Programme Committees	8
中英合作办学项目委员会	8
Assessment and its marking and management	8
测评及其评分和管理	8
Assessment opportunities	9
测评机会	9
Compensation	11
豁免	11
Progression to the next level	12
升级	12
Options after completing each level	12
通过各年级课程后的选择	12
Grading system	13
评分体系	13
Attendance	14
出勤	14
Extenuating Circumstances	15
例外情况	15
Academic dishonesty	16
学术欺骗	16
Learning facilities and resources	17
学习资源	17
Looking for latest information about the programme	18
获取项目的最新信息	18
Seeking help	18
寻求帮助	18
Frequently asked questions	19
常见疑问	19
Appendix A – Useful Websites	24
附录 A-相关网站	24

Brief introduction

成都理工大学与英国斯泰福厦大学合作办学项目简介

The Collaborative Education Programmes between Chengdu University of Technology, China and Staffordshire University, UK (referred as SU-CDUT) is a joint education programme approved by the Sichuan Education Department (Sichuan Education Foreign Affairs File No. [2004] 226) and filed with the National Education Ministry (Certificate of Approval for Operation of Chinese-Foreign Cooperatively-Run Educational Projects in the Peoples' Republic of China, No.: PDE51GB3A20040001N), issuing both Chinese and British diplomas. This programme was established in 2005 aiming to introduce the high-quality resources of Britain's higher education and combine them with the higher education resources of China in order to train talented students with thorough knowledge of both China and the West and improve their competitive advantages in a more globalised world.

中国成都理工大学与英国斯泰福厦大学（Staffordshire University, UK，又译作英国斯塔福德郡大学）合作办学项目（简称中英合作办学项目）是经四川省教育厅批准（川教外事函[2004]226号）和国家教育部备案（中华人民共和国中外合作办学项目批准书编号[NO.]:PDE51GB3A20040001N），颁发中英两国双文凭的高等教育合作办学项目。项目成立于2005年，旨在通过引进英国高等教育的优质资源，与中国优秀高等教育资源相结合，在中国本土培养学贯中西的国际性复合型人才，以提高我国人才在经济全球化趋势下的竞争优势。

The programme is composed of SU International Foundation Programme (IFP), SU Business Programmes and CDUT courses.

项目由英方国际基础课程(简称 IFP)，英方商务课程以及中方课程组成。

What is the International Foundation Programme?

什么是国际基础课程？

The Staffordshire University International Foundation Programme (IFP) is a one-year integrated programme to prepare international students for UK university education with the required academic and language skills. It is the first year of their study in the Collaborative Education between Chengdu University of Technology and Staffordshire University.

国际基础课程（IFP）是为期一学年的综合课程，主要培养国际学生的英语语言和大学学术能力，为他们接受英国高等教育作好准备。国际基础课程是学生在中英合作办学项目的第一年，即大一。

What are the Business Programmes?

什么是商务课程？

Having successfully completed the International Foundation Programme (IFP), students proceed to Business Programmes (Level 1 and Level 2) studying for their UK Higher Diploma, which is the second and the third year of their study in the Collaborative Programme between Chengdu University of Technology and Staffordshire University. At Levels 1 and 2 students can expect to study a range of modules designed to provide them with appropriate business skills; knowledge of the environment within which business operates and an introduction to the main functional areas of business such as accounting, business law, human resource management and marketing. We also hope to teach Level 3 of the business degree programme here in Chengdu in the near future, which means if students successfully finish their studies, they will be eligible to receive a Bachelor degree from Staffordshire University.

顺利通过国际基础课程后，学生将升入商务课程（第一年和第二年）的学习以获取英国大学的高级文凭，商务课程第一年和第二年分别是学生在中英合作办学项目的第二年和第三年，即大二和大三。在商务课程中，一系列的专业课程将帮助学生培养商务技能，了解商业运作环境，和学习包括会计学，商业法学，人力资源管理和市场营销等在内的多门商科课程。此外，我们也希望在不远的将来能在成都开展商务课程第三年的课程，也就是说如果学生顺利通过商务课程第三年的学习，他们则可以获得由英国斯泰福厦大学颁发的学士学位。

Both the International Foundation Programme and Business Programmes are delivered in a number of locations around the world, including Staffordshire University in the UK and here at Chengdu University of Technology.

国际基础课程和商务课程已在世界上许多国家开展，包括英国斯泰福厦大学校本部和其在成都理工大学的本合作办学项目。

Course structure

课程结构

The Staffordshire University International Foundation Programme consists of six modules totalling 120 credits as shown below:

国际基础课程包括六个科目共计 120 个学分，如下图所示：

Semester 1 第 1 学期	General English 综合英语 (30 credits) (30 学分)	Communication Skills 交流技巧 (15 credits) (15 学分)	Maths and IT Skills 数学与信息技术技巧 (15 credits) (15 学分)	Integrated Project 综合课题研究 (30 credits) (30 学分)
		Academic English 学术英语 (15 credits) (15 学分)	English for Specific Academic Purposes 专业学术英语 (15 credits) (15 学分)	
Semester 2 第 2 学期				

The Staffordshire University Level 1 Business Programme is common to all the undergraduate business awards at Staffordshire University. It consists of 120 credits divided into 7 modules:

商务课程第一年的课程与英国斯泰福厦大学校本部商科课程完全相同，包括七个科目总计 120 个学分：

Semester 1 第 1 学期	Introduction to Business Accounting 商业会计入门 (15 credits) (15 学分)	Business Skills I 商务技巧 I (15 credits) (15 学分)	Managing People and Performance 人力资源管理 (15 credits) (15 学分)	Chinese Legal Environment of Business 中国商业法制环境介绍 (15 credits) (15 学分)
	Business Environment I 商业环境 I (15 credits) (15 学分)	Business Skills II 商务技巧 II (15 credits) (15 学分)	Marketing Principles 市场营销学 (15 credits) (15 学分)	Computer Essentials for the European Computer Driving License 计算机技能拓展 ECDL (15 credits) (15 学分)
Semester 2 第 2 学期				

There are five modules totaling 120 credits in the Staffordshire University Level 2 Business Programme, as shown below:

商务课程第二年包括以下五个科目，总计 120 个学分：

Semester 1 第 1 学期	Business Environment II 商业环境 I (15 credits) (15 学分)	Operations Management 运营管理 (15 credits) (15 学分)	Business Project Management 商业项目管理 (15 credits) (15 学分)	Critical Reasoning 决策思考 (15 Credits) (15 学分)
Semester 2 第 2 学期	Managing Financial Information 金融信息管理 (15 credits) (15 学分)	International Business 国际商业 (15 credits) (15 学分)	Managing Organisations 组织管理 (15 credits) (15 学分)	Manage Your Career 职业管理 (15 Credits) (15 学分)

Learning outcomes

学习目标

All Staffordshire University courses are defined by their ‘Learning Outcomes’: what students will be able to do at the end of the programme. Below is a diagram showing what students will learn and the Learning Outcomes they can expect to have achieved.

