

NTHU Academic Information System User Guide

2025.7

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First-Time Login

Step 1: Go to the University Homepage

1. Open a web browser (e.g., Chrome, Edge)
2. Go to the official NTHU homepage:
👉 <https://nthu-en.site.nthu.edu.tw/>
3. Click on “Academic Info System” or go directly to:
👉 <https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/index.php?lang=english>

國立清華大學
NATIONAL TSING HUA UNIVERSITY

中文 關鍵字

About NTHU Academics Study @ NTHU Research Campus Life Administration

Academic Info System Information for parents New Student Information

Click to go Academic Info System(Open new window)

鐘肇鵬筆書浮生
傳記

NTHU Publishes Biography of Mo-Jen Wang

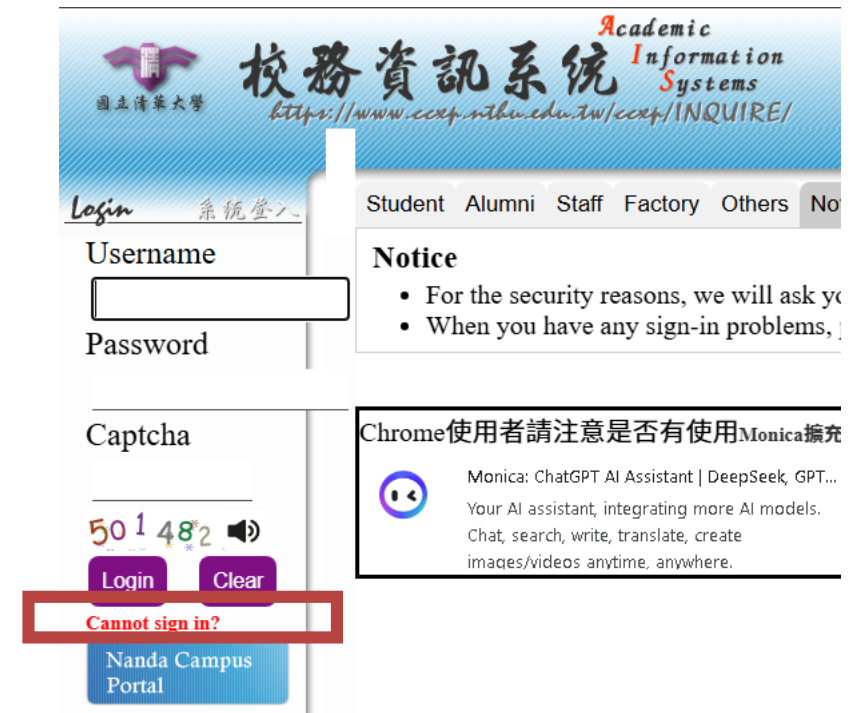
News

- NTHU Racing Team Debuts Lightweight Carbon Fiber Racecar to Compete in Europe
- NTHU Teams Up with Local High Schools to Protect the Touqian River

First-Time Login

Step 2: Activate Your Account

1. On the login page, click “Cannot sign in?”
2. Select the option: “Those who had never signed in Academic Information System, please click here to activate your account”
3. Fill in the required information to activate your account.



Can't you sign in NTHU Information System?

New students sign in for the first time, please [click here](#) to get the account information.

Those who **had never signed in** Academic Information System, please [click here](#) to activate your account.

If you **really forget your password**, please [click here](#) to reset your password.

