

致：澳門科技大學

聲 明 書

(只適用於校本部之轉讀)

本人_____，學生編號：_____，於_____年入讀澳門
科技大學_____學院_____課程，現申請於
_____/_____學年第_____學期轉課程至_____學院
_____課程。

本人已細閱及明白學生手冊 [轉換校本部學院/課程/專業] 內相關條款的規定如下：

1. 學生必須先結清在原就讀課程時之欠款：包括非“所屬課程之學習計劃”的學費、實驗耗材費/食材費、宿費/宿舍賠償、圖書館欠款及訂書費用等等；
2. 轉讀課程的學費以最新公佈之新生的學費及其他收費標準計算(即重新按整個新課程“畢業要求最低學分”學費總額及全數的“實驗耗材費/食材費”計算)。而轉讀專業所涉及的食材費則須補回差額並以最新公佈標準計算；
3. 學生原就讀課程已繳定額學費會轉移至新課程。原就讀課程已繳的“實驗耗材費/食材費”不得轉移至新課程，而於原就讀課程預繳的下一期“實驗耗材費/食材費”則可全數轉移至新課程；
4. 原就讀課程與新轉讀課程之全期定額學費若有差異，學生必須補交相關的學費差額；中醫學學士與生物醫學學士兩課程間之轉讀除外，但中醫學學士第5年臨床實習學費則以新轉讀課程學費計算；
5. 學生必須先補足新學年入讀課程的保證金差額；
6. 學生於大學確認原就讀課程的學分/學科轉移後或申請離校時，須繳付“未獲轉移原就讀課程的學分”學費，每學分以新學年入讀課程的超修學分學費計算。基於上述規條，故學生在申請轉讀學院/課程時，必須查閱清楚及簽署相關的聲明書；
7. 上述差額及未獲轉移原就讀課程的學分學費，將於學生轉學院後的第二學期發出付款通知書收取；
8. 大學每年或會調整學費，而所涉及學費差額將於學生離校前額外發出付款通知書收取。

本人承諾並遵守大學最新學生手冊相關條款的規定，否則按欠交學費處理，大學有權終止本人的學籍。

特此聲明

聲明人簽署：_____

日 期：_____

To: Macau University of Science and Technology

DECLARATION

(For Transfer of Faculty in Main Campus Use only)

I, (Name) _____, Student No. _____,
major in _____ program at _____
Faculty of MUST at (year) _____, applied to transfer to _____
Faculty _____ program from the _____ semester of 20____/20____.

I acknowledge and understand all the rules and regulations for “**Transfer of Faculty/Program in the Main Campus / Major**” stated of the Student Handbook.

1. Students must settle all outstanding fees for the original program, including the tuition fees for courses that are not included in the study plan of the original program, the dormitory charges and penalties, outstanding fees to the Library and fees for book ordering, etc.
2. The Standardized Tuition Fee and Other Charges for the new program will be charged according to the latest tariff imposed by the University for new students. (That is, the total tuition fee of the new program based on the minimum credit requirement for graduation and additional Charges for Experimental Materials, Materials / Food and Beverage Practice Material Fee will need to be paid). Students must pay the shortfall in the charge for the “Food and Beverage Practice Material Fee” needed for the new Major.
3. Tuition fee paid by students for the original program will be transferred to the new program. Experimental materials, Materials / Food and Beverage Practice Material Fee paid for the original program will not be transferred to the new program, but the prepayment of such costs for the next semester of the original program will be transferred to the new program.
4. Students must pay the difference in the total amount of tuition fee charged between the original and the new program (except for transfer between the Bachelor of Traditional Chinese Medicine and the Bachelor of Biomedicine, but the Tuition Fees for the Bachelor of Traditional Chinese Medicine Clinical Internship in Year 5 will be charged according to the Standardized Tuition Fee for the new program).
5. Students must pay the shortfall in the caution fee needed for the new program.
6. Students must pay the tuition fee for all the credits attained from the original program, even though they have not been granted for transfer, upon confirmation from the University or when they apply for check-outs. Each credit will be charged according to the rate of excessive credits in the year in which they are admitted to the new program. Thus, students should be acquainted with the above stipulations and sign a respective declaration when they apply for transfer.
7. The debit note will be issued to the students in the 2nd Semester after the transfer to include the above shortfall and also the tuition fee on credits that are not approved for transfer.
8. Tuition fees may be adjusted annually. The shortfall arisen will be calculated and Debit Note issued to students before they leave the University.

I hereby declare that I will comply with all the fee related regulations of the latest Student Handbook of the University; otherwise it will be deemed as tuition fee payment default and the University has rights to terminate my student status.

Declared by: _____

Date: _____