



**澳門科技大學**  
Macau University of Science and Technology

**學科豁免/學分轉移申請表**

**EXEMPTION/CREDIT TRANSFER APPLICATION FORM**

※ 請於填表前細閱背面之注意事項 *Please read the notes overleaf before completing this form.*      ※ 請以正楷填寫 *Please use capital letters.*

**研究生課程適用**

*For Postgraduate Programs Only*

收件人 : \_\_\_\_\_  
Received by : \_\_\_\_\_  
日期 : \_\_\_\_\_  
Date : \_\_\_\_\_

**I. 學生個人資料 PARTICULARS OF STUDENT**

姓名(請依照證件) : \_\_\_\_\_ 學號 : □□□□□□□□-□□□□-□□□□ 聯絡電話 : \_\_\_\_\_  
Name (as printed on ID/passport) : \_\_\_\_\_ Student No. : \_\_\_\_\_ Contact No. : \_\_\_\_\_  
學院 : \_\_\_\_\_ 課程 : \_\_\_\_\_ 專業 : \_\_\_\_\_  
Faculty : \_\_\_\_\_ Program : \_\_\_\_\_ Major : \_\_\_\_\_

**II. 學科豁免/學分轉移申請 APPLICATION FOR EXEMPTION /CREDIT TRANSFER**

申請學科豁免/學分轉移科目 Course(s) applying for exemption/credit transfer			學科種類 Type of Course	根據下列資格申請學科豁免/學分轉移 Claiming exemption/credit transfer on the basis of the following qualification					E = 學科豁免 Exemption CT = 學分轉移 Credit Transfer	評審結果(校方專用) Application Result (For Office Use Only)		
科目編號 Course Code	科目名稱 Course Title	學分 Credits	C=基礎科目 Core Course E=選修科目 Elective Course	考試名稱/獲取資格 Name of Exam/Award Obtained	修讀科目 Subject Taken	成績 Grade	學分 Credits Obtained	備註 Remarks	批准 Approved	不批准 Rejected	課程主任 / 院長 簽署 Signature of Program Coordinator/ Dean	
			C/E*					E/CT*				
			C/E*					E/CT*				
			C/E*					E/CT*				
			C/E*					E/CT*				
			C/E*					E/CT*				

\*請刪除不適用者  
Please delete where not applicable.

**III. 領取回函方法 Dispatch Method:**  本人親自到研究生院領取 To collect personally at SGS  請郵寄至(地址) : \_\_\_\_\_  
Please mail to (Address) : \_\_\_\_\_

**IV. 附交** \_\_\_\_\_ 銀行  支票/ 本票/ 匯票/ 繳費單 (號碼 \_\_\_\_\_) 澳門幣/港幣 400 元。  
Attached herewith a  crossed check/ cashier's order/ bank draft/ pay-in-slip deposit (No. \_\_\_\_\_) of MOP/HKD400 of Bank \_\_\_\_\_.

學生簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Student's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

<b>研究生院專用 FOR SGS ONLY</b>	收件人 Received by : _____	日期 Date : ____ / ____ / ____
研究生院院長核准 Approved by Dean of S.G.S. : _____	日期 Date : _____	備註 Remark : _____
發信通知日期 Replied to Student on : ____ / ____ / ____	批准信函副本抄送 Approval Letter Copied to : <input type="checkbox"/> 會計處 A/C Office <input type="checkbox"/> 資訊處 IT Office	

