

Regulations on the Management of Student Academic Performance Management of Hunan Institute of Engineering (Revised)

Academic Affairs Office No.64 (2024)

In order to strengthen the management of student grades, gradually make the management of student grades more scientific, standardized, and network-based, and continuously improve the level of teaching management, these regulations are hereby formulated in combination with the actual situation of teaching management in our university.

I. Grade Assessment

Students shall participate in the assessments of theoretical courses and practical teaching links stipulated in the talent cultivation plan. The assessment grades shall be recorded in the student grade books and included in their personal files.

The types of course assessments are divided into examinations and reviews, and the course assessment links are divided into centralized assessments and process assessments. For examination courses, the hundred-mark system is adopted. The process assessment grades (generally referring to usual grades) account for 40%, and the centralized assessment grades (generally referring to the grades on the examination papers) account for 60%. For review courses, the hundred-mark system or the five-level system (excellent, good, medium, pass, fail) is adopted. The process assessment grades (generally referring to usual grades) account for 50%, and the centralized assessment grades (generally referring to the grades on the examination papers) account for 50%. For any course whose centralized assessment grade (including examination courses and review courses) is lower than 40 points, the course assessment grade is considered failing, and only the centralized assessment grade will be registered. All practical links adopt the five-level system (excellent, good, medium, pass, fail) for grade evaluation and are directly entered into the comprehensive grades.

Those who absent from course learning or assessment without justifiable reasons will be given a grade of zero for that assessment, and their eligibility for make-up examinations will be canceled. They can only participate in course retakes. In addition to being dealt with in accordance with the relevant regulations of the university, students who cheat in assessments will be given a grade of zero for that course. Those with failing comprehensive grades will have one chance for a make-up examination. For make-up examination grades above 75

points, they will be recorded as 75 points; for those below 75 points, they will be recorded as the actual grades. For grades above medium, they will be recorded as medium; for those below medium, they will be recorded as the actual grades. Those who still fail the make-up examination shall participate in course retakes in accordance with the relevant regulations of the college. The grades after retaking will be recorded as the actual grades, and the words “retaken” shall be noted after the grades.

II. The Entry of Grades

1. The management of student grades is implemented under the two-level management of the Academic Affairs Office and colleges (departments, centers).

2. The grade evaluation of examination and review courses shall be entered online by the instructors. After the completion of the assessment of each course, the instructors shall enter the students' assessment grades through the teaching affairs network management system within the prescribed time after the examination. The system will be closed when the time is up.

3. The grades of all practical links shall be filled in by the instructors in the written form of the “Student Grade Registration Form of Hunan Institute of Engineering” and submitted to the college (department, center) where the students are located. Then, the teaching affairs secretaries of each college (department, center) will enter the grades.

III. The Modification of Academic Grades

Once the instructors submit the students' grades online, no one can change them at will. If the instructors find that there are errors in registration or omissions after submitting the grades, they shall first submit a written application by themselves, fill in the “Approval Form for Changing Student Grades of Hunan Institute of Engineering” and attach copies of the original grade sheets and the original examination papers of the students' course assessments. After being reviewed by the teaching and research section and signed (stamped) by the dean (director) of teaching of the college (department, center), the instructors shall submit them to the Academic Affairs Office. After being reviewed and approved by the Academic Affairs Office, the Student Status and Grade Management Section will make the corrections.

IV. The Aggregation of Grades

1. After the instructors submit the grades online, the teaching affairs secretaries of each college (department, center) shall submit the written student grade sheets signed by the instructors to the Academic Affairs Office for filing (printed from the teaching affairs network management system). For individual courses whose grades cannot be entered in the teaching affairs management system, the written form of the “Student Grade Registration Form of Hunan Institute of Engineering” is required to be submitted for filing. The filed grade sheets should be filled in with blue (or black) ink pens and cannot be filled in with pencils, ballpoint pens, etc. All items on the submitted grade sheets should be filled in completely. If there are special circumstances, they must be noted; otherwise, the Academic Affairs Office will regard them as invalid grade sheets and return them. These grade sheets should be submitted to the Academic Affairs Office at the end of each semester.

2. The grade files of students shall be cleared up every semester. Especially for the grade files of graduating students, each college (department, center) should conduct a comprehensive clearance one semester in advance, and promptly find out the situations of deficiencies, omissions, errors, and doubts and make up for them.

V. Grade Printing

1. The grades of graduates cannot be printed for students until they are uniformly reviewed and approved by the Academic Affairs Office. At this time, the grades provided online can only be used as a way for students to understand their own grades.

2. For the printing of the grade files of graduating students, please submit them according to the time specified in the document issued by the Academic Affairs Office every year, in duplicate. Each copy must be initially reviewed and stamped by the teaching affairs secretary of the college (department, center), and then uniformly submitted to the Academic Affairs Office for review and approval.

VI. Verification and Validation of Academic Grades

Before graduation, various types of grade sheets of students need to be reviewed and stamped. They shall be uniformly issued by the college (department, center) where the students are located according to different categories and specific steps, and then uniformly verified and approved by the Academic Affairs Office.

1. Review of the grade sheet on the employment recommendation form: It shall first be reviewed, signed, and stamped by the college (department, center), and then uniformly submitted by the teaching affairs secretary of the college (department, center) to the Academic Affairs Office for review and approval (each person can make 3 recommendation forms each time, and special circumstances need to be explained).

2. Review of the grade sheet for postgraduate reexamination: It shall first be reviewed, signed, and stamped by the college (department, center), and then the student himself/herself shall take the reexamination notice to the Academic Affairs Office for review and approval.

3. For all students enrolled in our university who need to review the grade sheet due to studying abroad: The student himself/herself shall first submit an application, go to the college (department, center) where he/she is located for review, signing, and stamping, and finally go to the Academic Affairs Office for review and approval.

VII. The Query of Grades

Students need to log in to the teaching affairs network management system on the college website and enter their personal passwords to inquire about the grades of all the courses they have taken in all semesters.

VIII. Supplementary Provisions

1. These regulations shall come into effect from the first semester of 2018. The original “Regulations on the Management of Student Grades of Hunan Institute of Engineering” shall be abolished simultaneously.

2. These regulations shall be interpreted by the Academic Affairs Office.