

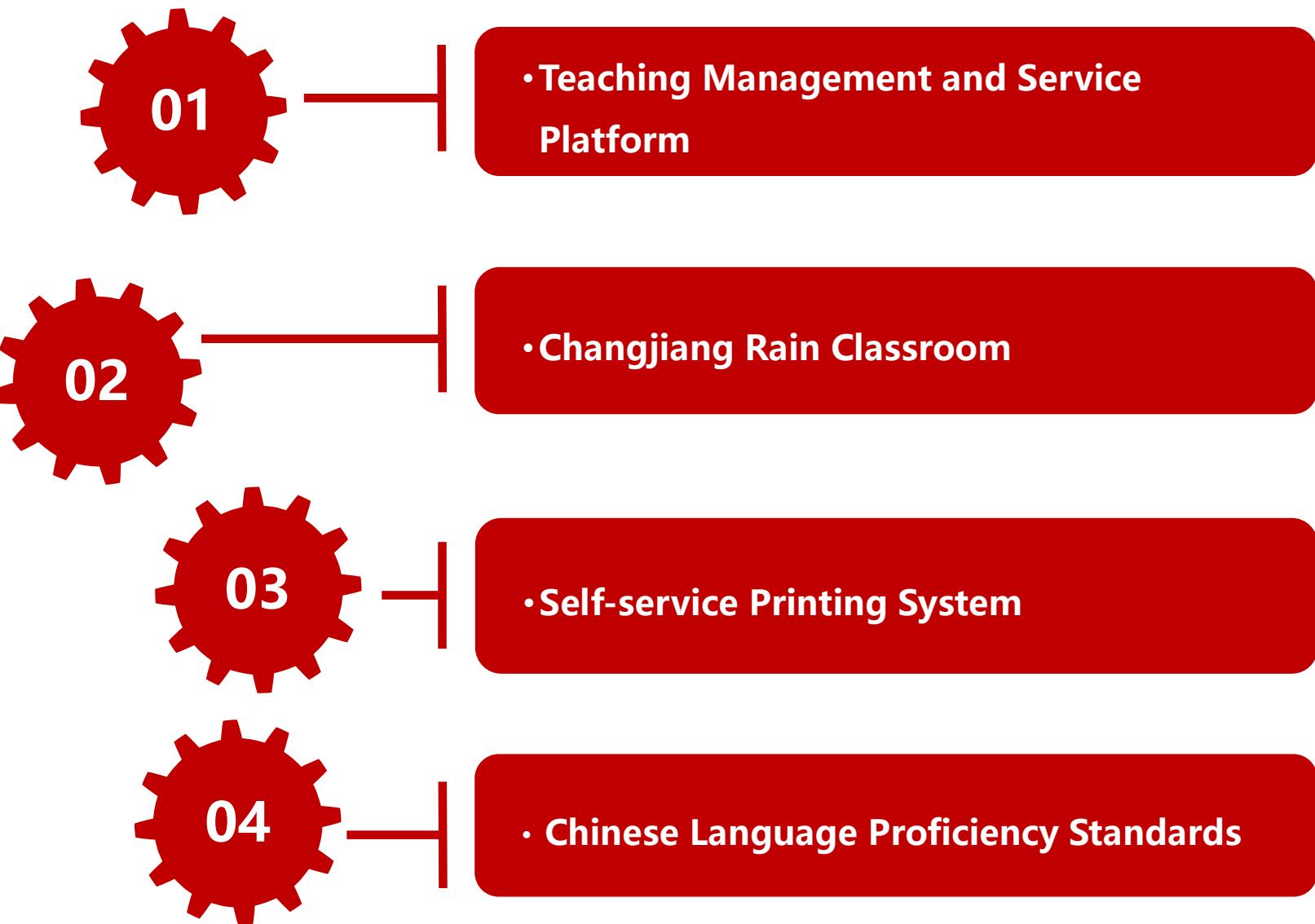


Training on the use of Teaching-related Systems for International Undergraduate Students

Department of Academic Affairs



Academic Guide



01

Teaching Management and Service Platform

The Teaching Management and Service Platform can be simply referred to as the "JW" system. confirm your student status information, select or drop courses, view your class schedule, check exam information, check your grades, and submit grade-related applications

You can login this system on the computer or on the app.



the login interface on the computer



the login interface of app

01 How to login this system?

The website of the system: <http://jw.hitsz.edu.cn>



01

View or modify the student status information

click on "View student status", check and modify personal information.

