

1. Governance and Management of the Joint Education Institute

1.1 Joint Management Committee

- 1.1.1 The Joint Management Committee (JMC) is the regulatory, managerial and operational decision-making body of the JEI. The Membership and Terms of Reference of the JMC can be found in Appendix 2 of this document.
- 1.1.2 The JMC will be administered by a Committee secretary who will make the necessary arrangements for the JMC meetings, attend and take notes, circulate and follow up on actions. The Committee Secretary will be a member of staff from HEU.
- 1.1.3 Meetings will be at least 3 per year and can be carried out via video or tele-conference or face to face. Additional meetings may be scheduled if proposed by at least two committee members. At least 14 days advance notice will be given of meetings.
- 1.1.4 Meetings shall be held in Chinese or English and the translation shall be arranged by the Parties.
- 1.1.5 The JMC will operate a one-person-one-vote system with the Chair holding the deciding vote in the case of a tie. Any member who cannot attend a meeting may appoint a proxy by written notice of appointment signed by the relevant member to participate in the quorum and, where required, vote on the members behalf. All proxy appointment notices shall be presented or sent to the Chair prior to or at the relevant meeting.
- 1.1.6 Meetings will be quorate when attended by all members (present via video or tele-conference) or by proxy. The quorum of the JMC is seven members including one Director, two Deputy Directors and two further members from each Party present in person, by proxy or by telecommunications.

1.2 Academic Committee

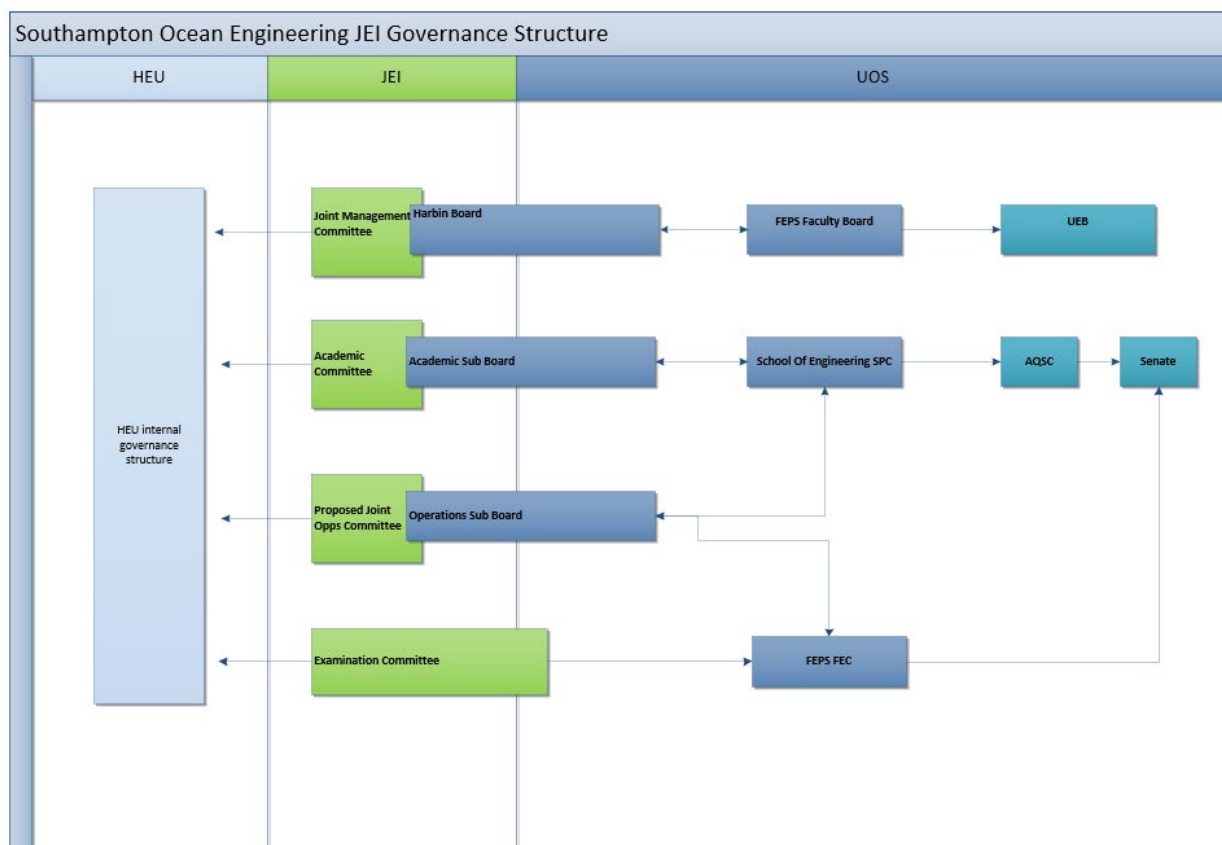
- 1.2.1 The Academic Committee is responsible for the creation of an appropriate structure for the monitoring of academic standards and maintenance of those standards in respect of the programmes of the JEI. The Membership and Terms of Reference of the Academic Committee can be found at Appendix 2 of this document.

