

# Welcome

## New Student Handbook

Master of Science in Electrical and  
Computer Engineering



UMass **Amherst**



## WELCOME TO THE UMASS AMHERST MS LIVE

Soon you'll be starting your MS Live.  
How exciting! Please review the following  
guidelines to make sure you have everything  
in place before your first day.

### 1. TECHNOLOGY REQUIREMENTS

Students are required to purchase their own personal laptops for the program.

Our recommendations and minimum system requirements are meant to provide general guidelines on which computer configurations work best for the MS ECE Live program. Please review the information at [umass.edu/it/support/hardware/recommended-minimum-computer-configurations-windows](https://umass.edu/it/support/hardware/recommended-minimum-computer-configurations-windows) for details.

### 2. REQUIRED TEXTBOOKS AND OTHER LEARNING MATERIALS

A detailed list of required textbooks and any other required materials will be provided by your academic support staff. Please refer to the Welcome email sent to you prior to your arrival for details.

### 3. LOCAL HOUSING

The program does not include housing.\* For recommendations on local housing, please reach out to our local student support (contact below).

#### **Local Student Support Contact**

Shanghai: [shanghai.studentservices@umassamherstglobal.org](mailto:shanghai.studentservices@umassamherstglobal.org)

Beijing: [beijing.studentservices@umassamherstglobal.org](mailto:beijing.studentservices@umassamherstglobal.org)

## 4. TUITION PAYMENT

We encourage students to complete their first payment as soon as possible.  
Balance due can be found on the statement of fees.

## 5. OTHER RESOURCES

### Classes at the Global Study Center:

You will take your classes in person at one of the following Global Study Centers.  
The addresses are as follows:

#### Global Study Center at Shanghai JiaoTong University:

上海交通大学徐汇校区机械楼405室

Room 405, Mechanical Engineering Building, Xuhui Campus, Shanghai

#### Global Study Center at Beijing JiaoTong University:

北京市海淀区高粱桥斜街44号北京交通大学东校区东教三楼113教室

Room 113, 3rd Floor, East Classroom Building 3, No.44 Gaoliangqiao Byway, Haidian District, Beijing



## 6. ACADEMIC HONESTY

The Academic Honesty Policy was established to ensure that the learning environment at the university is honest and fair. The policy is designed to provide faculty and students with options for handling incidents. Academic dishonesty includes but is not limited to:

- Cheating—intentional use or attempted use of trickery or deception in one's academic work
- Fabrication—intentional falsification and/or invention of any information or citation
- Plagiarism—knowingly representing the words or ideas of another as one's own work
- Facilitating dishonesty—knowingly helping or attempting to help another commit an act of academic dishonesty

The Academic Honesty Board handles all cases of academic dishonesty on campus. Formal definitions of academic dishonesty, examples of various forms of dishonesty, and the procedures that faculty must follow to penalize dishonesty are contained in the Academic Honesty Policy. There are two main pathways for resolving cases in which dishonesty is suspected: the informal resolution and the formal charge. Both of these paths require that the faculty member first inform the student of the concern and offer a meeting.

Informal resolutions are a fast-track way of handling dishonesty cases. In an informal resolution, the instructor and the student agree to a sanction, complete and sign an informal resolution form describing the incident, and send it to the Academic Honesty Board. The record is kept confidential unless the student receives three academic honesty charges (formal or informal), in which case the student will face official disciplinary action.

Formal charges may be filed with the Academic Honesty Board by a faculty member if there is no agreement on an informal resolution. The student has the right to appeal the formal charge, in which case a hearing is held and a determination is made by the Academic Honesty Board. If upheld, a formal charge will result in a sanction and an entry in the student's disciplinary file.

Formal charge appeals must be filed in writing with the Academic Honesty Board within ten days of notification of a formal charge. Information on the appeals process is contained in the Academic Honesty Policy.

