



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY
更換指導老師申請表

APPLICATION FORM FOR CHANGING SUPERVISOR

學院職員收件記錄
To be filled by staff:

Received by: _____

Date: _____

(請填妥本申請表後連同身份證複印件提交至所屬學院辦公室。Please fill in this form and submit to respective Faculty Office with ID Copy.)

I. 學生個人資料 PARTICULARS OF STUDENT

姓名 _____ 學生編號 _____
Student Name: _____ Student No.: _____
就讀課程 _____ 專業 _____
Program: _____ Major: _____
聯絡電話號碼 _____ 電郵地址 _____
Contact Phone No.: _____ E-mail Address: _____

II. 更換論文指導老師資料 INFORMATION OF CHANGING THESIS SUPERVISOR

原論文題目
Current Thesis Topic: _____

原導師姓名
Name of current supervisor: _____

本人現向學院申請更換指導老師為 _____ 並同意繳交更換指導老師費用合共
I apply for changing thesis supervisor to _____, I agree to pay a fee of changing supervisor of totally
澳門幣/港幣 _____ 元正。
MOP/HKD _____

(有關可更換導師的課程及收費標準見研究生學生手冊附件三 For details of the fees of changing supervisor, please refer to the Appendix 3 of the [Graduate Student Handbook](#).)

III. 學生聲明 STUDENT DECLARATION

- 本人已閱悉學生手冊內有關更換論文指導老師及相關費用的規定，包括：
I have read and understood all regulations and notes about changing thesis supervisor and related fees arrangement:
(1) 論文題目及指導老師人選經確認後的第一個月內，學生可向所屬學院辦公室書面申請更換指導老師，獲學院批核後不需另外繳交更換指導老師費用，但最多只可申請1次。倘學生於論文開題一個月後申請更換指導老師，需繳交更換指導老師費用。Students can apply in writing to the respective Faculty Office for changing the supervisor within one month upon confirmation of thesis topic and supervisor. No extra fee is levied upon approval from the Faculty; application can be made once only. Should students apply for changing of supervisor one month after starting their thesis writing, payment is levied on the change of supervisor.
(2) 學生更換指導老師，須經所屬學院批核。申請一經批核後，須重新填寫《論文題目申請表》及/或開題報告，論文寫作期限將重新記錄。Students must get approval from the respective Faculty for changing thesis supervisor. Once the application is approved, students shall complete and submit a new Thesis Topic Form / Thesis Proposal, and the period for thesis writing will be recorded accordingly.
- 本人已知悉更換指導老師申請如獲批准，需於指定限期前繳交更換指導老師費用，同時本人已知悉學生需自行登入網上選科系統下載相關費用的付款通知書。未於指定限期前繳費將被終止學籍。
I understood that a changing supervisor fee will be charged upon approval for my application and related fee should be settled before specific deadline. I will be terminated of study by the University if I fail to pay related fees. I also noted that related debit note should be downloaded by logging into the [COES](#).
- 本人已知悉學生應在最長修業期內完成論文並通過論文答辯，且必須預留對論文進行修改的時間。所有畢業要求及程序必須於最長修業期限屆滿前完成，否則大學將不能依法授予學位。
I understood that all students should complete thesis writing and pass oral defense within the maximum study period, as well as set aside time for thesis revision. All graduation requirements and procedures must be met and completed before the expiry of the maximum study period; otherwise the degree cannot be conferred in accordance with the laws.

學生簽名 _____ 日期 _____
Student's Signature: _____ 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 versions of this form, the Chinese version will prevail.

學院批核 (由學院填寫) APPROVAL FROM FACULTY (TO BE FILLED BY THE FACULTY)

新任指導老師簽名 _____ 日期 : _____
New Supervisor's Signature : _____ Date : _____

學院院長批准 批准 不批准
Approval from Faculty's Dean: Approve Not approve

院長簽名 _____ 日期 : _____
Dean's Signature : _____ Date : _____

批准更換指導老師日期
Approved date of changing supervisor: _____/_____/_____ (即出具書面通知的日期)

- 批核記錄已輸入至 COES >論文頁面中
Application and approval record has been input into COES>Thesis page
- 已通知會計處出具付款通知書
Request on issuing debit note has been sent to the Accounts Office
- 已向學生發出書面通知
A written notification for student sent

學院行政人員簽名 _____ 日期 : _____
Staff's Signature : _____ Date : _____