

Notice of Harbin Institute of Technology on Issuance of "Measures for Graduate Course Assessment and Grade Management of Harbin Institute of Technology"

Chapter I General Provisions

Article 1 Course assessment and grade administration are integral to the University's overall teaching management. To further standardize graduate course assessment and grade administration, these Measures are formulated in accordance with the *Regulations for Management of Students in Regular Higher Education Institutions* (Order No. 41 of the Ministry of Education), and with due consideration of the University's specific circumstances.

Article 2 In this document, "courses" include degree-required courses, elective courses, and compulsory components such as professional practice and academic activities offered to graduate students. "Schools" refers to all units responsible for delivering these courses.

Chapter II Responsible Organizations

Article 3 Graduate course assessment and grade management are administered through a two-tier system at both the University and school levels.

Article 4 The Graduate School is responsible for the overall planning and University-level oversight of graduate course assessment and grade management. Each school is responsible

for providing guidance, conducting reviews, and carrying out oversight within its own unit.

Chapter III Course Assessment

Article 5 Course assessments take two forms—examinations and evaluations—and the selected method must be clearly stated in the course syllabus. In principle, the same assessment method shall apply to all students enrolled in a given course.

Article 6 Degree-required courses must be assessed through examinations, which may be conducted as written tests (closed-book or open-book) or oral exams. Written exams must include a formal exam paper; oral exams must be accompanied by detailed records. Elective courses may adopt written exams, oral exams, defenses, course reports, or other appropriate formats.

Article 7 Students are required to participate in all teaching activities prescribed by the courses—including assignments and practical activities—and to complete the corresponding assessments. Credits will be granted only if the assessment is passed. Students who miss a graduate course assessment without approval will be deemed absent, and their grade will be recorded as "0." Students who have not officially registered for a course but attend classes or take assessments will not have their grades recorded.

Article 8 Students who, without valid reason, accumulate absences amounting to one-third or more of the total class hours will, upon confirmation by the teacher, be disqualified from taking the course assessment, and their grade will be recorded as "0."

Article 9 Students must strictly abide by the examination regulations of Harbin Institute of Technology. Any misconduct or cheating will be handled in accordance with the *Measures for Management of Exam Rules and Disciplinary Actions of Harbin Institute of Technology*.

Chapter IV Grade Management

Article 10 Grades for degree-required courses are assessed on a percentage scale, with 60 and above considered passing. Course grading should emphasize process-based evaluation and, where appropriate, adopt a cumulative assessment approach to ensure a reasonable distribution of examination results.

Article 11 Elective course grades may be assessed on either a percentage scale or a two-level scale. When the two-level scale is used, grades shall be recorded as "Pass" or "Fail."

Article 12 Grades for compulsory components are generally assessed on a two-level scale and recorded as "Pass" or "Fail."

Article 13 The calculation of screened score of degree-required courses serves as an important basis for the evaluation of the Master's Academic Scholarship. This score is based on initial exam scores from degree-required courses. If a student replaces a course, the original score is used, instead of the new course's score. Scores from first foreign language courses are excluded. The calculation formulas are as follows:

1. Calculate the average score of a course.

$$P_i = \frac{1}{n} \sum_{j=1}^n c_{ij}$$

where P_i is the average score of Course i , c_{ij} is the score of Student j in Course i , and n is the number of students enrolled in Course i .

2. Calculate the overall average score.

$$P = \frac{1}{N} \sum_{i=1}^N P_i \quad (i \in [1, N])$$

where N is the number of courses included in the screened score.

3. Calculate the ratio of the average score of each course to the overall average score.

$$\eta_i = \frac{P_i}{P}$$

4. Calculate the effective score for Student j in Course i

$$C_{ij} = c_{ij}(2 - \eta_i)$$

5. Calculate the screened score of Student j

$$A_j = \frac{\sum_{i=1}^M C_{ij} X_{ij}}{\sum_{i=1}^M X_{ij}}$$

where M is the number of degree-required courses taken by Student j , and X_{ij} is the credit for Course i taken by Student j .

Article 14 Students with unsatisfactory scores may receive a "yellow card" warning and will be reported to the Graduate School. Typically, 2% to 5% of students in a given cohort receive this warning, with the exact percentage set by each college or department. Those who receive a yellow card warning must present their thesis/dissertation proposal to their department's degree evaluation subcommittee. Additionally, the subcommittee will closely monitor the student's thesis work to ensure satisfactory progress.

