澳 門 科 技 大 學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY
修業申請表
APPLICATION FORM FOR COURSEWORK COMPLETION

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 ——————————————————

是否宿生
Dormitory : ☐ 宿生 Dormitory （房號 Room No._____）, 宿生必須連同《完成退宿手續確認書》一併遞交 *Dormitory Room Clearance Confirmation* must be attached   ☐ 非宿生 Non-Dormitory

II. 申請修業原因 REASON FOR APPLYING COURSEWORK COMPLETION

☐ 未能完成論文寫作，決定不再繼續學業
Unable to complete thesis and do not continue the study

☐ 論文答辯不通過，不再申請第二次答辯
Fail the oral defense, will not apply for second defense

☐ 修業期限屆滿，仍未能通過畢業資格
Unable to complete study within the maximum study period

☐ 論文重新答辯後仍不通過
Fail the second oral defense

III. 退款資料 INFORMATION FOR REFUND

本人已知悉及明白學生手冊所述有關退款之相關條例，並接受大學有關退費之決定。
I fully understand related *Terms of Refund* stated in the Student Handbook, and accept the University's decision about refund.

如有退款時，本人選擇透過以下所選方式領取退款 If there is refund, I would like to get it by:

☐ 領取支票
Cheque pick-up

☐ 自動轉賬
Autopay *

本地學生
Local students: 須提供澳門任一銀行之澳門幣賬戶資料，而大豐銀行則收取澳門幣$10 手續費 Should provide information of a MOP bank account of Any bank in Macau; and for *Tai Fung* bank account, an extra MOP$10 will be charged;

非本地學生
Non-local students: 須提供「中國銀行澳門分行」或「中國工商銀行澳門分行」之港幣賬戶資料 Should provide information of a HKD bank account of *Bank of China Macau Branch* or *The Industrial and Commercial Bank of China Macau Branch*.

☐ 匯款
Tele-transfer *: 須提供「中國銀行」或「中國工商銀行」可接受境外港幣匯款之賬戶資料 Should provide information of a bank account which can accept HK Dollar inward remittance outside China of the *Bank of China* or *The Industrial and Commercial Bank of China*.

*選擇自動轉賬或匯款者，請填寫以下銀行賬戶資料 Students who choose autopay or tele-transfer, please fill in bank account details as follows:

銀行名稱 Bank Name_____	開戶人姓名 Account Name_____
賬戶號碼 Account NO._____	賬戶貨幣(自動轉賬必填) Account Currency (Required for autopay): ☐ HKD ☐ MOP
開戶銀行地址 (匯款必填) Bank Address (Required for T/T): ___省 Province ___市 City ___路 Road ___分行 Branch ___支行 sub-branch	
收款人地址 (匯款必填) Beneficiary's Address (Required for T/T): _____	電話 Contact Phone NO.:_____

備註 Notes

1. 如領取支票者、自動轉賬或匯款賬號之開戶人為非學生本人，學生必須提供親自簽署之授權書正本及學生與被授權人的有效身份證複印件。
   For collection on behalf, student's written authorization and I.D. copies of both the student and his/her representative should be provided.

2. 選擇匯款者或自動轉賬者，需隨表附交清晰的"銀行存摺簿（賬戶資料頁）複印件"。
   For the student who chooses tele-transfer or autopay, please provide a clear bank book copy with bank account information attached to the application form.

3. 以匯款方式退款，須繳付行政手續費澳門幣/港幣 100 元，並將於退款內扣除後匯出，不另作通知。
   A handling charge of MOP/HKD100 would be deducted from the refund without notice if you choose to refund by tele-transfer.

4. 任何銀行手續費由學生自付（經由大學代辦之境外匯款手續費最低收費為澳門幣/港幣 100 元），並將於所退的保證金中直接扣除，不另作通知。Any bank charges should be borne by student (the minimum charge on outward remittance fee is MOP/HKD100), and would be deducted from the caution fee without any notice.

5. 學生所提供的收款銀行賬戶資料必須準確無誤，如因提供之資料不正確或不足而引致的任何問題、損失及費用，將由學生負責。
   Student must provide accurate information of bank account. Furthermore, the student should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.

IV. 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*".

　　本人已知悉大學於完成外地學生的離校手續後，將按規定向澳門居留及逗留事務廳通報，本人已清楚了解澳門出入境有關外地學生「不再就讀」的注意事項內容（外地學生適用）。 I have acknowledged that upon completion of the clearance procedures for non-local students, the University will notify the Residence and Stay Affairs Department of Macao. I have read and understood the "*Points to Notes for Non-resident Students on Termination of Studies*" issued by Macao Immigration Department of the Public Security Police. Students are responsible to fully understand and comply with the Macao immigration laws and regulations to avoid illegally overstaying in Macau (applicable for non-local students).

學 生 簽 名
Student's Signature : ——————————————————

日 期
Date : ——————————————————

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

(1) 修讀碩士學位及工商管理博士學位課程之研究生，如已修畢授課部份所要求的學分(2017/2018 學年及之後入學的學生須同時滿足累計平均積點不低於 2.50 的要求)，但未能完成論文寫作，或於最長修業期限屆滿前仍未能通過畢業資格，可向大學申請修業。申請者須向研究生院提出書面的修業申請，一切行政程序將於有關文件收妥後始行辦理。Students enrolled in the Master Degree programs or Doctor of Business Administration program are eligible to apply for coursework completion for study if they have obtained all the coursework credits (Students admitted from academic year 2017/2018 should also achieve a cumulative GPA of 2.50 or above) but no longer engage in thesis writing or have completed the thesis writing and discontinues their study after failing the oral defense or fail in the second oral defense. Applicants should submit a written application to the School of Graduate Studies Service Counter. Related administrative procedures will not begin until all application documents have been submitted.