First-Time Login

Step 3: Set Password and Review Profile

🔑 Change Your Password

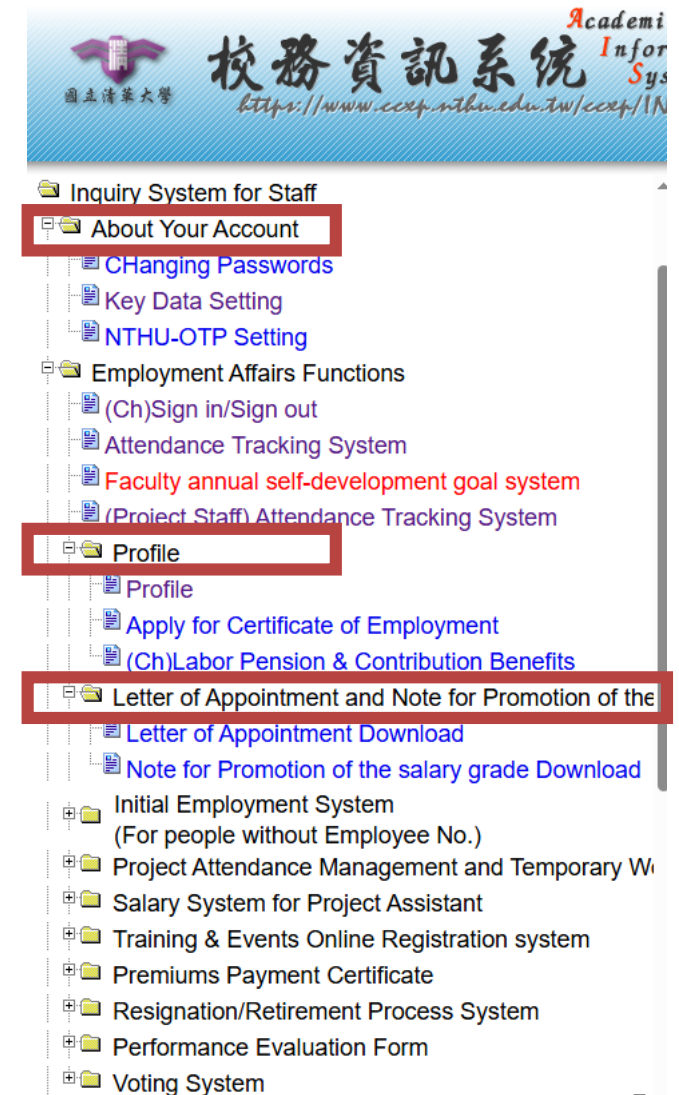
- On the left-hand menu, under “**About Your Account**,” click “**Changing Passwords**” to set a new password to secure your account.
- For security purposes, passwords must be updated **every 90 days**.

👤 Update Your Profile

- Go to the “**Profile**” section, click “**Profile**” to review and update your personal and contact information.

📄 Download Key Documents

- In the “**Letter of Appointment and Note for Promotion of the Salary Grade**” section:
 - Click “**Letter of Appointment Download**” to obtain your official appointment letter.
 - Click “**Note for Promotion of the Salary Grade Download**” if applicable.



Income, Tax, and Payroll Account Management

Key Functions

- View your monthly and annual income breakdown
- Download annual tax report for Taiwan
- Payroll account management

✓ Tips for New Faculty

- Complete **Salary Bank Account Key-In** as early as possible to avoid payroll delays.
- Review and download your tax statements ahead of Taiwan's tax filing season (usually in May).



Income, Tax, and Payroll Account Management

Key Information

- **Pay Date:** Faculty salary pay date is the first of each month. Note that for new faculty on-boarded on July 29, the first paycheck (Aug & Sep) will be received on Sep 1 2025.
- **Payroll Bank Options:** [check here](#)
- **Comparison of payroll banks:** [check the Division of Cashier's webpage](#)
- **Tax-related information:** [check the Division of Cashier's webpage](#)

Tips for New Faculty

- Reimbursements and expense claims are generally processed within one to two months, due to internal review and approval procedures.

