



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 _____

### 恢復學籍申請表 APPLICATION FOR REINSTATEMENT OF STUDENT STATUS

#### 注意事項 Notes

- 學生必須於休學通知書所述日期前向教務處提出申請。一切行政程序於收妥申請表格及相關文件後始行生效。  
Application must be submitted to Academic Registry for approval before the date mentioned in the Deferral Notification Letter. Related administrative procedures will not begin until the form and related documents are submitted.
- 被終止學籍之學生於申請時必須繳付澳門幣/港幣 2,000 元行政費及提供輔助申請的文件。  
Students who have been suspended must pay MOP/HKD2,000 administration fee together with documents supporting the application.
- 如因健康問題而休學，須同時提交醫療證明。  
If deferral was due to health problems, students have to submit medical reports at the time of application.
- 若學生是被大學終止學籍，申請復學前必須先獲所屬學院同意後方可遞交復學申請，且必須清楚明白：  
Should a student's registration be terminated by the University, consent on the reinstatement of student status must first be sought from the related faculty and student should fully understand the following:
  - 學生必須在最長修業期限內完成所屬課程學習計劃的全部要求，否則大學將不能依法授予學位。  
Student must complete all the graduation requirements within the prescribed study period, otherwise the degree will not be awarded.
  - 因欠費而被終止學籍的學生，必須先繳清相關的欠費，方可提出復學申請。  
If student is terminated owing to outstanding fees, payment of all outstanding fees must be settled before submitting this application.
  - 復學申請將以大學最後審批結果為準。  
The University reserves the right of making final decision about this application.
- 審批結果將以書面回覆。  
Students will be informed of the result in writing.
- 所有繳交之費用，恕不退還或轉讓。  
All fees paid are neither refundable nor transferable.
- 其他手續及有關復學之規條，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 Reinstatement of student status, 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
- 申請人之身份證/護照副本\*  
A copy of the applicant's Identity Card/Passport\*
- 醫療證明副本\*(因健康原因而休學的學生適用)  
A copy of the medical report (applicable for deferral due to the health reasons)
- 繳交行政手續費(停學生適用)  
Administration fee (applicable for students who have been suspended)
- 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.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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. 復學資料 REINSTATEMENT INFORMATION

原就讀學院 Faculty	_____	原就讀課程 Program	_____
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- 復學之原因  
Reason for Reinstatement :
- 休學後復學  
Reinstatement after Deferral
  - 勒令休學後復學  
Reinstatement after Required to Defer
  - 被終止學籍後復學 (學生必須獲得所屬學院許可並於指定期限內遞交申請，逾期恕不接受。)  
Reinstatement after Suspension (Permission from the Faculty is required and application will only be accepted within the specified period.)

擬恢復學籍學期 Intend to Resume study in : 20 \_\_\_\_ /20 \_\_\_\_ 第 \_\_\_\_ 學期 Semester

### 個人聲明 PERSONAL DECLARATION

- 如批准復學，本人願意接受澳門科技大學所編排之學習計劃、課程時間及收費標準；  
I hereby declare acceptance of the class arrangements, study plan and tuition fee as stipulated by Macau University of Science and Technology upon approval of reinstatement;
- 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/019-17/JAN18-E

**校方專用 FOR OFFICE USE ONLY****A) 會計處櫃檯 ACCOUNTS OFFICE SERVICE COUNTER** 已收取澳門幣/港幣 2,000 元行政費 Received MOP/HKD2,000 administration fee附 上 \_\_\_\_\_ 銀行支票/本票/銀行繳費單編號  
Enclosed a \_\_\_\_\_ Bank Check/Cashier Order/Bank Pay-in-slip No. \_\_\_\_\_

(只適用於已被終止學籍之學生 only applicable to suspended students)

 已補回欠費 \_\_\_\_\_ 元 Arrears have been settled.負責人簽名 \_\_\_\_\_ 日期 \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_**B) 教務處櫃檯 ACADEMIC REGISTRY COUNTER** 學籍申請已記錄於 COES 系統 Application recorded in COES system收件人 \_\_\_\_\_ 日期 \_\_\_\_\_  
Received by \_\_\_\_\_ Date \_\_\_\_\_**C) 所屬學院 FACULTY** 已附上建議之學習計劃 Attach suggested Study Plan

生效學期 Effective Semester \_\_\_\_\_

原學習計劃 Current study plan \_\_\_\_\_

學習計劃更改 Study plan alteration  不需要 No  需要 Yes (更改為 Change to \_\_\_\_\_)

行政人員意見 Staff Comments \_\_\_\_\_

負責人簽名 \_\_\_\_\_ 日期 \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_ 批准 Approved  不批准 Not Approved院長/課程主任簽名 \_\_\_\_\_ 日期 \_\_\_\_\_  
Signature of the Dean \_\_\_\_\_ Date \_\_\_\_\_  
of Faculty/Program  
Coordinator \_\_\_\_\_ Date \_\_\_\_\_

備註 Remarks \_\_\_\_\_

**D) 教務處核准 ACADEMIC REGISTRY'S APPROVAL** 批准 Approved  不批准(直接到 H 部份) Not Approved (Go to Part H) 意見 Comments \_\_\_\_\_負責人簽名 \_\_\_\_\_ 日期 \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_**E) 學生事務處 OFFICE OF STUDENT AFFAIRS**

宿舍安排 Dormitory Arrangement

 房間類別(入住日期) Type of Room (Date of Check in) \_\_\_\_\_ ( / / ) 不需要安排宿舍 No need for arrangement 獎/助學金 Scholarship/Grant \_\_\_\_\_負責人簽名 \_\_\_\_\_ 日期 \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_**F) 會計處 ACCOUNTS OFFICE** 待發出 \_\_\_\_\_ 學期付款通知書 Debit Note to be issued 沒有付款通知書發出 No issue of Debit Note 意見 Comments \_\_\_\_\_負責人簽名 \_\_\_\_\_ 日期 \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_**G) 圖書館 LIBRARY** 重設學生借書系統之到期日 Reset student's expiry date for borrowing services \_\_\_\_\_ 意見 Comments \_\_\_\_\_負責人簽名 \_\_\_\_\_ 日期 \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_**H) 教務處 ACADEMIC REGISTRY**

生效學期 Effective Semester \_\_\_\_\_

生效日期 Effective Date \_\_\_\_\_

 已通知資訊處更改學生 COES 學籍狀態及日誌 Notified ITO to update the student status and the activity log of COES負責人簽名 \_\_\_\_\_ 日期 \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_**I) 教務處 ACADEMIC REGISTRY** 已書面通知學生 Student is notified in writing 已抄送會計處及學生事務處 Cc to Accounts Office & Office of Student Affairs 已電郵通知所屬學院/通識教育部、圖書館、圖書出版及供應中心及資訊處 E-mail to respective Faculty/Department of General Education, Library, CBPS & IT Office 已上傳文件管理系統 Has uploaded to Document Management System

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