

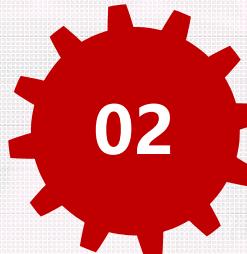
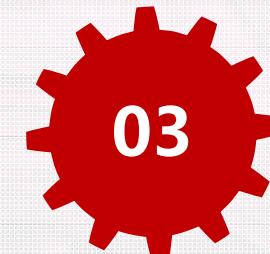
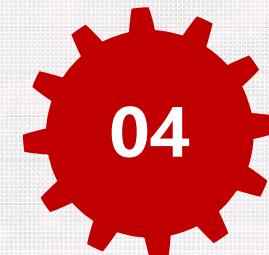


Training on the use of Teaching-related Systems for International Graduate Students

Department of Academic Affairs



Academic Guide

- **01**  **Teaching Management and Service Platform**
- **02**  **Changjiang Rain Classroom**
- **03**  **Self-service Printing System**
- **04**  **Chinese Language Proficiency Standards**

01

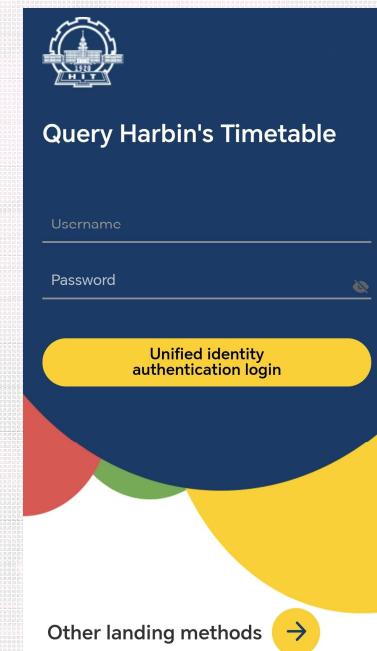
Teaching Management and Service Platform

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 error, 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. Kong from the Department of Academic Affairs, Email: konglixia@hit.edu.cn)



01

How to Edit your individual Academic Plan?

Edit Your Individual Academic Plan

The figure consists of three screenshots of a university management system interface:

- Left Screenshot:** Shows the main menu with tabs: Make Requests, Information Query, Grade Matter, Academic Dec. The "Academic Plan" icon (blue circle with a white document and pencil) is highlighted with a red box and labeled "Academic Plan". A red arrow points from this icon to the "Course Selection" label below it.
- Middle Screenshot:** Shows the "Academic Plan Edit" page. At the top, there are "submit" and "Export" buttons. Below them is a section titled "Academic Program:" with tabs for "Program Courses" and "Out-of-program Course". Under "Program Courses", there is a "save" button, dropdown menus for "School" (Select), "Semester" (请选择), "Teaching Language" (Select), and "Course Type" (请选择). A table lists courses with columns: #, Course Code, Course Title, Research Fields, Class Group Name, and Semester. Row 1 has a checked checkbox in the first column. A red box highlights the "save" button, and a red arrow points to it from the "Course Selection" label. Another red arrow points to the checked checkbox in the first row of the table.
- Right Screenshot:** Shows the same "Academic Plan Edit" page after the "save" button was clicked. The "save" button is now blue and labeled "save". The table rows are now colored pink, indicating they have been saved. A red box highlights the "save" button, and a red arrow points to it from the "Course Selection" label.

Step1: Click the bottom of “Academic Plan” under the menu of "Make Requests "on the homepage

Step2: Tick the courses required in the Academic Programme under the menu of "Academic Plan Edit "

Step3: Click “save”

01

How to Edit your individual Academic Plan?

Edit Your Individual Academic Plan

The screenshot shows a table of selected courses. A red arrow points from the 'Selected' column to a red box containing two items: 'Requirements of Course Groups' and 'Credit Requirements', both marked with green checkmarks.