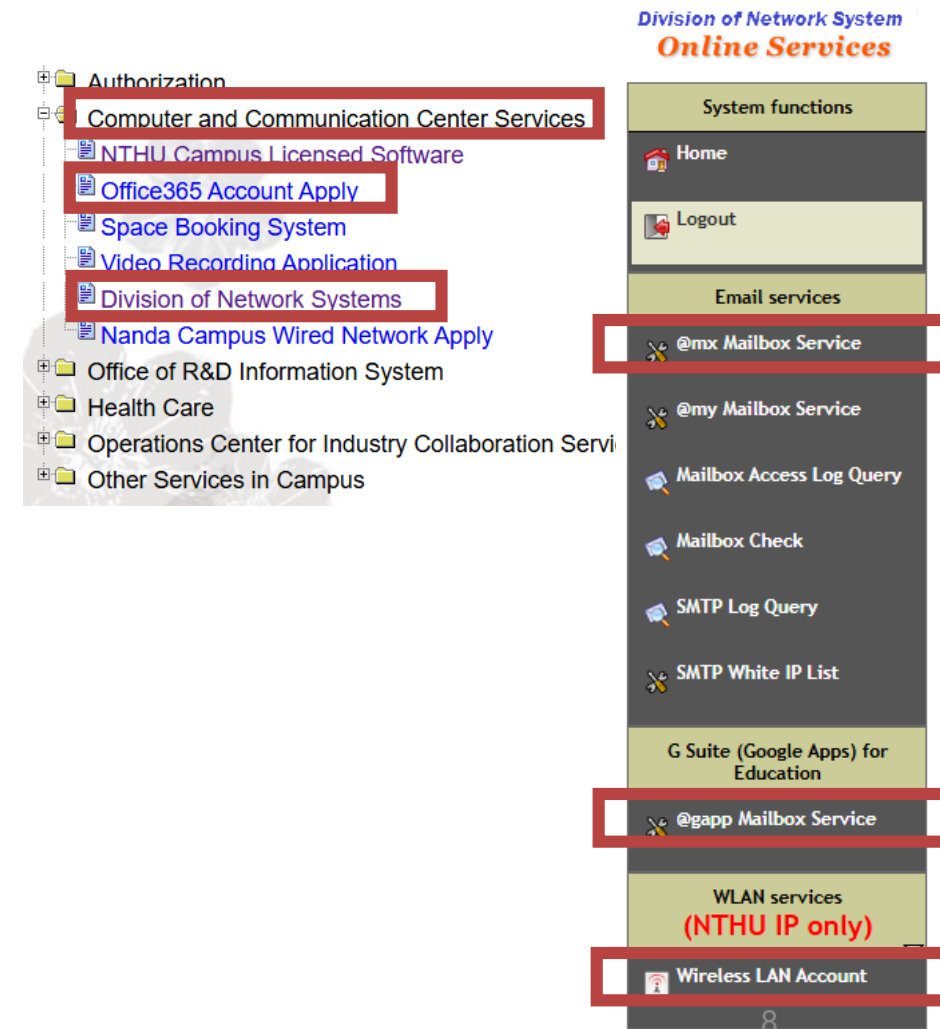
Campus IT Services & Software Access

Key Functions

- Access NTHU Campus Licensed Software
- Go to the “**Division of Network Systems**” section, apply for NTHU email account (@mx), campus WIFI account, and G Suite (Google) for Education account.
- Apply for an Office 365 account

✓ Tips for New Faculty

- Complete your **NTHU email account, campus WIFI account, and other applications if needed (e.g. Office 365 or G Suite)** early to activate your email and cloud services.
- Update your contact information in the “Profile” section



Division of Network System
Online Services

System functions
 Home
 Logout

Email services
 @mx Mailbox Service
 @my Mailbox Service
 Mailbox Access Log Query
 Mailbox Check
 SMTP Log Query
 SMTP White IP List

G Suite (Google Apps) for Education
 @gapp Mailbox Service

WLAN services (NTHU IP only)
 Wireless LAN Account



Authorization
 Computer and Communication Center Services
 NTHU Campus Licensed Software
 Office365 Account Apply
 Space Booking System
 Video Recording Application
 Division of Network Systems
 Nanda Campus Wired Network Apply
 Office of R&D Information System
 Health Care
 Operations Center for Industry Collaboration Servi
 Other Services in Campus

Health Care & Other Services

Key Functions

- Go to the “**Health Care**” section, under “Questionnaire,” complete the “New Employee Physical and Medical Check-up Questionnaire,” if required.
- If your NTHU ID card is lost, reapply through the “**Other Services in Campus**” section, under “ID Card (Electronic ticket) Loss/Reissue/Password Changing System”. A reissue fee may apply.
- Purchase tickets for the gym, swimming pool, and other sports facilities via the “**NTHU Sports Center Ticketing System**” in the same section.

