

依據本校 114 年 3 月 4 日行政會議決議，為響應環保永續並提升行政作業效率，自 **113 學年度第 2 學期**起，本校不再寄送紙本成績單。成績公告後，請學生及**未成年學生之家長**逕行登入**校務資訊系統**查詢個人成績。如有紙本成績單需求，請使用「**文藻外語大學成績列印自動化系統**」，或親洽**教務處註冊組**提出申請。

另依個人資料保護相關法規，學生年滿十八歲後即為完全行為能力人，其學業成績及其他個人資料皆屬各資保護範疇。家長如欲取得已成年學生之在校成績或其他個人資料，須經學生本人授權，本校始得提供。相關授權原則與作業規範如下：

一、個資與授權原則

1. 本校依「個人資料保護法」及「民法」規定辦理成績查詢權限。
2. **未成年學生**：法定代理人（家長／監護人）得由**家長入口**查詢學生在校成績。
3. **已成年學生（年滿 18 歲）**：家長查詢須先經學生授權後始得開放；未完成授權者，家長入口將無法查詢。
4. 成年學生之授權以學生為授權人，無須家長簽名；學生得隨時撤銷或變更授權。
5. **授權辦理方式**：請學生填寫「**授權家長查詢同意書**」；如有疑問敬請洽詢**教務處註冊組**。

二、學生—校務資訊系統成績查詢方式

請由學校中文首頁點選「**資訊服務入口網**」，登入個人帳號與密碼後，依序點選：「**校務資訊**」→「**查詢**」→「**教務資訊查詢**」→「**學期成績查詢**」。

三、家長—校務資訊系統成績查詢方式

1. 由學校中文首頁點選右上方「**家長**」進入「**資訊查詢—學生在校資訊查詢**」。
2. **帳號**：學生學號；**密碼**：學籍系統所登載之**監護人手機號碼**。
3. 進入後依序點選：「**教務資訊查詢**」→「**學期成績查詢**」。
4. **若出現密碼錯誤**：通常為（1）監護人手機號碼需於學籍系統更新，或（2）尚未取得**成年學生**之查詢授權。請轉請學生至**教務處註冊組**申請資料變更或完成授權。

Notice on Grade Inquiry Access and Authorization

In accordance with the resolution passed at the Administrative Meeting on **March 4, 2025**, and in support of environmental sustainability as well as administrative efficiency, Wenzao Ursuline University of Languages **will discontinue the mailing of printed transcripts starting from the second semester of the 2024-2025 academic year**. After grades are released, students and parents/guardians of underage students are advised to log in to the Academic Information System to check individual grade records.

For those who require a printed transcript, please use the **Automated Grade Printing System** or visit the **Registration Section, Office of Academic Affairs**.

In addition, pursuant to the Personal Data Protection Act, students who have reached the age of eighteen are considered legally competent adults. Therefore, parents/guardians wishing to obtain the transcript or other personal information of an adult student must first obtain the student's formal authorization before the University can release such information. The relevant authorization principles and procedures are outlined below:

I. Personal Data and Authorization Principles

1. The University manages access to grade inquiries in accordance with the provisions of the **Personal Data Protection Act** and the **Civil Code**.
2. **For Underage Students:** Legal guardians (parents/guardians) may access the student's academic records through the **Parent Portal**.
3. **For Adult Students (18 years of age or older):** Parents/guardians may access records only after obtaining the **student's prior authorization**. Without such authorization, the Parent Portal will **not** be accessible.
4. **Authorization for adult students** must be granted solely by the **student**, and no parental signature is required. Students may revoke or modify their authorization at any time.
5. **Authorization procedure:** Students should complete *the Consent Form for Parental Access to Academic Records*. For any questions, please contact the **Registration Section of the Office of Academic Affairs**.

II. Students – How to Check Grades

From the University's Chinese homepage, click **Information Service Portal** → log in → **Academic Affairs Information** → **Inquiry** → **Academic Affairs Information** → **Semester Grades Inquiry**.

III. Parents – How to Check Grades

1. From the Chinese homepage, click **Parent** at the top right → **Information Inquiry – Student Status**.
2. **Account**: the **student ID number**; **Password**: the **guardian's mobile phone number** as recorded in the **Student Registry System**.
3. Navigate to **Academic Affairs Information** → **Inquiry** → **Academic Affairs Information** → **Semester Grades Inquiry**.
4. **If a login password error occurs**: This usually means (1) the guardian's mobile number on file needs updating, or (2) **authorization for an adult student** has not yet been granted. Please ask the **student** to visit the **Registration Section** to update their data or complete the authorization process.