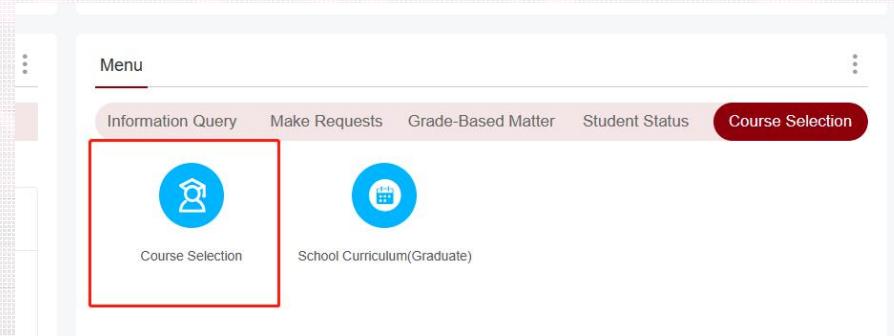
1. Check the student registration information: name, gender, nationality, ID number, date of birth, school, major and other such fields can not be edited by yourself, if you find any errors, please send an e-mail (must be accompanied by relevant proof) to zouyueli@hit.edu.cn, Contact Tel: 0755-86716144.

2. Modify personal information: please check the enrollment photo and fill in personal information such as religion, telephone number, Email, and Current Address. (if there is any error with the enrollment photo, please contact Ms. Li from the Department of Academic Affairs, Email: liwenshuang@hit.edu.cn)



01

How to select courses online?



click the bottom of “Course Selection” under the menu of "Course Selection "on the homepage

The screenshot displays a course selection interface with two main tables. The top table shows course details with columns: Class, Course Code, Course Title, Course Character, and Course Type. The bottom table provides more detailed information with columns: Class, Course Code, Course Title, Course Character, Course Type, Medium of Instruction, Scoring method, Credit, Credit Hours, and Course Information. Both tables include sections for 'Compulsory course' and 'Elective course'. A red box highlights the 'Compulsory course' section in both tables.

Class	Course Code	Course Title	Course Character	Course Type
	ELEC3005	Electromagnetics	Compulsory course	Else

Class	Course Code	Course Title	Course Character	Course Type	Medium of Instruction	Scoring method	Credit	Credit Hours	Course Information
	ELEC3028	Pattern Recognition	Elective courses	Else			2.0	32.0	GuShuShi Class Information: 2-5,7-8Week,Mon. 3-4 T 2-4,7-8Week,Fri. 1-2 T3 6Week,Sat. 1-2 T3402. null, null, null, null, null

Click the button of "Compulsory Course" and “Elective Course”, you can check all the Courses.

01

How to select courses online?

Course offering unit		Capacity/students enrolled	Action
Shenzhen Polytechnic		Quota for undergraduate: 8, Selected numbers: 20	No.1 Select
Shenzhen Polytechnic		Quota for undergraduate: 5, Selected numbers: 6	No. Select
Shenzhen Polytechnic		Quota for undergraduate: 8, Selected numbers: 6	No. Select
		Quota for undergraduate: 2, Selected numbers: 8	No. Select

Select the course you want to take, click “select”

Course offering unit		Capacity/ students enrolled	Action
Humanities and Social Science		Quota for graduate: 30, Selected numbers: 30	Drop
Mechanical Engineering and Automation		Quota for graduate: 60, Selected numbers: 8	Drop

If you want to cancel the course you have selected, click “Drop”

01

How to select courses online?