(2) 須遞交文件 Required application documents:

☐ 填妥及親筆簽署的《修業申請表》Completed and signed *APPLICATION FORM FOR COURSEWORK COMPLETION*

☐ 身份證複印件 Photocopy of identity card

☐ 往來港澳通行證（個人資料頁及逗留 D 頁）複印件（內地學生適用）Photocopy of EEP (applicable for mainland students)

☐ 護照複印件（台灣及國際學生適用） Photocopy of Passport (applicable for students from Taiwan and other international regions)

☐ 銀行存摺/卡賬戶資料頁複印件（選擇以自動轉賬或匯款方式領取退款者適用）Photocopy of the bank account for refund (applicable for autopay or T/T)

☐ 親筆簽署的《授權書》正本及收款人身份證明文件複印件（如授權他人辦理/領取退款者適用）Signed *Authorization Letter* and photocopy of both parties' identification document (applicable for those authorize other person to apply and/or receive refund)

(3) 申請修業前應辦妥以下手續 Students must complete all the following procedures before submitting application:

☐ 辦妥/清還所有圖書館借書/罰款手續。Clear/settle all outstanding loans/fines with the Library.

☐ 清理儲物櫃，移除掛鎖，保持儲物櫃門打開，並隨即報告學生事務處。Clear your locker, remove the padlock and leave the door of your locker open, and report to the Student Affairs Office immediately.

☐ 向財務處付清所欠學費及/或其他費用 Settle all outstanding tuition fees and/or other fees.

☐ 如屬住宿生需另向學生事務處遞交住宿生退宿表格，且《完成退宿手續確認書》必須與此申請表一併遞交。For dormitory students, the Check-Out Form should be submitted to the Student Affairs Office and the Dormitory Room Clearance Confirmation must be attached together with this form.

(4) 修業申請一般需時 4 星期處理，大學將通過電郵方式通知申請者批核結果。修業申請如獲批准，大學將根據學生就讀課程之入學年度的相關規定向學生頒發"修業證明"及總成績單。The application will normally take around four weeks for approval. The University will inform the student by email upon approval. Once approval, the student will receive a transcript and a Certificate /Testimonial for coursework completion of study according to related regulations of the program enrolled.

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）

A) 財務處櫃檯 FINANCE OFFICE SERVICE COUNTER ☐ 已收妥及核對學生的銀行賬戶資料 Received and checked the student's bank account information	負責人簽名 Authorized Signature_____ 日期 Date _____
B) 研究生院 SCHOOL OF GRADUATE STUDIES ☐ 已收妥學生申請文件 All application documents received ☐ 已檢查學生符合修業資格 Confirmed student's qualification for applying course completion of study ☐ 已確認學生 COES 中的個人資料正確 Student's personal information Confirmed ☐ 修業申請已記錄於 Excel 及系統 Application has been imputed in Excel and COES	負責人簽名 Authorized Signature_____ 日期 Date _____
C) 所屬學院 FACULTY ☐ 論文已選科及入 W 分（適用於已確認論文開題的學生）Thesis information has been input to COES ☐ 已通知財務處有關此學生的所有未處理費用資料 All unsettled fees have been reported to Finance Office 論文延期提交次數___，更換指導老師次數___，論文修改及重新答辯次數___。 NO of deferring thesis submission___, NO of changing supervisor___, NO of thesis revision and re-defense___。 ☐已附上 COES 成績記錄表 Academic record attached **學院批核 Approval from Faculty** (由學院院長填寫 Approved by the Dean of Faculty) ☐ 批准 Approved ☐ 不批准 Not approved，原因 Reason: _____	行政人員簽名 Staff's Signature_____ 日期 Date _____ 學院院長簽名 Dean's Signature_____ 日期 Date _____
D) 圖書館 LIBRARY ☐ 手續辦妥 Cleared ☐ 未交財務處處理之欠費/罰款 Unsettled penalty (金額$____) ☐ 其他意見 Other comment: _____	負責人簽名 Authorized Signature_____ 日期 Date _____
E) 學生事務處 STUDENT AFFAIRS OFFICE ☐ 手續辦妥 Cleared ☐ 扣除全年住宿費的____%之行政費 Deduct ____% annual dormitory fee as an administration fee ☐ 宿舍欠費/罰款 Unsettled dormitory penalty (金額$____) ☐ 其他欠費/罰款 Other penalty (金額$____) ☐ 擬取消保單日期 Insurance cancellation date (年 月 日)	負責人簽名 Authorized Signature_____ 日期 Date _____
F) 財務處 FINANCE OFFICE ☐ 手續辦妥 Cleared ☐ 就讀課程欠費 Fees outstanding in program ☐ 意見 Comment: _____	負責人簽名 Authorized Signature_____ 日期 Date _____
G) 研究生院院長核准 APPROVAL BY DEAN OF SCHOOL OF GRADUATE STUDIES ☐ 批准 Approved ☐ 不批准 Not approved，原因 Reason:_____	研究生院院長簽名 SGS Dean's Signature_____ 日期 Date _____
I) 研究生院 SCHOOL OF GRADUATE STUDIES ☐ 已於 COES 中批准修業申請 Application approved, 生效日期 Effective Date:_____ ☐ 已於 Excel 中記錄批核狀態 Approval record has been marked in related Excel table	負責人簽名 Authorized Signature_____ 日期 Date _____