



轉讀學院申請表
APPLICATION FOR TRANSFER OF FACULTY

※ 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 : _____

本人申請轉讀學院
I wish to apply for change of Faculty

由 : 持續教育學院 工商管理學士學位課程 國際旅遊管理學士學位課程
From : School of Continuing Studies Bachelor of Business Administration Bachelor of International Tourism Management

轉至 : _____ 學院 Faculty _____ 課程 Program _____
To : _____

轉讀原因 : _____
Reason for the Change : _____

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和有關費用增加，並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 fully understand the above mentioned transfer may lead to extension of my study period and extra costs at MUST and 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

- 學生申請轉讀學院應按下列程序辦理：
 - 填妥表格第一部份。
 - 將表格連同澳門幣/港幣 2,000 元行政手續費之支票/本票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。成功轉讀學院者，將被通知辦理新學院的註冊選科手續。
- 學生獲准轉讀學院後，其原就讀學院的學籍將被註銷，學生要求恢復該學院學籍之申請將不予受理。
- 成功轉讀學院者，則按新學院新學年之新生收費標準。
- 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。
- 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 transfer of faculty should follow the procedures specified below:
 - Complete Section I of this form.
 - Submit this form and Bank Check / Cashier Order of MOP/HKD2,000 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 faculty. 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 Faculty.
- The student will be informed of the result in writing. The student will be required to complete the enrolment procedures for the new faculty.
- Once the application is approved, the student's status in the original faculty will be cancelled and any reinstatement will not be accepted.
- Approved students will be registered in the new faculty and pay according to the fee scheme in that academic year of the new faculty.
- All fees paid are neither refundable nor transferable. Application will only be processed after payment is made and the form is submitted.
- The University reserves all rights and privileges to revise and interpret the abovementioned rules and regulations.

II. 由校方填寫 FOR OFFICE USE

<p>A) 櫃檯 COUNTER</p> <p>行政手續費 Application Fee: MOP/HKD 2,000 附上 銀行支票/本票編號/現金 _____ Enclosed a _____ Bank Check/Cashier Order No./Cash _____ 收據編號 Receipt No. _____</p>	<p>負責人簽名 : _____ Authorized Signature : _____</p> <p>日期 : _____ Date : _____</p>
<p>B) 持續教育學院 SCHOOL OF CONTINUING STUDIES</p> <p><input type="checkbox"/> 學籍申請已記錄於 COES 系統 Application recorded in COES system</p>	<p>收件人簽名 : _____ Received by : _____</p> <p>日期 : _____ Date : _____</p>
<p>C) 持續教育學院 SCHOOL OF CONTINUING STUDIES</p> <p>行政人員意見 : _____ 行政人員簽名 : _____ Comments : _____ Signature : _____</p> <p><input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Not Approved</p> <p>備註 Remarks: _____</p> <p>總監簽名 : _____ 日期 : _____ Signature of Director : _____ Date : _____</p>	
<p>D) 申請轉讀學院 TRANSFER-IN FACULTY</p> <p><input type="checkbox"/> 擬按照 _____ 學年之學習計劃 Proposed the study plan of academic year _____</p> <p><input type="checkbox"/> 已附建議之學習計劃 Attach suggested study plan</p> <p>行政人員意見 : _____ 行政人員簽名 : _____ Comments : _____ Signature : _____</p> <p><input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Not Approved</p> <p>備註 Remarks: _____</p> <p>院長/課程主任簽名 : _____ 日期 : _____ of the Dean of Faculty/Program Coordinator : _____ Date : _____</p>	
<p>E) 註冊處處長 HEAD OF REGISTRY</p> <p><input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 (直接I部份) Not Approved (Go to Part I)</p> <p>生效學期 : _____ Effective Semester : _____</p> <p>備註 Remarks: _____</p> <p>註冊處處長簽名 : _____ 日期 : _____ Signature of Head of Registry : _____ Date : _____</p>	
<p>F) 圖書館 LIBRARY</p> <p><input type="checkbox"/> 手續辦妥 Cleared</p> <p><input type="checkbox"/> 未交會計處處處理之欠費/罰款 Unsettled Penalty (金額 \$ _____)</p> <p><input type="checkbox"/> 意見 Comments: _____</p> <p>負責人簽名 : _____ 日期 : _____ Authorized Signature : _____ Date : _____</p>	
<p>G) 會計處 ACCOUNTS OFFICE</p> <p><input type="checkbox"/> 手續辦妥 Cleared <input type="checkbox"/> 原就讀學院欠費 Fees Outstanding in original Faculty</p> <p><input type="checkbox"/> 意見 Comments: _____</p> <p>負責人簽名 : _____ 日期 : _____ Authorized Signature : _____ Date : _____</p>	
<p>H) 持續教育學院 SCHOOL OF CONTINUING STUDIES</p> <p>生效日期 Effective Date : _____ 負責人簽名 : _____ 日期 : _____ Authorized Signature : _____ Date : _____</p>	
<p>I) 持續教育學院 SCHOOL OF CONTINUING STUDIES</p> <p><input type="checkbox"/> 已抄送會計處 Cc to Accounts Office.</p> <p><input type="checkbox"/> 已將學生檔案轉交註冊處 Student record transferred to Registry.</p> <p><input type="checkbox"/> 已書面通知學生審批結果 Student being notified the result in writing.</p>	