澳門科技大學

MACAU UNIVERSTIY OF SCIENCE AND TECHNOLOGY

校本部課程轉至持續教育學院課程申請表（報讀學生適用）

APPLICATION FOR CHANGE OF PROGRAM FROM MAIN CAMPUS TO SCHOOL OF CONTINUING STUDIES (FOR APPLICANTS ONLY)

注意事項 Notes

1. 申請者必須於指定註冊期前向教務處提出申請，一切行政程序於收妥本申請所需文件、繳妥學費及轉讀持續教育學院課程行政費(澳門幣/港幣 200 元)後始行生效。
   Applicants must submit the application to Academic Registry before registration begins. The administrative procedure will become effective only after the applicants submit all the required documents, pay the tuition fee and the administration fee for change of program from MUST campus to SCS (MOP/HKD200).
2. 申請的審批結果將透過申請人於 OAS 填報之電郵地址作通知。
   The result of application will be sent via e-mail registered by the applicant in OAS .
3. 此乃一次性之申請。申請一旦被接納，不可再申請轉回入讀校本部之課程。而學生可入讀學期由持續教育學院最終決定。
   Application is once and for all and irrevocable. Once accepted, are not allowed to change to program offered by the Main Campus under normal circumstances. In addition, SCS reserves the right to decide the semester in which the student can start.
4. 轉至持續教育學院後，有關之成績單將由該學院所簽發。
   The relevant transcript will be issued by the School of Continuing Studies of Macau University of Science and Technology.
5. 學生如轉讀持續教育學院，其在校本部所獲頒發的獎學金將不予保留或轉換。
   The scholarships awarded to students of Main Campus will not be retained or transferred if they transfer to SCS.
6. 申請人可能會被要求遞交有助審批的其他任何資料/文件。
   Applicants may be required to submit other supporting documents/materials during the process.
7. 逾期申請或未能提交所需證明文件者，校方有權一律不予受理。
   Late application or application without the required supporting documents will not be accepted.
8. 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 revising and interpreting the above regulations.

申請所需文件 Required Documents

- ☐ 填妥之本表格
  The completed application form
- ☐ 申請人之身份證副本*
  A copy of the applicant's Identity Card*
- ☐ 錄取通知書打印本或副本
  A printed copy or photocopy of the Acceptance Letter
- ☐ 學費之繳費憑證副本*
  The proof of payment of retention fee/ tuition fee*
- ☐ 工作之證明文件副本*
  A copy of the certificate / document of service*
- ☐ 網上報名系統列印的申請表格
  Application form printed from OAS
- ☐ 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 needs to be provided for verification***

I. 申請人資料 PARTICULARS OF APPLICANT

中文姓名
Name in Chinese _____

外文姓名
Name in English _____

網報使用者名稱
OAS Username B☐☐☐☐☐☐☐

申請編號
Application No. ☐☐☐☐AP☐☐-B☐☐☐☐

聯絡電話
Contact No. _____

II. 報讀課程資料 PARTICULARS OF PROGRAMS

原錄取之校本部課程
Program Intended to Study at Main Campus

課程
Program _____

專業
Major * _____

**僅適用於已分配專業的課程 Only applicable to programs with major already allocated.*

申請轉至持續教育學院之課程
Program applied at SCS

課程
Program _____

III. 轉換原因 REASON FOR THE CHANGE

- ☐ 日間工作
  Working in the daytime
- ☐ 正在積極尋找日間工作，一旦獲聘請，便立即開始全職工作並提交證明文件
  Seeking for a daytime job, will work full-time and provide relevant certificate once employed
- ☐ 其他 Others （請註明原因 Please specify：_____）

備註：如申請人在日間工作，請附上有關日間工作之證明文件或聲明書。

Remarks: If applicant is working in the daytime, please attach relevant certificate / document of service or declaration.

個人聲明 PERSONAL DECLARATION

本人確認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
Student's Signature _____

日期
Date _____

由校方填寫 FOR OFFICE USE ONLY

A) 會計處櫃台 ACCOUNTS OFFICE COUNTER

☐ 已收妥學費 Tuition fee paid

☐ 已收取現金/_____銀行之支票/本票編號_____澳門幣/港幣 200 元轉讀持續教育學院課程行政費 Received the payment of MOP/HKD200 as the administration fee for change of program from MUST campus to SCS

負責人簽名 Authorized Signature _____ 日期 Date _____

注意：學生需在繳妥費用後憑申請表正本親自返回教務處，繼續辦理相關申請手續。

Note: In order to complete the application process, student should submit the original copy of application form in person to Academic Registry after settling the fees with the Accounts Office Counter.

B) 教務處櫃台 ACADEMIC REGISTRY COUNTER

☐ 已收妥申請所需文件 Required documents received

☐ 申請已記錄於 COES Application recorded in COES

收件人 Received by _____ 日期 Date _____

C) 教務處 ACADEMIC REGISTRY

入學試結果 Results of the admission examination

中文
Chinese _____

英文
English _____

數學
Mathematics _____

必須修讀之基礎科 Basic course(s) required:

- ☐ 沒有 None
- ☐ 基礎語文 Basic Chinese
- ☐ 基礎英語 I Basic English I
- ☐ 基礎英語 II Basic English II
- ☐ 基礎數學 Basic Mathematics

申請類別 Type of Student _____

獎學金 Scholarships :

- ☐ 是 Yes
- ☐ 否 No

負責人簽名 Authorized Signature _____ 日期 Date _____

D) 教務處核准 ACADEMIC REGISTRY'S APPROVAL

- ☐ 批准 Approved
- ☐ 不批准 Not approved

意見 comments _____

負責人簽名 Authorized Signature _____ 日期 Date _____

E) 持續教育學院核准 SCHOOL OF CONTINUING STUDIES'S APPROVAL

- ☐ 批准 Approved
- ☐ 不批准 Not approved

意見 comments _____

負責人簽名 Authorized Signature _____ 日期 Date _____

F) 教務處 ACADEMIC REGISTRY

生效日期 Effective Date _____ (YYYY/MM/DD)

負責人簽名 Authorized Signature _____ 日期 Date _____

G) 資訊處 IT OFFICE

☐ 已取消學生的 DT(如適用) DT Deleted (if applicable)

資料輸入 Data entered by _____ 日期 Date _____

H) 教務處 ACADEMIC REGISTRY

- ☐ 已登記審批結果 Application result recorded
- ☐ 已通知學生審批結果 Student notified about the result
- ☐ 已抄送相關部門 cc to related departments

負責人簽名 Authorized Signature _____ 日期 Date _____