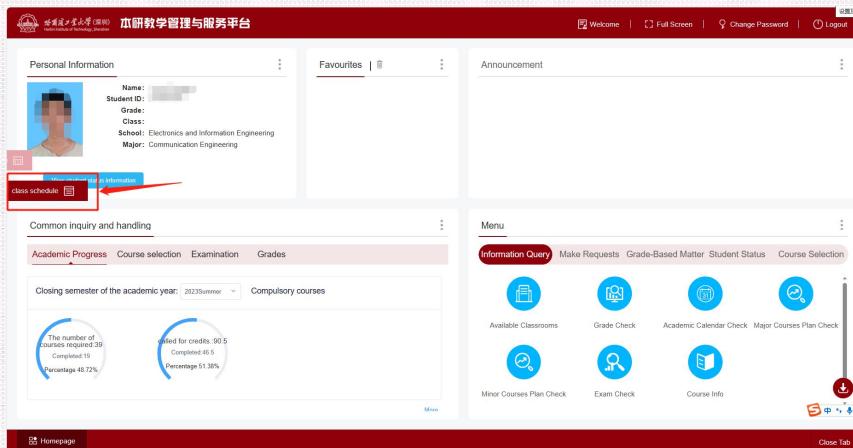
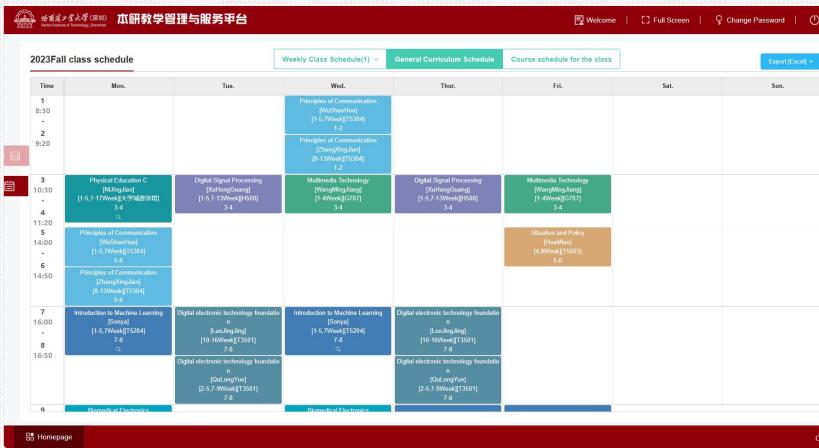
you may check all the courses you have selected by clicking the button of “Courses Selected”.

semester	2023Fall	Selection mode	Select	department	Select	keywords	keywords															
		Timetable		Total credits:19																General cours		
courses selected(11)		Compulsory course ①		Elective course		Physical education		Writing and Communication		Innovation seminar		Tutorial for contests		Innovation lab class		retake	补修	方案内跨专业		跨专业课程体系		General cours
Effective Token	Pay or Not	Course Selected Type	Selection Mode	Selection Coefficient	Class	Medium of Instruction	Course Code	Course Title		Course Character	Course Type	Scoring Method	Credit	Credit Hours	Course In							
Effective	None	Elective course	Direct selection				ELEC3014	Biomedical Electronics		Elective courses	Else		2.0	32.0	MaTing Class Information: 1-4Week,Mon. 9-10 H50 1-4Week,Wed. 9-10 H50 null, null, null, null, null							
Effective	None	Elective course	Direct selection				ELEC3006	Multimedia Technology		Elective courses	Else		2.0	32.0	WangMingJiang 上课信息: 1-4周,Wed. 3-4 无地点、 1-4周,Fri. 3-4 无地点、 21级通信1班、21级通信 级通信4班、21级通信5班 通信7班、21级通信8班							
Effective	None	Elective course	Direct selection				ELEC3042	Introduction to Machine Learning		Elective courses	Else		2.0	32.0	Sonya 上课信息: 1-5,7周,Mon. 7-8 无地点、 1-5,7周,Wed. 7-8 无地点、 21级通信1班、21级通信 级通信4班、21级通信5班 通信7班、21级通信8班、							

01

check the class schedule

View class schedule: click the bottom of “class schedule” on the homepage

2023Fall class schedule							
	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
1 8:30				Principles of Communication [HuWenXiao] [1-5 Week][T1348] 1-2			
2 9:20			Principles of Communication [ZhangJingXin] [1-5 Week][T1349] 1-2				
3 10:30	Physical Education C [MaHongJie] [1-5 Week][T1350] 3-4	Digital Signal Processing [DaiXiangJing] [1-5 Week][T1350] 1-4	Multimedia Technology [WangYingJing] [1-5 Week][T1350] 3-4	Digital Signal Processing [DaiXiangJing] [1-5 Week][T1350] 3-4	Multimedia Technology [WangYingJing] [1-5 Week][T1350] 3-4		
4 11:20	Principles of Communication [HuWenXiao] [1-5 Week][T1350] 5-6						
5 14:00	Principles of Communication [HuWenXiao] [1-5 Week][T1350] 7-8						
6 14:50							
7 16:00	Introduction to Machine Learning [Songy]	Digital electronic technology foundation [LuXiangJing] [10-11Week][T3601] 7-8	Introduction to Machine Learning [Songy] [1-5 Week][T1254] 7-8	Digital electronic technology foundation [LuXiangJing] [10-11Week][T3601] 7-8	Digital electronic technology foundation [QiuLongWei] [2-5.7 Week][T3601] 7-8		
8 16:50		Digital electronic technology foundation [QiuLongWei] [2-5.7 Week][T3601] 7-8		Digital electronic technology foundation [QiuLongWei] [2-5.7 Week][T3601] 7-8	Principles of Electronics		

- Please attend the class on time according to the class schedule.
- Students who miss one course more than 1/3 of the total classes, you will be disqualified from taking the exam for that course, and the grade of this course will be marked as "cancel the exam qualification."