## 7. GUIDELINES FOR CLASSROOM CIVILITY AND RESPECT

### An Environment of Academic Freedom

The University of Massachusetts Amherst strives to create an environment of academic freedom that fosters the personal and intellectual development of all community members. In order to do this, the university protects the right of all students, faculty, and staff to explore new ideas and to express their views. A necessary condition for these pursuits is an acceptance of the spirit of inquiry and a respect for diverse ideas and viewpoints. For true academic freedom to exist, this acceptance and respect must exist in both the overall campus environment and in the classroom.

While the principle of academic freedom protects the expression and exploration of new ideas, it does not protect conduct that is unlawful and disruptive. The university preserves a high standard for members of the community in terms of mutual respect and civility. While each member of the community holds a number of rights, privileges, and responsibilities, those individuals who disrespect the rights of others or who act in ways that discredit themselves or the university may forfeit privileges or receive sanctions. As members of an academic community, we are obligated to be exemplary, both in our behaviors and in our attitudes. This obligation is especially important within the classroom context since this is one of the primary ways that learning and growth are fostered.

### Expectations for Classroom Behavior

Learning and the exchange of ideas may take place in many settings, including the formal classroom. When students and faculty come together, the expectation is always that mutual respect and civility will prevail to ensure that every student has the optimum opportunity to learn and that each faculty member has the best opportunity to teach. Disruptions of any kind affect the atmosphere of civility that is expected and interfere with the opportunity for learning and growth to which both faculty and students are entitled.

Differences of opinions or concerns related to the class should be welcomed if presented in a mutually respectful manner. The challenging of viewpoints is part of the academic experience, but should occur in a manner that opens up dialogue and does not threaten any member of the learning community.

Each faculty member is responsible for the classroom environment, which includes creating a setting for the safe and open exchange of ideas by all students. Each student is responsible ensuring that his or her own behavior promotes these goals. Disruption of the learning process will not be tolerated and may lead to disenrollment or disciplinary action, as outlined in the accompanying procedures.

### Procedures Related to Disruptive Classroom Behavior

Course instructors at the University of Massachusetts have the professional responsibility and authority to maintain order in instructional settings, which include but are not limited to classrooms, libraries, group meetings, tutorials, lab sessions, office hours, and off-campus venues. To assure the best presentation of the course material, a course instructor shall determine the manner and times during which students may ask questions, request clarification, or express opinions or points of view in the instructional setting.

Student behavior or speech that disrupts the instructional setting or is clearly disrespectful of the instructor or fellow students will not be tolerated. Disruptive conduct may include, but is not limited to:

- rude or disrespectful behavior
- unwarranted interruptions
- failure to adhere to instructor's directions
- vulgar or obscene language, slurs, or other forms of intimidation
- physically or verbally abusive behavior

Instructors are advised to keep careful written records regarding any incident of disruptive behavior, including dates, times, names of those present, and details of the incident. Instructors should inform their department chair or supervising faculty and the Dean of Students Office of any such incidents and provide written documentation if requested. The parties involved, in conjunction with the department chair or supervising faculty and Dean of Students staff, should strive for acceptable solutions or mediate appropriate intervention strategies.

The instructor may disenroll the student by notifying him or her in writing (with copies to the Graduate Registrar and the Dean of Students Office) if:

- a solution cannot be achieved
- the disruptive behavior continues
- the student's conduct seriously disrupts the learning process

