



補考申請表 (只供缺考者用)
APPLICATION FOR MAKE-UP EXAM (only for those absent for exam)

※ 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 Contact No. : _____
 Name in English (as printed on ID) : _____

聯絡地址 : _____
 Correspondence Address : _____

電郵地址 : _____
 E-mail Address : _____

課程 : 工商管理學士學位課程 國際旅遊管理學士學位課程
 Program : Bachelor of Business Administration Bachelor of International Tourism Management

原定考試日期 : _____
 Original Exam Date : _____

缺考科目編號 : _____ 缺考科目名稱 : _____
 Course Code : _____ Course Title : _____

缺考之原因 : _____
 Reason for Absence : _____

注意事項 Notes :

- 補考申請只適用於因特別情況未能出席考試的科目，每門科目只可申請一次補考。
 Application for make-up exam is only applicable to those who are unable to attend the exam because of special condition. Each subject can only apply for a make-up exam.
- 學生必須提供相關證明，以便審批。
 Students should provide supporting documents for approval purpose.
- 補考申請批准與否，一概由持續教育學院決定。
 The School of Continuing Studies has the final decision on whether the application will be approved.
- 批核一般需七個工作天，批核結果將以書面通知學生。
 Students will be notified in writing of the appeal result within 7 working days upon completion of all the procedures.
- 有關補考之規定，請參閱最新學年學生手冊。
 With regards to the Rules and Regulations for make-up exam, please refer to the latest Student Handbook.

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 : _____ 日期 : _____
 Student's Signature : _____ Date : _____

II. 由校方填寫 FOR OFFICE USE ONLY

批准 不批准
 Approved Not Approved

原因 : _____
 Reason : _____

總監審批 Director's Approval : _____ 日期 Date : _____