

**Notice from Office of Academic Affairs, Department of
Academic Affairs Regarding the Forwarding of
“Measures for Undergraduate Course Assessment and Grade
Management of Harbin Institute of Technology”**

January 2, 2025

All HIT departments,

In accordance with the arrangements of HIT and HIT, Shenzhen, we are forwarding the document “Measures for Undergraduate Course Assessment and Grade Management of Harbin Institute of Technology” (No. 323 [2024], HIT Undergraduate) for your action (see attachment). This measure will take effect from the spring semester of 2025 and is applicable to undergraduate students enrolled from the 2024 cohort onwards. Considering specific circumstances of the Shenzhen campus, the provisions of Articles 20 and 21 in Chapter 5, and Article 25 in Chapter 6, regarding hospital classifications have been revised from “a Grade-III Level-A hospital or the HIT Hospital” to “a Grade-III hospital or above”. Thank you for your kind attention.

Attachment: “Measures for Undergraduate Course Assessment and Grade Management of Harbin Institute of Technology” (No. 323 [2024], HIT Undergraduate)

Office of Academic Affairs, Department of Academic Affairs

No. 323 [2024], HIT Undergraduate

**Notice of Harbin Institute of Technology on Issuance
of “Measures for Undergraduate Course Assessment
and Grade Management of Harbin Institute of
Technology”**

December 26, 2024

All HIT departments,

The “Measures for Undergraduate Course Assessment and Grade Management of Harbin Institute of Technology” has been approved at the 22nd meeting of the Presidential Executive Council in 2024 and is hereby issued to you for implementation.

Harbin Institute of Technology

Measures for Undergraduate Course Assessment and Grade Management of Harbin Institute of Technology

(Approved at the 22nd meeting of HIT Presidential Executive Council in 2024 on December 23, 2024, and issued on December 26, 2024)

Chapter I General Provisions

Article 1 Course assessment is a critical component of the teaching process and a key method for evaluating students' learning outcomes. To further standardize the assessment and grade management of undergraduate courses and to ensure fairness in assessments, these Measures have been formulated in accordance with the "Regulations for Student Management in Regular Higher Education Institutions" (《普通高等学校学生管理规定》) (Order No. 41, Ministry of Education), while taking into account the specific circumstances of HIT.

Article 2 The term "course" in these Measures refers to all required and elective courses offered to undergraduate students by the university. The term "college" in these Measures includes all departments that offer courses.

Article 3 These Measures apply to all undergraduate students enrolled at HIT beginning with the 2024 cohort. They can also extend to undergraduate exchange students and graduate students who are enrolled in undergraduate courses.

Chapter II Organizational Structure

Article 4 Course assessments and grades are managed at two levels: the university and the colleges.

Article 5 The Undergraduate College is responsible for coordinating course assessments and grades management, approving related applications, and addressing issues such as educational malpractice and student misconduct—

including cheating—in accordance with relevant regulations.

Article 6 Colleges are responsible for training and supporting both instructors and students, managing applications related to course assessments and grade management, and ensuring thorough review and oversight.

Chapter III Basic Requirements for Course Assessment

Article 7 Course assessments are divided into two types: "examination" and "evaluation", which are specified in the program curriculum.

Article 8 The assessment method for each course must follow the course syllabus. If different assessment types are used for different groups of students in a course, it must be clearly stated in the syllabus.

Article 9 Students must complete course selection within the designated time and meet all required learning tasks to be eligible for assessment. Only students who pass the assessment will earn credits for the course. Students who attend the course or take the assessment without formally enrolling will not have their grades recorded. If a student accumulates unexcused absences amounting to one-third or more of the total class hours, their eligibility for assessment may be revoked once confirmed by the instructor.

Chapter IV Grade Recording and Management

Article 10 All grades for courses taken by students must be recorded accurately and completely.

Article 11 Course grades are recorded using one of the following systems: 100-point scale, five grades (A, B, C, D, F), and two grades (P, NP). Exam-based courses must use the 100-point scale. Required evaluation-based courses, major electives, and university-wide public electives may use the five-grade or two-grade system, as specified in the course syllabus.

Article 12 For courses graded on the 100-point scale, a final score of 60 or above is considered passing. For courses graded on the five-grade system, a

final grade of D or above is considered passing. For courses graded on the two-grade system, a grade of P is considered passing.

Article 13 Except for courses that use a two-grade system, final grades for all courses must be based on overall assessments, which include both formative assessments (such as coursework, in-class tests, experiments, projects, and mid-term exams) and final assessments (such as final exams and reports). For courses that use a two-grade system, the instructor will decide whether to use both assessment methods.

