# National Tsing Hua University

# Fall 2019 Notification of Entering and Grade Submission

Please note the announcement regarding grade submission mentioned below.

1. **Grade Submission**

   (1) Grade Submission Date

   According to NTHU Academic Calendar, the grade submission dates are as follows:　The deadline of grade submission for all students this semester: January 31$^{st,}$ 2020.

   (2) Regulations About the Delay of Grade Submission

   In accordance with the Regulations 23 of National Tsing Hua University Academic Regulations, teacher who submits the grading reports beyond the required deadline will be referred to the department of academic affairs' meeting.

   (3) Regulations of Grades Rectification

   Grade report could not be revised once been submitted to Division of Registration. Teachers may apply to revise the grades in accordance with the NTHU Academic Regulations 24:

   Provide written request specifying the reasons for the revision and present the application to the chairperson of the department (graduate institute, degree program, center), and shall be subject to the approval by 3/4 of the faculties who attend the meeting of the department (graduate institute, degree program, office, center). The rectified grades should be sent to the Division of Registration in written form (before February. 21$^{st}$) if the rectification is approved.

   The application form could be download at Division of Registration webpage.
   **http://registra.web.nthu.edu.tw/ezfiles/86/1086/img/64/score_modify.doc**

2. **Instructions for Entering Grades via Internet**

   Please refers to the PDF attachment "Instructions: Entering Grades" for further details.

   Step 1: Enter the website of Academic Information Systems.

   Step 2: Log in with your account number and password.

   Step 3: Click on "Curriculum & Grades", and then choose "Grades Enter."→ Read through the notes and then click "yes"確定

   Step 4: Select course & evaluation method.

   First, please fill out the willingness survey. If you haven't clicked any choice, you won't able to go to the next step to send out the grades. Your choices are allowed to be changed or revised repeatedly before Jan. 31, 2020.
   Second, select courses and evaluation methods.

   Third, enter grades and send them out.

   Step 5: Select method for entering grades: there are two methods─「Enter Grades Online」 and 「Upload Grades」

   You can only use same method to grade all the students in the same class. If the instructor chooses "percentage grade" method, after saving the grades, the system will automatically transform those into the "letter grade" (see Table 1 for the correspondence between percentage grade and letter grade.)

<u>Percentage Grade:</u> Scores 100 ~ 0; passing grade: 70 points for graduate students, 60 points for undergraduates.

<u>Letter Grade:</u> Grade A+ ~ X; passing grade: B- for graduate students, C- for undergraduates.

Table 1. The correspondence between percentage grade and letter grade

| 等級<br>Letter grade | A+ | A | A- | B+ | B | B- | C+ | C | C- | D | E | X |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 百分制分數區間<br>Percentage Sector | 100~90 | 89~85 | 84~80 | 79~77 | 76~73 | 72~70 | 69~67 | 66~63 | 62~60 | 59~50 | 49~1 | 0 |
| 積分<br>Grade Point | 4.3 | 4.0 | 3.7 | 3.3 | 3.0 | 2.7 | 2.3 | 2.0 | 1.7 | 1.0 | 0 | 0 |
| 百分制分數註<br>Percentage Grade* | 95 | 87 | 82 | 78 | 75 | 71 | 68 | 65 | 61 | 55 | 49 | 0 |

Table 2. The definition of Letter Grade

| 等級計分法(Letter Grade) | 定義 Definition |
|---|---|
| A+ | 所有目標皆達成且超越期望(All goals achieved beyond expectation) |
| A | 所有目標皆達成(All goals achieved) |
| A- | 所有目標皆達成，但需一些精進(All goals achieved, but need some polish) |
| B+ | 達成部分目標，且品質佳(Some goals well achieved) |
| B | 達成部分目標，但品質普通(Some goals adequately achieved) |
| B-（研究生及格標準）<br>(Passing grade for graduate students) | 達成部分目標，但有些缺失(Some goals achieved with minor flaws) |
| C+ | 達成最低目標(Minimum goals achieved) |
| C | 達成最低目標，但有些缺失(Minimum goals achieved with minor flaws) |
| C-（學士班及格標準）<br>(Passing grade for undergraduates) | 達成最低目標但有重大缺失(Minimum goals achieved with major flaws) |
| D | 未達成最低目標(Below the passing grade) |
| E | 遠低於最低目標（Failed） |
| X | 因故不核予成績(Not graded due to unexcused absences or other reasons) |

Step 6: After you submit grades to the Division of Registration, you will receive an e-mail confirmation. Students will be able to see their grades on the Academic Information Systems simultaneously.

**3. Authorizing an agent to enter grades**

Instructors can authorize an assistants to enter grades. To do so, you need to provide the authorized account number and password to your agent to login the Academic Information Systems. Website address: https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/

**4.If you have any questions regarding entering grades, please contact the Division of Registration.**
(Extension: **31390, 31388, 31389, 31391, 31397, 31012, 72301, 72302, 72304**)

Regards,

Division of Registration

2020.1.6