



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY
休學 (保留學籍) 申請表
DEFERRAL APPLICATION FORM

Signature and Stamp of SGS

Student Status: _____
 Date: _____

※ 請於填表前細閱背頁之注意事項 Please read the notes overleaf before completing this form.



I. 學生個人資料 PARTICULARS OF STUDENT

姓名 _____ 學生編號 _____
 Student Name _____ Student No. _____
 通訊地址# _____ 郵政編碼 _____
 Correspondence Address _____ Postal Code _____
#大學將按此地址寄發休學通知書，請務必填寫詳細的地址。The University will send notification to this address, please make sure the provided address is accurate.
 聯絡電話號碼 _____ 電郵地址 _____
 Contact Phone No. _____ E-mail Address _____

II. 休學申請資料 INFORMATION OF DEFERRAL

擬休學期間 Intended period of deferral	由 _____ / _____ From _____ / _____	學年 _____ 第 _____ 學 academic year , semester _____	期 _____ 期 _____	
	至 _____ / _____ To _____ / _____	學年 _____ 第 _____ 學 academic year , semester _____	期 _____ 期 _____	<input type="checkbox"/> 休學半年 / <input type="checkbox"/> 休學一年 half-year deferral / one-year deferral
休學原因(請選擇其中一項) Reason for Deferral(Please select one of the followings)	<input type="checkbox"/> 經濟困難 Financial difficulty <input type="checkbox"/> 工作繁重 Heavy workload <input type="checkbox"/> 健康原因 (請提供證明) Health reason (Please provide supporting document) <input type="checkbox"/> 其他 () Other ()			
擬復學學期 Intended time of resuming study	本人將於 _____ / _____ I will resume my study at _____ / _____	學年 _____ 第 _____ 學 academic year , semester _____	期 _____ 期 _____	學期復學

III. 退款資料 INFORMATION FOR 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 * 本地學生
 Autopay * 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 the 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 * 須提供「中國銀行」或「中國工商銀行」可接受境外港幣匯款之銀行賬戶資料 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) : <input type="checkbox"/> HKD <input type="checkbox"/> MOP
開戶銀行地址(匯款必填) Bank Address (Required for T/T) : _____ Province _____ City _____	路 _____ 分行 _____ 支行 _____ Road _____ Branch _____ 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

- 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.
- 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.
- 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.
- 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)，並將於所選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.
- 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.
- 休學留位費繳付方式 Payment methods for Retention Fee: (1)以劃線支票/本票/匯票支付，抬頭寫《澳門科技大學》By cross cheque/cashier's order/bank draft made payable to "Macau University of Science and Technology"; (2)到會計處服務櫃檯(N109a 室)領取繳費單後至指定銀行繳付 By pay-in-slip collected at the Accounts Office Service Counter (N109a); (3)匯款至以下銀行賬戶 By Tele-transfer to:

銀行名稱 中國工商銀行澳門分行 Bank Name: The Industrial and Commercial Bank of China Macau Branch 賬戶名稱 澳門科技大學 Account Name: Macau University of Science and Technology 賬戶號碼 Account No.: 0108000100000004371 (港幣賬戶 HKD account) 銀行地址 澳門新口岸 393-437 號皇朝廣場 18 樓 E,F,G 及 H 座 Bank Address: Alm Dr. Carlos D Assumpcao, No. 393-437, 18 Andar E,F,G e H, Edf. Dynasty Plaza, Macau 環球電訊號碼 Swift Code : ICBKMOMX	銀行名稱 中國銀行澳門分行 Bank Name: Bank of China Macau Branch 賬戶名稱 澳門科技大學 Account Name: Macau University of Science and Technology 賬戶號碼 Account No.: 180111238474366 (港幣賬戶 HKD account) 銀行地址 澳門蘇雅利士大馬路中國銀行大廈地下 Bank Address: Avenida Doutor Mario Soares, Bank of China Building G/F, Macau 環球電訊號碼 Swift Code : BKCHMOMX
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學生簽名 _____ 日期 _____
 Student's Signature _____ Date _____

姓名 Student Name	學生編號 Student No.
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IV. 申請手續及需遞交文件 APPLICATION PROCEDURES AND REQUIRED DOCUMENTS