Course Type	请选择	Course Title/Code	Course T
an Modify the Individual Academic Plan From 2023-08-27 14:00:00 To 2023-09-10 23:00:0			
Class Group Name	Semester	School	Score
	Spring	Mechanical Engineering ...	
	Spring	Mechanical Engineering ...	
	Fall	Mechanical Engineering ...	Selected
	Fall	Mechanical Engineering ...	Selected
	Spring	Marxism	

the Situation of Individual Academic Plan
Meets the Graduation Requirements

Requirements of Course Groups ✓
Credit Requirements ✓

The screenshot shows the 'Academic Plan Edit' page. A red box highlights the 'submit' button. A red arrow points from the 'submit' button to the 'Academic Program' section below it.

Home Academic Plan Edit

submit Export

> Academic Program:

Program Courses Out-of-program Course

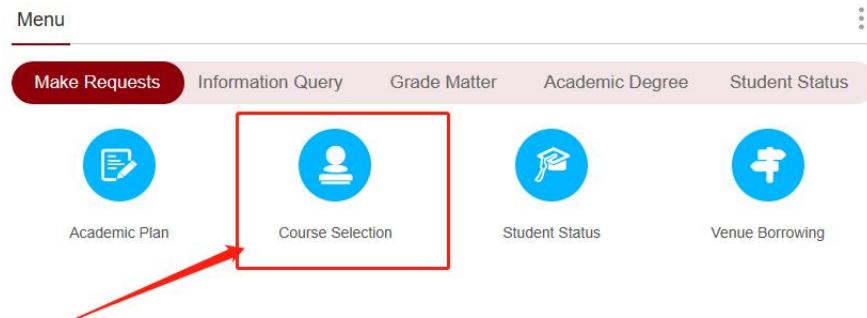
#	Course Code	Course Title	Research Fields	Class
1	CHIN4005	初级汉语口语 I	NONE	
2	COMP5002	高级数据库系统	NONE	
3	COMP5033	图像处理	NONE	

Step4: When the courses you selected satisfied the requirements of course groups and credits

Step5: Click “submit”

01

How to select graduate courses online?



Click the bottom of “Course Selection” under the menu of "Make Requests "on the homepage

The screenshot shows the 'Harbin Institute of Technology, Shenzhen' logo and the text '本研教学管理与服务平台'. Below is a search bar with 'semester' set to '2023Fall', 'Course offering unit' dropdown, and a 'Select' button. A 'Timetable' button is also present. A message box says 'Courses selected period:~'. Below is a table titled 'courses selected(0)' with columns: Class, Course Code, Course Title, Course Character, and Co-req. A red box highlights the 'course list' button, and a red arrow points to the 'Course Code' column header. The table has a light gray background.

Click the button of "Course List" , you can view all the Courses you should take in 2025Fall.

02

How to select graduate courses online?

Course offering unit					Capacity/students enrolled	Select	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”

02

How to select graduate 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																							
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

Time	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
1 8:30				Principles of Communication [HuWentao] [1-5 Week][T1304] 1-2			
2 9:20			Principles of Communication [ZhangXiaofan] [1-5 Week][T1304] 1-2				
3 10:30	Physical Education C [MaHongJie] [1-5 Week][T1304] 3-4	Digital Signal Processing [DaiHongJing] [1-5 Week][T1304] 1-4	Multimedia Technology [WangXiangJing] [1-5 Week][T1304] 3-4	Digital Signal Processing [DaiHongJing] [1-5 Week][T1304] 3-4	Multimedia Technology [WangXiangJing] [1-4 Week][T1304] 3-4		
4 11:20	Principles of Communication [HuWentao] [1-5 Week][T1304] 5-6						
5 14:00	Principles of Communication [HuWentao] [1-5 Week][T1304]						
6 14:50							
7 16:00	Introduction to Machine Learning [Songy]	Digital electronic technology基礎 [LuJingJing] [10 Week][T3601] 7-8	Introduction to Machine Learning [Songy]	Digital electronic technology基礎 [LuJingJing] [10 Week][T3601] 7-8	Digital electronic technology基礎 [QiuLongWei] [2-5.7 Week][T3601] 7-8		
8 16:50		Digital electronic technology基礎 [QiuLongWei] [2-5.7 Week][T3601] 7-8		Digital electronic technology基礎 [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