Article 14 Students whose eligibility for course assessment has been revoked will have their final grade recorded as "0", "F", or "NP", with the note "Eligibility Revoked". These students will be ineligible for make-up exams and can only earn the credits by retaking the course.

Students who miss the final assessment without official approval—such as failing to apply for a deferred exam or having a deferral application denied—will have their final grade recorded as "0", "F", or "NP", with the note "Absence". They will also be ineligible for make-up exams and can only earn the credits by retaking the course.

Students who violate exam rules or cheat will have their final grade recorded as "0", "F", or "NP", with the note "Violation" or "Cheating". They will also be ineligible for make-up exams and can only earn the credits by retaking the course after any penalties are lifted.

Article 15 The Weighted Average Score is a key indicator of a student's academic performance. The credit-weighted score of a course is calculated as follows:

Credit-weighted score of a course = credits of the course × final score of the course

(Formula 1)

Weighted Average Score

$$\begin{aligned} &= \frac{\sum \text{Credit} - \text{weighted scores of exam} - \text{based courses}}{\sum \text{Credits of exam} - \text{based courses}} \\ &= \frac{\sum \text{Credits of evaluation} - \text{based courses}}{\text{Number of the term when the Weighted Average Score is calculated}} \end{aligned}$$

(Formula 2)

For students who change their major or field of study, exam-based courses taken prior to the change will be assessed based on the standards of their original program. Any courses retaken after the change will be treated as evaluation-based courses and factored into the Weighted Average Score accordingly. For students who are downgraded, exam-based courses completed before the downgrade will be assessed according to the standards of their previous grade level.

Article 16 Grades from make-up exams, retaken courses, minor courses, and certain special courses—such as innovation workshops, innovation lab sessions, innovation and entrepreneurship courses, freshman seminars, cultural education courses, courses from other departments, graduate-level courses, and cross-disciplinary courses—are excluded from the calculation of the Weighted Average Score. However, all other courses outlined in the program curriculum, including major electives, will be included in the calculation of the Weighted Average Score. Grades for courses taken during exchange programs at other universities will not be included in the Weighted Average Score.

Article 17 HIT encourages student exchanges with other prestigious institutions. If a student takes an exam-based course as a make-up due to such an exchange, it will be counted as an evaluation-based course in the calculation of the Weighted Average Score. Other make-up courses will be included in the Weighted Average Score based on their respective assessment methods and final grades.

Article 18 As a rule, course grades should be submitted within one week of the final assessment. If errors are identified in the submitted grades, the instructor must request a correction through the Academic Management and Service Platform. This request must include supporting materials such as original records, exam papers, reports, and coursework. The correction will only be processed after review by the college and approval by the Undergraduate College.

Article 19 If a student is not satisfied with their course grades, they may request a grade review within 5 working days of the grade release. The college offering the course should establish a review panel of at least three faculty members to evaluate the request and provide a final decision.

Chapter V Course Exemption, Deferral, Make-up, and Independent Study

Article 20 Students unable to participate in physical education courses due to health reasons may apply for an exemption by submitting a medical certificate from a Grade-III Level-A hospital or the HIT Hospital. For military skills courses, exemption procedures should follow the “Measures for Management of Deferral and Exemption of Student Military Skills Training of Harbin Institute of Technology”.

For exemptions from other courses, corresponding implementation guidelines should be established, which must be reviewed by the respective colleges and approved by the Undergraduate College.

Article 21 Students unable to complete physical education courses during a term due to health reasons may apply for a deferral by submitting a medical certificate from a Grade-III Level-A hospital or the HIT Hospital. For military skills courses, deferral procedures should follow the “Measures for Management of Deferral and Exemption of Student Military Skills Training of Harbin Institute of Technology”, and the courses must be completed in a

subsequent term.

Deferrals for other required courses are generally not permitted.

Article 22 Students who miss required courses due to reasons such as changing majors/fields of study or participating in exchange programs, and for whom their college determines that other completed courses cannot fulfill the credit requirements, must take a make-up course.

Article 23 Students with a Weighted Average Score of 85 or higher may apply for independent study of theoretical courses with final exams during the designated period each term. This application requires approval from both the course instructor and the head of the respective college. Students granted approval for independent study must complete the final assessment, and their final grade will be based solely on the assessment result. A student may apply for no more than two independent-study courses per term. Independent study is not permitted for political theory courses, military theory courses, or practical courses.

