



轉讀專業申請表
APPLICATION FOR TRANSFER OF MAJOR

※ 請於填表前細閱注意事項 Please read the notes before completing this form. ※ 請以正楷填寫 Please use capital letters

I. 學生個人資料 PARTICULARS OF STUDENT

中文姓名 (依照證件) : _____ 學生編號 Student No. _____
Name in Chinese (as printed on ID) : _____ □□□□□□□□-□□□□-□□□□

外文姓名 (依照證件) : _____ 聯絡電話 : _____
Name in English (as printed on ID) : _____ Contact No. : _____

聯絡地址 : _____
Correspondence Address : _____

郵政編碼 : _____ 電郵地址 : _____
Postal Code : _____ E-mail Address : _____

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

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

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

個人聲明
Personal Declaration :

- 本人理解上述之轉讀可能會導致修讀期延長，並同意接受學院所編排的課程、已修讀科目之處理及收費標準等。
I fully understand the above mentioned changes may lead to extension of my study period at MUST. I will accept the resulting course arrangements by the SCS as well as policies regarding courses already taken and related fees, etc.
- 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 Macau University of Science and Technology.

學生簽名 Student's Signature : _____ 申請日期 Application Date : _____

注意事項

- 學生申請轉讀專業應按下列程序辦理：
 - 填妥表格第一部份。
 - 將表格連同澳門幣/港幣 200 元行政手續費之收據及其他輔助申請的文件送交持續教育學院。
 - 向會計處付清原就讀課程所欠學費及/或其他費用，無論完成課程與否，所有已登記修讀科目之學費必須繳付。
 - 辦妥/清還圖書館借書/罰款手續。
- 有關申請轉讀專業之規條，請參照最新學年之學生手冊「學籍管理」及「學費、其他收費及退費」。
- 申請結果會以書面回覆。成功轉讀專業者，將被通知辦理選科手續。
- 所有繳交費用，恕不退還或轉讓。是項申請之一切行政程序於繳費及遞交申請表後始行生效。
- 轉讀專業是一次性之申請，申請一旦被接納，學生不可再申請轉回原專業或其他專業。
- 大學保留修訂及闡釋上述規定的一切權利。

Notes

- A student who wishes to apply for change of major should follow the procedures specified below:
 - Complete Section I of this form.
 - Submit this form and receipt of MOP/HKD200 application fee in person to the School of Continuing Studies together with any other documentary proof to support the application.
 - Settle all outstanding tuition fee and/or other fees of original program. Tuition Fee for all courses enrolled must be settled whether the courses have been completed or not.
 - Clear/settle all outstanding loans/fines with the Library.
- Please refer to the latest Student Handbook on "Student Status" and "Tuition Fees, Other Fees and Refund" for related regulations regarding change of major.
- The student will be informed of the result in writing. The student will be required to complete the enrolment procedures.
- All fees paid are neither refundable nor transferable. Application will only be processed after payment is made and the form is submitted.
- 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.
- The University reserves all rights and privileges in amending and explaining the abovementioned rules and regulations.

II. 由校方填寫 FOR OFFICE USE ONLY

A) 櫃檯 COUNTER 行政手續費 Application Fee: MOP/HKD 200 收據編號 Receipt No. _____	負責人簽名 : _____ Authorized Signature : _____ 日期 : _____ Date : _____
B) 持續教育學院 SCHOOL OF CONTINUING STUDIES <input type="checkbox"/> 附更改修讀科目表 <input type="checkbox"/> Add/Drop Form attached	收件人簽名 : _____ Received by : _____ 日期 : _____ Date : _____
C) 持續教育學院 SCHOOL OF CONTINUING STUDIES 行政人員意見 : _____ Comments : _____ <input type="checkbox"/> 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 : <input type="checkbox"/> 不需要 No <input type="checkbox"/> 需要 Yes (更改為 Change to : _____ , 專業 Major in _____) 負責人簽名 : _____ 日期 : _____ Authorized Signature : _____ Date : _____	
D) 總監批核 DIRECTOR'S APPROVAL <input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准(直接到 F 部份) Not Approved (Go to Part F) 備註 Remarks : _____ 總監簽名 : _____ 日期 : _____ Signature of Director : _____ Date : _____	
E) 資訊處 IT OFFICE (只適用於成功轉讀專業之學生 Applicable for successful change of Major only) <input type="checkbox"/> 重設學生學習計劃 Reset study plan 負責人簽名 : _____ 日期 : _____ Authorized Signature : _____ Date : _____	
F) 持續教育學院 SCHOOL OF CONTINUING STUDIES <input type="checkbox"/> 已抄送會計處 Cc to Accounts Office <input type="checkbox"/> 已書面通知學生審批結果 Student being notified the result in writing.	