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

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

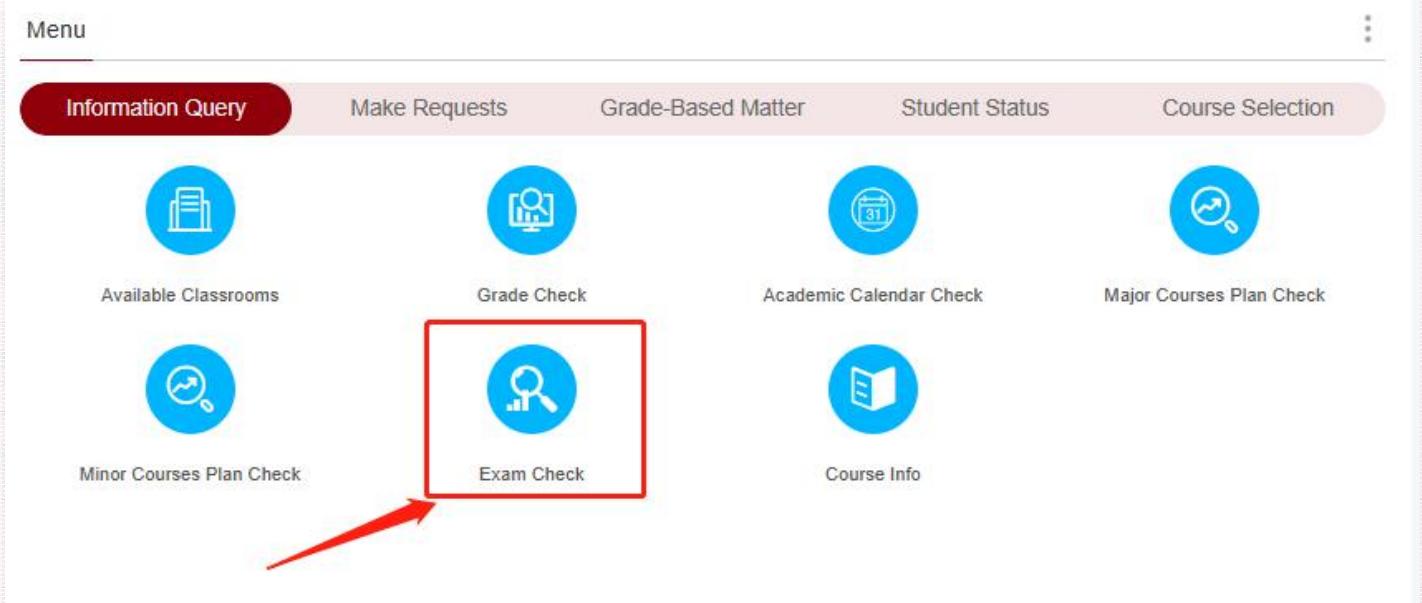
Classroom Number

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

01

Exam and Grade Related

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

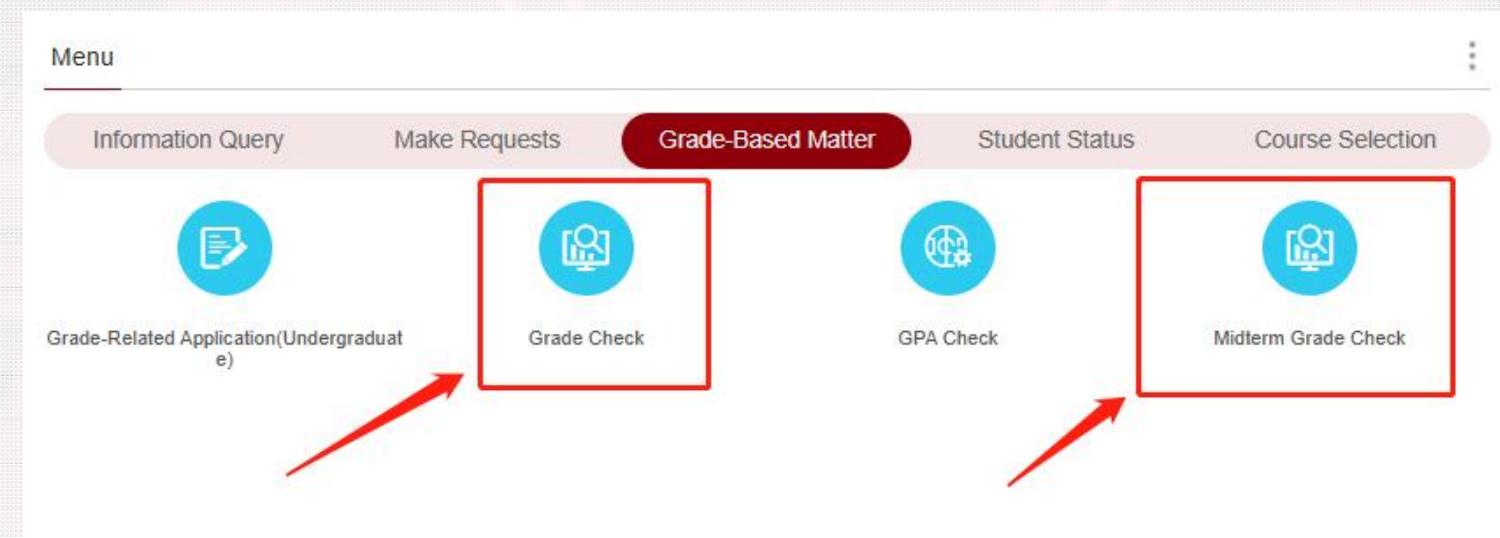