- (1) 申請者必須於擬休學日期前至少四週向研究生院提出書面的休學申請及繳交休學留位費，一切行政程序將於有關文件及費用收妥後始行辦理。Student who wishes to apply for deferral of study should submit a written application with receipt of retention fee payment to the School of Graduate Studies Service Counter at least four weeks prior to the intended date of deferral. Related administrative procedures will not begin until application documents have submitted and payment has been settled.
- (2) 須遞交的文件包括 Required documents for deferral application*:
- 填妥及親筆簽署的《休學(保留學籍)申請表》Completed and signed *Deferral Application Form*
 - 身份證明文件複印件 Photocopy of identification document
 - 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 international regions)
 - 休學留位費(MOP/HKD5000 元)交費憑證或學費交費憑證 Proof of payment for retention fee (MOP/HKD 5000) or proof of payment for tuition fee
 - 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 copy of both parties' identification document (applicable for those authorize other person to apply and/or receive refund)
 - 其他證明文件 Other supporting document(s)
- (*如有需要，研究生院有權要求申請人提供其他輔助或證明文件 Applicant will be required to submit any other supporting document if necessary)
- (3) 休學前應辦妥以下手續，包括 Students must complete all the following procedures before applying deferral:
- 辦妥所屬學院的手續 Clear all outstanding matters with your faculty
 - 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.
 - 向會計處付清所欠學費及/或其他費用，無論完成課程與否，學生必須繳付學期學費已登記修讀科目之學費。Settle all outstanding tuition fees and/or other fees. Tuition fee for the semester/ all courses enrolled has to be settled whether such courses are completed by the student or not.
 - 如屬住宿生需另向學生事務處遞交住宿生退宿表格。For residents of the Hostel, the Hostel Student Check-Out Form should also be submitted to the Student Affairs Office.

V. 學生聲明 STUDENT DECLARATION

本人已閱悉學生手冊內有關休學申請、休學留位費/退費的規定及注意事項，同時，本人現作出以下聲明(請於內打“V”):

I've read and understood all the regulations and notes about [deferral application and related fees arrangement](#). I hereby declare that (please put a “V” in the):

- 本人已向所屬學院諮詢並清楚知道復學後之課程安排事宜。I have consulted to the Faculty Office and understood all arrangement related to course enrollment.
- 本人已向會計處諮詢並清楚知道休學時及復學後之費用處理事宜。I have consulted to the Accounts Office and understood all arrangement related to fees.
- 本人已知悉提交休學申請時必須繳交 **MOP/HKD5,000 元休學留位費**，並須於繳費後提交繳費憑證供核實；I have known that I must pay a **retention fee of MOP/HKD5,000** for deferral application and related proof of payment is required to submit for confirmation.
- 本人已知悉於休學前必須先繳清所有欠費(包括學費及其他費用)，如不繳清欠費，將不能完成休學手續及最終被終止學籍，已繳的休學留位費將不獲退還或轉讓；I have known that I must have fully settled all outstanding fees (include tuition fee and any other charges due) before applying for deferral of study, otherwise, I will not be able to complete the procedures for deferral and consequently my study status will be terminated and the retention fee for deferral of study will not be refunded or transferred.
- 本人已知悉及同意學生手冊中有關休學留位費/退費的處理方式；其中，如於擬休學學期的開學四週後提出休學申請，必須於申請前已付清該學期學費/所有已登記修讀科目之學費及/或其他欠費，及額外繳付休學留位費。而休學學期已繳學費將不會納入其所修讀課程學費內，也不予退還或轉讓，並且不能保留至復學時使用，即復學時須重新繳付休學學期的學費及復學學期的學費(即復學時須繳付兩期學費，以維持學生所屬課程的學習計劃之正常學費)。I have fully understood the regulations related to the refund methods for deferral stated in the Graduate Student Handbook. When applications are made to the University four weeks after commencement of classes in a semester, I should have paid all enrolled courses/semester fee and/or other outstanding fees and also need to pay a retention fee. All tuition fees paid for that deferred semester(s) will be forfeited (i.e. be excluded from the Standardized Tuition Fee computation). Tuition fee paid is not transferrable and refundable or carried forward to offset future tuition fees when resuming study. I am obliged to re-pay the same tuition fee of that semester again when I resume my study (ie. two semester fee is required to be settled when student resume study so as to maintain the total amount of normal study program fee).
- 本人已知悉大學於完成外地學生的休學手續後，將按規定向澳門出入境事務廳通報，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 deferral procedures for non-local students, the University will notify the Immigration Department of Macau. Students are responsible to fully understand and comply with the Macau immigration laws and regulations ([Points to Note for Non-resident Students on Termination of Studies](#)) to avoid illegally overstaying in Macau (applicable for non-local students).
- 本人已知悉於休學期間不得參與大學的任何課堂、考試及其他相關活動；I have known that I may not attend classes, examinations or be involved in other related activities of the University during the period of deferral.
- 本人已知悉於下列情況下，休學申請將不獲批准 I have known that application of deferral will not be approved under the following circumstances:
 - (1) 如休學期可能導致本人未能於最長修業期內完成學業 If I will not be able to complete study within the maximum study period as a result of deferral;
 - (2) 如本人已確定論文選題及論文指導老師 If I have confirmed the thesis topic and chosen my thesis supervisor.
- 本人已知悉休學期將納入修業期內計算。本人如於最長修業期內未能完成學業，將被大學終止學籍；I have known that the period of deferral is counted in the study period. If I fail to complete the program within the prescribed study period, I will be terminated by the University.
- 本人已知悉休學期以一年為限，如於指定限期前不申請復學，將被終止學籍，已繳的休學留位費/學費將不獲退還或轉讓；I have known that students will be allowed to defer study for maximum one year upon approval from the University. If I fail to resume study before specific deadline, I will be terminated by the University. The retention fee for deferral and tuition fee paid will not be refunded or transferred.
- 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『[澳門科技大學教務處個人資料收集聲明](#)』的內容。I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the "[Personal Data Collection Statement of Academic Registry of Macau University of Science and Technology](#)".