所有英国斯泰福厦大学的课程由其学习成果所定义，即在完成课程学习后学生可学到的能力。学生可学到的知识以及期望实现的学习目标如下图所示：

International Foundation Programme

国际基础课程

English: Writing, Listening, Speaking, Reading
英语: 写作、听力、听力、阅读

University Skills: IT Skills, Essay Writing, Time Management, Presentation Skills
大学学习技能: 信息技术技能、论文写作、时间管理、演讲技能

Opinion Forming, Self-reflection, Cultural Understanding, Group work
组织观点、自我反省、文化理解、团队合作

Researching, Self-study Problem Solving, Maths Skills
研究、自学解决问题、数学技能

Business Programmes

商务课程

The aims of the SU-CDUT Business Programmes are to:

成都理工大学与英国斯泰福厦大学合作办学项目商务课程的宗旨是：

- provide a coherent, broad based programme of study of business organisations and their management within the context of a changing, sustainable external environment
为学生提供一个融汇贯通的办学项目，让学生可以与时俱进地对商业机构及其管理进行学习和研究
- develop students’ employability and entrepreneurial capabilities
培养学生的就业能力和创业能力

- develop self aware, reflective students that take responsibility for their own learning and demonstrate a responsibility to fellow learners
培养学生自我认识与自我反思的意识，明白自己在学习和团队协作中的责任和义务
- develop a range of intellectual and practical transferable skills that will enable graduates to add value within the work place
提高学生的理论知识，锻炼他们的实践运用能力，帮助他们在工作中更具竞争力
- facilitate independent learning and the development of a Personal Development Portfolio (PDP)
促进自主学习能力，完善个人发展规划（PDP）
- provide contextualized assessment and project based tasks that allows students with different abilities and different educational experiences to apply knowledge and skills appropriately
为学生布置情景化的测评和课题任务，让不同能力、不同的教育背景的学生都能正确地掌握知识和技能。
- facilitate progression by providing the educational foundation that is relevant to further study, lifelong learning, employability and/or entrepreneurial success
为学生今后在深造、终生学习、就业和创业等方面的发展打下教育基础
- enable students to select from a range of study programmes within business in accordance with their interests and ambitions.
让学生能根据自己的兴趣和志向在广泛的商务学习项目中进行选择
- maximise professional body accreditations and exemptions
最大化专业机构的对项目的认可，和学生可享受到的学分认可/课程豁免
- facilitate seamless transfer between the portfolio of awards within the Undergraduate Business Programme at the end of the first year of study.
帮助学生从一年级课程到专业商务课程进行无缝衔接

How is the programme managed?

项目是如何管理的？

The programme is managed by the following local team to ensure that students and staff alike work within the rules and procedures of the Staffordshire University and Chengdu University of Technology:

项目由以下团队进行管理，以确保学生与教职工按照英国斯泰福厦大学与成都理工大学的规定与程序工作：

- Director of the International Cooperation Department of CIM at CDUT
成都理工大学信息管理学院国际合作部主任
- Director of SU Programmes at CDUT
成都理工大学中英合作办学项目主管
- Director of SU International Foundation Programme at CDUT
成都理工大学中英合作办学项目国际基础课程主管
- Director of SU Business Programmes at CDUT
成都理工大学中英合作办学项目商务课程主管
- Head of Student Support of SU Programmes at CDUT
成都理工大学中英合作办学项目学生支持工作主管

Programme Committees 中英合作办学项目委员会

The IFP and the Business Programmes have their own separate course committees.
国际基础课程与商务课程有各自不同的委员会。

The committees will normally meet at least once a semester. The committees consist of:
委员会每学期最少开会一次。委员会包括：

- Director of the IFP /Business Programmes (chair)
国际基础课程/商务课程主管（主席）
- Teaching staff representatives
教师代表
- Student Support representatives
学生支持代表
- Student representatives
学生代表
- SU International Programme Advisor
英国斯泰福厦大学国际项目顾问

The committees review the operation of the programmes and consider proposals for improvements.
委员会将审查项目运行情况并考虑改进建议。

Assessment and its marking and management 测评及其评分和管理

‘Assessment’ is a word which means all the different testing methods on a programme.

“测评”是指项目中所有不同的考评方法。

Teachers in the programme like to use a variety of methods to give the students a fair chance. People are good at different types of assessment, so teachers mix exams, oral presentations, seminar participation, written coursework (done at home) and other methods.

项目老师倾向于采用多种方式进行测评。每个人都擅长于不同形式的测评，因此老师采用如考试、讲演、学术讨论、书面家庭作业等多种形式的测评方式。

All assessments are prepared several weeks in advance and in consultation with the Staffordshire University Examiner who ensures all assessments are of an appropriate standard which is same as in the UK.

所有的测评会在考试前几周准备好，并交由英国斯泰福厦大学的检查官审查以确保所有的测评都达到与英国大学相同的标准。

When students submit a piece of work to be marked, it is first recorded by the office and then passed to the first marker, usually one of the tutors from the course. As only the student number is shown, tutors do not know whose work it is.

学生上交供评阅的作业首先会在办公室登记，然后会被送到第一位阅卷人处进行评阅，这通常是课程的授课老师之一。由于只有学号可见，老师将不会知道哪份作业是哪个学生的。

Once work has been marked by the first marker, a sample, including all failing work and all work close to grade borderlines, will be passed to a second marker with experience in the subject, usually one of the other tutors from the course. This second marking checks that, no matter who marks the work, the standard is the same and that every student is treated fairly. The first and second markers will then meet to resolve any differences in their marking and agree a mark for every student.

第一位阅卷人评阅完后，包含所有不及格的和在评分边缘线的作业样本都将交给第二位熟悉该课程的阅卷人进行评阅，这通常是课程的另外一位授课老师。第二阅卷人将核查学生成绩，保证无论是谁评阅的，标准都是一样的，并且学生得到了公平的对待。之后第一阅卷人与第二阅卷人会就不同的评分进行讨论，以确定一个双方都同意的分数。

Once the work has been marked internally, the external examiners will review all the marks awarded and look at a selection of students' work. The external examiners for IFP come from the English Language Centre of Staffordshire University, whilst the external examiners for Business programmes come from other UK Universities.

内部评阅结束以后，外部评审官将审查所有的评分，并且查阅相关的作业。一年级（英方国际基础课程）的外部评审官来自于英国斯泰福厦大学英语语言中心；二年级和三年级（英方商务课程第一年和第二年）的外部评审官来自于英国的其他大学。

The final marks are determined by an Assessment Board, consisting of all the examiners and tutors for the module. At the Assessment Board the final marks are determined for each module. Results are usually available within one or two days of the Assessment Board's decision.

最终成绩由考试委员会进行确认，该委员会包括所有的检查官和授课老师。考试委员会将逐一确认所有模块的成绩。学生成绩将在得到考试委员会确认后的一到两天内公布。

Immediately following the final Assessment Board, an Award Board is held which considers students' profile across all modules. It is the Award Board which determines whether or not students have passed. The Award Board's decision is final.

考试委员会确认成绩后，学术委员会将随即考虑学生各科目的进展，并决定学生是否通过相关的测评。学术委员会的决定为最终决定。

Please note: If students are classed as a debtor by the University, their results may not be considered by the Award Board and will be withheld until we are informed by the Finance Office that we can release them. This may mean that students will not receive details of assessment which may impact on their progression to the next level of their award or graduation.

