



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

學院專用 For Faculty Use Only

學生狀態 Student Status _____ ☐ 收妥相關文件 Relevant document received
資料檢查 Checked by _____ 日期 Date _____

轉讀專業申請表 APPLICATION FOR TRANSFER OF MAJOR

注意事項 Notes

- 學生必須於指定日期內向所屬學院辦公室提出申請。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 the Faculty Office 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.
- 轉讀專業是一時性之申請，申請一旦被接納，學生不可再申請轉回原專業或其他專業。
Application will only be accepted once. Upon approval, students are not allowed to return to the original major or apply to transfer to other majors.
- 申請結果將以書面回覆。成功轉讀課程者，將被通知辦理選科手續。
Students will be informed of the result in writing. The student will be notified to complete the enrolment procedures if application is approved.
- 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、其他費用及退費表」。
With regards to the Rules and Regulations for Change of Major, please refer to the latest Student Handbook, Sections on "Management of Student Status" and "Table of Tuition Fees, Other Charges and Refunds".
- 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*
- ☐ 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 _____ 聯絡電話 Contact No. _____
通訊地址 Correspondence Address _____ 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. 轉讀專業資料 INFORMATION ABOUT TRANSFER OF MAJOR

本人申請轉讀專業
I wish to apply for transfer of major

由 From: _____ (課程 Program) _____ (專業 Major) 轉 To: _____ (專業 Major)

轉讀專業理由 Reason for Transfer of Major: _____

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；
I fully understand the abovementioned changes may lead to extension of my study period 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『澳門科技大學個人資料收集聲明』的內容。
I have acknowledged and understood the [Macau University of Science and Technology Personal Data Collection Statement](#).

學生簽名
Student's Signature



日期
Date

REG/007-01/JAN24-E

校方專用 FOR OFFICE USE ONLY**A) 財務處櫃檯 FINANCE OFFICE COUNTER**

行政手續費 Application Fee: MOP/HKD 200

附 上

Enclosed a

銀行支票 / 本票 / 銀行繳費單編號

Bank Check/Cashier Order/Bank Pay-in-slip No.

負責人簽名

Authorized Signature

日期

Date

B) 學院 FACULTY☐ 已附建議之學習計劃 Attach suggested study plan

原學習計劃 Current study plan

專業 Major in

轉學習計劃 Study plan alteration:

☐ 不需要 No☐ 需要 Yes (更改為 Change to

專業 Major in

負責人簽名

Authorized Signature

日期

Date

行政人員意見 Staff Comments

C) 院長/課程主任 DEAN OF FACULTY/PROGRAM DIRECTOR☐ 批准 Approved☐ 不批准 Not Approved

院長/課程主任簽名

Signature of the Dean

of Faculty/Program

Director

日期

Date

意見 Comments

D) 學院 FACULTY☐ 已核對學生個人資料 Checked the personal information of student

生效學期 Effective Semester

生效日期 Effective Date

☐ 已通知資訊科技發展辦公室更改學生 COES 學習計劃(如適用)及學籍日誌 Notified ITDO to update the study plan (if applicable) and the activity log of COES

負責人簽名

Authorized Signature

日期

Date

E) 學院 FACULTY☐ 已書面通知學生審批結果 Student is notified in writing☐ 已抄送圖書館、財務處、學生事務處及註冊處 Cc to Library, Finance Office, Student Affairs Office & Registry

REG/007-01/JAN24-E