- Please attend the test on time according to the test schedule.
- If you miss the exam or you are late for more than 15 minutes, the grade will be marked "absent" from Exam"

01

Exam and Grade Related

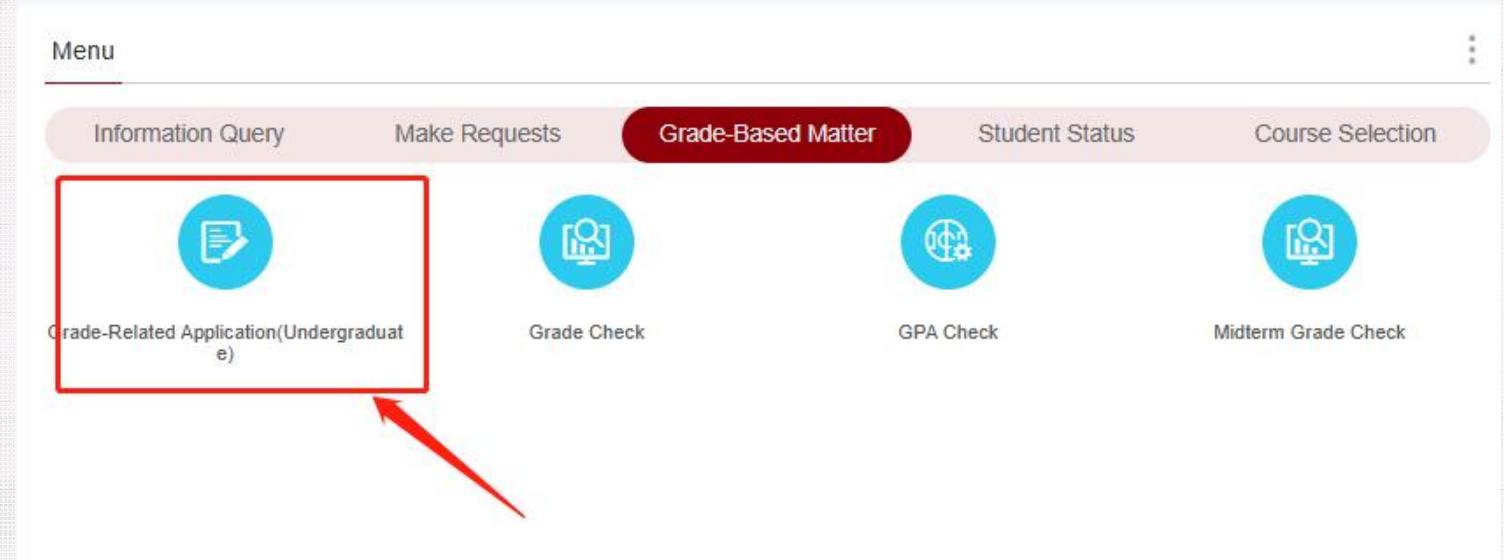
View grade: click the bottom of “Grade Check” under the menu of "Grade-Based Matter "on the homepage