1.3 Roles and Responsibilities

- 1.3.1 DEAN: The Dean manages the routine work of the JEI, chairs and is responsible for the JMC, and the execution of the decisions made by the JMC. The Dean will be appointed by HEU.
- 1.3.2 CHIEF ASSISTANT DEAN: The Chief Assistant Dean is a member of JMC and will assist the Dean in executing the decisions of the JMC in the daily operation of the JEI. The Chief Assistant Dean will be appointed by UoS for a term of 4 years.
- 1.3.3 ASSISTANT DEANS: The Assistant Deans shall be responsible for the management of the routine work of teaching, scientific research and financial management of the JEI and other teaching and research activities, which include the planning and routine management of teaching and research. Candidates for these roles will be nominated by the Dean and appointed by the JMC. They will be appointed for 4 years.

1.4 Governance Diagram

- 1.4.1 The governance diagram shows the approval and reporting chains of all HEU and UoS Committees relevant to the JEI.



2. Admissions

2.1 University Admissions Policy and Regulations

- 2.1.1 Admission to the JEI programmes is to the numbers and criteria set out in the Contract and Programme Specification and is managed by HEU.
- 2.1.2 Complaints concerning the admission to the programme should be directed to HEU.
- 2.1.3 The UoS policy on admission in relation to the JEI is at Appendix 4.

2.2 Enrolment Policy

- 2.2.1 Students are required to enroll with both HEU and the UoS at the commencement of their studies and remain in enrolment – students must re-enroll annually. Students will be notified when UoS enrolment is open to them as this may not align exactly with the start of the JEI academic year.
- 2.2.2 UoS defines enrolment as the process through which students a) agree to be a student of the University for the whole, or part, of the academic year b) agree to abide by the University's statutes, ordinances and Regulations, and to pay all relevant fees and c) check and update key person information in their student record.
- 2.2.3 Further information about UoS Enrolment, including relevant policies, can be found at <https://www.southampton.ac.uk/studentadmin/student-admin/enrol.page>.

2.2.4 [Prior to enrolment, new students must subscribe to UoS digital services.](#)

3. **Assessment**

3.1 **Assessment Policy**

3.1.1 All assessment policy and procedures are conducted in line with the UoS Assessment Framework in the [UoS Quality Handbook](#).

Appendix 2 - JEI Committees and Terms of Reference

2.1 **Joint Management Committee**

Terms of Reference as taken from Amendment to Article of contract dated Oct 2018.

Membership

Title/position	University	University Role	Name
Director	HEU	Vice President	
Deputy Director	UoS	Vice President Education	
Deputy Director	HEU	Vice President	
Member	HEU	JEI Secretary of the Party Committee	
Member	HEU	JEI Dean	
Member	UoS	Dean of the Faculty of Engineering and Physical Sciences	
Member	UoS	JEI Executive Associate Dean	
Secretary	HEU		

The JMC is the regulatory, managerial and operational decision-making body of JEI.