请注意：学生若有无故欠费的情况，学术委员会将不会核查其成绩，直至财务部门确认学生已交清相关费用。这意味着学生无法获知考试的细节，而这将影响他们进入下一阶段的学习甚至是毕业。

Assessment opportunities

测评机会

As with other Chinese Universities, students in SU-CDUT are automatically offered a 1st assessment attempt if there are no regulations of either Universities against this. However, if students fail in their 1st attempt at assessment for a module, extra attempts may only be made available to students at the discretion of the Award Board and based on the credits already achieved in other modules. The Award Board consists of all the examiners and tutors including SU examiners and the external examiners from other UK universities.

在不违反校规的前提条件下，同所有中国大学一样，中英合作办学项目的学生都将直接获得第一次测评的机会（所谓正常考试），但如果第一次测评没有通过英方课程，其后的测评机会则完全取决于学生在之前测评中获得的总学分。是否给予学生测评机会的决定，由，且仅能由所有考官（包括英国斯泰福厦大学评审官和英国其他大学外部评审官）所组成的英方学术委员会根据学术规定慎重作出。

In the IFP students may have at most four attempts across two years. After the 1st attempt:

在一年级（英方国际基础课程），学生最多只能在 2 年时间内获得最多 4 次测评机会。第一次测评后：

- If students have achieved less than 45 credits, they must study the IFP again with full attendance for all modules and take a 2nd attempt for all modules next year. If they are still unable to achieve 120 credits, they may have a 3rd and final attempt during the following summer for those failed modules still failed.
如果获得的学分少于 45，则学生只能重新学习一年级所有课程一年，在翌年参加第二次测评（所有科目），测评后的学分如仍未达到 120 学分，则学生可在暑期参加第三次测评（未过科目），这也是最后一次测评机会。
- If students have achieved equal to or more than 45 credits but less than 120 credits, they are entitled to take a 2nd attempt for those failed modules during the summer. If they are still unable to achieve 120 credits, they must study the IFP again with attendance for all modules and take the 3rd attempt for all modules the next year. If they still fail to meet the 120 credits required, they may have a 4th and final attempt during the following summer for those modules still failed.
如果获得的学分大于等于 45，小于 120，则学生可在暑期参加第二次测评（未过科目），测评后的学分未达到 120 学分，则学生只能重新学习一年级所有课程一年，在翌年参加第三次测评（所有科目），测评后的学分如仍未达到 120 学分，则学生可在暑期参加第四次测评（未过科目），这也是最后一次测评机会。

In Level 1, students may only have 3 attempts the most. After taking the 1st attempt:

在二年级（英方商务课程第一年），学生只可能获得最多三次测评机会。第一次测评后：

- If students have achieved less than 60 credits, they have to study the Level 1 again with attendance for all modules and take the 2nd attempt for those failed modules the following year. If they are still unable to achieve 120 credits they may have a 3rd and final attempt for those failed modules if they have achieved 90 credits in their other modules.
如果获得的学分少于 60，则学生只能重新学习二年级所有课程一年，在翌年参加第二次测评（未过科目），测评后的学分必须达到至少 90 学分，才能在暑期参加第三次测评（未过科目），这也是最后一次测评机会。
- If students have achieved equal to or more than 60 credits but less than 120 credits, they are entitled to a 2nd attempt for those failed modules during the summer. If, after the 2nd attempt, they fail to achieve 120 credits but have achieved 90 credits in their other modules they may be offered a 3rd and final attempt to study the Level 1 again with attendance for all modules and be assessed for those failed modules the next year.
如果获得的学分大于等于 60，小于 120，则学生可在暑期参加第二次测评（未过科目），测评后的学分必须达到至少 90，才有在翌年重新学习未过科目参加第三次测评的机会（未过科目），这也是最后一次测评机会。

In Level 2, the academic policies are same as those in Level 1.

在三年级（英方商务课程第二年），情况与二年级（英方商务课程第一年）相同。

If a student fails a module, then they are given another chance to pass the module without attending classes, this is called a referral.

如果学生没有通过某科目，不用上课而获得另外一次通过该科目的机会，这就是补考。

If a student fails a module, then they are given another chance to pass the module WITH attendance, this is called a retake.

如果学生没有通过某科目，需要上课再获得另外一次通过该科目的机会，这就是重修。

It is important to understand that it is different from the referral and retake in Chinese Universities of which the referral is offered prior to a retake. Within the UK higher education system, referral and retake

opportunities entirely depends on the total credits achieved by students from previous attempts and the number of referral and retake is limited by specific academic policies.

需要着重注意的是，和传统国内大学的补考、重修概念不一样，英方课程的补考和重修没有先后之分，而完全取决于学生所获得的学分，同时补考或重修的次数也不是无限制给予学生，而是有清楚的学术规定进行限制。

Referral is always held in the summer holiday. Students must keep the referral time free, as holidays etc. will not be accepted as Extenuating Circumstances. Students who retake the year must pay the full tuition fee. If students work hard and steadily, there is very little chance that they will fail. The course is designed to help students to pass, not to fail them.

补考都发生在暑期，因此学生必须保证自己有时间参加补考，诸如节假日这样的理由是不能作为例外情况而被接受的。重修时学生必须交纳一年的学费。学生如果按照老师的要求持续努力的学习，补考和重修的通过率很高。课程的设计是为了帮助学生通过，而不是让他们不过。

In IFP, the maximum grade achievable for a referred or retaken module is a GP4 (pass), whilst in Business programmes, the maximum grade achievable for a referred or retaken component is limited to GP4 (pass).

在一年级（英方国际基础课程）中，测评模块补考或重修的最高成绩只能是绩点 4 分（及格）。在二、三年级（英方商务课程）中，测评模块中的测评项目补考或重修的最高成绩只能是绩点 4 分（及格）。

Students must attempt all elements of assessment in all modules. Many modules cannot be passed unless they have attempted all of the assessment components – check the module specification for details. Students will not normally be offered a second assessment opportunity if they fail a module because they did not submit work.

注意：学生需要参加所有的测评项目。只有参加了所有的测评项目，学生才可能通过该科目 – 应随时注意各科目的规定。如果由于缺考或未交作业而导致学生没能通过测评，学生则没有再次参加测评的机会。

The conditions for retrieving a failed module will be confirmed by the Award Board, which will have access to students' profiles across all modules.

学术委员会将根据学生在各个科目的表现决定补考或重修的条件。

If students are referred in any assessment, the overall grade point for the module will have an 'R' attached to show that it is a retrieved module. If retaking, suffixed 'K' will be attached with the grade point for the module.

如果是通过补考，则成绩记录中会标注上“R”，以表明该科目成绩为补考成绩。如果是通过重修，则成绩记录中会标注上“K”，以表明该科目成绩为重修成绩。

Compensation

豁免

Where a student does not pass the assessment for a module, but it nevertheless can be demonstrated that the student has achieved the learning outcomes required, the Award/Exam Board has the power to compensate the failed core modules or condone optional modules. This means that the student will be awarded credits for the failed module. Notwithstanding, this takes place on a case by case basis; it is not an automatic right – students should never assume they will be compensated.

如果学生没能通过某科目的测评，但是学生已达到了该科目所要求的的学习目标，学术委员会以及考试委员会有权豁免其该科目。也就是说尽管学生没有通过该科目，但仍可获得该科目的学分。尽管如此，豁免是视具体情况而定的，并不是一个自动授予的权利，学生不得理所当然认为一定会被豁免。

It is not possible to compensate modules where the score is below 20% (GP1 or GP0)

得分率在 20% 以下（绩点为 1 或 0），将不能被豁免。

A student who has been shown to be guilty of academic dishonesty will forfeit the opportunity to be compensated on any module.