✓ Tips for New Faculty

- Your NTHU ID card is also available in digital form via the “**iNTHU**” app.
(Currently only in Mandarin Version.)
-  [Download on Apple Store](#)
-  [Download on Google Play](#)



Course Management

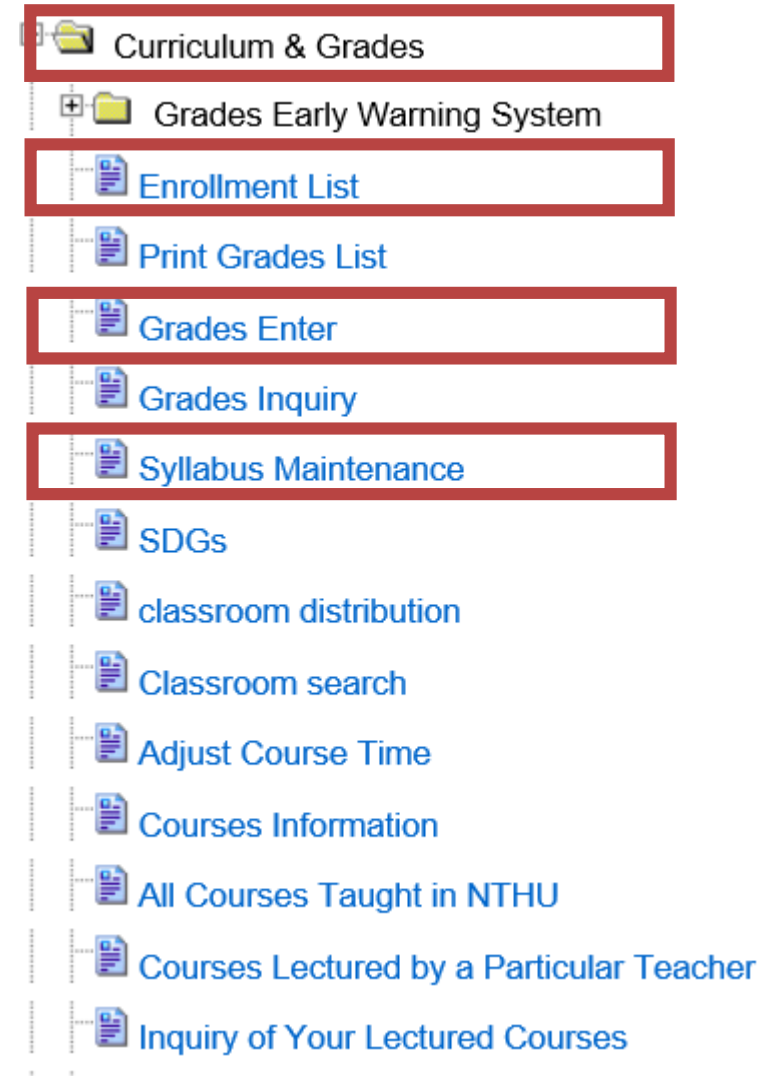
Key Functions

- Go to the “**Curriculum & Grades**” section, to access student enrollment list, enter grades, upload your syllabus, and manage other course-related tasks.

Tips for New Faculty

- Visit the “**Teacher Resources/教師專區**” section on the **Division of Curriculum’s** webpage for detailed guideline:

 <https://curricul.site.nthu.edu.tw/p/404-1208-292318.php?Lang=zh-tw#teacher-area>



Course Management

Teaching Information & Recourses (by Division of Curriculum)

- [Overview of Teaching Reminders for Faculty](#)
- [Advisor – Viewing Advising Passwords](#)
- [Maintain Personal Email and English Name](#)
- [Teacher Inquiry, Download Course List/Email Coursemates](#)
- [Guidelines and Steps for Sending Emails to Classmates Using the School Information System](#)
- [Managing Student Withdrawals in Online Courses: A Teacher's Guide](#)
- [Teacher enquiry course evaluation results](#)
- [Academic Information System - Teacher Authorization Function Usage Instructions](#) (e.g., grant access to a TA)
- [Integrating Ethical Guidelines for Generative AI into NTHU Course Syllabi](#)

教師專區 (授課教師 / 導師)

📌 教師授課與學分

Teaching Credits and Course Load

- 專任教師授課學分規定
- 專任教師授課學分計算原則
- 個人授課學分數查詢
- NTHU Regulations of Teaching Credits for Full-time Faculty
- Explanation of Full-Time Faculty Teaching Credit Calculation
- Procedure for Confirming Teaching Credits

