

Buddy Programme Handbook

1. Buddy Programme Introduction

2009 8

Starting from August 2009, the Buddy Programme has been one of the four educational systems at XJTLU (including the Development Advisor, Academic Advisor, External Mentor, and Buddy Programme). Buddy Programme is executed in the form of friends helping each other via splendid senior students communicating and giving suggestions to guide freshmen including domestic and overseas students, to accustom themselves to XJTLU's culture. Meanwhile, Buddy Programme intends to help them solve difficulties in campus life and study, and remind them to arrange their campus life to prepare for self-development. Buddy Programme is capable of improving students'

communication ability and assisting them to build a sense of responsibility, which strengthens the relationship among students and contributes to the completion of XJTLU's education mode. Buddy Programme now includes four main sections which are administrative buddies, local buddies, oversea buddies and alumni buddies.

2. Vision

We devote ourselves to establishing a complete peer-to-peer cooperation platform to ensure Buddy Programme to become one of the imperative supportive systems in XJTLU which serves students, helps them adjust to campus and achieves individual growth.

3. Mission

3.1.

Provide guidance and assistance to guide freshmen so that they can adapt to the new environment actively and develop good habits of study and life.

3.2.

Improve students' sense of responsibility and communication ability so that students can become young adults as well as international talents as soon as possible.

3.3.

Provide communication platform and encourage cross-grade exchange.

3.4.

Promote Buddy Programme Culture and deepen the understanding of the concept of Buddy Programme.

4. Highlights

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Buddy Programme provides a series of assistance to domestic and overseas students during the entrance stage. In the Buddy Programme, there is no age gap among the students and they can speak to each other freely and feel for others. They provide feasible suggestions which can be easily accepted by freshmen. Thus, it promotes new students to grow better and achieve XJTLU students' three transformations as soon as possible.

5. Objectives

5.1

As an important support system for XJTLU students, we provide excellent guidance and service.

5.2

Provide timely and continuous help and guidance for freshmen and junior students, which solves the problems of study and life actually and effectively, and help them adapt to campus life better.

5.3

Improve students' ability of communication, responsibility consciousness, and enhance mutual helping relationships.

6. Culture

6.1

Culture of Buddy Programme----Pan-loving Public

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The cultural heritage of Buddy Programme is concentrated on three Chinese characters of “Pan-loving public”. These three characters are refined in “the Analects of Confucius· Xue Er”：“A youth should be filial when at home and respectful to his elders when abroad. He should be earnest and truthful. He should pan-loving public and be close to the people with lofty ideals. Only when he has extra energy after performing these duties can he pursue study”, which fully embodies the philanthropy, selflessness, enthusiasm and fraternity of Buddy culture.

6.2

Culture of BPEC——Family Culture

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The “Family Culture” is a fraternal and light-hearted traditional culture that has been gradually formed since the establishment of Buddy Programme Executive Committee (or BPEC). In the big family of BPEC, its members share everything. There is no grade, geography or major interval among them. Everyone gets along well with each other and makes concerted efforts to make BPEC a better service platform for Buddy Programme.

7. Buddy Programme system

7.1 Local Buddy

QQ

QQ

1-5

After freshmen get admission letter, they can acquire about all kinds of information of XJTLU through official QQ groups to solve questions and learn the life in XJTLU in advance. According to the number of students from different provinces, every official QQ group is equipped with 1-5 local buddies to answer questions from freshmen in time.

7.1.1 Job description of Local buddy

1. 6 QQ QQ

Buddies should join the corresponding local QQ group in June every year and take charge of the group.

2. QQ

Buddies should confirm new members' identities as the freshmen of XJTLU in the way of examining the mode of entry given by BPEC.

3.

Buddies should patiently answer freshmen's questions about XJTLU before new term begins and help freshmen solve problems of registering and paying tuition.

4. QQ

Buddies should manage the files and photos of the QQ group carefully.

5. QQ

Buddies should be aware that no commercial activities are allowed in the QQ group. Once it happens, buddies should contact the managers of BPEC immediately.

6.

When buddies are on their duty, they should contact BPEC regularly and give feedbacks and advice timely.

7. QQ

Buddies can talk to freshmen in the QQ group to break the ice, and let them

know each other and build relationships.