Responsibilities of the JMC

The matters to be decided by the Joint Management Committee shall include, but shall not be limited to:

- Determining the number of participating students in the JEI each year and any changes to such intake, and submitting these recommendations to Harbin Engineering University and University of Southampton for approval, subject to the target intake for the JEI not being reduced below the number approved by the MOE;

- Deciding and approving financial matters relating to the JEI;
- Determining the fee levels for new modules and Programmes and any changes in the levels of fees charged for Programmes and modules run by the JEI, subject to obtaining approval for the same from the Approval Authority where required under Applicable Laws;
- Managing and accounting for the incurrence and reimbursement of Programme and JEI related expenses;
- The organisation of the JEI's activities and allocation of resources associated with the JEI;
- Determining and approving the standards and benchmarks for assessing each Party's performances of its contractual obligations and responsibilities in relation to the JEI;
- Reviewing the scope of the current JEI with a view to expanding its academic offering to include additional Programmes and/or discontinuing programmes;
- Determining the standards of qualification acceptable for the JEI staff and agreeing frameworks for evaluating their performance of duties in relation to the JEI and its programmes;
- Ensuring that the quality of the JEI and its programmes meets the expectations, standards and regulations of both HEU and UoS, conforms to MOE regulations and the QAA's Code of Practice on Collaborative Provision, and meets the expectations of other relevant regulatory, professional and statutory bodies by implementing and enforcing an appropriate quality monitoring, assurance and enhancement framework;
- Determining the scope, nature, timing and other arrangements for recruitment and marketing campaigns, both within and outside China, in relation to the JEI, subject to and in accordance with Applicable Laws;
- Defining and publishing processes for complaints, appeals and disciplinary matters relating to the participating students or staff members involved in the JEI within the frameworks for such matters set by HEU and UoS;
- Determining, by written decision made under the direction or the Parties, whether or not to move the JEI activities from one or more of the Campuses to one or more different locations. Any such decision shall be made before 31 January in the year in which the move is to be made;
- Putting in place and determining suitable transitional and run-off arrangements in the event the JEI or any Programme or module operated by it is terminated, to ensure all Participating Students have an opportunity to graduate;
- Dealing with any other financial, administrative, social and related arrangements in relation to the JEI where requested by any member of the Joint Management Committee.

Frequency of meetings

At least 3 times a year.

2.2 Academic Committee

Terms of Reference as taken from Amendment to Article of contract dated Oct 2018.

Membership

Title/position	University	University Role	Name
Chair	HEU	JEI Dean	
Vice Chair	UoS	Associate Dean (Education), Faculty of Engineering and Physical sciences.	
Member	HEU	Deputy Dean (Education), JEI, Programme Lead for Marine Engineering	

Member	HEU	Deputy Dean (Research), Shipbuilding College, Programme Lead for Naval Architecture and Ocean Engineering	
Member	HEU	Deputy Dean (Education), Intelligent Systems Science and Engineering College, Programme Lead for Automation	
Member	HEU	Professor, Underwater Acoustics Engineering, Programme Lead for Underwater Acoustics Engineering	
Member	UoS	Director Of Programmes, Ship Science	
Member	UoS	Director of Programmes, ISVR	
Member	UoS	Programme Lead, Academic Centre for International Students	
Member	UoS	Programme Lead, BEng Naval Architecture and Ocean Engineering	
Member	UoS	Programme Lead, BEng Marine Engineering	
Member	UoS	Programme Lead, BEng Underwater Acoustic Engineering	
Member	UoS	Programme Lead, BEng Control Engineering	
Member	UoS	Faculty Academic Registrar	
Member	UoS	Assistant Director Student and Academic Administration, Head of Quality, Standards and Accreditation	
Member	UoS	JEI Executive Associate Dean	
Secretary	HEU		

The Academic Committee is responsible for the creation of an appropriate structure of the monitoring of academic standards and maintenance of those standards in respect of the programmes of the JEI.

Responsibilities of Academic Committee

The responsibilities of the Academic Committee include but are not limited to:

- Ensuring implementation of the JEI regulatory and quality frameworks for programmes and the maintenance of appropriate academic standards with due regard to any external reference points;