Chapter VI Deferred and Make-up Exams

Article 24 Students who are unable to attend a course's final assessment due to official duties (such as representing HIT at major events or competitions), illness, major family emergencies, or other valid reasons may apply for a deferral. In general, deferrals for final assessments will not be granted for reasons other than those listed above. As a rule, deferred exams are not permitted for other course assessments.

Article 25 Students applying for a deferred exam due to official reasons must provide relevant documentation from the university or college. Students applying for a deferred exam due to illness must submit medical records and a diagnosis certificate from a Grade-III Level-A hospital or the HIT Hospital.

Article 26 Deferred exams are not permitted for political education practical

courses, military skills, internships, course projects, or other practical sessions. For independent lab courses, a deferred written exam may be allowed, provided the instructor confirms that the student has completed the practical components. Deferred exams are also not allowed for innovation workshops, innovation lab sessions, innovation and entrepreneurship courses, freshman seminars, cultural education, or other university-wide elective courses. Make-up exams are not allowed to be deferred.

Article 27 Students approved for a deferred exam may choose to either take the corresponding course's make-up exam or re-enroll in the course during the next academic year to complete the assessment. The final grade for a deferred exam may be determined through multiple assessments, with the grading method as follows:

1. For students taking the make-up exam: If the course uses a 100-point scale, the course grade will be calculated and recorded using Formula 3. However, students granted a deferral due to official duties (e.g., participation in major events or competitions) will have their actual score achieved in the exam recorded; If the course uses the five-grade or two-grade system, the actual grade achieved in the exam will be recorded.

Score for a deferred exam

$$= \begin{cases} 60 + (\text{Overall assessment result} - 60) \times 0.75 & (\text{When overall assessment result} \geq 60) \\ \text{Overall assessment result} & (\text{When overall assessment result} < 60) \end{cases}$$

(Formula 3)

2. For courses without a make-up exam or for students who choose to re-enroll in the course during the next academic year to complete the assessment, the final grade will be accurately recorded on the transcript.

If a student fails the deferred exam or is absent, course credit can only be earned by retaking the course.

Article 28 For deferred thesis or graduation project defenses, second

defenses, etc., the “Measures for Management of Undergraduate Theses and Graduation Projects of Harbin Institute of Technology” (《哈尔滨工业大学本科毕业论文（设计）工作管理办法》) will apply.

Article 29 Make-up exams are not allowed for political education practical courses, military skills, independent lab courses, internships, course projects, or other practical courses. Students who fail these assessments must retake the course to earn the corresponding credits. Make-up exams are also not permitted for innovation workshops, innovation lab sessions, innovation and entrepreneurship courses, freshman seminars, cultural education, or other university-wide elective courses. Students who fail these assessments may either retake the same course or select an alternative course. For all other courses, make-up exams should be offered.

Article 30 Whether the final grade for a make-up exam includes formative assessment results will be determined by the course instructor. Students should be informed of this in advance.

Article 31 Make-up exams are typically scheduled either one week before the start of the next long term or at its beginning.

Article 32 Students applying for exam deferrals, course deferrals, exemptions, or other similar matters must provide authentic and valid documentation. Any falsification of documentation will result in the student’s final grade for the relevant course being recorded as "0", "F", or "NP", and they will be disqualified from taking a make-up exam. Additionally, they will face disciplinary action in accordance with the “Student Disciplinary Measures of Harbin Institute of Technology” (《哈尔滨工业大学学生违纪处分办法》). After the penalty is lifted, credits for the course may only be earned by retaking it.

Chapter VII Course Retake

Article 33 Students who fail both the initial assessment and the make-up exam

for a required course that offers a make-up exam, or who fail the initial assessment for a required course that does not offer a make-up exam, must apply to retake the course. For elective courses, students may choose to retake the same course or select an alternative course.

Article 34 Students wishing to retake a course must submit their application within the designated retake registration period. Failure to do so will result in the loss of the opportunity to retake the course that term.

Article 35 Students have completed their program without a degree may apply to retake failed courses within the maximum allowed study period. They must pay tuition fees based on the course credits.

Article 36 The final grade for a retaken course will be recorded on the transcript with the actual grade achieved and the term in which it was earned.

Chapter VIII Supplementary Provisions

Article 37 The Undergraduate College is responsible for interpreting these Measures.

Article 38 These Measures take effect as of the date of issuance. In case of any discrepancy with previous measures, this document shall prevail.