01

some details of the schedule

Some details explanation for the timetable.

2024Fall class schedule		Weekly Class Schedule(2) 		General Curriculum Schedule 		Course schedule for the class				Export [Excel]  
Time	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.			
1 8:30 - 2 10:15	<p>[Experiment] Fundamentals of Electronic Technology Experiment[8-9Week] [K410] [1-2]</p>	<p>College Physics IB [Tang Ho Kin] [1-3,5,7-17Week][H312] 1-2</p>	<p>Fundamentals of Electronic Technology [PanXueWei] [2-5,7-8Week][H313] 1-2</p>	<p>[Experiment] Fundamentals of Electronic Technology Experiment[8-9Week] [K410] [1-2]</p>	<p>Intermediate Chinese I [WangXin] [7-14Week][H302] 1-2</p>					
3 10:30 - 4 12:15	<p>Probability Theory and Mathematical Statistics [FengZhengHui] [1-3,5-6-8-14Week][T2811] 3-4</p>	<p>[Experiment] High-level Language Programming[5-5Week] [T2608] [3-4]</p>	<p>Probability Theory and Mathematical Statistics [FengZhengHui] [1-5,7-13Week][T2811] 3-4</p>	<p>Life and Health Science [ZhangYang] [7-14Week][T2809] 3-4</p>	<p>College Physics IB [Tang Ho Kin] [1-5,7-17Week][H312] 3-4</p>			<p>College Physics IB [Tang Ho Kin] [5Week][H312] 3-4</p>		
5 14:00 - 6 15:45	<p>[Experiment] Fundamentals of Electronic Technology Experiment[12-12,14-14Week] [K421] [5-6]</p>	<p>[Experiment] High-level Language Programming[11-12Week] [T2608] [5-6]</p>	<p>[Experiment] Fundamentals of Electronic Technology Experiment[15-15Week] [K421] [5-8]</p>	<p>[Experiment] Physics Lab IA[12-12Week] [T2708] [5-7]</p>	<p>Fundamentals of Electronic Technology [PanXueWei] [2-5,7-8Week][H313] 5-6</p>					
	<p>Computer Science and Electrical Information [HeFeng] [10Week][T5406] 5-6</p>		<p>Computer Science and Electrical Information [DuanJiaNan] [8Week][T5405] 5-6</p>	<p>[Experiment] Physics Lab IA[16-16Week] [T5805] [5-7]</p>	<p>Fundamentals of Electronic Technology [WangFei] [9-14Week][H313] 5-6</p>					
	<p>Computer Science and Electrical Information [ShaoYTian] [2,3,5-6Week][T5406] 5-6</p>		<p>Computer Science and Electrical Information [LiuWei] [10Week][T5405] 5-6</p>	<p>[Experiment] Physics Lab IA[13-13Week] [电磁学实验室 I] [5-7]</p>						
	<p>Computer Science and Electrical Information</p>		<p>Computer Science and Electrical Information</p>	<p>[Experiment] Physics Lab IA[15-15Week] [T2707] [5-7]</p>						

[1-2], this means you'll be in this classroom from session 1 to session 2, nearly two hours.