📌 教師授課作業與提醒

Teaching Tasks and Reminders

- ★ **【重點總覽】教師授課提醒事項總覽**
- 查詢/下載學生名單
- 校務資訊系統email修課同學之規範與步驟
- 數位學習平台：eLearn、eeClass
- 教師歷年授課資料查詢
- ★ **Overview of Teaching Reminders for Faculty**
- Teacher Inquiry, Download Course List/Email Coursemates
- Guidelines and Steps for Sending Emails to Classmates Using the School Information System
- Digital Learning Platforms：eLearn & eeClass
- Querying Teaching Records for an Individual or Specific Teacher

Office of Research & Development (R&D)

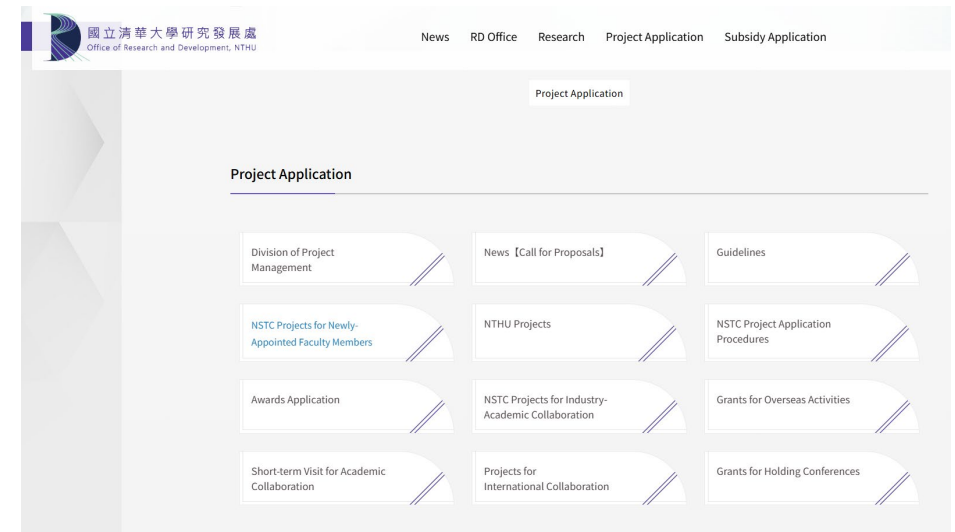
Key Functions

- Go to the “**Office of R&D Information System**” section and click “**System Portal Site**,” to apply for research grants, awards, and other programs managed by the Office of Research and Development (R&D).



✓ Tips for New Faculty

- [Office of Research and Development \(R&D\)](#)
- [NSTC Projects for Newly-Appointed Faculty Members](#)
- [Research Project Application](#)
- [Subsidy and Award Application](#)