存在学术欺骗的学生，任何科目都不能被豁免。

After 90 credits achieved elsewhere, students, who are eligible, can only be compensated up to a maximum of 30 credits.

在获得了 90 学分后，具备豁免资格的学生最多只能被豁免 30 个学分。

The overall grade point of the compensated module will be suffixed 'C' to indicate that the credits of the module are achieved via compensation.

被豁免的科目，其成绩记录中会标注“C”，以表明该科目的学分是通过豁免获得。

Note: in the IFP, it is not possible to compensate the English Language Modules: General English and Academic English.

注意：在一年级（英方国际基础课程）中，英语语言科目是不能被豁免的，即综合英语和学术英语。

Progression to the next level

升级

Only after successfully obtaining all 120 credits of the IFP, students can proceed to Level 1 Business Programme.

学生必须获得一年级（英方国际基础课程）的所有 120 学分，才可升入到二年级（英方商务课程第一年）继续学习。

If students have passed 120 credits at Level 1, they have successfully completed Level 1 and may proceed to Level 2.

如果修满二年级（英方商务课程第一年）的 120 个学分，学生即通过二年级（英方商务课程第一年）的学习，可以升入三年级（英方商务课程第二年）。

Having passed 90 or 105 credits at Level 1, students may still proceed to Level 2, BUT they must complete the outstanding 30 or 15 credits.

在二年级（英方商务课程第一年）获得 90 或者 105 个学分，学生也可升入三年级（英方商务课程第二年），但是必须重修二年级（英方商务课程第一年）未获得的 30 或者 15 个学分。

Options after completing each level

通过各年级课程后的选择

On successful completion of the SU IFP, students will automatically be able to progress to Level 1 of most SU degree programmes (except some Art, Design, Broadcast Media and Journalism programmes which require additional application) which may be delivered at CDUT, in the UK, or in another overseas location. If students take the latter options, they will not be awarded the Diploma from CDUT when they graduate.

成功完成一年级（英方国际基础课程）后学生有很多的选择，他们可继续升入成都理工大学与英国斯泰福厦大学合作办学项目二年级（英方商务课程第一年），也可以升入英国斯泰福厦大学本部，或其其它国家开展的办学项目中的大部分专业进行下一年的学习（除了部分艺术、设计、大众传播和新闻专业）。后两种选择，学生毕业时无成都理工大学毕业证书。

On the successful completion of the Level 1 Business Programme, students can automatically progress to the Staffordshire University Level 2 Business programme delivered at Chengdu University of Technology. Students are also able to transfer to Staffordshire University in the UK and continue to study any of the undergraduate business programmes from Level 2. If student take the latter option, they will not be awarded the Diploma from CDUT when they graduate. If students are withdrawn from the programme after successful completion of the Level 1 Business Programme, they will be awarded Certificate of Higher Education (Level C) whilst they will not be entitled to achieve CDUT Diploma.

顺利通过二年级（英方商务课程第一年）后，学生自动升入成都理工大学与英国斯泰福厦大学合作办学项目三年级（英方商务课程第二年）。学生亦可转学到英国斯泰福厦大学校本部继续任一商务专业课程下一年的学习。后一种选择，学生毕业时无成都理工大学毕业证书。如果学生在通过二年级（英方商务课程第一年）后选择退学，将获得英国高等教育证书（等级 C），无成都理工大学毕业证书。

Having successfully completed Level 2 Business Programme, students will graduate and will be awarded Diploma of Higher Education (Level I) by Staffordshire University UK, and Graduation Diploma by Chengdu University of Technology. They can also transfer to Staffordshire University in the UK to finish the last year (Level 3) of their Staffordshire University (UK) Degree. Besides, it is possible for students to upgrade to CDUT degree programmes, which is, however, comparatively much more difficult.

顺利通过三年级（英方商务课程第二年）后，即学生顺利毕业，将获得由英国斯泰福厦大学授予的高级文凭（等级 I），以及成都理工大学颁发的毕业证书。学生也可转学到英国斯泰福厦大学继续商务专业最后一年的课程，即攻读学士学位。此外，学生也有机会攻读成都理工大学相关本科专业，但前提是学生需通过专升本考试。

Throughout students' study in the programme, there will be plenty of opportunities for them to discuss these progression options with the programme management team.

在学生整个学习过程中，他们将有很多机会与中英合作办学项目管理团队讨论这些选择。

Grading system 评分体系

All Staffordshire University modules are assessed with a standard Grade Point system.

所有斯泰福厦大学的课程都按照一个标准的评分体系来进行测评。

SU Grade Point 英国斯泰福厦大学 成绩绩点	Minimum Percentage 百分制最低得分	Classification 等级	
15	77%	Distinction 优秀	First Class Honours (1 st) 荣誉 一等
14	74%		
13	70%		
12	67%	Merit 良好	Second Class Honours First Division (2.1) 荣誉 二等甲级
11	63%		
10	60%		
9	57%	Pass 及格	Second Class Honours Second Division (2.2) 荣誉 二等乙级
8	53%		
7	50%		
6	47%		
5	43%	Fail 不及格	Third Class Honours (3rd) 荣誉 三等
4	40%		
3	30%		
2	20%	Fail 不及格	Third Class Honours (3rd) 荣誉 三等
1	1%		
0	-		
N	-	Non-Submission 未参加测评	

Attendance

出勤

It is imperative to attend all classes, to take part in individual tutorials and to study independently. Students who routinely miss classes get lower grades. It is up to students to study hard and attend class if they wish to succeed. Some modules give a score for attendance which makes up the final grade for that module.

听课，参加个人辅导和坚持自学是绝对必要的。频繁缺课的学生成绩通常不够理想。若想取得成功，学生自己必须努力学习并坚持听课。一些科目，老师会给学生出勤分，并计入最终成绩。

Attendance for all formal teaching or timetabled activities is compulsory. The regulations of Staffordshire University clearly state if students miss four or more consecutive classes, including lectures, tutorials, seminars or laboratory based classes, from a module, without proper reasons (without the advance written approval of relevant teachers), they may be deemed to have withdrawn from that module and their registration on that module cancelled.

任何课程的教学以及相关活动的出勤都是必须的。英国斯泰福厦大学明确规定一学期内，学生若在同一模块上连续缺课四次（包括授课、辅导、学术报告或实验室课程）且无正当理由（没有提前得到相关老师的书面许可），则可能会被取消该模块的学习资格。

Please note, that if students arrive late for class they will not automatically be allowed to take part, and they may be marked absent, the final decision rests with the class teacher.

请注意，老师将决定是否允许迟到的同学进入教室，若不允许的话，学生的出勤将被记录为缺席。

If students are withdrawn from a module then they may be excluded from further teaching, denied access to examinations and refused the opportunity to submit assessment for the module or award. They will need to seek permission to start again on the same module or award the following year. This may affect their eligibility to progress to the next level of their award.

如果被取消了某科目的学习资格，学生将不能参加之后的学习，亦不能参加考试或提交测评作业。学生必须申请来年重新学习该科目，而这将会影响他们进入下一年学习的资格。

If students are unable to attend for up to three working days then they must contact their Class Tutor and complete a Student Absence Record in the Programme Office (9C106). If they are unable to attend for longer than three working days then they must also obtain a relevant note and speak with the Student Tutor of the College of Information Management. If they are unable to attend for more than seven working days, then they must speak with the Vice-Dean who is in charge of student affairs.

