

國立臺北藝術大學

Taipei National University of the Arts

學位考試申請系統操作手冊

Degree Examination Application System User Manual

(一) 學位考試申請系統登入暨功能清單

(1) Degree Examination Application System Login & Menu

- (1) 請打開網路瀏覽器，輸入學校官網<https://w3.tnua.edu.tw/>，於首頁上方/「身分入口」/「學生」(如圖 1)。請於「學生」項下，選擇「新教學務資訊系統」(如圖 2)，即可進入學位考試系統 (如圖 3)

- (1) Open a web browser and enter the TNUA website <https://w3.tnua.edu.tw/>, at the top of the homepage / “ID Portal” / “Student” (As shown in Picture 1). Under “Student,” please select “New Academic System” (As shown in Picture 2) to enter the Degree Examination System (As shown in picture 3).



圖 1：學校官網 Picture 1: TNUA Website



圖 2：新教學務資訊系統入口連結

Picture 2: New Academic System



圖 3：新教學務資訊系統登入畫面

Picture 2: New Academic System login screen

說明：「使用者帳號」，請輸入的您的校內電子郵件信箱；遺忘「密碼」請使用「忘記帳號

或密碼」查詢。

Note: For “User Account”, please enter your **campus e-mail**; if you forgot your “Password,” please click on “Forgot Account or Password” to inquire.

- (2) 主選單：登入系統後，於主選單畫面「研究生資訊」項下，點選「學位考申請」後，申請功能畫面會開啟。(如圖 4-1、圖 4-2)
- (2) Menu: After logging in to the system, under “Graduate Student Information” of the menu, click “Application for Degree Examination,” and the application function window will open. (As shown in Picture 4-1 and Picture 4-2)



圖 4-1：學位考試申請系統主功能選單

Picture 4-1: Degree Examination Application System menu



圖 4-2：點選「新增申請」，開始輸入學位考試相關資訊。

Picture 4-2: Click “Add” and start to input the relevant information of the degree examination.

(二) 學位考試申請程序

(2) Degree Examination Application Procedures

(1) 維護學位論文資訊：(1) Maintain degree thesis information:



圖 5：學位論文資訊維護畫面

Picture 5: Degree thesis information maintain screen

說明一：確認學號、姓名、英文姓名資訊是否正確。若英文姓名欄位空白或錯誤，請點選左方功能選單的「個人資訊」/「英文姓名登錄」(圖 5-1)，更新後再進行資料填寫。

Note 1: Make sure your student number, name, and English name are correct. If the English name field is blank or shows an error, please click “Personal Information”/ “English Name Login” (Picture 5-1) in the left menu, then update the information and fill out the information again.

說明二：請輸入各欄位資料。若有協同指導教授，請填於「指導教授(2)」的欄位。

Note 2: Please enter the information in each field.

If there is a co-advisor, please fill out the "Advisor (2)" field.

說明三：資料輸入後，點選「儲存」連結，儲存已輸入的資料。

Note 3: After entering the information, click “Save” to save the information entered.



(2)維護系所畢業內規資訊：

(2) Maintain department graduation requirements information

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學位考申請表

返回 列印申請表

學位論文資訊維護 **系所畢業內規維護** 口試委員資訊維護 畢業典禮調查

系統 編碼	審查項目	系所審核 結果	備註
57	評鑑觀摩展4次、級展	待審核	
58	外語能力檢定或英檢課程-外語能力	待審核	

說明一 Note 1

說明二 Note 2

說明三 Note 3

圖 6：系所畢業內規維護畫面

Picture 6: Department Graduation Requirements maintain screen

說明一：點選「系所畢業內規維護」，下方頁面會開啟系所畢業門檻規定項目。

Note 1: Click on “Departmental Graduation Requirements Maintain,” the bottom page will open the departmental graduation threshold requirement items.

說明二：點選審查項目列，可維護該項內規，所填寫資訊將供系所審查用。

Note 2: Click the Review Item column to maintain its requirement, the information provided will be used for departmental review.

說明三：若貴所之畢業內規設有「外語能力檢定」標準，請依下方圖 6-1 說明，輸入通過檢定項目之訊息。

Note 3: If your graduation requirements include a “Foreign Language Proficiency Test” standard, please follow the instructions in Picture 6-1 below, and enter the information on the “passed test” items.