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 graduate students, you should study “ Elementary Spoken Chinese I ” and “ Elementary Spoken Chinese II ”. International graduate students who meet the following conditions, you can apply for exemption from Chinese language courses.
 - ✓ If students who have achieved HSK 3 or above
 - ✓ Completion of a bachelor or master or doctoral degree from the Chinese campus.
- 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 contains 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 Chinese courses.

01

App use

Step 1: Download the APP

For iPhone user:

Download from the APP store

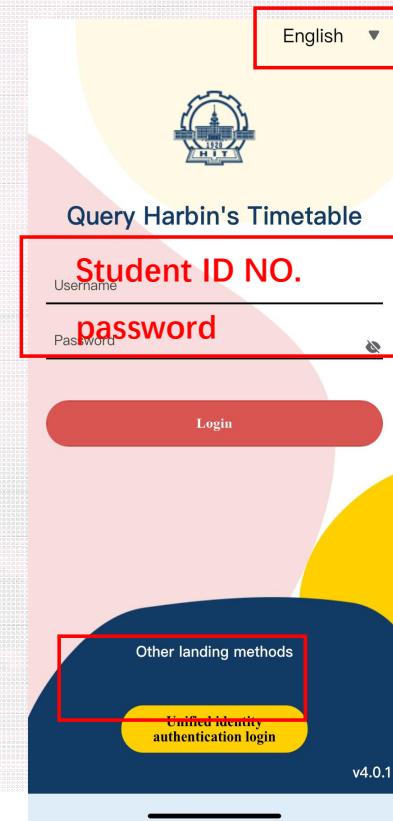


For Android user:

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

Schedule

Wednesday 2025-03-19

Mon	Tue	Wed	Thu	Fri	Sat	Sun	
17	18	19	20	21	22	23	
Section 1-2		No Arrangement					
Section 3-4		Calculus T5607					
Section 5-6		Introduction to Econo... H508					
Section 7-8		No Arrangement					
Section 9-10		No Arrangement					
Section 11-12		No Arrangement					

Class Schedule Query

At 4 week ▾ 2025Spring ▾

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mar. 2025 03-17	2025 03-18	2025 03-19	2025 03-20	2025 03-21	2025 03-22	2025 03-23
2 10:30 12:15		Calculus [T 5607]				
	3 14:00 15:45	Introduct i... [H 508]	Introduct i... [H 508]			
	4 16:00 17:45		Elementar y... [I I 413]			
	5 18:00 18:45			Elementar y... [H 413]		

Exam Information Inquiry

2025Spring

Final Shenzhen You have the Final examination of The Outline of Chinese Modern History at T5304 on SUN., 2025-05-18 10:30-12:30.