如果是 3 天以内请假，学生必须联系班主任并到项目办公室（9C106）填写学生缺席记录。如果请假超过 3 天，学生必须带上相关证明并得到信息管理学院中英合作办学项目学生辅导员的许可。如果超过 7 天，则必须要得到分管学生工作的副院长的同意。

Where students' absence affects assessed work, they should also complete an extenuating circumstances claim form and attach appropriate evidence, as required. (For further details see "Extenuating Circumstances")

如果缺席影响到测评，学生还需要提交一份例外情况申明，并附上相关所需证明材料。（详情参见“例外情况”）

Extenuating Circumstances

例外情况

If students have unforeseeable and extraordinary circumstances which might affect their performance in an exam or other assessment, or cause them to submit work late, then they may make an extenuating circumstances claim. If students think they have a valid claim then they must inform the programme office as soon as possible. Student Secretary will help students complete a form which will be considered (anonymously) when discussing students' results. Students will usually need to provide supporting evidence for the claim, such as a letter from a doctor or another appropriate person.

如果遇到不可预见或者异常的情况影响学生在考试或者其他测评中的表现，亦或是不能准时提交测评作业，那么他们可提交一份例外情况申明。如果学生认为自己的申明是合理的，就必须尽快通知项目办公室。学生秘书将会帮助他们填写申明表，该申明会在讨论学生成绩时予以匿名考虑。通常学生还需要提供相关的支持证据，如一封医生或其他适宜人士写的信。

Note that IT failure of any kind is not an acceptable excuse. Making regular backups are students' responsibility. Students are very strongly advised to keep at least two copies of their assignment in different places e.g. back up their work to a reliable email server such as Yahoo or Gmail.

请注意诸如计算机信息技术方面的问题不属于可接受的合理理由。学生自己有责任做好备份。老师强烈建议学生在不同的地方最少拷贝保存两份作业,比在 Yahoo 或者 Gmail 等可信赖的邮箱中备份。

The following are commonly accepted grounds for extenuating circumstances:

通常可以被接受的例外情况如下:

- Sickness supported by full medical evidence (with dates which coincide correctly)
有完整医院证明的疾病（时间符合）
- Close family bereavement with corroborating evidence e.g. death certificate and relevant dates
有相关证明的近亲的丧亡，如死亡证明及相关日期
- Personal problems – psychological or family, domestic violence, relationship breakdown, family ill-health (only if supported by a Doctor, Counsellor, or Programme tutor)
个人问题– 心理或家庭原因，家庭暴力，关系破裂，家族疾病（必须由医生，咨询师或者项目老师提供证明）
- On-going medical problems
持续的疾病问题

Below are some commonly rejected grounds for extenuating circumstances:

以下是通常不能被接受的例外情况

- Holidays
节假日
- Lateness due to traffic problems
由于交通问题导致的迟到
- Financial problems
经济问题
- Claims the student unaware of hand-in/exam date/times
不清楚上交作业和考试的日期或时间
- Personal computer and printer problems
个人电脑和打印问题
- Late submission on the due date
迟交作业

- Medical evidence that is outside of the relevant assessment time period
医院证明的时间与测评时间不符
- No evidence (medical or otherwise)
没有证据（医院证明或其他）
- If circumstances were foreseeable or preventable
如果情况可被预见或可避免
- Minor illness or ailment
轻微的疾病
- Late submission if outside 10 day rule
迟交超过十天
- Poor time planning/management
时间安排或管理不当
- Poor practice (e.g. no computer back-ups)
操作不当（例如没有进行备份）

Academic dishonesty

学术欺骗

Academic Dishonesty is another term for cheating. Cheating is not tolerated at UK universities. As tutors get to know students and their work, cheating is easily detected. Even if students break the rules by accident, it is still treated as academic dishonesty, and they will be punished. It is quite common for those who are caught cheating to fail the module involved. Academic Dishonesty can take many forms:

学术欺骗是诈骗的学术用语。英国大学不能容忍学术欺骗。老师会逐渐了解学生和他们的水平，也就很容易发现学生是否有欺骗行为。即使学生可能只是无意中违背了学术规定，仍然会被视为学术欺骗，会受到处罚。被发现有学术欺骗行为的学生，涉及的科目通常会按不及格处理。学术欺骗形式多样：

Plagiarism is the copying of someone else's work and passing it off as one's own. It is students' responsibility to reference everything meticulously. They must cite and reference correctly, if they do not then this may be treated as academic dishonesty.

剽窃是指抄袭他人作业作为自己的作业上交。学生有责任谨慎引用，不正确的引用，也有可能被视为学术欺骗。

Collusion is where two or more students collaborate to produce a piece of work which is then submitted as though it were an individual student's own work.

共谋是指两个或两个以上的学生合做一份作业，然后作为一个学生的作业上交。

Commissioning is where another person completes an assignment on behalf of a student.

委托他人完成作业，并作为自己的作业上交。

Machine Translation is the use of software to translate their own or another's words into another language. Students must submit their own words, not those of a computer. An assignment that includes unacknowledged machine-translated sections is academic dishonesty.

机器翻译是指用软件将自己或他人的文章翻译成另一种语言。学生必须上交用自己的语言所写出的文章而非电脑的。作业中部分内容为机器翻译也属于学术欺骗。

Translation without acknowledgement is not acceptable. Translating others' words, this does not make the words their own. Students must acknowledge the original author using the correct citation and reference.

未注明翻译也是不能接受的。翻译别人的文章并不能算是自己的东西。学生必须用正确的引用和参考方式注明原作者。

Not following exam regulations is also academic dishonesty. For example, having a mobile phone on the desk, even if students do not use it, is academic dishonesty. Of course sneaking notes into an exam or copying from others is also forbidden.

不遵守考试规定也属于学术欺骗。比如，手机放在桌上，即使没有使用，也会被当做学术欺骗。当然，私自携带笔记进入考场或抄袭他人答案也是禁止的。

Note that for a first offence the work i.e. the element of assessment will score **zero**. For a second offence students will score **zero for the entire module**. In the event of a third offence students will **not be permitted to continue their course**.

值得一提的是，第一次违反学术规定，该测评项目的成绩则计为零分。如果是第二次违反，则整个科目的成绩计为零分。如果第三次违反的话，学生则不能继续在中英合作办学项目学习。

Learning facilities and resources

学习资源

There are lots of facilities available at CDUT to help students get the most from their studies:

成都理工大学提供了很多资源以帮助学生更有效的学习：

- The CDUT library is not only a great place to study, but also has a good selection of English books, and a very good range of English language journals which can be accessed at www.lib.cdut.edu.cn.
成都理工大学图书馆是一个学习的好地方，里面有大量的英语书籍和期刊杂志，这些都可可在成都理工大学图书馆网站：www.lib.cdut.edu.cn上查阅。
- The programme's PC Lab (8406) is the ideal place for students to do their homework. The PC Lab has high-speed Internet, and printing facilities.
中英合作办学项目计算机实验室（8406）是学生完成家庭作业的理想场所。计算机实验室配有高速网络以及打印设备。
- CDUT also provides a number of computer rooms where students can do their homework and access the Internet.
成都理工大学也提供了很多机房供学生做作业和上网。
- One other very important resource is the Reading Room (8404), which has a number of useful English books and magazines as well as Internet access and a good environment for study.
另一个重要的资源就是中英合作办学项目英文阅览室（8404），这里有大量有用的英文书籍和杂志，是一个上网和学习的好地方。
- On the programme's student website, students will be able to access the latest programme information as well as handouts and other materials provided by tutors.
学生可以通过中英合作办学项目学生网站查看最新的项目信息，并获取老师提供的讲义和其他资料。
- Furthermore, the programme has offered the MEC (Macmillan English Campus, an on-line English learning platform) to all IFP students and some business students, which will help them to improve their English outside class. The MEC are used in many IFP modules, including General English, Integrated Project, Academic English and English for Specific Academic Purposes.
此外，项目还为所有一年级（英方国际基础课程）的学生和部分二、三年级（英方商务课程）的学生提供了 MEC（全称是麦克米伦英语校园，一个英语在线学习平台），帮助他们在课余时间提高英语能力。同时，MEC 也被运用于许多一年级（英方国际基础课程）模块的教学中，如综合英语，综合课题研究，学术英语和专业学术英语。

- Lastly, after successfully finishing IFP, students will be formally enrolled at Staffordshire University, UK and assigned a personal on-line account whereby students can access the remarkable E-Library of Staffordshire University, which contains the high quality of English academic resources.
最后，学生在成功完成国际基础课程后，将正式注册英国斯泰福厦大学学籍并获得个人电子账号，届时学生可与英国本部学生一样，凭借个人电子账号使用英国斯泰福厦大学卓越的电子图书馆，同步共享国际先进水准的电子学习资源。

Looking for latest information about the programme 获取项目的最新信息

It is important to know what is going on around students to get the most out of university life. There are several ways of accessing the latest information. These include:

获取大学校园里的最新信息非常重要，取得这些信息的渠道如下：

- Reading the notice board outside the programme office (9C106)
中英合作办学项目办公室（9C106）外面的告示栏
- Visiting the websites at <http://www.sucdutedu.org> and <http://student.sucdutedu.org>
登陆网址：<http://www.sucdutedu.org> 以及 <http://student.sucdutedu.org>
- Checking programme e-mail regularly
定期查阅自己的中英合作办学项目电子邮件
- Going to class
走进课堂
- Reading the handouts and module handbooks provided by tutors
阅读老师提供的课程指导手册和讲义
- Listening to class tutors, monitors and student representatives
从老师、班长以及学生代表处获取信息

Seeking help 寻求帮助

Students are always encouraged to ask questions, as seeking help shows that they are trying to study hard on their own. If students are not asking questions then they are not thinking hard enough! Successful students usually spend significant time in discussion with their teachers.

老师鼓励学生问问题，鉴于寻求帮助表明学生自己在努力学习。如果提不出问题，就意味着没有努力思考！优秀的学生通常花大量时间与老师讨论。

All tutors have office hours when they are available for personal consultation. The times for office hours are posted outside the Programme Office, 9C106.

所有的老师都有相应的个人辅导时间。辅导时间表公布在中英合作办学项目办公室（9C106）外面。

Other people that can help are our Student Support team, including our Student Secretaries.

另外学生支持团队包括学生秘书都可以给学生提供帮助。

Contact details for the relevant people who manage the programme are given in Appendix A.

中英合作办学项目相关管理人员的联系方式请参考附录 A。

Frequently asked questions

常见疑问

Q: How many weeks are there each semester in Staffordshire University Programmes? How many teaching hours are there each week?

问：英国斯泰福厦大学课程每学期总共多少教学周？每周多少教学时间？

A: Normally, there are twelve teaching weeks each semester. On the IFP there are 204 teaching hours from Staffordshire University in total per semester, while on the Level 1 and Level 2 Programmes there are 144 teaching hours in total. In addition, there are several one-to-one tutorial for each module throughout the academic year.

答：通常每个学期共有 12 个教学周。在一年级（英方国际基础课程），英方课程一共有 204 个课时，在二年级（英方商务课程第一年）和三年级（英方商务课程第二年）每学期则各计 144 个课时。此外，在每一学年里，每一科目都还有不定期的一对一辅导时间。

Note: UK education focuses on independent study and independent thinking. One hour in class usually means at least two hours' self-study after class.

注意：英国教育重视独立学习以及独立思考。课堂内一小时通常需要保证课外至少两个小时的自学。

Q: How many foreign teachers are there in the programme now? How do we know if they are qualified?

问：现在整个项目总共有多少位外籍教师？我们怎样才能知道他们是否是合格的老师？

A: At present, there are 13 foreign teachers working in the programme. They are all not only awarded with Foreign Expert Certificate by the Sichuan Provincial Administration of Foreign Experts Affairs, but also approved by both universities. And they are graduates of well established universities as well, like Oxford University, Berkeley University of California, Trinity College Dublin, University of Essex, University of Glasgow, and so on. For more information about teachers you can visit our programme website at www.sucdutedu.org.

答：目前项目内总共有 13 位外籍教师，他们不仅都拥有由四川省外国专家事务局颁发的外国专家证书，且得到了双方大学的审批认可。此外，他们还是众多名校的毕业生，诸如牛津大学、美国加州伯克利大学、爱尔兰都柏林大学圣三一学院、艾塞克斯大学以及苏格兰格拉斯哥大学等。您可以通过登陆中英合作办学项目网站 www.sucdutedu.org 查询更多信息。

Q: What if students cannot follow teachers in class especially the first few weeks?

问：如果学生在课堂上无法跟上老师的节奏，尤其在最开始的阶段，应该怎么办？

A: Teachers are aware that students may have difficulties following them in class, so before starting the course, students have had English tests, which will help teachers to decide their teachings in class. Teachers all have one-to-one tutorials in their office hours with students to help them individually, which students are encouraged to use. We also offer extra English support classes to students which are delivered by Chinese teachers to help students with their English. There are a number of Chinese teaching assistants and tutors who can help students bilingually.

答：老师了解学生在课堂上可能无法完全跟上老师节奏，所以在课程开始之前，学生会接受英语测试，该测试会帮助老师决定在课堂中采用怎样的教学方式。并且，老师会为每位学生提供一对一的辅导给以他们帮助，老师也鼓励学生积极参与好好利用这样的辅导。同时我们也安排有中方英语教师提供额外的英语辅导课程。此外，中英合作办学项目中还有专业中方老师也为学生提供双语的课程辅导。

Q: How can students be involved in the running of the programme?

问：学生如何参与项目运行？

A: To create an open environment students are important part of the input and feedback process. Sharing concerns contributes to the balanced management of the programme.

答：为了创造一个开放的环境，学生是信息收集与反馈的一个重要部份，共同关注项目的运行对项目的平衡管理非常关键。

At the beginning of the year students will elect representatives to the Committee. Responsibilities of representatives include: attending meetings with teaching and student support staff, soliciting feedback from classmates, and sharing information.

学年开始后，学生将推选出委员会的学生代表。其职责是：与教师代表、学生支持代表一同参加会议，收集同学们的反馈信息，并传递相关信息。

Q: How to pass or proceed to next level? Is it difficult?

问：怎样通过或者是升入下一年级？难吗？

A: To pass each year, it is necessary to obtain at least a passing grade in each module. Detailed information regarding the progression, please refer to “Progress to next level” above.

