



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

預約領取畢業證書系統操作指引 Guideline for Making Appointment to collect Graduation Certificate

一. 登入 COES 預約系統

Login to Appointment System of COES

- ◆ 學生畢業後，COES 登入密碼將被重設，請依照大學指定日期按下列所述方式登入。

The login password of COES will be reset automatically for the graduates, please refer to the following instruction and access during the designated period.

- ◆ 首先請輸入您的學生編號及密碼*以登入 COES 系統(<https://coes-stud.must.edu.mo/coes/login.do>)

*密碼：請輸入您的身份證號碼

本地生：如 ID No. 為 1234567(8)，密碼便輸入 1234567(8)

內地生：如 ID No. 為 12345678912345678X，密碼便輸入 12345678912345678X

First key in your Student Number and password* in order to login COES

(<https://coes-stud.must.edu.mo/coes/login.do>)

*Password: please enter your ID number for password.

Example for local students: ID No. 1234567(8), then the password will be 1234567(8)

Example for non-local students: ID No. 12345678912345678X, then the password will be 12345678912345678X.

- ◆ 請細閱『收件箱』的說明及點擊《領取畢業證書規定》查看相關規定。然後點選『畢業證書預約』

Please read the instructions in the Inbox carefully and go through the “Regulations for Certificate Collection”. Then click “Certificate Collection Appointment”.

澳門科技大學
Macau University of Science and Technology

收件箱 畢業證書預約 畢業典禮回執 登出

學生編號: 0209853A-B031-0041 學生姓名: 陳大文 登錄日期(DD/MM/YYYY): 03/06/2011

有關系統將向畢業生提供以下服務:

1. 領取畢業證書預約: 畢業生獲大學頒授學位後將被通知領取畢業證書的日期, 畢業生需於系統內選擇以親自、授權或郵寄方式領取證書。領取證書日期前一週起系統開始接受預約, 畢業生必須先於網上成功進行預約, 若選擇親自或授權他人到取者需按照預約時間回校辦理領取畢業證書手續(詳細手續及需遞交之文件請參閱《領取畢業證書規定》), 逾時不候, 畢業生需重新預約。根據規定學生如在准予畢業之日期起計 15個月內對領取畢業證書及其有關事宜一直不作出任何回應及處理, 大學有權註銷畢業證書及相關文件, 保證金不予退還。
2. 畢業典禮回執: 畢業生的學位頒授儀式將於每年舉行之畢業典禮中進行, 大學在發出相關畢業典禮舉行日期之通知後, 獲邀的畢業生需於指定期限內進行網上回執確認, 以便大學安排畢業典禮的各項事宜。

大學保留修訂及闡釋上述系統內容之一切權利。

若有任何查詢, 請聯絡:

課程	查詢熱線	查詢電郵
先修班/學士學位	(853) 88972300	registry@must.edu.mo
碩士/博士學位	(853) 88972262	sgs@must.edu.mo

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二. 選擇領取畢業證書的方式 Select the Method of Collection

- ◆ 先從『親自領取』、『授權代領』或『郵寄』中選取一種方式領取畢業證書。學生一般可預約由進入系統日起計一個月內的日期及時間。

Please select from one of the Collection Method: “In Person”, “By an Authorized Person” or “By Mail”. Appointment can be made within one month from the day of login.

澳門科技大學
Macau University of Science and Technology

收件箱 畢業證書預約 畢業典禮回執 登出

學生編號: 0209853A-B031-0041 學生姓名: 陳大文 登錄日期(DD/MM/YYYY): 07/06/2011

Diploma Reservation

領取畢業證書方式: ☐ 親自領取 ☐ 授權代領 ☐ 郵寄

Submit

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方式一：親自領取 Collection Method 1: In Person

- ◆ 選擇親自領取的日期、時間段後，點擊『Submit』

Please select the desired date and time, and then click “Submit”.