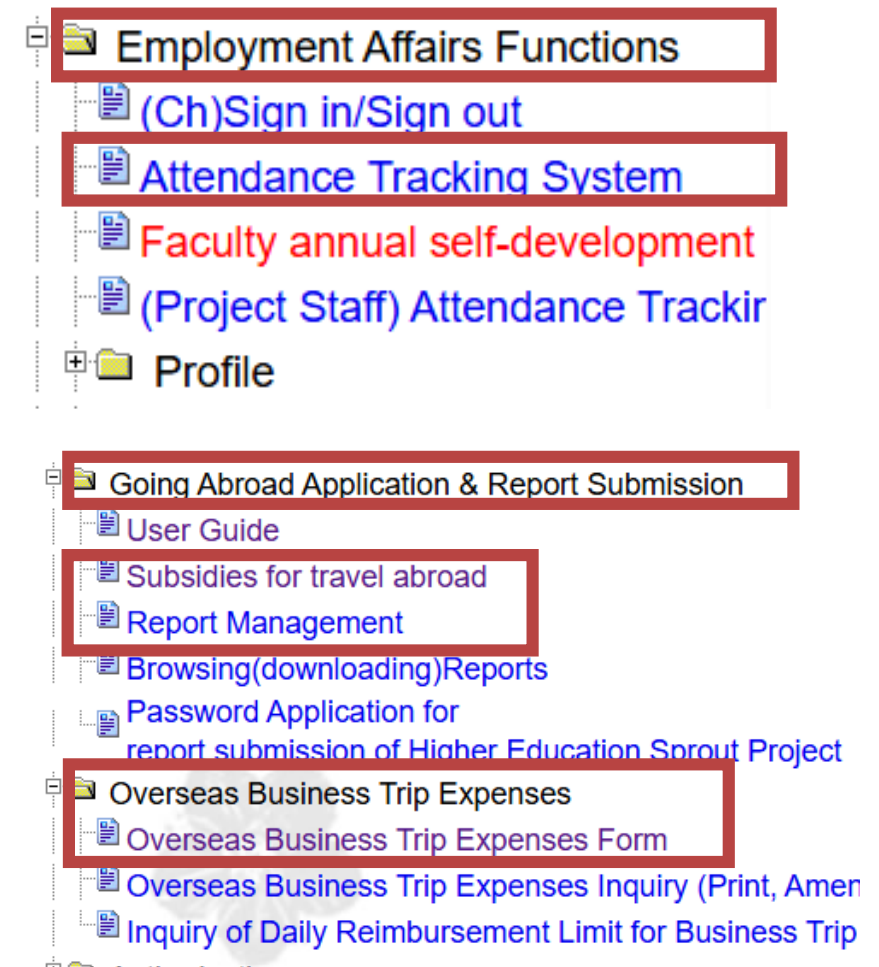
Faculty Travel Process

Before You Go

1. **Submit Travel Application (mandatory)**
Employment Affairs Functions → Attendance Tracking System
2. **Apply for Travel Funding (for international business trips)**
Going Abroad Application & Report Submission → Subsidies for Travel Abroad

After You Return

1. **Submit Travel Report (for international business trips)**
Going Abroad Application & Report Submission → Report Management
2. **Submit Travel Reimbursement (for business trip)**
 - **International** business trips: Overseas Business Trip Expenses → Overseas Business Trip Expenses Form
 - **Domestic** business trips: Employment Affairs Functions → Attendance Tracking System



Before You Go:

(1) Submit Travel Application via “Attendance Tracking System” (*mandatory*)

差勤系統

差假申請 | 費用申請 | 紀錄查詢 | 資料作業 | 基本資料

Domestic Business Travel

International Business Travel

Personal Overseas Travel

Purpose:

- Conference
- Field Visit
- Research or Academic Training
- International Volunteering
- Visiting
- Other (*e.g. personal*)

Travel to Mainland China:

- No
- Yes (please complete the Application Form for Travel to Mainland China first)

Funding Source:

- B** – NSTC Projects
- F** – Donations (*applied to TSE funding*)
- O** – Personal Funding

國內請假申請單
國內公假申請單
國內出差申請單
銷假單
出國申請單
非因公出國申請單
代理移轉
漏未刷卡或刷卡異常申請單
加班申請單
專案加班單
個人遞延休假設定
暫存假單列表

台北政經學院

新增選擇

出國經費來源

出差(請差旅費用) 公假

會議 考察 進修研究 國際志工 訪問 其他

赴大陸地區 否 是 (若有前往大陸地區，請先申請赴大陸地區申請表)

A建教合作計畫
 B國科會計畫
 D推廣教育收入
 F捐贈
 H管理費
 J政府補助-國科會
 J政府補助-非國科會
 Q深耕計畫
 T教育部補助-非公務預算
 L場地收入
 E雜項收入
 O私人經費
 K權利金收入

Before You Go:

(2) Apply for Travel Funding (if applicable) via “Subsidies for Travel Abroad”

國立清華大學 校務資訊系統 Academic Information Systems
<http://www.cexp.nthu.edu.tw/cexp/INQUIRE/>

NTHU | Computer & Communication Center | Division of A.I.S. | Idle Time : 0.1分

出國申請表
Going Abroad Application Form

新增出國申請表
Add New Going Abroad Application

出國申請表列 Tabulation of Application For Going Abroad				
編號 No.	出國日期 Date of going abroad	所屬單位 Dept./ Institute	需上傳報告的系統 Report needed to be uploaded	執行項目 Implementation of the project
			本校校務資訊系統 NTHU Academic Info System	<input type="button" value="修改"/> <input type="button" value="刪除"/> <input type="button" value="檢視"/> Modify Delete View

說明:未上傳報告之前, 允許修改或刪除。
 Note: The report is allowed to be edited or deleted before it hasn't been uploaded.

