



澳門科技大學  
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

旁聽科目申請表  
APPLICATION FOR COURSE AUDIT



學院職員收件記錄  
To be filled by staff:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

I. 學生個人資料 PARTICULARS OF STUDENT

學生姓名 \_\_\_\_\_ 學生編號 \_\_\_\_\_  
Student Name \_\_\_\_\_ Student No. \_\_\_\_\_  
聯絡電話號碼 \_\_\_\_\_ 電郵地址 \_\_\_\_\_  
Contact Phone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_  
課程 \_\_\_\_\_ 專業 \_\_\_\_\_  
Program \_\_\_\_\_ Major \_\_\_\_\_

II. 申請旁聽科目資料 COURSE(S) FOR AUDITING

旁聽學期 \_\_\_\_\_ 學年 \_\_\_\_\_ 學期 \_\_\_\_\_  
Semester of auditing: 20\_\_\_\_/20\_\_\_\_ Academic year, 第\_\_\_\_\_ Semester

NO	科目編號 Course Code	科目名稱 Course Title	學分 Credits	教師意見 Approval by the Lecturer	教師簽署 Signature of Lecturer
1				<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Not Approved	
2				<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Not Approved	
3				<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Not Approved	
4				<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Not Approved	
5				<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Not Approved	

注意事項 NOTES

- 旁聽申請經大學批准後，學生必須繳付旁聽費用，每學分為澳門幣/港幣 100 元，沒有學分的科目將應因課程性質及上課時數另定應收之旁聽費用。Fees for auditing: A fee of MOP/HKD100 is charged for each credit when students have been approved to audit a course in the postgraduate programs. For courses that do not carry credits, the auditing fee will be charged according to the nature of the course and total class hours involved.
- 大學將視乎申請者擬旁聽科目的上課人數限制及申請者之學習需要進行批核。經批准後，學院將向申請者發出一張旁聽卡，持卡人要進行旁聽時必須事先向教師出示旁聽卡方可入座。Approval for auditing will be granted, based on limits to the class size of the course and the needs of the auditing students. Upon approval, auditing cards will be issued to the students, which must be presented to the lecturer before the student audits.
- 未經批准而擅自進行旁聽者，教師有權即時要求學生離座。Lecturers are empowered to expel students from the classroom if they fail to present the auditing cards upon request.
- 旁聽之科目將不計算學分，旁聽者只准在教室後排聽課，不能參與任何課堂活動、考試或提交作業。No credits will be awarded for audited courses. Auditing students must sit at the back of the classroom without disturbing other students. They cannot participate in class activities, sit for examinations and submit assignments.
- 旁聽者必須遵守課堂紀律，若被發現有任何影響他人上課的情況，將隨時被取消旁聽資格。The auditor must be disciplined and must not disturb other students during class. The University reserves the right to cancel the student's Course Audit Pass instantly.
- 大學保留修訂及闡釋以上規定的一切權利。The University reserves all rights and privileges in amending and explaining the above mentioned rules and regulations.

學生簽名 \_\_\_\_\_  
Student's Signature \_\_\_\_\_

日期 \_\_\_\_\_  
Date \_\_\_\_\_

註：本表格中的中英文版本如有差異，將以中文版本為準。

Remark: In the event of any discrepancies between the Chinese and English version of this form, the Chinese version will prevail.

**由校方填寫 FOR OFFICE USE ONLY**

審核 Checked by :	_____	日期 Date :	_____
院長批核 Approved by Dean :	_____	日期 Date :	_____
資料輸入 Data entered by :	_____	日期 Date :	_____
<input type="checkbox"/> 抄送有關老師 Copy to Teachers Concerned			
<input type="checkbox"/> 抄送資訊處及會計處 Copy to ITO & A/C			

**會計處收費 FOR ACCOUNTS OFFICE USE ONLY**

學生已繳付申請費用 Application fee has been settled	澳門幣/港幣 MOP /HKD	_____ 元。	付款方式 Payment Method :	_____。
負責人簽名 Authorized Signature :	_____	日期 Date :	_____	_____。