單位考申維護

返回 列印申請表

單位論文資訊維護 系所畢業生維護 口試委員資訊維護 畢業典禮維護

系統編號	畢業項目	系所審核結果	備註
57	評定該畢業4次-校畢	待審核	
58	外國能力檢定(校內/校外)-外國能力	待審核	

步驟 1：點選該列。
Step 1: Click the

系統編號	項目名稱	分數/備註	備註
8859	校內英語課程	英語能力86	
8867	校內英語課程		
	多益TOEIC		

步驟 3：點選「插入」儲存資料。
Step 3: Click "Insert" to save the data.

步驟 2：輸入通過檢定之名稱及成績。
Step 2: Enter the title of test passed

圖 6-1：系所外語能力檢定規定維護畫面

Picture 6-1: Departmental Foreign Language Proficiency Test Requirements maintain screen

(3)維護口試委員資訊：(音樂學系碩士班、在職班、博士班、音樂學研究所、管擊所學生無需維護)

(3) **Maintain Oral Examiner Info:** (Not necessary for Department of Music Master's Program, In-service Program, Doctoral Program, Graduate Institute of Musicology, and Graduate Institute of Orchestral Instruments students.)

The screenshot shows a web application interface for maintaining oral examiner information. At the top, there are buttons for 'Print' (列印) and 'Save' (儲存). A table lists examiners with columns for 'Examiner Name' (委員姓名), 'Institution' (現任/曾任單位), 'Relationship' (對關係), 'Status' (聘/兼任), 'Number of Examiners' (委員資格數), and 'Examiner Type' (指導教授, 校內委員, 校外委員). Callouts provide instructions: '說明一 Note 1' points to the 'Save' button; '說明二 Note 2' points to the 'Advisor's Name' (指導教授姓名) field; '說明三 Note 3' points to the 'Save' button.

圖 7：口試委員資訊維護畫面

Picture 7: **Oral Examiner Info maintain screen**

說明一：點選「口試委員資訊維護」，下方頁面會開啟輸入畫面。

Note 1: Click “Oral Examiner Info Maintain.” The bottom page will open the input screen.

說明二：系統會帶入您於「學位論文資訊維護」填寫的指導教授姓名，並請您填寫其他口試委員的資訊。

Note 2: The system will import the advisor's name you entered in the “Degree Thesis Info Maintain.” Please fill in the other oral examiners' information as well.

說明三：口試委員資訊填寫完成後，點選「儲存」，完成資料維護。

Note 3: After filling out oral examiner information, click “Save” to complete data maintain.

(4)送出學位考試申請：

(4) Submit the degree examination application:

圖 8：送出學位考試申請

Picture 8: Submit the degree examination application

說明一：請再次確認「學位論文資訊維護」、「系所畢業內規維護」、「口試委員資訊維護」、「畢業典禮調查」的資料。

Note 1: Please recheck the information of “Degree Thesis Info Maintain,” “Departmental Graduation Requirements Maintain,” “Oral Examiner Info Maintain,” and “Graduation Ceremony Survey.”

說明二：確認無誤後，請點選「送出並列印申請表」，申請紀錄將上傳至系統資料庫。

Note 2: After checking the information, please click “Submit and Print”, and the application record will be uploaded to the system database.

說明三：請留意!!系統會產出「學位考試申請表」、「論文提要」及「論文相似度比對報告表」的 Word 電子檔案，請於列印後依表格說明，備妥相關應繳文件，並送至系所審查，始完成申請程序。

Note 3: Please be reminded! The system will generate Word e-files for the “Degree Examination Application”, “Thesis Abstract” and “Thesis Similarity Checking Report”. Please print out and follow the instructions on the form, prepare the relevant documents, and submit them to the Department for review, in order to complete the application procedure.