Article 15 The GPA serves as a reference indicator for evaluating graduate academic

performance. Degree-required course grades (excluding the first foreign language) are included in GPA calculations, while grades for elective courses and compulsory components are not. The correspondence between grades and grade points is shown in the following table:

Correspondence Between Graduate Course Grades and Grade Points

Score Range	Grade	Course GPA	Description
[90,100]	A	4.0	Excellent
[85,90)	A-	3.7	
[82,85)	B+	3.3	Good
[78,82)	B	3.0	
[75,78)	B-	2.7	
[71,75)	C+	2.3	Average
[66,71)	C	2.0	
[62,66)	C-	1.7	
[60,62)	D	1.3	Pass
Pass score after course retake/substitution	D-	1.0	
[0,60)	F	0	Fail
Pass [60-100)	Pass	-	Pass
Fail [0,60)	Fail	-	Fail
Exempted	Exempted	-	Exempted

Calculation of GPA:

$$\text{GPA} = \frac{\sum(\text{Course GPA} \times \text{Course Credits})}{\sum \text{Course Credits}}$$

Article 16 Graduate students may choose high-quality courses or open online courses offered by domestic or international universities and research institutions that are related to their discipline and comparable in academic reputation and level to those at the university. Enrollment in external courses requires approval from the student's supervisor, endorsement

by the school leadership, and submission to the Graduate School for review and record. All related expenses are to be borne by the student. Generally, credits earned from external courses must not exceed one-third of the total credits required in the student's curriculum, and grades from these courses will not be counted toward competitive scholarship evaluations.

Article 17 Undergraduate courses selected by graduate students can be recorded on the student's transcript. Credits for undergraduate courses outside the student's primary discipline are counted as elective course credits, whereas undergraduate courses within the student's discipline do not carry credit.

Article 18 Graduate students who successfully complete high-quality courses, such as summer school programs or master-level courses in the Outstanding Talent Training Program, can have these courses recorded on their transcript and counted toward elective course credits.

Article 19 Graduate courses completed and credited at the university prior to admission may be recognized if they meet the requirements of the current curriculum. Credit recognition requests must be approved by the student's supervisor and the school, and then submitted to the Graduate School for final confirmation before taking effect.

Article 20 Teachers are generally expected to complete grading and submit course results within one week after the assessment ends. In exceptional cases, submissions must be completed within two weeks after the assessment. If errors are discovered in submitted grades, teachers must submit a grade modification request through the Graduate Student Academic Management System (hereafter referred to as the "System"). Corrections will be approved

upon review by the school and confirmation by the Graduate School.

Article 21 Assessment results shall be accurately recorded on the graduate student's transcript. If a student has any questions regarding a course grade, they may request a grade review within 10 working days after the grade is released. The offering school shall establish a review panel of at least three faculty members to conduct the review, issue a final decision, and notify the student of the outcome.

Chapter V Deferred Assessment

Article 22 Graduate students who are unable to attend a course assessment due to representing the University in major events or competitions (official duties), illness, or significant family emergencies must submit a formal deferred assessment request before the scheduled assessment and provide supporting documentation.

Article 23 Students approved for deferred assessment must take the next scheduled assessment for the course and register for it in the system at the beginning of the assessment semester. Grades for regular coursework will be retained, and the final assessment grade will be accurately recorded.

Article 24 False applications for deferred assessment are strictly prohibited. Any misconduct will be handled in accordance with the *Measures for Management of Exam Rules and Disciplinary Actions of Harbin Institute of Technology*.

Chapter VI Course Retake and Substitution

Article 25 Graduate students who have passed a course are not permitted to retake or substitute it. For courses in which a student has failed, required courses specified in the curriculum must be retaken, while other courses may be either retaken or substituted. Grades from retaken or substituted courses will not be included in the calculation of cumulative GPA.

Article 26 To retake a course, students must re-register for it in the system and complete all coursework and assessments. Upon passing a retaken course, the grade will be recorded on the transcript with the actual score, and both the grade and GPA will be marked as "Retaken."

Article 27 Course substitution must be conducted under the guidance of the student's supervisor and is limited to a maximum of two courses. Upon passing a substituted course, the original course grade will be marked as "Cancelled."

Article 28 Graduate students who fail degree-required courses shall be dismissed under any of the following circumstances:

- (1) Failing the same degree-required course after two retakes;
- (2) Accumulating two or more failed degree courses after retake or substitution;
- (3) Failing a substituted degree-required course and still failing it after one retake.

Chapter VII Course Exemption

Article 29 Course exemptions for graduate students include two types: exemption with

assessment waived and exemption with assessment required.

Article 30 Exemption with assessment waived: Exemption for the first foreign language course shall be carried out in accordance with relevant management regulations. Upon approval, the student is granted course credit and a grade, recorded as "Exempted."

Article 31 Exemption with assessment required: If a student has already mastered the systematic knowledge of a course specified in the curriculum, they may submit an exemption application with supporting documents such as transcripts or certificates. Upon approval, the student is exempt from attending the course but must take the course assessment. If the assessment is passed, the student will be awarded credit for the course.

Chapter VIII Supplementary Provisions

Article 32 Exchange students at the university and undergraduates taking graduate courses shall follow the provisions of these Measures.

Article 33 The Graduate School is responsible for the interpretation of these Measures.

Article 34 These Measures shall take effect from the date of issuance. The former Measures (No. 36 [2023], Graduate School) are hereby repealed. In case of any inconsistency between these Measures and other relevant documents, these Measures shall prevail.