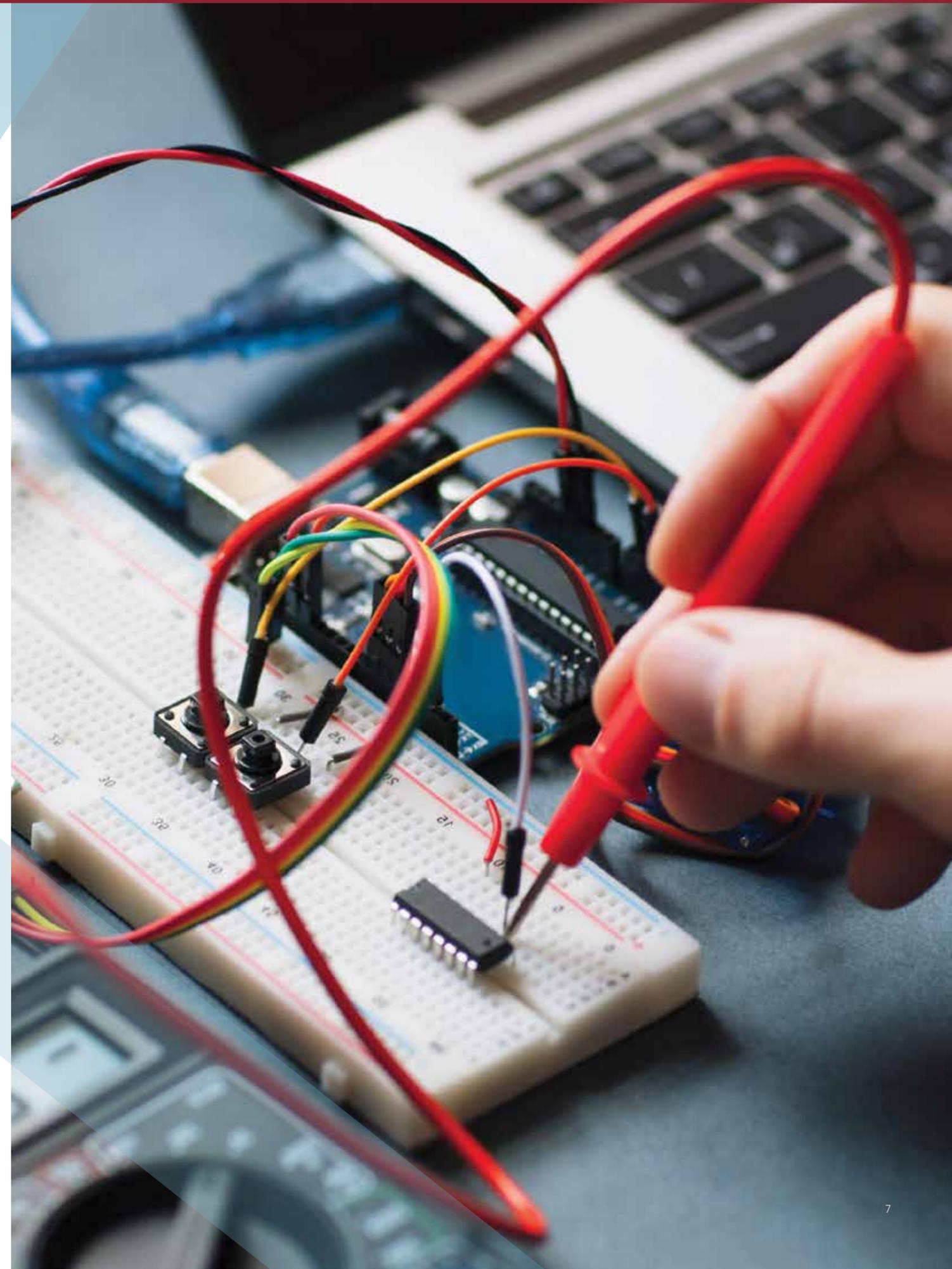
If disenrolled, a student may appeal to the Dean of Students Office within five (5) business days. If the student appeals, the Dean of Students Office staff will keep the instructor, the department chair or supervising faculty, and the student informed of the status of any action to be taken.

## 8. CREDIT REQUIREMENTS

A minimum of 30 graduate credits are required for a master's degree; 21 must be in the student's major field unless a higher number is required by the student's program. The grade point average for the courses counted toward the degree must be 3.0 or above. A minimum of one-half of the total required credits must be on a letter-graded basis. Any portion of the remaining credits may be graded "Satisfactory" subject to prior approval by the student's department/program. Credits transferred from another institution cannot be used to satisfy the university's requirement for graded credits nor the 600-800 course level requirement. Graduate courses that have been applied toward any baccalaureate or advanced degree may not be used for fulfilling requirements for any other master's degree at the university.

Also available here:

[umass.edu/gradschool/current-students/graduate-student-handbook/3-degree-certification](https://umass.edu/gradschool/current-students/graduate-student-handbook/3-degree-certification).



We are excited  
to meet you!





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