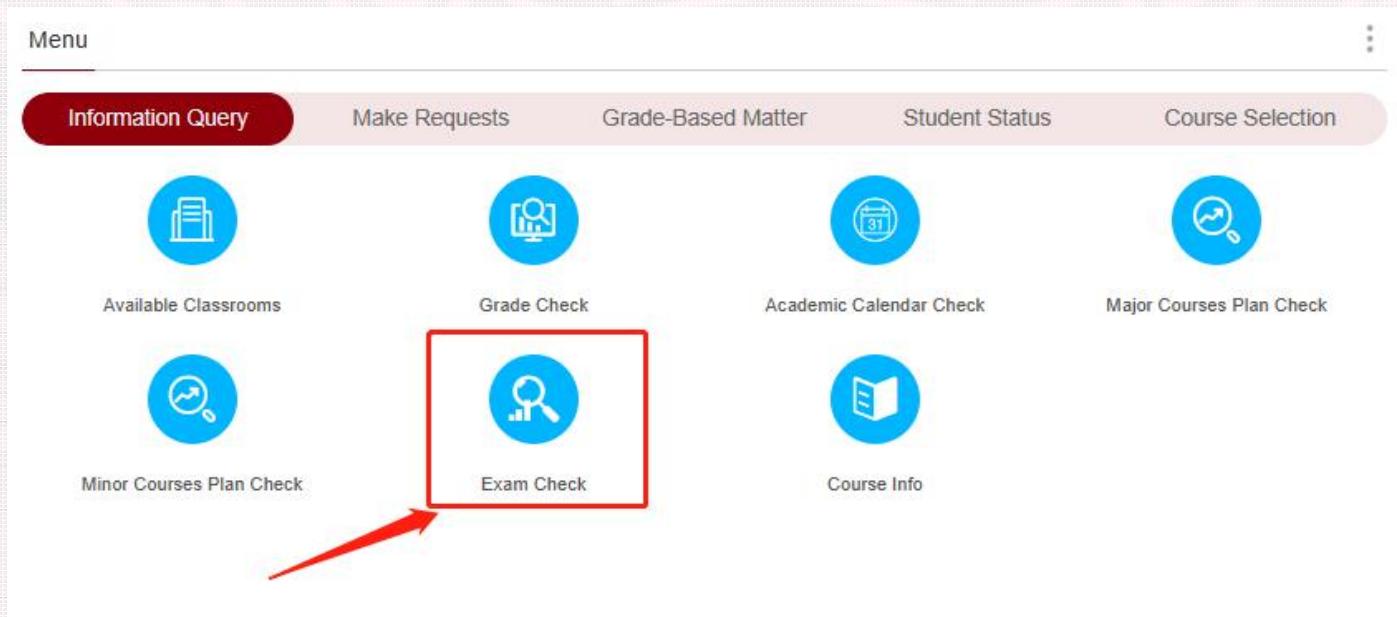
It means you'll take this class from 7th week to 14th week

Classroom Number

01

Exam and Grade Related

view exam information: click the bottom of "Exam Check" under the menu of "Information Query" "on the homepage

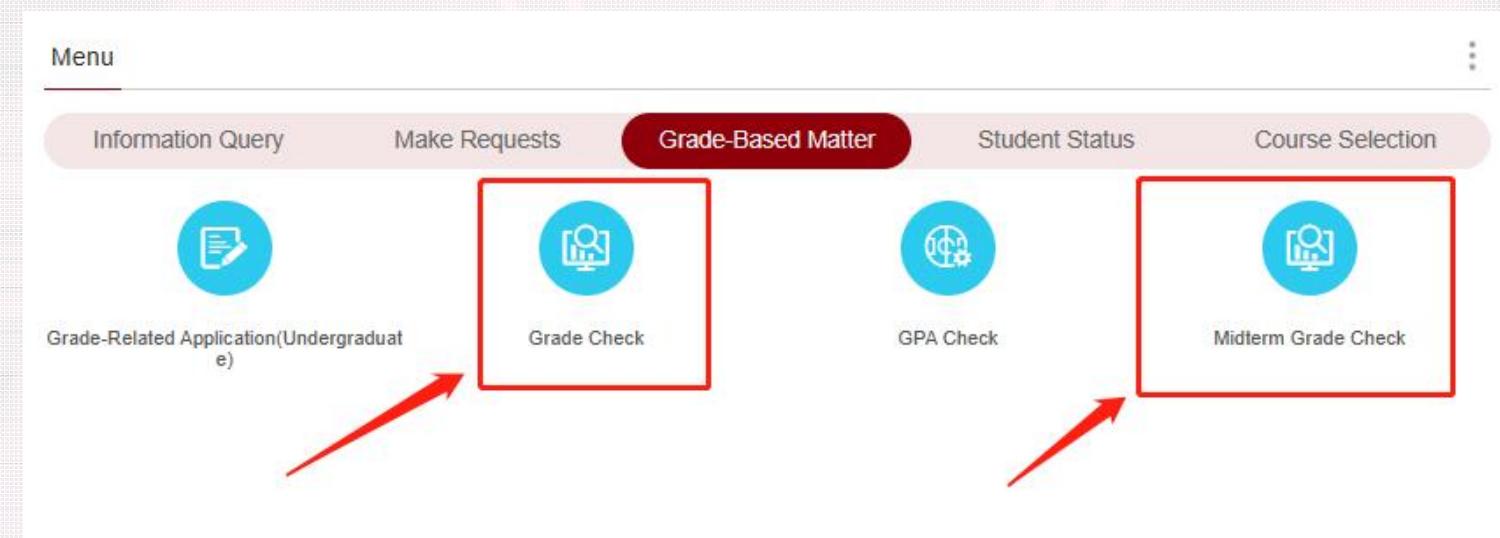


- Please attend the test on time according to the test schedule.
- If you miss the exam or you are late for more than 15 minutes, your grade will be marked as "absent from Exam"