答：要通过每个年级，所有科目都必须最少获得及格分数。有关升学的详细资料，请参见前述中的“升级”章节。

Students who expect to pass will be required to:
希望顺利通过的学生应该做到：

- Observe and follow all learning directives set forth by the programme.
了解并遵循中英合作办学项目制定的所有学习指示。
- Work hard at their studies.
努力学习
- Take charge of their own learning goals.
为自己的学习目标负责任
- Take initiative – do not expect to be told what to do all of the time.
积极主动，即不要总是期待老师安排你去做某事
- Responsibly designate time for independent study. The teaching staff highly recommends allocating a minimum of two hours of independent study time for each hour of classroom time.
自觉安排时间自学，老师强烈建议学生在课堂的每一小时后拨出至少两个小时进行自学。
- Read around their subjects – this means not just relying on the core textbooks for the modules.
阅读与课程相关的书籍，即不能仅仅依赖各科目的核心教材。

If students follow the guidelines above, it is not difficult to pass. Otherwise, it is not easy.

如果学生能按照以上指导进行学习，要通过并非难事。否则，就会非常困难。

Q: How do you ensure the fairness of the assessment-marking?

问：怎样确保测评评分的公平性？

A: Firstly, on all students' work, only student number is shown; tutors do not know whose work they are marking.

答：首先，所有学生的测评作业都只有学号，老师在阅卷时并不知道他们所评阅的试卷是哪个学生的。

Secondly, usually the work (especially failing work) is marked internally by two teachers of relevant course, who will come to an agreed mark. Afterwards, external examiner from UK will review all the marks and look at a selection of work.

其次，一般说来测评作业（特别是不合格的作业）都会由相关科目的两位老师进行内部评阅，给出一个合议的成绩。之后，英国大学的外部评审官会重审所有成绩，并抽检一些作业。

Finally, the Assessment Board consisting of all the examiners and tutors will determine the marks.

最后，由检查官和任课老师组成的评审委员会将最终核定所有成绩。

Please refer to “Assessment and its marking and management” above.

请参见前述中“测评及其评分和管理”章节。

Q: Why are students' scores released so late every year?

问：为什么每年学生成绩会很晚才发放？

A: As shown above we have our detailed marking procedures and every teacher both internal and external spends quite a lot of time to carefully marking every piece of work. Usually all students work need to be sent to SU examiners for their moderation and then sent back to CDUT, which obviously takes a significant amount of time. Staff in the programme always try their best to release students' grades as soon as possible.

答：正如上面提到的那样，中英合作办学项目遵循英国大学的要求拥有一套特殊的评分程序，而且每位老师，不管是外部评审员还是内部评审员都会花很多时间认真批阅每一份作业。而且在大多数情况下，所有的学生试卷会被寄到英国斯泰福厦大学由外部评审员再次审核，之后再寄回成都理工大学，这一过程确实需要花费大量时间。不过中英合作办学项目中的所有老师都在尽自己的最大努力以可能尽早地将成绩发放给学生。

Q: Why are students not getting high marks?

问：为什么学生没能得到高分？

A: The grading systems of Chinese and British universities differ greatly. At Staffordshire University a grade point 4 is a passing grade. Be aware that there is a wide distribution of marks. Students will have different scores from their classmates. It is normal for dedicated students to score between 4-9 points. It is uncommon for students to score above 10 points. Please refer to "Grading system" above.

答：中国与英国的成绩评分体系区别很大。在英国斯泰福厦大学，成绩绩点得到 4 分就算及格。请注意绩点对应的是一个分数段。每位同学的成绩都会有所不同，通常学生的成绩绩点会在 4—9 分，超过成绩绩点 10 分的成绩就是很罕见的了。请参见前述中的“评分体系”章节。

Q: What if students are ill?

问：如果学生生病了怎么办？

A: If illness prevents students from attending class, they should first contact their class tutor. If they need to be absent for more than three days, students must speak with the Student Tutor of the College of Information Management. And if it is more than seven days, students must speak with the Vice Dean who is in charge of student affairs

答：如果学生因病不能来上课，应该首先告知其班主任。如果因病要缺席 3 天以上课程，必须得到信息管理学院中英合作办学项目学生辅导员的许可。如果请假超过 7 天，学生必须得到信息管理学院分管学生工作的副院长的同意。

Then students should visit the doctor and ask for a written note explaining why they are unable to attend class and when they should be able to return. After they have been to the doctor they should come to the programme office (9C106) to complete a student absence form.

学生还得在接受医生诊治后，请医生为其开具证明，说明该生为什么不能坚持上课，以及何时才能上课。在看过医生之后，该生还必须到项目办公室（9C106）填写一张学生缺席记录表。

Students who believe that their performance on a module/award has been affected by illness must complete an extenuating circumstance claim form and attach appropriate medical evidence (usually a doctor's note), as required.

同样的，如果学生认为生病影响了其测评成绩，那么可以填写一张例外情况申请表并要求附上一份适当的医学证明（通常是医生开具的证明）。

Q: How will teachers manage students' attendance?

问：教师会怎样管理学生的上课出勤情况？

A: In each class (including both lectures and tutorials), students' attendance will be recorded by teachers and reported to Student Support Team weekly. In this way staff of Student Support have an overview of all students' attendance and will then deal with individuals accordingly. Normally, they will speak to students with poor attendance to establish the underlying reasons, and offer help as needed. If attendance is not improving,

the student support team will contact parents and try to find a solution with the parents. The programme has regulations to warn and punish students regarding attendance.

答：教师会在每节课上（包括教学课与辅导课）记录下学生的出勤情况，并每周按时把信息反馈给学生支持部门。学生支持部门的工作人员将以此监管所有学生的出勤情况，并且会单独处理特殊情况。学生支持部门的老师通常会先与出勤不理想的学生谈话找到他们缺席的原因并给予他们必要的帮助。但是，如果随后的出勤情况仍未出现任何好转，那么工作人员将会与学生家长取得联系，并尽最大努力与学生家长一起找到解决问题的方法。根据相关规章制度，中英合作办学项目有权力根据学生的出勤情况对学生进行警告和采取惩罚措施。

Q: Do students have to own a computer/lap top in their dorm?

问：学生是不是在寝室里必须有自己的电脑或者笔记本电脑？

A: Absolutely, not! Whilst a laptop is a very useful tool students are not required to purchase one. For student who would rather play computing games than do homework it is not recommended. There are several PC Labs on campus where students can do their work and access the Internet. We even have our own PC Lab (8406), which is a fantastic place for students to do their homework, not only because there is high-speed Internet, and printing facilities, but because there is also no access to computer games, and it is next to our Reading Room (8404) as well.

答：我们绝不做任何硬性规定！电脑确实是非常有用的学习工具，但是我们并不要求学生一定要去购买。特别是对于那些沉迷于电脑游戏的学生，我们更不建议。事实上，学校里有不少的计算机室，可供学生做作业和上网。同时，中英合作办学项目拥有自己的计算机实验室（8406），这是学生们学习的绝佳的场所，因为这里不仅有高速的互联网，优质的打印设备，最重要的是这里不能连接任何的电脑游戏，且就在中英合作办学项目英文阅览室（8404）旁边。

Q: How could parents look for the latest information about students and the programme?

