



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

教務處專用 For Academic Registry Use Only

學生狀態 Student Status	_____	<input type="checkbox"/>	收妥相關文件 Relevant document received
資料檢查 Checked by	_____	日期 Date	_____

轉讀課程申請表 APPLICATION FOR TRANSFER OF PROGRAM

注意事項 Notes

- 學生必須於指定日期內向教務處提出申請。一切行政程序於收妥申請表格及相關文件，繳妥有關費用後始行生效。
Submit the application to Academic Registry for approval within the specified period. Related administrative procedures will not begin until the form and related documents are submitted and payment of the Application Fee has been settled.
- 轉換課程是一時性之申請，申請一旦被接納，學生不可再申請轉回原課程或其他課程，而原就讀課程的學籍亦將被註銷。
Application will only be accepted once. Upon approval, students are not allowed to return to the original program or apply to transfer to other programs, the student's status in the original program will be cancelled.
- 申請結果將以書面回覆。成功轉讀課程者，將被通知辦理新課程的註冊選科手續。新課程所屬學院可對學生入讀的學期作最終決定。
The student will be informed of the result in writing. The student will be required to complete the enrolment procedures for the new program. The respective Faculty/School will determine the semester which the student can enrol into the new program.
- 轉至持續教育學院後，有關之成績單將由該學院所發。
For students transferred to the School of Continuing Studies, their Academic Transcripts will then be issued by the School.
- 所有繳交費用，恕不退還或轉讓。
All fees paid are neither refundable nor transferable.
- 其他手續及有關轉讀課程之規條，請參閱最新學年學生手冊 - 「學籍管理」及「學費、其他收費及退費」。
With regards to the Rules and Regulations for Transfer of Program, please refer to the latest Student Handbook, Sections on "Student Status" and "Tuition Fees, Other Fees and Refund".
- 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 abovementioned rules and regulations.

申請所需文件 Required Documents

- 填妥之本表格
The completed application form
 - 填妥之學習情況摘要表(申請轉讀校本部課程適用)
The completed "Academic Summary"(applicable for application for transfer of program in Main Campus)
 - 填妥之聲明書
The signed declaration
 - 申請人之身份證/護照副本*
A copy of the applicant's Identity Card/Passport*
 - 申請人之通行證資料頁副本*(內地學生適用)
A copy of the personal information page in Exit-Entry Permit for Travelling to and from Hong Kong and Macao (applicable for mainland students)*
 - 工作證明(申請轉讀持續教育學院課程適用)
The employment certification (applicable for application for transfer to evening programs at SCS)
 - 繳交行政手續費
Application fee
 - 授權書及被授權人的身份證副本*(授權辦理適用)
An authorization letter together with a copy of the authorized person's Identity Card (applicable for application through an authorized person)*
- *上述文件須提供正本進行核實
* The original copy of the above documents needs to be provided for verification

I. 學生個人資料 PARTICULARS OF STUDENT

學生姓名 Student Name	_____	學生編號 Student No.	□□□□□□□□-□□□□□□-□□□□□□
身份證/護照編號 ID Card/Passport No.	_____	電郵地址 E-mail Address	_____
通訊地址 Correspondence Address	_____	聯絡電話 Contact No.	_____
		郵政編號 Postal Code	_____

本人明白上述通訊地址、聯絡電話及電郵地址僅作本次申請之用，如有需要，本人須自行透過 COES 更新。
I understand that the above correspondence address, contact number and e-mail address are for this application only; any necessary updates will be done by myself through COES.

II. 轉課程資料 INFORMATION ABOUT TRANSFER OF PROGRAM

本人申請(請選擇其一)
I wish to apply for (please choose one):

<input type="checkbox"/> 轉讀學院 (包括轉往持續教育學院) Transfer to Faculty (Including School of Continuing Studies)	-----	MOP/HKD 2,000.00
<input type="checkbox"/> 轉讀課程 Transfer to Program	-----	MOP/HKD 500.00

由
From: _____
(學院 Faculty) (課程 Program) (專業 Major)*

轉
To: _____
(學院 Faculty) (課程 Program) (專業 Major)*

轉讀課程理由
Reason for Transfer of Program _____

* 僅適用於首年分配專業的課程 Only applicable for programs with major allocated in the first year of study.

個人聲明 PERSONAL DECLARATION

- 本人明白並了解上述之轉讀可能會導致修讀期延長和有關費用增加;
I fully understand the abovementioned transfer may lead to extension of my study period and extra costs at MUST;
- 本人同意接受大學所安排之學習計劃、課程編排、已修讀科目之處理及收費標準;
I will accept arrangements of the University about the study plan, courses to be taken and those already taken, as well as the prevailing fee policy;
- 本人知悉並明白『澳門科技大學教務處個人資料收集聲明』的內容。
I have acknowledged and understood the [Personal Data Collection Statement of Academic Registry of Macau University of Science and Technology](#).

學生簽名
Student's Signature _____

日期
Date _____

ACAREG/010-16/JAN18-E