01

Exam and Grade Related

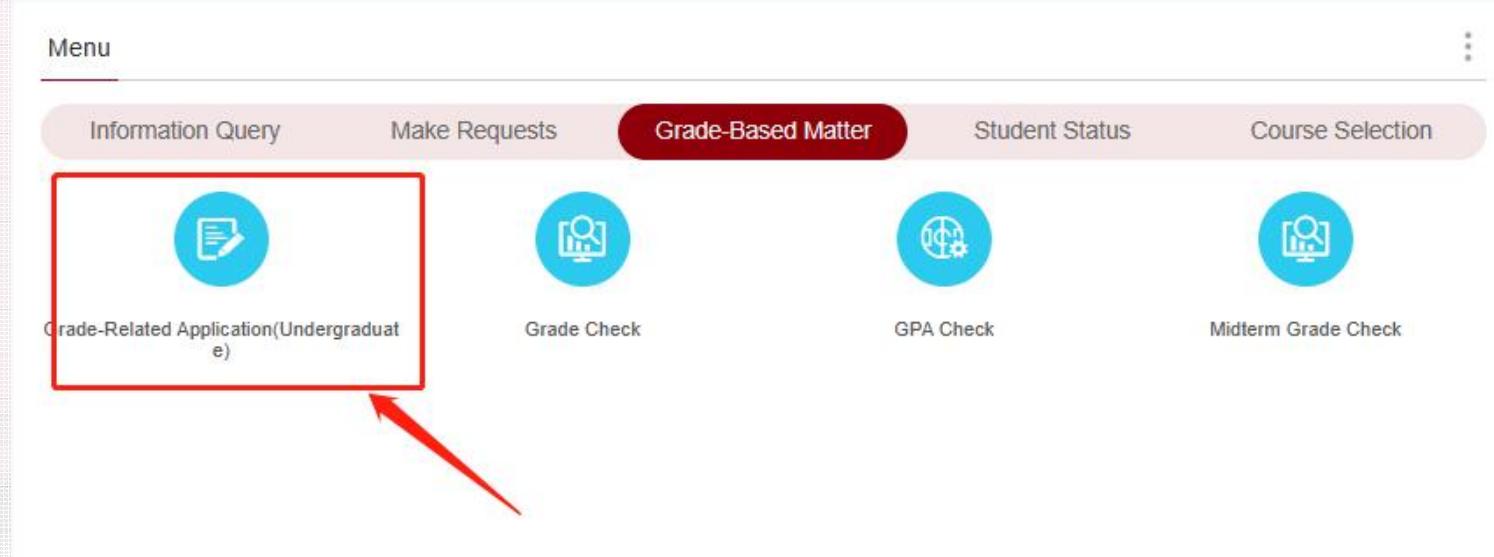
view grade: click the bottom of “Grade Check” under the menu of "Grade-Based Matter "on the homepage



01

Exam and Grade Related

- If you have any questions about the grade of any course, you can apply for a grade review within 7 days after the results are announced.
- the way for application: click the bottom of "grade-Related Application" under the menu of "Grade-Based Matter " on the homepage, and query the review progress in the process of "student grade review application progress."



01

Exam and Grade Related

- For international undergraduate students, you should study “Elementary Chinese I”、“Elementary Chinese II”、“Intermediate Chinese I” and “Intermediate Chinese II”. International undergraduate students who has excellent Chinese proficiency, and meet the following conditions, you can apply for exemption of Chinese courses.
 - ✓ If students who have achieved HSK 3 or above, you can apply for exemption of “Elementary Chinese I”、“Elementary Chinese II”.
 - ✓ If students who have achieved HSK 4 or above, you can apply for exemption of “Elementary Chinese I”、“Elementary Chinese II”、“Intermediate Chinese I” and “Intermediate Chinese II”.
- International students who have actually achieved a high level of Chinese proficiency but do not meet the exemption requirements above, you can apply to participate in the Chinese language exemption exam. The exam contain written and oral parts, with a total score of 100 points. if you get the score of 85 or above,you also can apply for the exemption of "Elementary Chinese I" and "Elementary Chinese II".