澳門科技大學
Macau University of Science and Technology

收件箱 畢業證書預約 畢業典禮回執 登出

學生編號: 0209853A-B031-0041 學生姓名: 陳大文 登錄日期(DD/MM/YYYY): 03/06/2011

Diploma Reservation

領取畢業證書方式: ☒ 親自領取 ☐ 授權代領 ☐ 郵寄

	星期一	星期二	星期三	星期四	星期五
六月	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

請選擇一個預約時段:

日期 (DD/MM/YYYY)	時間 (HH:MM) - (HH:MM)	剩餘人數	選擇
15/06/2011 星期三	09:30 - 10:30	35	<input checked="" type="radio"/>
	10:30 - 11:30	35	<input type="radio"/>
	11:30 - 12:30	35	<input type="radio"/>
	14:30 - 15:30	35	<input type="radio"/>
	15:30 - 16:30	35	<input type="radio"/>
	16:30 - 17:30	35	<input type="radio"/>

Submit

方式二：授權代領 Collection Method 2: By an Authorized Person

- ◆ 選擇授權代領的日期、時間段後，點擊『Submit』

Please select the date and time for collection by the authorized person, then click “Submit”.

澳門科技大學
Macau University of Science and Technology

收件箱 畢業證書預約 畢業典禮回執 登出

學生編號: 0209853A-B031-0041 學生姓名: 陳大文 登錄日期(DD/MM/YYYY): 03/06/2011

Diploma Reservation

領取畢業證書方式: ☐ 親自領取 ☒ 授權代領 ☐ 郵寄

	星期一	星期二	星期三	星期四	星期五
六月	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

請選擇一個預約時段:

日期 (DD/MM/YYYY)	時間 (HH:MM) - (HH:MM)	剩餘人數	選擇
15/06/2011 星期三	09:30 - 10:30	35	<input type="radio"/>
	10:30 - 11:30	35	<input type="radio"/>
	11:30 - 12:30	35	<input checked="" type="radio"/>
	14:30 - 15:30	35	<input type="radio"/>
	15:30 - 16:30	35	<input type="radio"/>
	16:30 - 17:30	35	<input type="radio"/>

Submit

方式三：郵寄

Collection Method 3: By Mail

- ◆ 選擇『郵寄』後，會出現文字提示，請細閱並按所述步驟處理，然後點擊『Submit』

After the option “By Mail” is chosen, please read the reminder in red and handle accordingly, then click “Submit”.

- ◆ 學生必須向大學提出正式的郵寄申請，詳情請細閱有關的提示內容。

Students must submit the application to request sending the Graduation Certificate by mail as stated in the reminder in red.

The screenshot shows the 'Diploma Reservation' page of the Macau University of Science and Technology. The user is logged in as 陳大文 (Chen Dabai) with student ID 0209853A-B031-0041. The '領取畢業證書方式' (Diploma Collection Method) section has three radio buttons: '親自領取' (Collect in person), '授權代領' (Authorized person), and '郵寄' (By mail). The 'By mail' option is selected and circled in red. Below this, a red text box contains instructions: '學生必須填妥『領取畢業證書回條』並連同身份證明文件交回大學註冊處（本科生/預科生）或研究生處（研究生）提出正式申請，大學將於學生申請日期起計30天後，以雙掛號郵遞方式寄出畢業證書。學生若只於系統內選擇以郵寄方式領取畢業證書而並未完成正式申請手續者，有關郵寄要求將被視為無效。' (Students must complete the 'Diploma Collection Slip' and submit it with identification documents to the University Registration Office (Undergraduate/Pre-degree students) or the Graduate Office (Graduate students) to make a formal application. The University will send the diploma by registered mail 30 days after the application date. If a student only selects 'By mail' in the system without completing the formal application procedure, the mail request will be considered invalid.) To the right of the text box is a 'Submit' button, also circled in red. The page header includes the university logo and name in Chinese and English. The footer has a copyright notice.

三. 列印預約領取畢業證書預約憑條

Print Out Slip for Graduation Certificate Collection

- ◆ 屬親自領取或授權代領，請確認所預約之日期及時間無誤，然後可點擊『下一步』。

For collection “In Person” or “By an Authorized Person”, please confirm the date and time and then click “Next”.

- ◆ 如欲修改預約日期，請點選『取消預約』後，再重新選擇預約日期及時間。

If the date or time needs to be revised, please click “Cancel Appointment” and go through the appointment procedure again.