- Reporting on a specified schedule to the JMC on the compliance of JEI with the requirements of the regulatory and quality assurance frameworks to ensure the standards of education and on the quality of delivery of the programmes;
- Preparing responses to national quality exercises in accordance with UoS and HEU strategy and policy;
- Identifying areas where deliberate steps need to be taken to enhance the learning environment and to developing policy, guidelines and processes as authorised by and subject to the approval of the JMC for their implementation;
- Scrutinizing and recommending to UoS and HEU for approval, new taught programmes and major changes to existing programmes in the JEI and scrutinizing the Programme Specification(s) for those programmes, which will be approved through the JMC by UoS and HEU;
- Considering and, where appropriate, recommending for approval to UoS and HEU proposals for new or amended modules in the JMC;
- Reviewing and approving all teaching and research materials used for the programme(s) in accordance with the requirements of the Academic Sections;
- Monitoring on behalf of the JMC the academic and professional qualifications of participating staff and identifying any training and development needs to ensure a high standard of educational delivery at the JEI;
- Monitoring the quality of teaching and the implementation of the English language policy;
- Considering and where appropriate approving guidelines and proposals in the areas of widening participation and recruitment and admissions;
- Making recommendation to the JMC regarding the minimum English language standards to be achieved by prospective and continuing participating students;
- Making recommendations to the JMC regarding the minimum qualification requirements for international participating students and students from Taiwan, Hong Kong and Macao wishing to participate in the programme(s);
- Appointing the Director of the Examination Board;
- Appointing a member of academic staff for each programme to act in the role of Examinations Officer to ensure the smooth running of the meetings of the Examination Board;
- Identifying and proposing suitable External Examiners for the programmes for approval by UoS or HEU according to their relevant policies;
- Making recommendations to the UoS and HEU on the advice of the Examination Board on student progression and the award of taught degrees, diplomas and certificates;
- Considering and, where appropriate, approving the applications for programmes to be exempt from the relevant academic regulations of the JEI under special circumstances;
- The quorum for the Academic Committee shall be one third plus one of members.

Frequency of meetings

At least 2 per year

2.3 Examination Board

Terms of Reference as taken from Amendment to Article of contract dated Oct 2018.

Examination Board

Membership

Title/position	University	University Role	Name
Chair	UoS	Associate Dean (Education), Faculty of Engineering and Physical sciences	
Vice Chair	HEU	Deputy Dean (Education), JEI, Programme Lead for Marine Engineering	

Member	HEU	Deputy Dean (Research), Shipbuilding College, Programme Lead for Naval Architecture and Marine Engineering	
Member	HEU	Deputy Dean (Education), Intelligent Systems Science and Engineering College, Programme Lead for Automation	
Member	HEU	Professor, Underwater Acoustics Engineering, Programme Lead for Underwater Acoustics Engineering	
Member	HEU	Exams Officer	
Member	UoS	Director Of Programmes, Ship Science	
Member	UoS	Director of Programmes, ISVR	
Member	UoS	Programme Lead, Academic Centre for International Students	
Member	UoS	Module lead for Maths	
Member	UoS	Module lead for Computational Thinking	
Member	UoS	Ship Science Exams Officer	
Member	UoS	ISVR Exams Officer	
Member	UoS	Programme Lead, BEng Underwater Acoustic Engineering	
Member	UoS	Programme Lead, BEng Control Engineering	
Member	UoS	Programme Lead, BEng Naval Architecture and Ocean Engineering	
Member	UoS	Programme Lead, BEng Marine Engineering	
Member	UoS	Faculty Academic Registrar	
Member	UoS	Admin and Assessment Team Leader	
Member	UoS	Academic Integrity Officer	

Member	UoS	Assistant Director Student and Academic Administration, Head of Quality, Standards and Accreditation	
Member	UoS	JEI Executive Associate Dean	
Member	UoS	Internal Examiners for the programmes	
Member	UoS	Chair of the Special Consideration Board	
Member	External	External Examiners of the programmes	
Secretary	HEU		

The Examination Board is responsible for managing the process of setting and marking assessments and examinations and for scrutinizing marks and recommending assessment outcomes for participating students.