After You Return:

(1) Submit Travel Report *(for international business trips)* via “Report Management”


校務資訊系統 Academic Information Systems
<https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/>
NTHU | Computer & Communication Center | Division of A.I.S. | Idle Time : 1.4分

- 會議紀錄
- Income Inquiry
- Voucher Payment Inquiry
- Project income query
- Election System for Office Dormitory Mem
- Instrument and Equipment Sharing Syster
- Property Management System
- Space Management System
- Book Property Information System
- Courses
- Scholarship Systems of Academic Affairs
- Scholarship Systems of Global Affairs
- Going Abroad Application & Report Submi
 - User Guide
 - Subsidies for travel abroad
 - Report Management
 - Browsing(downloading)Reports
 - Password Application for report submission of Higher Education S
- Overseas Business Trip Expenses
 - Overseas Business Trip Expenses Form
 - Overseas Business Trip Expenses Inquir
 - Inquiry of Daily Reimbursement Limit for
- Authorization
- Computer and Communication Center Sei
- Office of R&D Information System
- Health Care
- Operations Center for Industry Collaborati
- Other Services in Campus

出國報告管理 Going Abroad Report Management

出國報告表列 Tabulation of Going Abroad Reports			
編號 No.	出國日期 Date of going abroad	繳交狀態 State of submission	開放狀態修改設定 State of allowing program to be modified
		<input type="radio"/> 上傳報告 (限首次上傳後三個月內, 可重複上傳, 並以最新資料更新) Upload the report. (The travelling report can be reloaded or updated only within 3 month after the first upload.)	<input type="radio"/> 開放 Open <input checked="" type="radio"/> 不開放 Close
		<input type="radio"/> 列印審核表 Print out the examination.	

說明：

1. 報告上傳後, 可單獨做開放狀態修改的設定。
2. 出國報告檔案上傳大小上限為7M。 Please upload your file size less than 7MB.

After You Return:

(2) Submit Travel Reimbursement (*for international business trip*) via “Business Trip Expenses Form”

The screenshot shows the 'Academic Information Systems' (校務資訊系統) interface. The main content area is titled '國外差旅費填表' (Overseas Business Trip Expense Form). A red box highlights the input field for '請輸入員工編號或學號' (Please enter staff number or student number). Below this, there are radio buttons for '本校人員' (School personnel) and '非本校人員' (Non-school personnel), with a '確定Confirm' button. A '注意事項 Note' section follows, containing two points: one regarding subsidies for personnel dispatched by the central government for more than 15 days, and another regarding the requirement for school personnel to complete the application form through the system.

注意事項 Note

- 中央各機關 (含事業機構) 派赴國外進修、研究、實習人員之補助 **超過15天以上** 者，目前不適用本系統。
The subsidies for personnel dispatched overseas by the central government (including institutions) for advanced studies, research, and internships that **exceed 15 days** are currently not applicable in this system.
- 本校教職員工及約用人員請先在(差勤系統→出國申請單)填寫核准後，才能使用。
School personnel and contracted personnel must complete the application form at (Attendance System Overseas Trip Application Form) and obtain approval before proceeding to use.

2. 出國申請單(博後、助理、學生等)不能在差勤系統填寫者。請本人在(出國申請與報告繳交系統→出國申請)填寫並列印出國申請單。
For those who cannot complete the Overseas Trip Application Form through

After You Return:

(3) Or, submit Travel Reimbursement (*for domestic business trip*) via “Attendance Tracking System”

Attendance Tracking System

系統導覽 | 系統登出 | 操作手冊

差勤系統

差假申請 | 費用申請 | 紀錄查詢 | 資料作業 | 基本設定 | 排班設定

Submit Travel Reimbursement (for domestic business trip)

分配加班時數
勞基法個人費用申請表查詢
國內出差旅費申請表(NTHU_new)
國外出差旅費申請表
2017勞基法個人加班費印領清冊

04-01 選日期(日期格式yyyy-mm-dd)
結束日期 2025-07-31 選日期(日期格式yyyy-mm-dd)

確定 重設

✓ Tips for New Faculty

- Faculty are required to report **all international travel**, whether for business or personal purposes, in accordance with Ministry of Education regulations.
- When submitting a travel request, you must **designate a substitute** during your absence. Be sure to notify them in advance, as the system will send a confirmation request for their approval.
- Travel to **Mainland China** requires prior approval and a separate application.