## 注意事項

- 一、
  - (1) 學分轉移：凡曾在本大學認可之大學修讀與本大學同等之高等教育課程，而相關科目成績一般在“B-”等級或以上者，可於註冊前提出學分轉移申請。核准學分轉移科目之成績等級以“CT”表述，該科目只計算其學分，不作任何積點計算。
  - (2) 學科豁免：凡曾在本大學認可之大學修讀與本大學同等之高等教育課程，而相關科目成績及格者，可於註冊前提出學科豁免申請。核准學科豁免科目之成績等級以“X”表述，且不作任何學分及積點計算。學生必須選修其他科目以取代學科豁免之學分。
- 二、
  - (1) 核准轉移之學分一般不得超過規定畢業學分之二分之一。
  - (2) 核准豁免之學科一般不得超過學習計劃內科目總數的二分之一。
- 三、學科豁免/學分轉移之申請及審批：
  - (1) 學生必須於辦理首學年註冊手續前遞交整個課程可作學分轉移/學科豁免之科目申請，以一次為限，開學後的申請一般將不予受理。
  - (2) 申請時必須遞交已填妥的申請表格及一切有關申請學分轉移/學科豁免的證明文件副本（例如學歷證明文件、科目簡介、成績單及任何足以支持該申請之文件），正本備查。而有關的課程必須是在最近5年內修讀。
  - (3) 繳交申請手續費為澳門幣/港幣400元正（不論申請學科數目），成功與否，申請手續費都不獲退還。
  - (4) 一切行政程序將於申請手續費收妥後始行生效。
  - (5) 所接獲的申請由所屬學院院長審批後，再由研究生院院長核實。批准與否，將於申請文件及手續費收妥後7個工作天內書面通知學生。
- 四、申請學科豁免/學分轉移獲批准而未於指定學年註冊入學者，其申請屬失效論，學科豁免/學分轉移資格不予保留。
- 五、成功申請學科豁免/學分轉移之學分，有關的學費亦不會獲得豁免。
- 六、有關學科豁免/學分轉移之詳細規條，請參閱最新學年學生手冊－「學業規則」及「學費、其他收費及退費」。
- 七、大學保留修訂及闡釋上述規定的一切權利。
  1.
    - (i) Credit Transfer: students who have successfully completed similar higher education courses with grade “B-” or above at other universities recognized by the University may apply for credit transfer for the corresponding courses before registration begins. If credit transfer is granted, the courses with transferred credits will be shown (CT) in the student’s transcript. The credits will be counted towards meeting the credit requirement for graduation only; but not for the calculation of the Grade Point Average (GPA).
    - (ii) Exemption: students who have successfully completed similar higher education courses at other universities recognized by the University may apply for exemption from taking the corresponding courses offered by the University before registration begins. The courses applied for exemption must be compulsory courses in the study plan. If exemption is approved, the exempted courses will be shown (X) in the student’s transcript; and the credits will not be counted nor included in the calculation of the Grade Point Average (GPA). The student has to take other courses to make up for the total number of credits exempted.
  2.
    - (i) Students shall not be granted credit transfer for more than 1/2 of the total credits required for graduation.
    - (ii) Students shall not be granted exemption for more than 1/2 of the total number of courses in the study plan.
  3. Application and approval of exemption/credit transfer:
    - (i) Students must apply for credit transfer/exemption for all corresponding courses as stipulated in the program of study before registration for the first academic year; application normally will not be accepted after class starts.
    - (ii) Completed application form should be submitted to the School of Graduate Studies together with copies of the certificate, course description, transcript and other documents in support of the application (original copies should be produced for verification). Only course(s) completed in the recent 5 years will be considered for application.
    - (iii) The application fee is MOP/HKD 400 regardless of the number of courses applying for exemption/credit transfer. This fee is non-refundable and non-transferable.
    - (iv) Related administrative procedures will not begin until payment has been settled.
    - (v) All application received will be submitted to the Dean of the respective Faculty for approval and subject to final confirmation by the Dean of School of Graduate Studies. Students will receive written notification on the result of the application within 7 working days from the date of receipt of complete documentation and payment.
  4. All exemption/credit transfer approved will be effective only in the academic year in which application is received. If students fail to register for that academic year, approval of the application will be declared null and void.
  5. Successfully approved application of exemption/credit transfer will not lead to full or partial deduction of tuition fee.
  6. With regards to the Rules and Regulations for exemption/credit transfer, please refer to the latest Student Handbook, Sections on “Rules and Regulations on Studies” and “Tuition Fees, Other Fees and Refund”.
  7. The University reserves all rights and privileges in amending and explaining the abovementioned rules and regulations.