The screenshot shows the 'Diploma Reservation' page of the Macau University of Science and Technology, displaying the '預約領取畢業證書憑條' (Appointment Slip for Diploma Collection). The user is logged in as 陳大文 (Chen Dabai) with student ID 0209853A-B031-0041. The page shows a table with the following information:

學生編號	0209853A-B031-0041
學生姓名	陳大文
課程名稱	管理學博士學位
畢業證書編號	05B311-0006
預約日期(DD/MM/YYYY)	15/06/2011
預約時段 (HH:MM) - (HH:MM)	09:30 - 10:30
備註	

At the top right of the table area is a '取消預約' (Cancel Appointment) button, circled in red. At the bottom center is a '下一步' (Next) button, also circled in red. The page header includes the university logo and name in Chinese and English. The footer has a copyright notice.

- ◆ 按『下一步』後，版面將移至末端的『領取畢業證書注意事項』，請仔細閱讀有關內容。

After clicking “Next”, “Remarks for Certificate Collection” will be shown at the end of page, please read it carefully.

- ◆ 選擇親自領取及授權代領的同學要完成第一步：列印『領取畢業證書預約憑條』，及第二步：填寫及列印『畢業生保證金退款申請表』

Students who choose collection “In Person” or “By an Authorized Person” need to complete Step 1: print out “Slip for Graduation Certificate Collection” and Step 2: fill in and print out “Caution Fee Refund Application Form (for Graduates only)”

- ◆ 首先點擊上圖(1)鍵列印預約憑條（樣本請參見附件一）

Click button (1) to print “Slip for Graduation Certificate Collection”.

- ◆ 然後點擊上圖(2)鍵，進入填寫『畢業生保證金退款申請表』後，點擊『儲存』及『列印』

Click button (2) to fill in the “Caution Fee Refund Application Form”, then “Save” and “Print”.

- ◆ 如未完成有關步驟，請勿登出系統

Please do not log out if all the steps have not yet been completed.

四. 填寫畢業生保證金退款申請表

Filling in the Caution Fee Refund Application Form

- ◆ 填妥『畢業生保證金退款申請表』後，先點擊『儲存』鍵，然後按『列印』鍵印出有關表格。
Please complete the “Caution Fee Refund Application Form”, click “Save” and “Print” to print out the application.

