



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

持續教育學院
School of Continuing Studies

專業/短期/培訓證書課程報讀指引及規則

Professional / Short / Training Courses Enrollment Guidelines and Regulations

1. 報讀資格 Enrollment Requirements

所有課程均歡迎各界人士報讀，但個別課程的報讀條件有所不同，請參閱相關的課程簡章。
All people are welcome to enroll our courses. Some courses are with pre-requisites and specific requirements, please refer to the relevant course flyers for details.

2. 報讀程序 Enrollment Procedures

2.1. 先登入網上報名系統（網址：<https://coes-stud.scs.must.edu.mo/oasc/PersonalInfo.do>），預先登記個人資料。（備註：如遇特殊情況，亦可下載此報名表填寫）
Applicants first register their personal information through the Online Application System (OASC) (<https://coes-stud.scs.must.edu.mo/oasc/PersonalInfo.do>). (Remarks: In exceptional circumstances, applicants can download the application form.)

2.2. 如欲使用教育暨青年局“持續進修發展計劃”（澳門居民適用）支付課程費用，報讀者需帶備澳門居民身份證（正本）親臨本院辦理。倘未能親身報名，可委託他人辦理，受委託人須出示其澳門居民身份證、報讀者的澳門居民身份證副本及由報讀者簽署的委託文件（請按此），方可辦理報名手續。

If applicant wishes to settle the course fee by using DSEJ Continuous Improvement and Development Program (also known as “PDAC”), he / she needs to bring the original ID card and come to our school in person. If can't apply in person, he / she can authorize another person to handle by filling an authorization form (please click [here](#)), and bring along his / her ID photo copy and ID of trustee.

2.3. 報名時須遞交以下文件：Documents to be submitted:

- 網上報名系統列印的申請表格（由本人簽署）；
Print-out of the online application form with the applicant's signature
- 澳門居民身份證副本（如適用），原件備查；
Photocopy of Macao ID Card (if applicable), original is required for verification
- 其他身份證明文件副本，原件備查（非澳門居民適用）；
Photocopy of other Identification Documents (for Non-local residents)

- 1.5 吋彩色近照 1 張 (如適用);
One 1.5” colored photo (if applicable)
- 學歷證明文件副本 (如適用);
Photocopies of relevant educational certificates (if applicable)
- 專業資格證明文件 (如適用)。
Photocopy of Professional Qualifications (if applicable)

- 2.4. 如以郵寄的方式辦理報名手續，請將上述文件及有關費用的本票或劃線支票直接郵寄至本院，本院於收到有關報名資料及費用後，將會以電郵回覆。
If by mail, please send the above documents, together with tuition fee (by Cheque or Cashier Order) to our school. We shall acknowledge upon receiving of your application.

郵寄地址：澳門氹仔偉龍馬路澳門科技大學 O 座 2 樓 O204 室
澳門科技大學持續教育學院

Mailing address: Rm O204, 2/F Block O, Macau University of Science and Technology,
Avenida Wai Long, Taipa, Macau
School of Continuing Studies
Macau University of Science and Technology

3. 報讀名額 Class Size

課程名額有限，報名以先到先得及完成付款為原則，額滿即止。如報讀人數不足，本院有權撤銷開辦任何課程或暫停收生。

The class size is limited, enrollment will be on first-come-first-served and payment in full basis. The SCS reserves the right to stop the enrollment or cancel the course in case of insufficient enrollment.

4. 繳費方法 Payment Method

- 4.1 報讀者可以現金/本票或劃線支票(抬頭請寫“澳門科技大學持續教育學院”或“SCHOOL OF CONTINUING STUDIES MACAU UNIV. OF SCIENCE AND TECHNOLOGY”)繳付學費及材料費，現金收費上限為澳門幣/港幣 5,000 元。本院均接受澳門或香港銀行發出的支票，若以港幣支付，匯率(HKD:MOP)將以 1:1 計算。

Tuition fee and materials fee (if any) should be paid by cash or by cheque / Cashier Order (Please make payable to “SCHOOL OF CONTINUING STUDIES MACAU UNIV. OF SCIENCE AND TECHNOLOGY”). Cash is accepted for payment of not more than MOP5,000.

- 4.2 已納入“教育暨青年局-持續進修發展計劃”之課程，報讀者如欲以其“個人進修帳戶”支付課程學費（材料費不納入資助項目），須攜同澳門居民身份證親臨辦理報讀手續。如未滿 18 歲之人士，其父母或監護人須為同意有關報名而作出簽署。報讀者“個人進修帳戶”餘額不足以扣除全部學費時，須另外支付學費差額。

For courses under the PDAC scheme (Note: Material fee and other fee are not covered). Applicant should bring along original Macau ID to process the enrollment in person. If applicant is under 18 years old, his / her parent or guardian should sign the application form. If applicant's PDAC account is not enough to cover the tuition fee, he / she needs to pay the balance by their own.

4.3 根據“教育暨青年局-持續進修發展計劃”的規定，使用“個人進修帳戶”支付學費，教育暨青年局會再從其“個人進修帳戶”餘額中扣除相當於有關學費的30%作保證金；當報讀者完成課程且出席率達70%或以上，此保證金將退回報讀者之“個人進修帳戶”。
According to DSEJ PDAC scheme, if tuition fee is to be paid by the scheme, 30% of tuition fee will be deducted as a guarantee. When the applicant finished the course with attendance of 70% or more, that guarantee amount will be returned to his/her PDAC account.