Responsibilities of Examination Board

The responsibilities of the Examination Board include but are not limited to:

- On behalf of the JEI, setting, approval and marking of all items of assessment relevant to the programmes of study or parts thereof under its remit, within the relevant HEU and UoS policy and guidance on assessment matters;
- Consideration and final determination of module and year results for all taught programmes of study that are under its remit;
- Ensuring that the standards of awards are maintained and that all the requirements for assessments that contribute to the gaining of an academic award are fulfilled, as set out in the relevant regulations;
- Ensuring all progression and classification decisions are taken in accordance with the regulations of HEU and UoS and the JEI's academic regulations for students, except in those instances where the Academic Committee has approved exemptions to those regulations for specific programmes;
- Taking an overview of the assessment processes that operate for the programmes and modules in the JEI, with a particular view to ensuring fairness and impartiality, including setting of examination papers, essay titles and other assessment tasks, marking processes (including double marking and moderation), application of regulations, and the conduct of oral examinations (where used as part of the approved module assessment);
- Receiving reports from invigilators, academic staff and students on the conduct of examinations. and considering appropriate actions in the light of such reports;
- Ratifying the results of students in individual assessments and modules;
- Considering claims of extenuating circumstances through a suitably confidential process of special consideration and, where valid to approving any proposed actions to be taken;
- Making recommendations to the Academic Committee for results to be disregarded where there are accepted extenuating circumstances;
- Making recommendations to the Academic Committee regarding the progression of students;
- Making recommendations to the Academic Committee for the termination of enrolment of students due to failure;
- Making recommendations to the Academic Committee for award and classification;
- Agreeing actions in the event of failure of a module by a student, including referral provisions that may include appropriate alternative assessment arrangements;
- Making recommendations to the Academic Committee in accordance with the academic regulations for students to allow students to refer with or without capping of marks where applicable;

- Making recommendations to the Academic Committee and to JMC for the suspension of regulations for individuals or groups of students, where applicable;
- Reviewing statistics on academic performance and commenting and reporting on the performance of cohorts in particular assessments;
- Reviewing and responding to reports of the External Examiners;
- Undertaking any other duties delegated to the Examination Board by the Academic Committee or JMC;
- Each meeting of the Examination Board is discrete. Boards cannot reverse decisions taken at previous meetings of the same board, except cases considered under the Appeal Regulations. Boards cannot make decisions that would affect future meetings, except in setting precedents;
- The Quorum for the Examination Board shall be the Chair or their nominee, at least 4 ordinary members to include at least one from each of UoS and HEU and at least one External Examiner.

Appendix 4 - University of Southampton Policy on Admissions for the Southampton Ocean Engineering Joint Institute at HEU

A. Purpose of this document

1. This document sets out the University of Southampton's Policy on Admissions for degrees jointly delivered by the University of Southampton and Harbin Engineering University.
2. It describes the principles and processes followed by the universities to select and admit new students.
3. This Policy covers applications for undergraduate study at the Joint Education Institute (the JEI) on the programmes offered in partnership with the University of Southampton's School of Engineering.
4. This Policy should be read in conjunction with the University of Southampton Calendar, [Section IV – Regulations for Admission to Degree Programmes](#).

B. Responsibility and Monitoring

1. This Policy has been considered and approved by the University of Southampton Admissions Policies Sub-committee and by the Academic Board of the Joint Education Institute. This Policy is reviewed annually. Enquiries relating to this Policy should be addressed to admissionspolicy@soton.ac.uk
2. This Policy takes note of best practice within the Higher Education sectors of the UK and China, and the relevant legislation and guidance in each country.

C. The University of Southampton's recruitment and admissions aims

1. The University of Southampton, working in partnership with Harbin Engineering University, aims to attract to the Joint Education Institute the most talented students with the intellectual capacity to succeed in their studies irrespective of their background.
2. The University of Southampton, working in partnership with Harbin Engineering University, is committed to an admissions process to the Joint Education Institute, which is fair, transparent and equitable for all applicants.

D. Legislative and Regulatory Requirements

1. Data Protection
 - a. The University of Southampton complies with the provisions of the United Kingdom's Data Protection Act 2018. As such, the University will not disclose to a third party any details regarding an individual's application without the applicant's permission to do so. This policy of non-disclosure includes family members of the applicant.
 - b. However, the aforementioned Act requires the University of Southampton to release certain information to UK authorities upon request in order to assist those authorities

with the prevention and detection of fraud or other crimes. The University will release the requested information upon receipt of an appropriate request from UK authorities such as (but not limited to) the police, Home Office (for immigration and related matters), local authorities, and the Department for Work and Pensions.