Final Shenzhen You have the Final examination of Calculus B at T3202 on SAT., 2025-06-21 10:00-12:00.

Final Shenzhen You have the Final examination of College English B at H308 on MON., 2025-06-23 10:00-12:00.

Final Shenzhen You have the Final examination of Circuits and electronic technology II at T3501 on WED., 2025-06-25 16:00-18:00.

Final Shenzhen You have the Final examination of College Physics XA at T5304 on FRI., 2025-06-27 10:00-12:00.

Final Shenzhen You have the Final examination of Introduction to T3402 on FRI., 2025-06-27 19:00-21:00.

No more data !

Score query

2024Fall

Interim Results Final Exam

Life and Health Science

2 Credit 69

Survey of China

2 Credit 76

Ketang Chuqin 17 分 Xiaozu Huibao 26 分 Qimo Kaoshi 33分

Elementary Chinese I

3 Credit 74

In-classExercise 5.52分 Homework 15分 Mid-Term 17分 FinalExam 36.68分

Average credit score = $\frac{\sum \text{Examination course credits}}{\sum \text{Exam Course Credits}} - \frac{\sum \text{Failed grades}}{\text{Average credit score}}$

Query Credit Points

Query Credit Points: 49

Professional Ranking: 68/84

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".

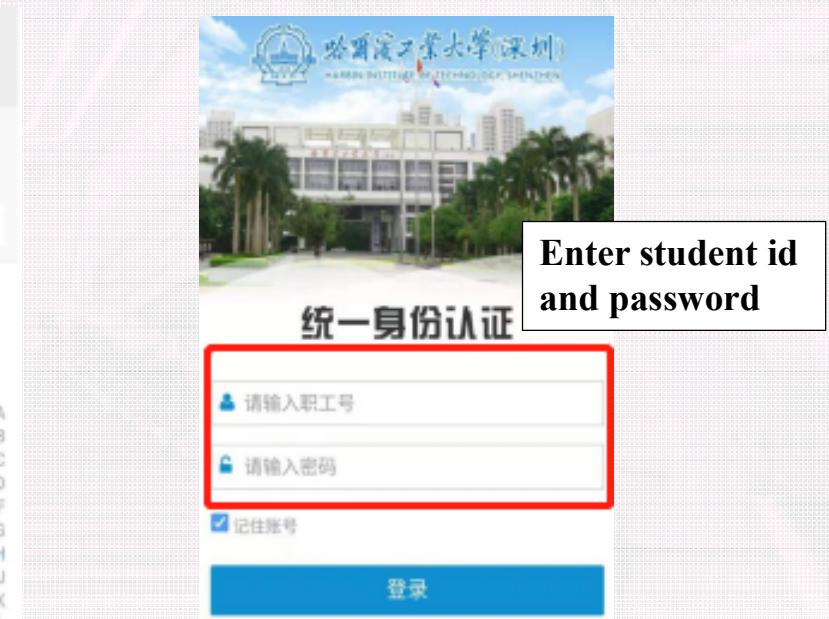
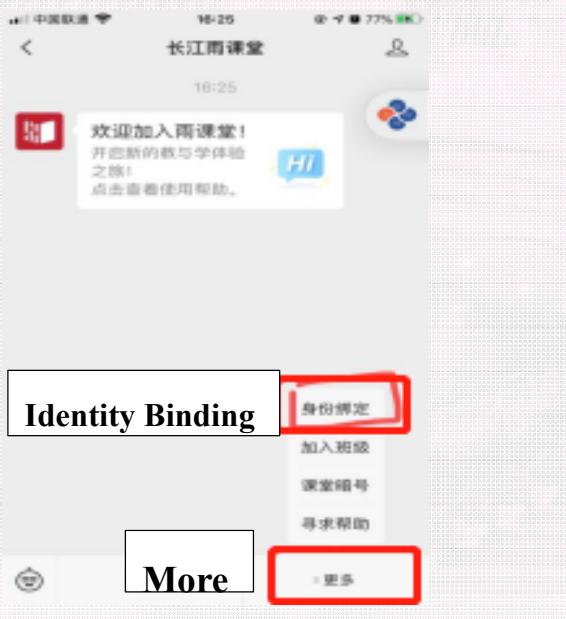


02

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.