(三) 其他功能說明：

(3) Other functions instructions:

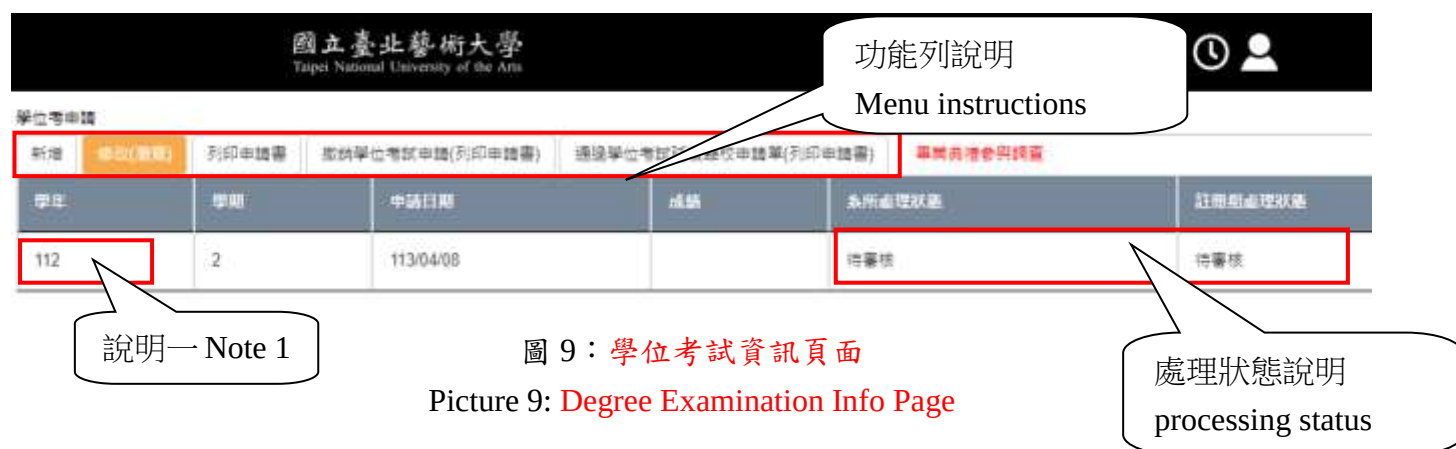


圖 9：學位考試資訊頁面
Picture 9: Degree Examination Info Page

功能列說明：於系統儲存或送出學位考試申請後，系統會帶出「申請學年期、日期」及系所、註冊組的「處理狀態」等資訊。

Functions: After saving or submitting the degree examination application, the system will generate information such as “application academic year/semester and date” and Department and Registration Section's “processing status”.

「處理狀態」顯示說明：“Processing Status” display description:

編輯中：已登打並儲存學位考試資訊，但尚未送出申請。

Editing: Degree examination information has been entered and saved but not yet submitted.

待審核：已於系統送出申請。

Pending: Application has been submitted in the system.

已退回：因故取消申請或申請缺件。

Returned: Withdrawal due to certain reasons or due documents being incomplete.

已通過：完成申請程序。Approved: Completed the application procedure.

不通過：申請資格不符。Not approved: Application eligibility is not met.

說明一：若要執行功能列的功能，請先點選「選取」。

Note 1: If you want to execute a function of a menu bar, please click “Select” first.

功能列說明：Menu bar descriptions:

1、「新增申請」：新增學位考試申請。

1、“Add”: Add degree examination application.

2、「修改(瀏覽)」：送出學位考申請前，可執行此功能修改填寫內容。若已送出申請，則僅能瀏覽，不可再修改內容。

2. “Edit (Browse)”: Before submitting the degree examination application, you can use this function to edit the content filled in. If you have already submitted the application, you can only browse the application and cannot edit the content.