澳門科技大學 Macau University of Science and Technology	
收件箱 畢業證書預約 畢業典禮回執 登出	
學生編號: 0209853A-B031-0041	學生姓名: 陳大文 登錄日期(DD/MM/YYYY): 09/06/2011
畢業生保證金退款申請表 CAUTION FEE REFUND APPLICATION FORM (For Graduate Only)	
* 保證金抵銷學生在校期間的一切罰款欠款，而餘額將按你所提供的方式於完成手續後退回 After deduction of all the arrears, caution fee will be returned to you by the method you have chosen. * 請於填表前細閱注意事項及“畢業生保證金退款申請規定” Please read the notes before completing this form and "Caution Fee Refund Application Rules"	
I. 學生個人資料 PARTICULARS OF STUDENT	
中文姓名 Name in Chinese 陳大文 學生證編號 Student No. 0209853A-B031-0041 聯絡地址 Correspondence Address 聯絡電話 Contact No. 郵政編碼 Postal Code 電郵地址 E-mail Address <input checked="" type="radio"/> 非宿生 Non-Hostel <input type="radio"/> 宿生 Hostel 宿生必須連同完成退宿手續 Confirmation must be attached 學院 Faculty 行政與管理學院 課程 Program 管理學博士學位	註冊處/研究生處專用 FOR REGISTRY / GSO ONLY <input type="checkbox"/> 已回校領取畢業證書 Graduation Certificate collected in person <input type="checkbox"/> 已郵寄畢業證書 Graduation Certificate sent by mail 註冊處/研究生處職員簽名 Registry/GSO staff's Signature 日期 Date
II. 退款方式 (四選一) REFUND METHOD-CHOOSE ONE ONLY	
<input type="radio"/> 捐贈予「澳門科技大學校友會聯合總會」 DONATE TO MUST ALUMNI FEDERATION (此項一經選擇，表示學生同意委託大學會計處代為捐贈保證金餘額) Once this option is chosen, it indicates that student consents to entrust Accounts Office to make donation with the remaining amount of caution fee.	
<input type="radio"/> 支票 CHEQUE (必須於發出通知後半年內領取及兌現 Must be collected and banked within six months after issue notice)	
<input type="radio"/> 自動轉帳(澳門銀行賬戶適用) AUTOPAY (For bank account in Macau) (必須提供a. 澳門任何一間銀行之澳門幣賬戶。大銀銀行則收取10元手續費。或b. 中國銀行澳門分行/中國工商銀行澳門分行之港幣賬戶 Student should provide a. MOP account number of any bank in Macau; and for Tai Fung bank account, an extra \$10 will be charged or b. HKD bank account at Bank of China Macau Branch / The Industrial and Commercial Bank of China Macau Branch only.)	
<input type="radio"/> 匯款 TELE-TRANSFER(T/T) (選擇匯款者須提供「中國工商銀行」或「中國銀行」並可接受境外港幣匯款之賬戶。 For the student who choose tele-transfer, please provide a ICBC or BOC bank account which can accept HK Dollar remittance from outside China.) 選擇匯款者或自動轉帳者，請填寫以下銀行資料 For the student who choose tele-transfer and autopay, please fill bank details in the following:	
銀行名稱 Bank Name 賬戶號碼 Account No. 開戶銀行地址(匯款必須) Bank Address (Required for T/T)	開戶人姓名 Account Name 賬戶貨幣(自動轉帳必須) Account Currency (Required for Autopay) 分行 支行
*退款注意事項 Notes	
1. 領取支票者、自動轉帳或匯款賬號之開戶人姓名為非學生本人，學生必須提供親自簽署之《授權書》正本、學生的有效身份證副本與被授權人的有效身份證副本。 For collection on behalf written authorization, ID copies of the consignor and trustee should be provided.	
2. 選擇匯款者或自動轉帳者，需隨表附交清晰的“銀行存摺簿(賬戶資料頁)副本”。 For the student who choose tele-transfer and 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。 Charge MOP/HKD100.00 from the refund fee without notice if you choose refund by tele-transfer.	
4. 任何銀行手續費由學生自付，並將於所退的保證金中直接扣除，不另作通知。 Any service charges from the bank should be paid by student, and would be deducted from the caution fee without any notice.	
5. 若學生未能在限內領取及兌現退款支票(即支票日期起計算半年內)，則被視為自動放棄，而有關之退款將會捐贈予「澳門科技大學校友會聯合總會」，恕不另作通知。 Should students fail to collect and/or fail to bank in their cheques within the prescribed period (ie. Within six months after the cheque was issued), the funds will be treated as donations in support of the MUST Alumni Federation without any notice.	
本人聲明：以上資料確認無誤，並不作更改，且已清楚知悉相關的注意事項。 I am hereby declare that I am fully understand and agree to all the relevant form and details. I also confirm that the data is correct and valid.	
學生確認 Verified by student 會計處職員核實 Verified by Accounts staff	申請日期 Date of apply 核實日期 Verified Date
完成填寫「畢業生保證金退款申請表」後：	
第一步 儲存 上表資料	
第二步 列印 上表資料	
第三步 列印「辦理/領取保證金退款授權書」 (適用於 a.委託他人辦理保證金退款手續 或 b.委託他人領取保證金)	
第四步	
1. 請學生完成領取畢業證書手續後，務必親自填妥“畢業生保證金退款申請表”及有關文件一併遞交會計處審核以作辦理退款用途。 2. 宿生必須先到學生事務處辦理“完成退宿手續確認書”。 3. 有關「畢業生保證金退款申請規定」詳情請參閱大學網站。 4. 所有資料將以大學最新記錄為準。 5. 大學保留修訂及闡釋上述規定之一切權利。	

五. 完成上述各項步驟後請登出系統，如屬親自領取或授權代領，應按照已預約日期及時間，持『預約領取畢業證書憑條』到大學辦理領取畢業證書及保證金退款申請等手續，並請攜同以下所需文件：

Students may log out once all the steps are completed. Please be on time on the day of your appointment. “Slip for Graduation Certificate Collection” must be printed out for certificate collection and caution fee refund along with the following documents:

遞交文件	親自辦理				授權辦理			
	領取畢業證書	申請證明書 (如：畢業證明、總成績單及畢業生檔案 ^{註3} 等)	申請在港澳地區學習證明 ^{註5}	辦理/領取保證金退款申請 ^{註4}	領取畢業證書	申請證明書 (如：畢業證明、總成績單及畢業生檔案 ^{註3} 等)	申請在港澳地區學習證明 ^{註5}	辦理/領取保證金退款申請 ^{註4}
申請表 ^{註1}		✓	✓	✓		✓	✓	✓
畢業生身份證正本	✓	✓	✓					
畢業生身份證副本	✓	✓	✓		✓	✓	✓	✓
畢業生通行證正本 (內地生適用)			✓					
畢業生通行證副本 (內地生適用)			✓				✓	✓
授權書 ^{註2}					✓	✓	✓	✓
被授權人身份證正本 ^{註2}					✓	✓	✓	✓
被授權人身份證副本 ^{註2}					✓	✓	✓	✓
自我鑑定書 ^{註3}		✓				✓		
完成退宿手續確認書 (住宿生適用)				✓				✓
銀行存摺簿副本 (自動轉賬或匯款適用)				✓				✓
詳細的開戶銀行地址 (匯款者適用)				✓				✓

註 1：表格可於大學網站下載或到大學領取。

註 2：畢業生如需授權他人代辦或代領任何申請，請先於大學網站下載指定的授權書。授權書內必須清晰列明所授權之項目，否則不予辦理。

註 3：內地畢業生如需申請「畢業生檔案」，請先於大學網站下載及填妥「自我鑑定書」，並由學生本人簽署並連同證明書申請表一併遞交。

註 4：「畢業生保證金退款申請表」可在「預約領取畢業證書系統」內填妥資料後列印，並連同有關文件一併遞交。

註 5：內地學生領取畢業證書後，視乎個人升學或就業的需要，可於國家教育部留學服務中心辦理學歷認證。有關申請手續、所需文件及办理流程等資料，請瀏覽教育部留學服務中心網頁(<http://renzheng-gat.cscse.edu.cn/>)。

Documents to be submitted	Collect in Person				To be Collected by an Authorized Person			
	Certification Collection	Applications (Eg: Testimonial for Graduation, Transcript, Graduated Student Profile ³)	Application for Testimonial of Study in HK/Macau Region ⁵	Application/Collection for caution fee refund ⁴	Certification Collection	Applications (Eg: Testimonial for Graduation, Transcript, Graduated Student Profile ³)	Application for Testimonial of Study in HK/Macau Region ⁵	Application/Collection for caution fee refund ⁴
Application Form ¹		✓	✓	✓		✓	✓	✓
Graduate's Original ID	✓	✓	✓					
Graduate's ID Copy	✓	✓	✓		✓	✓	✓	✓
Graduate's Original Travel Permit (Applicable to Mainland Graduates)			✓					
Graduate's Travel Permit Copy (Applicable to Mainland Graduates)			✓				✓	✓
Authorization Letter ²					✓	✓	✓	✓
Authorized person's original ID ²					✓	✓	✓	✓
Authorized person's ID copy ²					✓	✓	✓	✓
Self-evaluation Form ³		✓				✓		
Dormitory Clearance Confirmation (Applicable to Dormitory Student)				✓				✓
Bank Book Copy (Applicable for Tele-transfer or Auto pay)				✓				✓
Detailed address of the bank (Applicable for Tele-transfer)				✓				✓

Notes:

1. Application forms can be downloaded from the University website or obtained from the University.
2. If authorization is needed in any case, please download and fill out the authorization from the University website. The authorized action (s) must be clearly stated out otherwise no further action will be taken towards any applications.
3. Graduates from Mainland China may apply for graduated student profile by filling in and signing the self-evaluation form and submit it along with the application for certification of studies.
4. The Application form for caution fee refund can be filled out via the Graduation Certificate Collection Appointment System. Please print the application and submit it along with all the required documents.
5. After receiving the graduation certificate, mainland graduates may apply for verification from Chinese Service Center for Scholarly Exchange (CSCSE) depending on their needs. For more details, please refer to the website of CSCSE (<http://renzheng-gat.cscse.edu.cn/>).