



旁聽科目申請表
COURSE AUDIT APPLICATION FORM

※ 請以正楷填寫 Please use capital letters

I. 學生個人資料 PARTICULARS OF STUDENT

中文姓名 : _____ 學生編號 Student No. : _____
Name in Chinese : _____
外文姓名 : _____ 聯絡電話 : _____
Name in English : _____
聯絡地址 : _____
Correspondence Address : _____
學院 : ☐ 資訊科技學院 ☐ 商學院 ☐ 法學院
Faculty : ☐ Faculty of Information Technology ☐ School of Business ☐ Faculty of Law
☐ 中醫藥學院 ☐ 酒店與旅遊管理學院 ☐ 人文藝術學院
☐ Faculty of Chinese Medicine ☐ Faculty of Hospitality and Tourism management ☐ Faculty of Humanities and Art
☐ 國際學院 ☐ 大學先修班
☐ University International College ☐ Pre-University Studies
課程 : _____ 專業 : _____
Program : _____ Major : _____
學年 : _____ / _____ 學期 : _____ 就讀第 _____ 年 本學期修讀之學分 : _____
Academic Year : _____ / _____ Semester : _____ Year _____ of Study No. of Credits Taken Currently : _____

II. 旁聽科目 COURSES FOR AUDIT

	科目編號 Course Code	科目名稱 Course Title	學分 Credits	督導員意見 Supervisor's comment		教師意見 Lecturer's comment	
				同意 Agreed	不同意 Disagreed	同意 Agreed	不同意 Disagreed
1							
2							
3							
4							
5							
簽署 Signature:							

申請人簽名 : _____ 日期 : _____
Applicant's Signature : _____ Date : _____

III. 由校方填寫 FOR OFFICE USE ONLY

審核 : _____ 日期 : _____
Checked by : _____ Date : _____
資料輸入 : _____ 日期 : _____
Data entered by : _____ Date : _____
學院院長/通識教育部主任核准 : _____ 日期 : _____
Approved by Faculty Dean/DGE : _____ Date : _____

☐ 抄送教務處 ☐ 抄送註冊處 ☐ 抄送有關老師 ☐ 抄送資訊處及會計部 ☐ 抄送設計部
Copy to Academic Affairs Copy to Registry Copy to Teachers Concerned Copy to ITO & Accounts Copy to Promotion & Design

注意事項

- (一) 申請者必須先填妥此表格交有關學院辦公室/通識教育部辦理申請手續。
- (二) 旁聽費用: 按每學分/學時 MOP/HKD100 元收費。
- (三) 校方將視乎申請者要旁聽之科目班上人數限制及申請者之學習需要進行批核。經有關學院院長/通識教育部主任批准，校方將向每位申請者發出一張旁聽卡，持卡人要進行旁聽時必須向教師出示旁聽卡方可入座。
- (四) 未經批准而擅自進行旁聽者，教師有權即時要求學生離座，不合作者將被記名，事後再作追究。
- (五) 旁聽之科目將不計算學分，旁聽者只准許於課堂上後排聽課，不能參予任何考試或提交作業。
- (六) 旁聽者必須遵守課堂紀律，若被發現有影響他人上課的情況，例如霸佔在讀同學之座位、滋擾他人上課等行為者，將隨時被取消旁聽資格。
- (七) 旁聽制度只適用於本科課程。
- (八) 有關旁聽制度之詳細規條，請參閱最新學年學生手冊 – 「學業規則」。
- (九) 大學保留修訂及闡釋上述規定的一切權利。

NOTES

1. Applicant should fill in this form and submit to the respective Faculty Office/Department of General Education for application.
2. Audit Fee: MOP/HKD100.00 per credit/credit hour.
3. Approval will be granted subject to the limit of class size and the applicant's study need. Once approved, the applicant will be issued a Course Audit Pass which must be shown each time he/she audits a course.
4. No student is allowed to audit a course without a Course Audit Pass. Any non-listed student who audits a course without a Course Audit Pass will be requested to leave the classroom instantly. If the student does not cooperate, he/she will be listed for further action.
5. No study credit will be counted for any audited courses. The auditor is only allowed to attend the class and not permitted to undertake any assessment or examination.
6. The auditor must be disciplined and must not disturb other students during class, such as occupying others' seat and disturbing others' attention, etc. The University reserves the right to cancel the student's Course Audit Pass instantly.
7. The Course Audit Program is applicable to Undergraduate Programs only.
8. With regards to the Rules and Regulations for Audit, please refer to the latest Student Handbook, Sections on "Rules and Regulations on Studies".
9. The University reserves all rights and privileges in amending and explaining the above mentioned rules and regulations.