



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY
轉換專業申請表

學院職員收件記錄

To be filled by staff:

Received by: _____

Date: _____

APPLICATION FORM FOR TRANSFER OF MAJOR

※ 請於填表前細閱注意事項 Please read the notes before completing this form.

I. 學生個人資料 PARTICULARS OF STUDENT

姓名 Student Name _____ 學生編號 Student No. _____
通訊地址 Correspondence Address _____ 郵政編碼 Postal Code _____
聯絡電話號碼 Contact Phone No. _____ 電郵地址 E-mail Address _____

II. 轉換專業申請資料 INFORMATION OF APPLYING TRANSFER OF MAJOR

現就讀課程 Current program: _____
現就讀專業 Current major: _____ 申請轉換以下專業 Apply for transferring to the major of: _____
申請轉換專業原因 Reason for Transfer of Major: _____
擬轉換專業學期 Intended changing semester: _____ / _____ 學年 Academic Year 第 _____ 學期 Semester

III. 學生聲明 DECLARATION

- 本人確認本申請表中所提供的資料真實無誤，並聲明已知悉及明白『澳門科技大學個人資料收集聲明』的內容。
I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the "[Macau University of Science and Technology Personal Data Collection Statement](#)".
- 本人明白並了解轉換專業只可申請一次，轉換後可能會導致修讀期延長，本人已清楚了解並接受轉換後大學所編排之學習計劃、上課時間及收費標準。I fully understand that I can only apply once for transfer of major, the changes may lead to extension of my study period. I will accept all the details in the study plan, course schedules and respective charges for the new major.

學生簽名 Student's Signature:  _____ 日期 Date: _____

IV. 申請手續及遞交文件 APPLICATION PROCEDURES AND REQUIRED DOCUMENTS

- 學生申請轉換專業應按下列程序辦理 Students who wish to apply transfer of major should follow the procedures below:
 - 向財務處付清原就讀課程所欠學費及/或其他費用，無論完成課程與否，所有已登記修讀科目之學費必須繳付。
Settle all outstanding tuition fee and/or other fees of original program. Tuition Fee for all courses enrolled must be settled whether the courses have been completed or not.
 - 辦妥/清還圖書館借書/罰款手續。Clear/settle all outstanding loans/fines with the Library.
- 學生須於專業選修科目開課前最少 3 週（不設專業選修科目的課程則必須於論文開題前）向所屬學院辦公室提交書面申請。Students have to submit their written applications to the respective Faculty Office three weeks before the class commencement of the major-elective courses (for students studying in programs with no major-elective courses, they have to submit written applications before the approval of the thesis topic).

須遞交的申請文件包括 Required application documents include:

- 填妥及親筆簽署的《轉換專業申請表》 Completed and signed APPLICATION FORM FOR TRANSFER OF MAJOR
- 身份證明文件複印件 Photocopy of identification document
- 申請手續費澳門幣/港幣 200 元 Administration fee of MOP/HKD 200

- 轉換專業申請一般需時 3 星期處理，大學將通過書面及電郵方式通知申請者批核結果。成功轉換專業者，將被通知辦理選科手續。所有繳交費用，恕不退還或轉讓。是項申請之一切行政程序將於繳費及遞交申請表後始行生效。若遇任何爭議，一概以校方之最後決定為準。The application will normally take around three weeks for approval. The Faculty will inform the student by written notification and email upon approval. The student will be required to complete the enrolment procedures. All fees paid are neither refundable nor transferable. Application will only be processed after payment is made and the application is submitted. All matters and disputes will be subject to the final decision of the University.

本表格中的中英文版本如有差異，將以中文版本為準。In the event of any discrepancies between the Chinese and English versions of this form, the Chinese version will prevail.

部門審批 (APPROVAL FROM RELATED DEPARTMENTS)

<p>A) 財務處櫃檯 FINANCE OFFICE SERVICE COUNTER</p> <p><input type="checkbox"/> 已收取澳門幣/港幣 200 元手續費 Received MOP/HKD200 administration fee</p> <p><input type="checkbox"/> 附上銀行支票/本票/銀行繳費單編號 Enclosed a _____ Bank Check/Cashier Order/Bank Pay-in-slip No. _____</p>	<p>負責人簽名 Authorized Signature _____</p> <p>日期 Date _____</p>
<p>B) 學院 FACULTY</p> <p>是否已開始專業科目授課，或已確認論文開題? Have the major-elective courses commenced or has the thesis topic approved?</p> <p><input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No</p> <p>(按規定，轉換專業須於專業選修科目開課前提出申請，不設專業科目的課程則必須於論文開題前提出申請。如有特殊情況，請附上相關說明及批核文件。According to related regulations, students have to submit their written applications to the respective Faculty Office before the class commencement of the major-elective courses, for students studying in programs with no major-elective courses, they have to submit written applications before the approval of their thesis topic. If there are any special circumstances, please attach related approval documents.)</p> <p>Remark: _____</p> <p>學院批核 Approval from Faculty (由學院院長填寫 Approved by the Dean of Faculty)</p> <p><input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Not approved, 原因 Reason: _____</p>	<p><input type="checkbox"/> 已附上新學習計劃 New Study Plan attached</p> <p>行政人員簽名 Staff's Signature _____</p> <p>日期 Date _____</p> <p>學院院長簽名 Dean's Signature _____</p> <p>日期 Date _____</p>
<p>C) 研究生院院長核准 APPROVAL BY DEAN OF SCHOOL OF GRADUATE STUDIES</p> <p><input type="checkbox"/> 批准 Approved, 生效日期 Effective Date: _____</p> <p><input type="checkbox"/> 不批准 Not approved, 原因 Reason: _____</p>	<p>研究生院院長簽名 SGS Dean's Signature _____</p> <p>日期 Date _____</p>
<p>D) 資訊科技發展辦公室 ITDO</p> <p><input type="checkbox"/> 申請已記錄於學籍日誌中 Application has been inputted in the activity log</p> <p><input type="checkbox"/> 已重設學生學習計劃 Reset study plan</p>	<p>負責人簽名 Authorized Signature _____</p> <p>日期 Date _____</p>
<p>E) 學院 FACULTY</p> <p><input type="checkbox"/> 已檢查 COES 中的學籍日誌及學習計劃 Student study plan has been changed and activity log inputted</p> <p><input type="checkbox"/> 已書面及電郵通知學生審批結果 Student being notified the result in writing and by email</p> <p><input type="checkbox"/> 信函已抄送至財務處及研究生院 CC to the Finance Office and the School of Graduate Studies</p>	<p>負責人簽名 Authorized Signature _____</p> <p>日期 Date _____</p>