Property Management

Key Functions

- Designated university assets must be registered in the system.
 - Items over NT\$10,000: **Property** (財產).
 - Items between NT\$6,000 and NT\$9,999: "**Items OVER 6000**" (物品).
- Asset tags must be properly affixed to registered items.
- Annual inventory checks are conducted for all registered assets.



✓ Tips for New Faculty

- Registration also required for specific consumables, including **printer cartridges/printer carbons**, and **software over NT\$10,000**.



Procurement Regulations

Key Principles

- **All government and public university funding** in Taiwan is subject to the procurement regulations set by the government. TSE's main funding sources originate from donations made to the university and are considered and managed as part of university funds, the same regulatory framework applies. This also applies to funding from the **National Science and Technology Council (NSTC)** and the **Yushan Scholar Program**.
- An order, or several orders from the same vendor within a closed period (say about 1-2 months) must **not exceed TWD 150,000** (小額採購金額上限). Any purchases **over TWD 150,000** required a **tendering** procedure (招標).
- **Equipment and certain items (e.g., furniture, buildings, vehicles)** valued **over TWD 10,000** are classified as "**Property**" (財產). Items **between TWD 6,000 and TWD 9,999** are labeled as "**Items OVER 6000**" (物品). These must be recorded in the university's equipment management system, assigned asset tags, and are subject to annual inventory checks. They may only be disposed of after a designated retention period (usually several years), in accordance with university procedures.
- **No PRC products are permitted**, e.g. Huawei, Xiaomi, or special software prohibited by the Ministry of Education (MOE), e.g. Zoom or DeepSeek.
- The **NTHU tax code** (清華大學統一編號) "**46804804**" must be stated on all receipts and invoices that contain a ROC receipt number (統一發票號碼).

Tips for New Faculty

- [Important Guidelines and Regulations on Travel Reimbursements, Procurement, and Property Management](#)

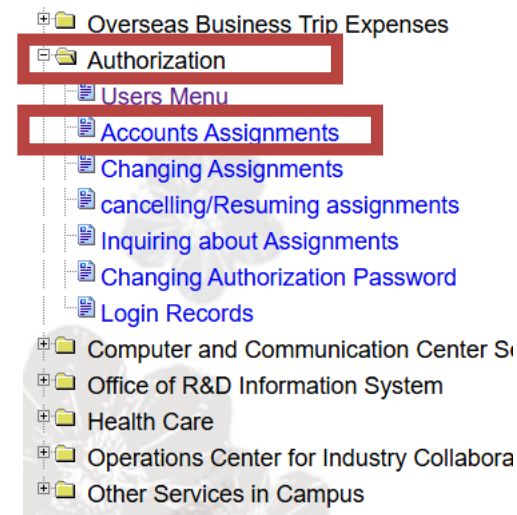
Authorization

Key Functions

- Faculty may grant others (e.g., TA/RA) access to specific functions in the Academic Information System, such as hiring assistance or property registration, for a defined period.
- The system generates an authorization account, and the instructor sets an authorization password.
- **Actions taken by authorized users are considered as valid as if performed by the faculty member.**

✓ Tips for New Faculty

- Review and update authorizations regularly to ensure only current TAs/RAs have access.



Need Help?

Key Contacts

- For login issues, contact the IT Service Desk at **ext. 31000** (03-5715131 ext. 31000).
- To identify the assigned system handler, click **“Information”** on the top-left menu in the Academic Information System.
- You may also search via the **University Directory**:
 - Go to the official NTHU homepage (Mandarin version only) and click **“通訊錄”** (Directory) in the top-right corner.
 - Or visit directly:
<https://curricul.site.nthu.edu.tw/p/404-1208-292318.php?Lang=zh-tw#teacher-area>

✓ Tips for New Faculty

- Contact TSE office at **ext. 43090 (03-5743090)**