8.

Local buddies' service period start from the time when freshmen receive the admission letter to the beginning of the new term. During the period, cooperation, participation, supports to the activities and management of BPEC are required.

9.

Q&A

Buddies should take part in the training of the BPEC and remember the official school Q&A given by BPEC.

7.2 Class Buddy

6-8

8-12

Class Buddy consists of senior students who are willing to share their experience with others in XJTLU. Students need to submit their applications and get the approval from BPEC before becoming a buddy. Each Buddy has the right to use all resources provided by BPEC. Meanwhile, the class buddy need to actively cooperate with student development advisors and participate in and support class activities. Each class will have 6-8 buddies and each freshman will have personal buddy. One buddy usually is assigned with 8-12 freshmen.

7.2.1 Job description of Class Buddy

1.

By sharing their experience and opinions, buddies should help freshmen get familiar with the university and surroundings and guide them to cope with problems positively.

2.

Buddies should guide freshmen to arrange their study and life and prevent them from being lost and misled.

3.

Buddies should patiently answer freshmen's questions, meet their requirements and guide them to deal with problems by themselves so as to help them become independent as far as possible.

4.

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Buddies should take care of freshmen in their administrative class and help them deal with the confusion they have by offering assistances; meanwhile, when there are some students who have difficulty arranging their life properly, buddies should be more careful and guide them to a normal life in time.

5.

Buddies should have a regular communication with student development advisors in order to exchange the information of freshmen and offer help to them in time.

6.

Buddies should get involved in other assignments which help building a good relationship among classmates, including class meetings and other activities.

7.

Buddies should positively attend the activities held by BPEC and give more help to freshmen by considering the arrangement from BPEC.

8.

There should be a close communication between each buddy.

9.

Buddies should summarize the experience of being a buddy and then provide supports to the work of BPEC and Buddy Programme in the next year.

10.

Buddies should attend each training held by BPEC.

11.

Buddies should keep enthusiastic, warm-hearted and friendly.

12.

Buddies should understand the culture of BPEC deeply and pass it on.

7.3 Overseas Buddy

Overseas buddies are responsible for international students. The duty of overseas buddies is to help international students to adapt to new living environments in China, to counteract bad influences of culture shock, and to help them have a better performance in study in XJTLU. Overseas buddies and international students will grow up together through cross-culture communication.

7.3.1 Job description of Overseas Buddy

1.

Buddies should help international students get better used to customs, culture and lifestyles of Suzhou, which guides them to be familiar to XJTLU, adapt to the environment and study lives of XJTLU and develop their social circles in XJTLU.

2.

Buddies should positively attend the activities held by BPEC and give more helps to international students by considering the arrangement from BPEC. At the same time, buddies ought to actively communicate with international department of BPEC and submit the feedback to the international department of BPEC.

3.

Buddies should actively attend each training held by BPEC.

4.

Buddies should keep being enthusiastic, warm-hearted and friendly, respect to the culture and habits of international students, and be polite in cross-cultural communication.

7.4 Alumni Buddy

Alumni buddies refer to those students graduated from XJTLU who were members of Buddy Programme. They can choose to become alumni buddies after they graduated if they would like. As alumni buddies, they need to share their experience with undergraduates actively and to facilitate the growth of undergraduates.

7.4.1 Job description of Alumni Buddy

1.

Buddies should provide relevant information and assistance such as postgraduate application, experience of obtaining employment and so on.

2.

Buddies should support the job of Buddy Programme and carry forward the culture of Buddy Programme.

3.

Buddies should provide ideas and suggestions about future development for Buddy Programme and BPEC as consultants.

4.

Be willing to attend Alumni Association special session of Buddy Programme to share experience with fellow underclassmen.

8. Buddy Programme Executive Committee

Buddy Programme Executive Committee (BPEC) is a students' organization which focuses on the operating of the Buddy Programme. It mainly takes charge of organizing, planning and arranging of Buddy Programme's activities. By setting up various departments to specify the job assignments, BPEC intends to make sure Buddy Programme's activities can be conducted systematically. The aim of establishing Buddy Programme is to serve all the buddies, make better communication and study between students and buddies through efficient arrangements, and provide services and supports for the daily work of buddies.