01

App use

Step 1: Download the APP

For iPhone user:

Download from the APP store

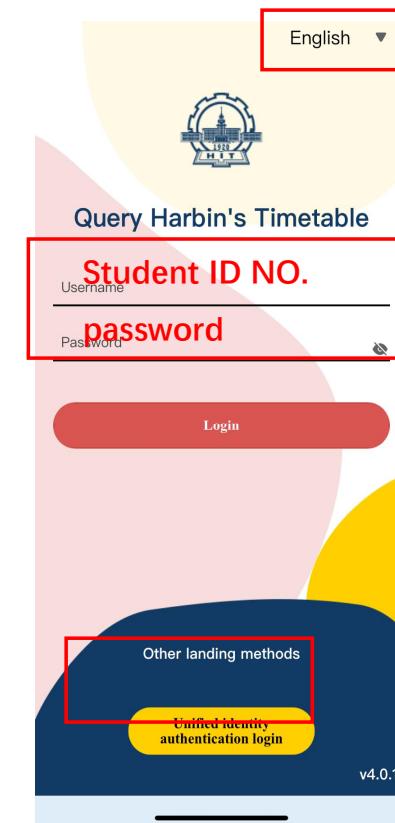


For Android user:

scan this QR code, then copy the website to the browser to download



Step 2: Change the language to English and click “Unified identity authentication login” at the bottom



01 App use

The image displays five screenshots of a university mobile application interface:

- Schedule:** Shows a weekly calendar for Wednesday, March 19, 2025. It indicates "No Arrangement" for most sections and lists "Calculus T5607" and "Introduction to Econo... H508".
- Class Schedule Query:** Displays a class schedule for the 2025 Spring semester. It shows a 5-day week from Monday to Friday, with classes listed for each day. Examples include "Calculus [T 5607]" at 10:30 AM and "Elementary ... [H 413]" at 16:00 PM.
- Exam Information Inquiry:** Lists final examination details for various courses. Examples include "Shenzhen You have the Final examination of The Outline of Chinese Modern History at T5304 on SUN., 2025-05-18 10:30-12:30." and "Shenzhen You have the Final examination of College English B at H308 on MON., 2025-06-23 10:00-12:00."
- Score query:** Shows interim results and final exam scores for the 2024 Fall semester. Courses include Life and Health Science (2 Credit, 69), Survey of China (2 Credit, 76), Ketang Chuqin (17分), Xiaozi Huibao (26分), Qimo Kaoshi (33分), and Elementary Chinese I (3 Credit, 74). It also includes In-class Exercise (5.52分), Homework (15分), Mid-Term (17分), and Final Exam (36.68分).
- Query Credit Points:** Provides a summary of credit points and professional ranking. It shows "Query Credit Points: 49" and "Professional Ranking: 68/84". A formula for calculating the average credit score is provided:
$$\text{Average credit score} = \frac{\sum \text{Examination course credits}}{\sum \text{Exam Course Credits}} - \frac{\sum \text{Failed grades}}{\text{Average credit score}}$$

02

Changjiang Rain Classroom

Some teachers may use the Changjiang Rain Classroom for teaching activities. Through this platform, students can receive announcements from teachers, obtain course materials, and interact with teachers in class, such as ask and answer questions in real-time, and having a barrage interaction.

Step 1: Use WeChat to scan the QR code and follow the Official Accounts of "长江雨课堂".