- c. The University may use anonymised data collected as part of an individual's application for the purpose of fulfilling statistical and reporting requirements.
2. Changes to legislative and regulatory frameworks
 - a. In the interests of fairness and transparency, the universities aim to eliminate making changes to the admissions policy and procedures mid-cycle. However, it may be the case that external agencies (including those of the United Kingdom and/or Chinese governments) amend or update their own regulations or guidance. Where it is required to do so, the Joint Education Institute will comply with such changes and reserves the right to vary its admissions policy and/or procedures accordingly. In such cases, the University will explain the change it is making, the context of the change, and how the change is likely to affect applicants.

E. Responsibilities for admissions

1. Admission to the JEI will be organized and implemented by Harbin Engineering University in accordance with the relevant regulations of the national colleges and universities of China.
2. The Academic Board of the Joint Education Institute shall agree annually the academic criteria to be used in the selection of candidates for admission.
3. The Academic Board shall also agree the other criteria (for example, English language proficiency) which candidates will need to satisfy in order to be admitted.
4. Admission decisions will be made by Harbin Engineering University referencing the aforementioned criteria.
5. Harbin Engineering University will transfer securely the specified preliminary applicant data to the University of Southampton by 15 August annually to enable University of Southampton to provide those candidates with access to its facilities and services in good time for the start of the academic programme and will confirm the applicant data by 30 September annually.
6. The Academic Board will review the admissions criteria annually and in advance of the commencement of the following admissions cycle.
7. Harbin Engineering University will ensure that the criteria for admission are published in an accessible format making refer to that of selected other countries.
8. The Academic Board will ensure that a fair equivalency between different qualifications has been derived and will make reference to any existing qualifications equivalency information held by the University of Southampton and Harbin Engineering University or provided by third party organisations such as UK NARIC.
9. Harbin Engineering University will ensure that those staff undertaking selection and admission are suitably trained.

F. Applicants with a disability and/or additional support needs

The Joint Education Institute welcomes applications from candidates with disabilities or additional support needs. Such applicants will be considered against the same academic criteria as all other candidates following the process outlined in section E of this policy.

G. Applicants with a criminal record

Applicants with criminal records will be considered for admission following the regulations pertaining to such applications for university study in China.

H. Fraudulent and misleading information

1. The Joint Education Institute expects that applicants will have provided full, honest, and accurate information in their application and in all subsequent communications with either University. Where the University of Southampton has reason to suspect that this may not be the case, it reserves the right to investigate the matter fully.
2. If, in the course of such an investigation, the University of Southampton finds that an applicant has made fraudulent or misleading claims in their application, the University reserves the right to inform the Joint Education Institute to withdraw any offer it has made. Where an applicant has omitted to provide all relevant information in their application (including, but not limited to, qualifications commenced but not completed, qualifications resulting in a fail grade, exclusions)

it similarly reserves the right to inform the Joint Education Institute to withdraw any offer it has made. In the event that an offer is withdrawn for the reasons set out above, the University may also, where appropriate, inform any other relevant professional bodies and/or third parties about the withdrawal.

3. In cases where the fraudulent and/or misleading information is discovered at any time after the applicant has enrolled as a student of the Joint Education Institute, the University of Southampton reserves the right to carry out its own investigations. If, after the completion of the investigation, it is found that there has been a deliberate attempt to use fraudulent and/or misleading information, or relevant information was withheld, in order to obtain a place on one of the Joint Education Institute's programmes, the University of Southampton may take action to permanently exclude the student. In the event that a student is permanently excluded for the reasons set out above, the University may also, where appropriate, inform any other relevant professional bodies and/or third parties about the exclusion.

I. General Right to refuse admission

The University of Southampton reserves the right to reject an applicant or withdraw any offer made based on an applicant's behaviour during any part of the application process, if such behaviour is deemed to be unacceptable in accordance with the University's [Equality and Diversity Policy](#) or [Dignity at Work and Study Policy](#) or any other relevant policy of the University or the University values.

J. Feedback, Complaints, and Appeals

1. The University of Southampton is committed to providing applicants with appropriate feedback on admissions decisions within resource constraints upon request. Requests for feedback must be submitted by the applicant. Requests for feedback from third parties on the behalf an applicant are not permitted.
2. Applications made to the Joint Education Institute will be covered by the complaints procedure of Harbin Engineering University only.
3. Applicants do not have the right to appeal against the academic or professional judgement made in respect of their application.