

英文畢業門檻上傳學生資訊系統流程（由各系辦審核）-以大一暨大二英文免修證明上傳
Use FENM & SESN Waiving Certificate as Proof

Step 1. 學生資訊系統 → 成績 → 畢業 → 英文畢業門檻

Student Info System → Score → Graduate → English Exit Requirement

The screenshot shows the navigation menu of the Student Info System. The '成績' (Score) dropdown menu is highlighted with a red box. The 'score' dropdown menu is also highlighted with a red box. The 'English graduation threshold' option under the 'GRADUATE' section is highlighted with a red box.

Step 2-1. 選擇「英語證照登錄」 Upload English Proficiency Certificate

The screenshot shows the 'English Certificate Registration' (英語證照登錄) page. The 'English' language option is selected in the top right. A red box highlights the 'Please fill in your English name first' (請先填寫英文姓名) instruction.

請先填寫英文姓名 Fill in your English Name First

The screenshot shows the 'Upload English Proficiency Certificate' page. The 'English' language option is selected in the top right. A red box highlights the 'Fill in your English Name' instruction.

You can switch to English version from the up-right side.

Step 2-2. 登錄證照 → 請選擇證照項目：其他相同等級之英語能力測驗
 Upload Certificate → Choose certificate type: Other equivalent certificates

登錄證照

1 請選擇證照項目*

其他相同等級之英語能力測驗

2 輸入成績單上的分數

測驗日期* 總分 / 總級分

測驗日期 (略過 Skip)

3 上傳佐證資料

- 佐證資料範本
- 上傳檔案大小限制為5MB，須為圖檔或PDF
- 成績單檔案內容必須與填寫的資料相符

證照成績單 (限圖檔或PDF)

選擇檔案 未選擇任何檔案

登錄證照

Upload Certificate

1 Choose certificate type*

其他相同等級之英語能力測驗[Other equivalent certificates]

2 Key in the score on your transcript

Test Date* Total / Total Score

Test Date Total / Total Score (Skip)

3 Upload proof

- 佐證資料範本
- File limited to 5MB in JPG or PDF
- The content on the certificate must be the same as what you fill in the form

Certificate/Transcript (JPG or PDF Only)

選擇檔案 未選擇任何檔案

Upload Certificate

Step 3-1. 「英文畢業門檻申請」 → 英語證照：(選擇所上傳之英語證照)
 “Apply for the English Exit” → English Proficiency Certificate: (Choose the Certificate You Upload)

英語證照登錄 **英文畢業門檻申請** 大一暨大二英文免修申請

注意事項

- 此為校級英文畢業門檻標準。若系自訂更高的英文畢業門檻標準，以系訂為主
- 須校內考試未達標或是參加校外英語檢定未通過後，才可修習替代課程。(英語測驗日期須早於替代課程修課當學期首日)
- 英語檢定有校內與校外管道，若轉學生入學時抵免了大一英文下期，則只能以校外管道申請英文畢業門檻
- 學生送出線上申請後，須帶正本到所屬系辦驗證
- 若有相關問題，請洽各系辦教務處註冊課務組

提出申請

1 請選擇作為申請的種類

大一下期中&期末英文成績

辦法為107學年之後入學適用，需同時參加下學期的期中考、期末考

受測學年:108 | 期中考:64 | 期末考:54 | 期中與期末之平均成績:59

英語證照

系所審核中 其他相同等級之英語能力測驗 測驗日期:2020-09-10

Upload English Proficiency Certificate **Apply for the English Exit** Apply for waiving Freshman and Sophomore E

Note

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Apply

1 Choose Application Category

Midterm and Final Exam Scores of the Second Semester of Freshmen English

Students who are enrolled at Tunghai University in/after the 107 academic year (including transfer students) and took both the midterm and final exam of the second semester of Freshmen English

Academic Year of the exams taken:108 | Midterm Exam:64 | Final Exam:54 | Average of midterm and final exams:59

English Proficiency Certificate

Being Reviewed by the Department | 其他相同等級之英語能力測驗 | Test Date:2020-09-10

Step 3-2. 達通過標準 Met the Score to Pass the English Exit Requirement.

2 請完成申請內容	2 Application Information
<p>由系上審核是否可申請</p>	<p>由系上審核是否可申請</p>
<p>通過校外檢定</p> <p><input checked="" type="radio"/> 達校級或系上規定分數</p>	<p>Passed Off-campus Exam</p> <p><input checked="" type="radio"/> Met the score set by the university or department</p>
<p>未通過校外檢定(替代方案)</p> <p><input type="radio"/> 本校開授英文課程</p> <p><input type="radio"/> 推廣部開設之專業英文課程</p> <p><input type="radio"/> 參加過本校英語系國家姐妹校交換學生課程</p>	<p>Didn't Pass Off-campus Exam (Alternative Substitute Course)</p> <p><input type="radio"/> English-taught course in the university</p> <p><input type="radio"/> English-taught course in the Institute of Continuing Education</p> <p><input type="radio"/> Spent at least one semester in an English-speaking sister school as an exchange student</p>
<p>送出申請</p>	<p>Submit</p>

Step 3-3. 持大一暨大二英文免修證明正本至學生所屬系辦公室進行審核程序
Bring the original copy of the FENM & SESN Waiving Certificate to your own department office for approval.