學生簽名：_____ 日期：_____

Student's Signature : _____ Date : _____

※大學保留修訂及闡釋上述規定的一切權利。The University reserves all rights and privileges in amending and explaining the above mentioned rules and regulations.※

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)

學生姓名 Student Name: _____ 學生編號 Student No.: _____ 申請日期 Application Date: _____

<p>A) 會計處櫃檯 ACCOUNTS OFFICE SERVICE COUNTER</p> <p><input type="checkbox"/> 已收取 MOP/HKD5,000 作留位費 Retention Fee (HKD/MOP5,000 Paid)</p> <p><input type="checkbox"/> 已收取學生已繳學費單據副本 Tuition Fee Receipt Received</p> <p><input type="checkbox"/> 已收妥及核對學生的銀行賬戶資料 Received and checked the student's bank account information</p>	負責人簽名 Authorized Signature _____ 日期 Date _____						
<p>B) 研究生院 SCHOOL OF GRADUATE STUDIES</p> <p>學生學籍狀態 Student Status: _____</p> <p><input type="checkbox"/> 已收妥學生申請文件 All application documents received</p> <p><input type="checkbox"/> 已確認學生 COES 中的個人資料正確 Confirmed student's personal information</p> <p><input type="checkbox"/> 休學申請已記錄於 Excel 及系統 Application of deferral has been recorded in Excel and COES</p>	負責人簽名 Authorized Signature _____ 日期 Date _____						
<p>C) 所屬學院 FACULTY</p> <p>學生學習狀態 Student study status (由行政人員填寫 To be checked and filled by administrative staff)</p> <p>(1) 是否已完成授課科目 Did the student completed all taught courses?</p> <p><input type="checkbox"/> 是 Yes <input type="checkbox"/> 否, 剩餘科目包括 No, incomplete course(s) include:</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:20%;">Course Code</th> <th style="width:50%;">Course Name</th> <th style="width:30%;">To be taken at (semester)</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> 已刪除未確認之選修科目 Unconfirmed course(s) deleted</p> <p><input type="checkbox"/> 已確認學生復學後可修讀剩餘科目 Please make sure the incomplete course(s) will be delivered after the student resuming study</p> <p>(2) 是否已確定論文選題及論文指導老師 Did the student confirmed thesis topic and chosen supervisor?</p> <p><input type="checkbox"/> 否 No <input type="checkbox"/> 是 Yes (根據學生手冊的規定, 已確定論文選題及論文指導老師, 原則上學生不可以休學。In principle, students cannot apply for deferral after they have confirmed thesis topics and chosen their supervisors.)</p> <p style="margin-top: 10px;">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 _____</p> <p>(3) No. of deferring thesis submission _____ , No. of changing supervisor _____ , No. of thesis revision and re-defense _____</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</p> <p><input type="checkbox"/> 不批准 Not approved, 原因 Reason: _____</p>	Course Code	Course Name	To be taken at (semester)				<input type="checkbox"/> 已簽署 COES 成績記錄表(附件) 行政人員簽名 Staff's Signature _____ 日期 Date _____