4.4 所有費用一經繳交，恕不退還或轉讓（本院取消開辦該課程除外）。因此，報讀者於報名前，請考慮清楚課程內容、上課時間及視乎個人具體情況而決定報讀與否。
All payment made is not refundable (except that the course is cancelled by the School) nor transferable. Hence, one should consider if the course outline and class schedules fit for him/her before enrolling the course.

4.5 若本院在開課前更改上課日期或時間而導致報讀者無法如期上課，本院會安排修讀同一課程的另一班次。報讀者可參照另一班次的日期時間而決定是否修讀；所有已繳付之學費及材料費則將全數轉移至新的班次。
For schedule change before class commencement, applicant may consider to join the new class or another class of the course. The tuition fee and material fee will be transferred to the new class.

5. 退學／退款 Withdraw / Refund

5.1. 報讀者任何時候申請退學，已繳學費及材料費將不獲退還或轉讓；若報讀者是以其“個人進修帳戶”扣除課程部份或全部學費，相關學費亦不獲退還或轉讓；而其保證金亦不會獲退回。

If applicants apply to withdraw, tuition fee and material fee are not refundable or transferable. For fee wholly or partly paid by PDAC scheme, the tuition is not refundable nor transferable. The associated guarantee amount is not refundable too.

5.2. 因下列情況申請退款，經本院確認相關機構所發出的證明文件後，報讀者可獲得退還學費及材料費：

For application of refund in the special situations, tuition fee and material fee will be refunded only after confirmation of relevant documents submitted:

➤ 因人數不足或其他原因導致本院取消課程。

Course cancellation by the School due to insufficient enrollment or other reason.

➤ 本院在開課前更改上課日期而導致報讀者無法修讀該課程或該課程所安排的另一班次，報讀者必須於本院通知的指定日期內遞交書面之退學申請，經批核後，報讀者可獲退回全額學費及材料費。

Class schedule change before class commencement and applicant is not able to attend the postponed class or another class of course. Applicant has to submit a withdrawal application within the specified period of time.

➤ 報讀者若因患病或不可抗力而未能完成課程者，可透過本院提交“學員退回保證金申請表”及有關證明文件予教青局，如獲批准，可退回保證金。

For sickness or other irresistible reasons, applicant is not able to complete the whole course, he / she can apply for refund of the guarantee amount with relevant supporting

documents via our school.

- 5.3. 經本院批准可退還已收取的款項，報讀者必須在收到退款通知日計起的半年內辦理退款，逾期恕不受理。

For refund amount, applicant should come to collect the amount within 6 months from notification. Otherwise, the case will not be handled.

- 5.4. 如報讀者本人無法前往領取退款，可授權他人代為辦理退款事宜。被授權人須持由授權人簽署的授權書以及雙方的身份證副本或其他身份證明副本。

If applicant is not able to collect refund, he / she may authorize other to process. Authorized reason should bring along an authorization letter signed by applicant, photo copies of their identity cards.

6. 上課規定 Class administration

- 6.1. 報讀者必須按時出席所有課堂，每次上課必須簽到記錄出席情況，禁止代替他人簽到。Participants should present all classes on time, and sign the attendance sheet. Signing the attendance for other people is strictly prohibited.

- 6.2. 報讀者因事或因病請假，必須向本院提出請假申請，並須提供相關證明文件，如：醫生證明等。

For absence due to sickness or other reason, he / she should submit application with supporting documents (for example, medical certificate).

7. 停課 Suspension of classes

- 7.1 颱風/暴雨期間停課安排：有關颱風期間之一切上課及考試安排，大學將按情況透過電台廣播或於大學網站(www.must.edu.mo)作出及時公佈。有關〈颱風及惡劣天氣安排〉請瀏覽大學網站 <https://www.must.edu.mo/registry/current/arrangement>。

When the Typhoon or Rainstorm Warning Signal is hoisted, the following measures should be taken: For classes and examinations arrangements, the University will inform the participants of the details through the local television / radio or the MUST website. Please check the information on MUST website regarding "[Adverse Weather Arrangements](#)".

- 7.2 校方原因而停課安排：如因校方原因（例如：老師因病請假），而需要取消課堂，學院將透過手機短訊或電郵通知報讀者有關安排。

For class suspension by our School, such as sick leave of instructor, we shall inform participants by SMS and / or email.

- 7.3 取消課堂後，學院將透過手機短訊或電郵通知報讀者有關補課的安排。

The SCS will reschedule the cancelled class(es) to a later date and will inform participants of the details by SMS and / or e-mail.

8. 證書 Certificate

學員必須於課程出席率達 70%或以上(個別課程另有規定除外)，並通過有關課程的考核(如適用)，方可獲頒發證書。

Certificate will be issued if participant achieves attendance of 70% or more (some courses may have different required attendance rate), and fulfills other assessment criteria (if applicable).

9. 其他 Others

- 9.1. 本院部分專業/短期/培訓證書課程已納入教育暨青年局《持續進修發展計劃》，詳情請

瀏覽教育暨青年局網頁：<http://www.dsej.gov.mo/pdac/2017/index.php>。

Many of our courses are under the DSEJ's PDAC Scheme. Please visit DSEJ website for details of PDAC.

- 9.2. 報名前，報讀者可透過教育暨青年局網頁或持居民身份證到[教青局轄下各中心及終身學習服務站](#)內的資訊亭，查閱其個人使用資助記錄。

Macau citizen may visit DSEJ web, or kiosks (at [DSEJ's centres or Life Long Education Service Centres](#)) for one's own usage of the continuing education funding.

備註：學院保留修訂及闡釋本規則的一切權利，如有糾紛，學院擁有最終之仲裁權利。

Notes: Our School reserves all rights to amend and interpret the Guidelines and Regulations. In case of any disputes, the decision of our School should be final.