

School of Architectural Engineering, Kunming University

Detailed Rules for Student Grade Management

Chapter 1: General Provisions

Article 1

Student grade management is an extremely important foundational task in teaching administration. In order to promote the standardization, institutionalization, and modernization of this work, and to ensure the quality of grade management, these detailed rules are formulated.

Article 2

Student grades reflect the level of students' academic performance during their studies. Objectively assessing, recording, evaluating, and analyzing them are important means for the college to ensure teaching quality. Instructors, the college, and teaching administration departments jointly bear the responsibility for grade management. Responsible personnel at every stage—including grade assessment, entry, recording, and preservation—must adhere to a serious and rigorous attitude and strictly observe the principles of fairness, justice, and truthfulness.

Article 3

The college implements computerized network information management for current students' grades. Instructors enter student grades through the academic affairs system; students and teaching administration staff query grades through the academic affairs system according to the corresponding methods and authorities.

Chapter 2: Grade Assessment

Article 4

The acquisition of student course grades shall be based on the student's individual course selection data. Unless there are special reasons and approval from the department head, no one may arbitrarily alter the course teaching information determined at the time of course selection in the student's grade record.

Article 5

Course grade assessment methods are divided into two types: percentage system and five-level system (Excellent, Good, Medium, Pass, Fail).

Examination courses shall use the percentage system for grade assessment; grade values shall be rounded to integers, with no decimals retained. Assessment courses may, according to teaching characteristics, use either the percentage system or the five-level system for grade assessment, as appropriate.

Article 6

Course assessment is divided into two methods: examination and assessment.

The assessment method for each course and the proportion of each assessment component (formative assessment, summative assessment, etc.) in the overall grade shall be clearly stipulated in the course syllabus and teaching plan, and shall be strictly implemented.

The grade for an examination course is generally determined mainly by the final examination result; in principle, the final examination shall account for no less than 60% of the overall grade. For courses implementing examination method reforms, the above requirement may be waived, but a written application must be submitted and approved by the college and the Academic Affairs Office before implementation.

When assessing grades for examination courses, if a student's raw score on the final examination paper is below 50 points (excluding 50 points), the overall grade shall not be assessed as a pass. Among these, if the formative assessment score is higher than 50 points, the overall course grade shall be determined by the final examination paper raw score; if the formative assessment score is lower than 50 points, the overall course grade shall be determined by the combination of formative assessment score + summative assessment score.

For assessment courses, the proportion of any single assessment component in the overall course grade shall not exceed 60%. Without the approval of the college, assessment courses shall not determine the overall grade by means of a single centralized test.

Students' formative assessment scores may be comprehensively assessed based on ordinary class attendance, extracurricular assignments, exercise sessions, classroom discussions, and usual test scores. Instructors shall indicate the scoring basis (including criteria

for gaining or losing points) for the formative assessment items in the "Usual Grade Record Sheet", and usual grades shall have reasonable and practical differentiation.

Article 7

Before the course assessment, the instructor shall examine students' eligibility for assessment. Students who fall under any of the following circumstances shall be disqualified from assessment:

1. For courses with assignments, students whose cumulative missing assignments amount to one-third or more of the total required assignments;
2. Students whose absenteeism reaches one-third or more of the total teaching hours of the course.

Article 8

Instructors shall calculate students' overall course grades in accordance with university regulations and the proportions determined in the syllabus and teaching plan; they shall not arbitrarily adjust or change the overall grade by adding or subtracting usual grades. When assessing student grades, there must be objective evidence, seeking truth from facts, and refraining from favoritism; subjective fabrication is strictly prohibited. In the processes of grading, calculating scores, and entering grades, instructors must be careful and meticulous to prevent errors or omissions in grades.

Article 9

No personnel not directly responsible may, without authorisation, peruse or alter student grades or examination papers. Teaching materials such as student grade registration forms and examination papers are confidential; during the processes of grading, entering, transmitting, and preserving, students and unrelated staff shall not participate.

Chapter 3: Grade Entry, Submission, and Correction

Article 10

When entering and submitting grades, instructors shall, for students disqualified from assessment, mark "Disqualified" in the "Grade Mark" column, and the course grade shall be entered as zero; for students approved for deferred examination, mark "Deferred" in the "Grade Mark" column, and the course grade shall be entered as zero; the Academic Affairs Office will arrange for these students to take the deferred examination based on the information marked in the "Grade Mark" column. For students absent without justification from course examinations (including make-up and deferred examinations), mark "Absent" in the "Grade Mark" column, and

the course grade shall be entered as zero. For students violating examination discipline or cheating, mark "Disciplinary Violation" or "Cheating" in the "Grade Mark" column, and the course grade shall be entered as zero.

Article 11

After entering student grades, instructors shall carefully check and verify them; after confirming there are no errors, they shall promptly perform the online submission operation. Immediately after submission, they shall print the student grade sheet, sign it, and submit it to the College Teaching Affairs Office.

Article 12

Instructors shall generally enter and submit student course grades in the university academic affairs management system before the grade entry deadline required by the Academic Affairs Office. All entered grades shall be consistent with the original grade evidence (e.g., student examination papers, usual grade record sheets); the original grade evidence shall be placed in a file box and handed over to the College Teaching Affairs Office for archiving. The College Teaching Affairs Office shall promptly inspect and supervise the submission of grades by instructors.

Article 13

If, due to teaching schedule arrangements or other special circumstances, an instructor cannot complete the entry and submission before the grade submission deadline, they must submit a written delayed entry application to the college in advance, explaining the reasons and the planned completion time; after obtaining consent from the college leader in charge of teaching, the application shall be submitted to the Academic Affairs Office for approval.

If, because an instructor fails to enter and submit grades within the prescribed time, students cannot timely participate in make-up/deferred examinations or other subsequent teaching activities, the college will hold the instructor accountable for their work responsibility.

Article 14

After student grades for a course teaching class have been submitted online, the instructor cannot make further changes. If a grade needs to be changed due to entry errors, marking errors, or errors in adding scores, the instructor must log into the "Grade Change" module of the academic affairs system, submit a modification request online, and after review and approval by the college supervisor, report to the Academic Affairs Office for final approval; the grade change becomes effective after approval. After the grade change becomes effective, the instructor shall print the grade correction form and

submit it together with the student grade sheet to the College Teaching Affairs Office. The instructor is responsible for promptly notifying the student of the grade change result.

Grade changes must adhere to the principle of seriousness and rigour. If an instructor causes large-scale grade errors due to not grading according to the scoring criteria, or submits a grade change application with falsified materials, once discovered, the responsible person shall be dealt with according to the relevant provisions of the "Kunming University Measures for the Identification and Handling of Teaching Accidents".

Chapter 4: Grade Publication and Inquiry

Article 15

The instructor's online submission of grades for a course teaching class constitutes the publication of valid grades to the relevant students; students can then log into the university academic affairs system to query them.

Chapter 5: Supplementary Provisions

Article 16

All types of form styles used in the college's grade management work shall be uniformly designed and formulated by the Academic Affairs Office. Forms that do not use the unified standard style shall be considered invalid materials.

Article 17

These detailed rules shall come into effect on the date of promulgation and shall be interpreted by the School of Architectural Engineering.