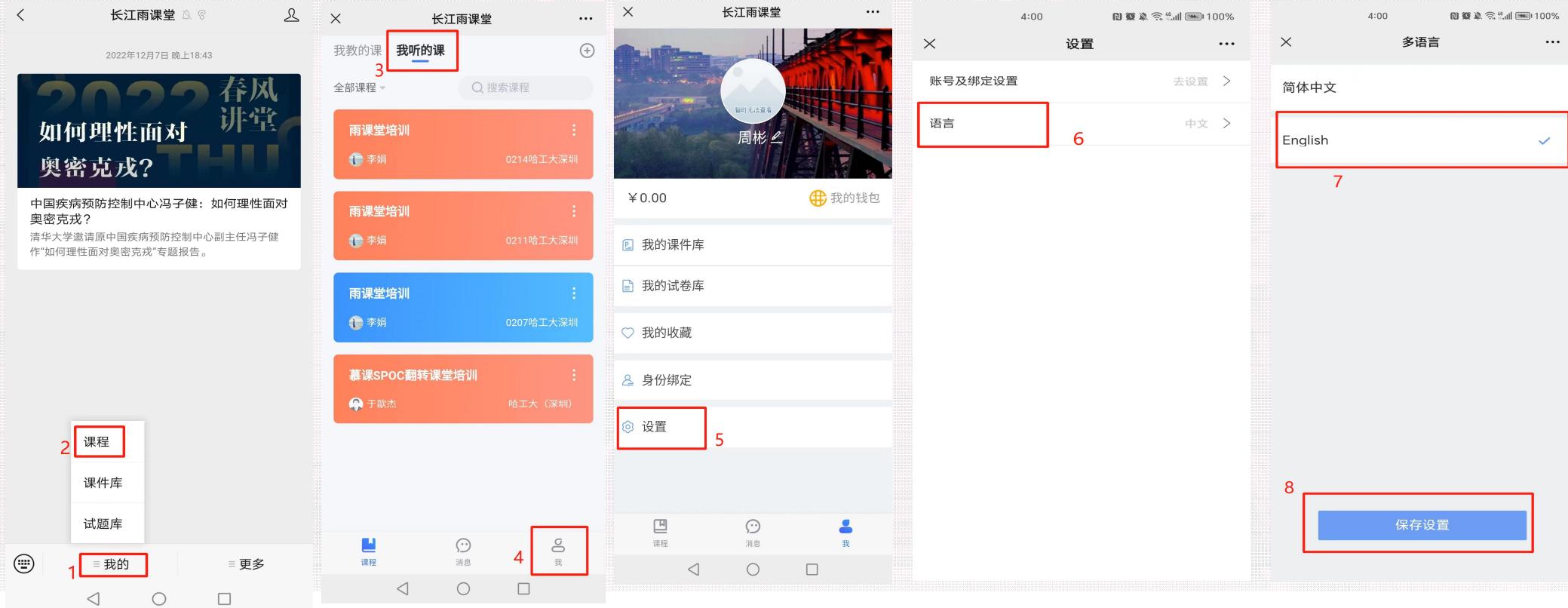


02

Changjiang Rain Classroom

Step3: change the Language

change the language in the offical account, not in the mini programme.



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.**
- 2. Master’s and doctoral students must achieve HSK Level 3 or above.**

Please take the HSK exam as early as possible to fulfill the requirement before graduation. Failure to meet the requirement may affect your graduation.

Who need not to take the HSK exam:

- (1) If you have a bachelor's or master's degree from a Chinese university, you can use your degree certificate as proof of proficiency instead.
- (2) 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. 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