问：我们学生家长应该怎样获取关于自己孩子在校表现以及中英合作办学项目的最新信息呢？

A: Parents can visit the programme website at <http://www.sucdutedu.org>, and you can also contact the programme office or class tutors. Our Student Support Team is always happy to answer your questions and offer consultation.

答：家长可以访问我们中英合作办学项目的官方网站 <http://www.sucdutedu.org>，也可以与我们项目办公室或者是您孩子的班主任取得联系。此外，我们学生支持部门的老师也非常乐于解答您的疑问，为您提供帮助。

Q: How do students go to Staffordshire University in the UK for further study?

问：怎样去英国斯泰福厦大学深造呢？

A: After successful completion of each level, students automatically have the option to transfer to Staffordshire University in the UK for further study. Please refer to “Options after completing each level” for more details.

答：顺利完成每一年的课程后，学生则自然而然可转学到英国斯泰福厦大学进行下一年的学习。详情请参见前述中“通过各年级后的选择”章节。

Q: What do parents and students need to do if students are to go to Staffordshire University in the UK?

问：如果学生决定去英国斯泰福厦大学进行学习，学生和应该做些什么？

A: Firstly students need to discuss with parents to decide when to transfer, as they face different situations at different level. (You can speak with the programme application team for advice.) Having made a decision, students or parents should tell Student Support team then to complete following procedures. In October each year, we have a lecture about studying in the UK. Both parents and students are welcome and this is a good time to find related information. Essentially students only need to study hard and pass; the programme office will contact parents to follow up other issues.

答：首先，学生应该与家长商量什么时候转学，因为不同年级转学，会面对不同的情况。（你也可以征求中英合作办学项目申请组老师的建议）。做出决定后，学生或家长应该告知学生支持部门的老师，完成之后的手续。事实上，每年10月，我们都会举行一个关于赴英国留学的专题讲座，

我们非常欢迎家长和学生前来参加。该讲座也是获取相关信息的绝佳时机。总的来说，学生只需要在项目中好好学习并且通过测评，中英合作办学项目办公室将会与学生家长联系并完成后续工作。

Q: Can students upgrade to CDUT Degree programme?

问：学生能否专升本到成都理工大学进行学位课程的学习？

A: According to current Sichuan Provincial Department of Education rules, students at Level 2 Business Programme (Year 3) can apply to transfer. Exams will be taken to decide who will be entitled to upgrade to the CDUT Degree programme. Note: not everybody is guaranteed the opportunity to take the exams, currently, only a few of students are able to upgrade to the CDUT Degree programme each year. If students want to upgrade to CDUT Degree programme, they need to study especially hard and perform very well. For further detailed information, please contact the programme office.

答：根据四川省教育厅制定的现行规定，大三（英方商务课程第二年）的学生，可申请专升本。之后学生需要参加相应的专升本考试，以决定哪些学生能升入成都理工大学进行本科阶段的学习。注意：并不是所有学生都有机会参加专升本考试。目前，只有一小部分学生能够升入成都理工大学进行学位课程学习。如果学生希望升入成都理工大学进行学位课程学习，那么他们必须得非常努力地学习。关于更多专升本相关信息，请与中英合作办学项目办公室联系。

Q: How about your graduates of the last three years?

问：最近三年的毕业情况怎样？

A: In 2008, all the 91 students graduated from our programme and were awarded graduation diploma from CDUT and Diploma of Higher Education from SU. Among those 91 students, 29 successfully transferred to SU in the UK (now most of them are doing their Masters in UK universities, including Royal Holloway, University of London, University of Southampton, University of Essex, Bangor University, Keele University, University of Leicester, Staffordshire University amongst others); 8 upgraded to the CDUT degree programmes; 2 went to New Zealand Universities for further study and the majority of the remaining students found jobs in various areas, e.g. banking, sales, administration etc.

答：2008年，中英合作办学项目中所有的91名学生都顺利毕业，拿到成都理工大学颁发的专科毕业证和英国斯泰福厦大学颁发的英国高等教育文凭。91位毕业生中有29人顺利转入英国斯泰福厦大学攻读学士学位（现在他们中的大部分都在英国各大学中攻读自己的硕士学位，比如伦敦大学皇家霍洛威学院、南安普顿大学、艾塞克斯大学、班戈大学、基尔大学、莱切斯特大学、斯泰福厦大学等）；8人专升本到成都理工大学本科课程学习；2人赴新西兰大学深造，其他的大部分毕业生在包括银行业，销售业，管理方面等各领域工作。

In 2009, 69 students successfully graduated from our programme. 29 transferred to SU in the UK (all of them are successfully graduated with the Bachelor Degree from Staffordshire University, among who a few graduated with Distinction and Merit. Now most of them have successfully applied Master Degree courses for Oct. 2010 intake in UK universities, including Royal Holloway, University of London, University of Southampton, University of Essex, University of Manchester, University of Liverpool, University of Aberdeen, University of Leicester, Oxford Brookes University, Nottingham Trent University, Staffordshire University, etc.), while 12 upgraded to the CDUT degree programme. 4 students transferred to SU in 2008 at Level 1 (Year 2 in CDUT). Nowadays it is difficult for graduates to find a good job, but our programme is aiming to prepare our students with appropriate job skills and develop them to be more competitive in job hunting.

2009年有69人从中英合作办学项目中顺利毕业，其中29人转学到英国斯泰福厦大学，这部分学生已于今年全部成功获得英国斯泰福厦大学的本科学位，其中不乏几位以最优等生和优等生的身份毕业，他们中的大部分都成功申请了英国各大高校的硕士研究生学位课程，并将于今年10月入学（这包括伦敦大学皇家霍洛威学院、南安普顿大学、艾塞克斯大学、曼彻斯特大学、利物浦大学、阿伯丁大学、莱切斯特大学、牛津布鲁克斯大学、诺丁汉特伦特大学、斯泰福厦大学等）；12人专升本进入成都理工大学本科学习。另外有4位同学在2008年便转学到英国斯泰福厦大学。毋庸置疑的是，现在要找一份好工作确实很难，但是中英合作办学项目的宗旨是培养学生的工作技能，这让他们在就业时更具竞争力。

In 2010, 95 students have successfully graduated from our programme. 19 are transferring to SU in the UK to study in Level 3, the last year of UK Bachelor Degree course, whilst 22 students have upgraded to the CDUT Degree programme. Additionally, among students who haven't graduated yet, 6 are transferring to SU in the UK including 4 for Level 2 and 2 for Level 1.

2010 年有 95 人从中英合作办学项目顺利毕业。19 人转学到英国斯泰福厦大学攻读英国本科最后一年（英方商务课程第三年），22 人专升本进入成都理工大学本科学习。此外，尚未毕业的学生中有 6 人也转学到英国斯泰福厦大学，其中 4 人前往学习英方商务课程第二年（Level 2），2 人前往学习英方商务课程第一年（Level 1）。

Appendix A – Useful Websites

附录 A-相关网站

Useful Websites 相关网站	
Collaborative Programmes between Chengdu University of Technology and Staffordshire University 中英合作办学项目网站	http://www.sucdutedu.org
Programme Resources /Student Website 项目资源/学生网站	http://student.sucdutedu.org
Macmillan English Campus 麦克米伦英语校园	http://www.mec-3.com/oeim
Staffordshire University 英国斯泰福厦大学	http://www.staffs.ac.uk
Chengdu University of Technology 成都理工大学	http://www.cdut.edu.cn