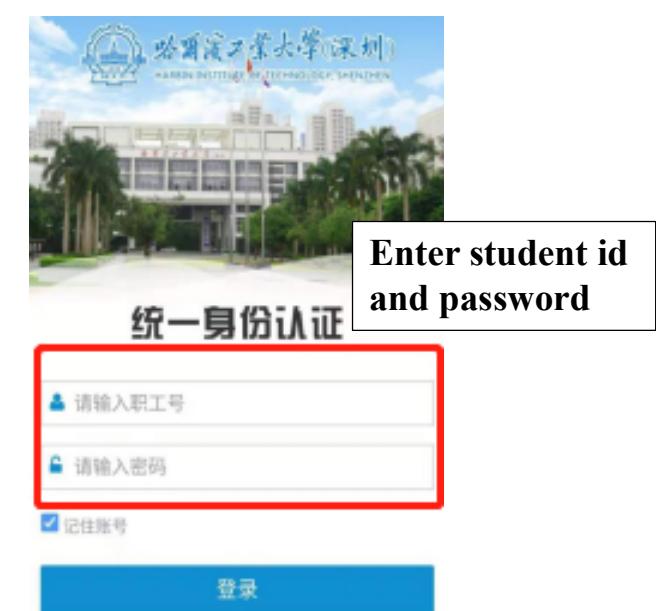


02

Changjiang Rain Classroom

Step2: Identity Binding

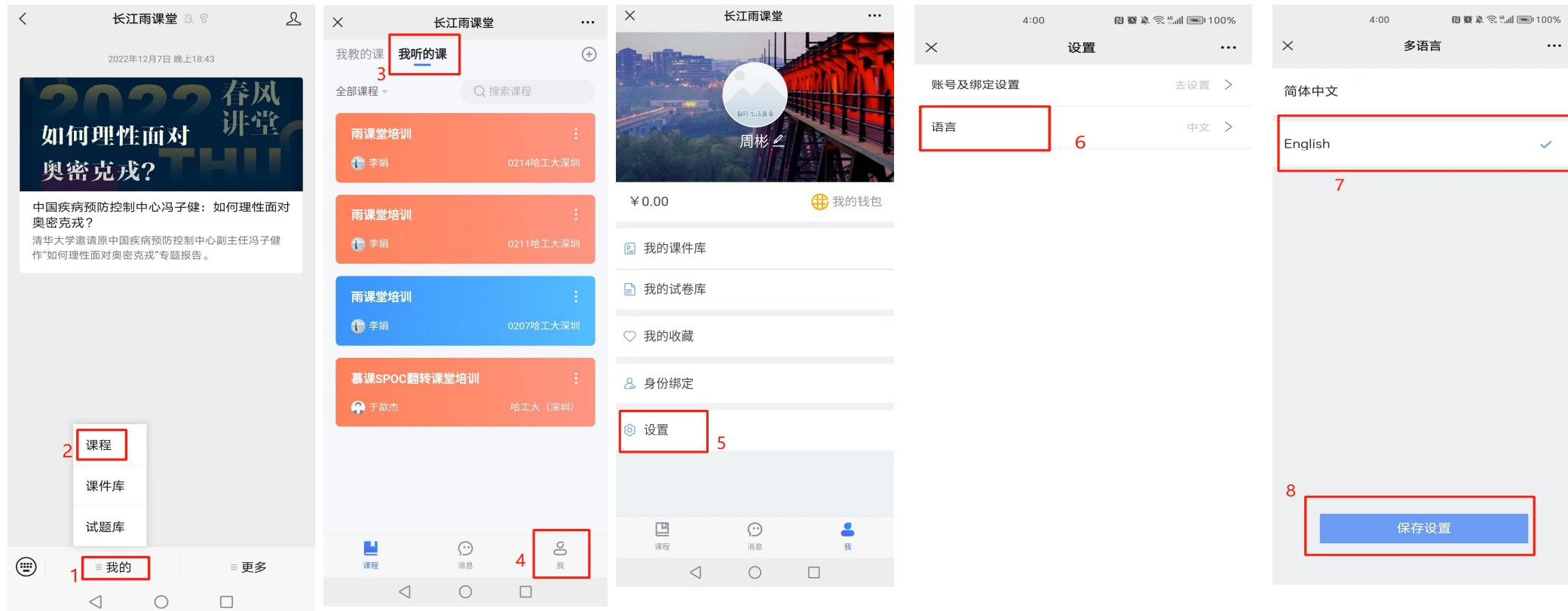
Students can click “更多” → “身份绑定” in the WeChat Subscription of the Changjiang Rain Classroom choose the school “哈尔滨工业大学（深圳）” enter student id and password to bind the school identity according to page requirements.



02

Changjiang Rain Classroom

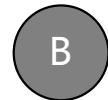
Step3: change the Language



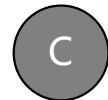
Every School has its own rules and requirements. Do you understand that you must comply with the school rules?



yes



no



I am not sure.



提交

03

self-service printing machines

print certificates: certificates of study, transcripts, and ranking certificates.

location: the first-floor lobbies of T2, T3, T4, T5, and on the 6th floor of Building H

login method: unified account and password



04

Chinese Language Proficiency Standards

According to the “Higher Education Quality Standards for International Students in China (For Trial Implementation)” issued by the Ministry of Education of the People’s Republic of China, international students enrolled are required to meet specific Chinese proficiency levels to be eligible for graduation:

1. Undergraduate students must achieve HSK Level 4 or above.

Please take the HSK exam as early as possible to fulfill the required Chinese proficiency level before graduation. Failure to meet the requirement may affect your graduation eligibility.

Chinese Language Proficiency Standards

who need not to take the HSK exam:

If you have passed the HSK exam, you can use your certificate as proof.

How to take the HSK exam:

You can register for the HSK exam via the Chinese Tests Service ([Website: www.chinesetest.cn](http://www.chinesetest.cn)). The exam is held monthly. Please plan ahead and schedule your exam according to your academic progress to ensure you meet the graduation requirements on time.

Wish you study happy and have a happy life!



哈爾濱工業大學(深圳)

HARBIN INSTITUTE OF TECHNOLOGY, SHENZHEN