Course Code	Course Name	To be taken at (semester)					
<p>D) 研究生院院長核准 APPROVAL BY THE DEAN OF SCHOOL OF GRADUATE STUDIES</p> <p><input type="checkbox"/> 批准 Approved</p> <p><input type="checkbox"/> 不批准(直接到 J 部份) Not approved (Go to part J directly) , 原因 Reason: _____</p>	研究生院院長簽名 SGS Dean's Signature _____ 日期 Date _____						
<p>E) 圖書館 LIBRARY</p> <p><input type="checkbox"/> 手續辦妥 Cleared</p> <p><input type="checkbox"/> 未交會計處處處理之欠費/罰款 Unsettled penalty (金額\$ _____)</p> <p><input type="checkbox"/> 其他意見 Other comment: _____</p>	負責人簽名 Authorized Signature _____ 日期 Date _____						
<p>F) 學生事務處 STUDENT AFFAIRS OFFICE</p> <p><input type="checkbox"/> 手續辦妥 Cleared</p> <p><input type="checkbox"/> 扣除全年住宿費的 _____% 之行政費 Deduct _____% annual dormitory fee as an administration fee</p> <p><input type="checkbox"/> 宿舍欠費/罰款 Unsettled dormitory penalty (金額\$ _____)</p> <p><input type="checkbox"/> 其他欠費/罰款 Other penalty (金額\$ _____)</p> <p><input type="checkbox"/> 擬取消保單日期 (_____ 年 _____ 月 _____ 日)</p>	負責人簽名 Authorized Signature _____ 日期 Date _____						
<p>G) 會計處 ACCOUNTS OFFICE</p> <p><input type="checkbox"/> 手續辦妥 Cleared</p> <p><input type="checkbox"/> 就讀課程欠費 Fees outstanding in program</p> <p><input type="checkbox"/> 意見 Comment: _____</p>	負責人簽名 Authorized Signature _____ 日期 Date _____						
<p>H) 研究生院 SCHOOL OF GRADUATE STUDIES</p> <p>休學生效日期 Effective date of deferral : _____</p> <p>擬復學學期 Intended semester of resuming study : _____</p>	負責人簽名 Authorized Signature _____ 日期 Date _____						
<p>I) 資訊處 IT OFFICE</p> <p><input type="checkbox"/> 已轉學生學籍狀態為休學生 Student study status has been changed to "Deferred"</p> <p><input type="checkbox"/> 未完成之科目已輸入 S 分 Grade "S" has been indicated in the courses enrolled but not yet completed</p>	負責人簽名 Authorized Signature _____ 日期 Date _____						
<p>J) 研究生院 SCHOOL OF GRADUATE STUDIES</p> <p><input type="checkbox"/> 已檢查 COES 中的學籍狀態及學籍日誌 Student study status has been changed and activity log inputted</p> <p><input type="checkbox"/> 已於 Excel 中記錄批核狀態 Approval record has been marked in related Excel table</p> <p><input type="checkbox"/> 申請文件及休學通知書已抄送至會計處及學生事務處 CC to A/C and S.A.</p> <p><input type="checkbox"/> 已向學生發出休學通知書 Written notification has been issued and sent to the student _____</p> <p><input type="checkbox"/> 學生個人檔案已轉移 The student personal file has been transferred</p>	負責人簽名 Authorized Signature _____ 日期 Date _____						