

注意事項

- 一、 學生因病或因事不能上課，必須到課任老師遞交請假申請。因病請假者須同時遞交下列醫療機構所提供的醫生證明，其他醫生證明一概不予批准。
 - 澳門科大醫院
 - 澳門鏡湖醫院
 - 澳門仁伯爵綜合醫院(山頂醫院)
 - 澳門各衛生中心
- 二、 請假者須按老師要求完成所缺之作業。擅自缺課及不辦理請假申請者，一律按曠課處理。
- 三、 學生請假應按下列程序辦理申請：
 - i) 於註冊處(N座圖書館大樓 N411 室)索取或大學網站下載《學生請假表-暑期補習班》並填寫第一及第二部份(下載位置：[大學網頁](#)>[入學申請](#)>[學士學位](#)>[表格下載](#)>新生)。
 - ii) 學生因事請假者，必須事先向課任老師遞交請假申請，並提交相關證明文件(如證明信、家長/監護人信等)。
 - iii) 學生因病或其他突發事情而缺課，應盡快通知課任老師備案，並於回校後兩個工作天內補辦請假申請及提交相關證明文件(如醫療證明、證明信、家長/監護人信等)。
- 四、 逾時請假或未能提交有效之請假證明文件者，課任老師有權不予受理。缺課將按曠課情況處理。
- 五、 曠課超過該科總學時 10%的學生(即曠課 3 次或以上)，不准參加入學評核試。
- 六、 學生必須有 70%或以上出勤率(即必須出席 14 次或以上的課堂)方可參加入學評核試。
- 七、 若遇任何爭議，以校方之最後決定為準。
- 八、 大學保留修訂及闡釋上述規定的一切權利。

Notes

1. A student who cannot attend classes because of illness or any other reason should apply leave from teacher. Student who is absent from sickness should provide the medical certifications issued by one of the following medical institutions, certifications issued by other doctors will not be accepted:
 - University Hospital
 - Kiang Wu Hospital
 - Hospital Centre S. Januario
 - Macau Health Centres
2. A student who is absent from class should complete the missing course work as required by the teacher. A student absent without applying for leave will be considered as absenteeism.
3. Procedures for application of leave are as follows:
 - i. Obtain the application form from Registry at Room N411 of Block N Library Building or MUST website (<http://www.must.edu.mo>) and complete Section I and II.
 - ii. A student who applies for leave because of non-medical reasons should submit the application in advance. A completed application form should be submitted together with supporting documents (such as documentary evidence or consent from parent or guardian) to the teacher(s) for approval.
 - iii. A student who is absent owing to sickness or other unexpected circumstances should inform the teacher(s) immediately and submit the leave application together with supporting documents (such as medical certificate, other documentary evidence or consent from parent or guardian) within two working days upon returning to class.
4. Leave application will not be accepted if it is overdue and/or supporting documents are not provided.
5. A student who is absent without applying for leave for more than 10% of the total class hours (i.e. absent for 3 classes or above) will not be allowed to take the final examination.
6. A minimum attendance of 70% (14 classes or more) is required for the student to be eligible to attend the final examination.
7. All matters and disputes will be subject to the final decision of the University.
8. The University reserves all rights and privileges in amending and explaining the abovementioned rules and regulations.