- 3、「列印申請書」：產生學位考試申請書 WORD 電子檔。
- 3、「Print Application」: Generate a WORD e-file of the degree examination application form.
- 4、「撤銷學位考試(列印申請書)」：若系所、註冊組的「處理狀態」為「通過」，因故需取消學位考試，可執行此功能，系統會產生「撤銷學位考試申請書」，請依說明將申請書送至系所辦理。
4. “Withdrawal of degree examination (print application)”: If the “Processing Status” of the department or the Registration Section is “Approved,” but you need to withdraw the degree examination for any reason, you can execute this function, and the system will generate the “Withdrawal of Degree Examination Application.” Please follow the instructions and submit the application to the Department for processing.
- 5、「通過學位考試延後離校申請單(列印申請書)」：已通過學位考試且仍有可修業年限，因故(如修改論文、教育學程未完成)需延後離校者，可執行此功能，系統會產生「延後離校申請書」，請依說明將申請書送至系所或師培中心辦理。
5. “Pass the Degree Examination and Extend the School Leaving Application (Print Application)”: If you have passed the degree examination and still have years of study, and need to extend the school leaving for some reasons (such as to revise your thesis or the education program is not yet finished), you can execute this function. The system will generate the “Extend the School Leaving Application.” Please follow the instructions and submit the application form to the Department or Center for Teacher Education for processing.

- 申請附件：「畢業審查表」電子檔下載說明：
- **Application Attachment: "Graduation Review Form" e-file download instructions:**

步驟一：登入學校官網/學生入口的「[新教學務資訊系統](#)」，點選「校務資訊」/「畢業審查」。(如圖 10-1)

Step 1: Login to TNUA website/Student Portal, click on "[New Academic System](#)", and then click on "School Affairs Info"/ "Graduation Review". (As shown in Picture 10-1)



圖 10-1：「畢業審查」功能位置

Picture 10-1: "Graduation Review"

步驟二：點選「成績審核表」並下載檔案至您指定的位置，如電腦桌面，即可列印成紙本文件。(如圖 10-2)

Step 2: Click "Grade Review Form" and download the file to your designated location, such as your computer's desktop, and it can be printed as a paper document. (As shown in Picture 10-2)

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畢業審查

※ 系統上傳初期之程式及資料持續修正中，同學若有修習學分相關問題請洽詢系所辦公室或教務處註冊組協助。

查詢

成績審核表

課程認定申請表

歷年修課清單

學年：112 學期：2 學號：210752006 姓名：簡騰升 班級：建文所建築與都市文化資產109X ☐ 顯示成績

取得學分

歷年成績

修課清單

學分歷史

未修清單

項目	必修		(選)必修	選修		(補)選修 (+附屬課程)	總學分數 (不含自計)	學分累計	學期數
	專業	共同		專業	外系				
應修	依學分科目表規定		26	依學分科目表規定		9	35	0	4
已通過	26	0	26	6	3	9 (110)	35 (110)	0 (110)	8
畢業門檻									

尚未修讀(含本學期之必修課)

課程標準	修別	課程/科目	科目編號	課程名稱	缺修次數	缺修學分	學年(期)

圖 10-2：「成績審核表」下載位置

Picture 10-2: “Grade Review Form” download

- 「論文相似度比對檢測報告」說明：(以圖書館電子資源-華藝文獻相似度檢測服務為例)
- “Thesis Similarity Check Report”instructions: (using Library eResources - SYMSKAN as an example)

步驟一：登入學校官網/學生入口的「[新教學務資訊系統](#)」，點選「研究生資訊」/「圖書館文獻相似度檢索」。(如圖 11-1)

Step 1: Login to TNUA website/Student Portal, click on “New Academic System”, and then click on “Graduate Student Info”/“Library Paper Similarity Check”. (As shown in Picture 11-1)



圖 11-1：「圖書館文獻相似度檢索」服務的功能位置

Picture 11-1: “Symskan”

步驟二：參考圖書館的網頁說明後，點選「傳送門」後(如圖 11-2)，即可登入圖書館「電子資源查詢系統」使用「Symskan 華藝文獻相似度檢測服務」。

Step 2: After referring to the Library's webpage, click on “Portal” (As shown in Picture 11-2), and then log in to the Library's “eResource Gateway”, and use “Symskan”.



圖 11-2：「Symskan 華藝文獻相似度檢測服務」使用說明網頁

Picture 11-2: Symskan instruction page

※如有任何疑問，請洽教務處註冊組，

聯絡方式：電話：02-28961000 分機 1215

傳真：02-28938740

E-MAIL：register@academic.tnua.edu.tw

※If you have any questions, please contact the Registration Section of the Office of Academic Affairs.

Contact: Tel: 02-28961000 ext. 1215

Fax: 02-28938740

E-MAIL: register@academic.tnua.edu.tw