8.1 Main Job Description

1.

BPEC should support, guide and promote all the work of Buddy Programme; BPEC should hold the work orientation, guide work purposes and work forms of Buddy Programme.

2.

QQ

BPEC should design work plans and related policies for Buddy Programme and manage the operation of the official microblog, WeChat interface and QQ groups of Buddy Programme.

3.

BPEC should integrate the suggestions and feedbacks from buddies and freshmen to summarize and evaluate the buddies' work.

4.

BPEC should be responsible for the coordination between buddy Programme and advisors, and communicate with relevant teachers.

5.

BPEC should be responsible for recruiting class buddies, local buddies and oversea buddies, and organizing the related training.

6.

BPEC should organize and hold related activities in order to build a platform for interaction and connection between buddies so that enhancing the mutual relationship between buddies.

7.

BPEC should promote and develop the culture of Buddy Programme so that it can be passed on and become more mature.

9. Buddy Recruitment

1.

In the second semester of each academic year, BPEC will carry out the recruitment of Class Buddies, Oversea Buddies and Local Buddies among all students of XJTLU.

2.

All students of XJTLU have the qualification to apply to become a buddy. Following the principle of openness and transparency, the recruitment has two forms: one is to be recommended by student development advisors and the

other is to recommend yourselves. Application should be submitted to BPEC before the deadline. After the interview and the evaluation of BPEC, you would be considered as the member of Buddy Programme.

3.

The tenure of Class Buddy and Overseas Buddy is one year, new applications are welcomed after the last tenure is finished.

4.

Local Buddy is normally recruited from Class Buddy, which follows the principle of voluntary autonomy. If there is no certain Local Buddy apply for it, Buddy Programme Executive Committee will search for qualified students throughout the whole university. Local Buddy's tenure is during the summer holiday.

5.

All students who are recruited to join the Buddy Programme need to sign the letter of undertaking before tenure.

6.

Alumni buddies are recruited separately, which needs to cooperate with alumni team.

10. Buddy Basic Requirements

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- Have strong sense of responsibility
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- Have a positive study attitude
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- Be familiar with XJTLU's rules and policies.
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- Enthusiastic and friendly, have strong interpersonal skills and team-work ability.
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- Not for personal gain, pure motivation
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- Positive guide for freshmen
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- A good image of temperament
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- Treat people equally and respectfully
-
- Excellent spoken English (only for overseas buddy)

11.

The combination of Buddy Programme and Student Development Advisors

Although student development advisors and Buddy Programme have different focuses, they all aim to provide services to guide students and help them on adjusting to the university and study. Based on this, the combination of these two systems will provide better services for students, typically for students who need helps.

Understanding students better is the first step to help and guide them. In order to do this, student development advisors and buddies can communicate with each other regularly. Buddies can talk with student development advisors about their problems. Student development advisors can offer help in a more professional way. At the same time, Buddies can be helpers who undertake responsibilities on managing the class for student development advisors, answer questions from freshmen and provide better assistance on time. Student development advisors and Buddy Programme can share the resource through the bilateral communication, which will guide to better understanding and assistance for students. In order to fully use the potential of these two systems and realize their own goals, a regular exchange system is proposed between Buddy Programme and student development advisors. There are three ways of communication which are listed as follows.

11.1 WeChat Group Communication

Each student development advisor need to build a WeChat group with the local buddies, which aims to maintain regular communication in the group. Student development advisors could assign jobs about the class management to the local buddies. At the same time, local buddies could ask student development advisors if the problems are too difficult to handle. And the freshmen will get the feedback after local buddies get the correct answers.

11.2 “ Informal ‘forum’ ”

Firstly, student development advisors talk about the forum’s time and location with BPEC. Secondly, student development advisors need to prepare the topic and invite members of BPEC and all the local buddies to attend. Finally, the three parties discuss the topic and exchange working experience and methods.

11.3

Formal Class Meeting and Team Building

Student development advisors should hold the meeting to discuss the class construction no less than twice a semester with the local buddies and students.

Student development advisors should take charge of organising and recording of the meeting. As for the team building, student development advisors need to invite the local buddies to participate together.

12.

Contact us

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