



持續教育學院專用  
For SCS Use Only

學分轉移 / 學科豁免申請表 (學士學位課程)

CREDIT TRANSFER/ COURSE EXEMPTION APPLICATION FORM(For Undergraduate Programs only)

I. 學生個人資料 Particulars of Student

姓名(請依照證件) : (中) \_\_\_\_\_ 學生編號 : □□□□□□□□-□□□□-□□□□ 聯絡電話 : \_\_\_\_\_  
Name (as printed on ID) : (英) \_\_\_\_\_ Student No. : Contact No. : \_\_\_\_\_

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

II. 學分轉移/學科豁免申請 Application for Credit Transfer/ Course Exemption

申請學分轉移/學科豁免科目 Courses applied for Credit Transfer/ Course Exemption					申請資格 Eligibility of Applicant				審查意見 Comments of Assessment		審查結果 Results of Assessment	
科目編號 Course Code	科目名稱 Course Title	學分 Credit	類別 Type	備註 Remarks	考試名稱/獲取資格 Name of Exam/ Qualification Obtained	修讀科目 Course Taken	學分 Credit	成績 Grade	學院審核 Checked by SCS		總監批核 Approved by Director	
			C/E	CT/X					同意 Agreed	不同意 Disagreed	批准 Approved	不批准 Rejected
			C/E	CT/X								
			C/E	CT/X								
			C/E	CT/X								
			C/E	CT/X								
			C/E	CT/X								
			C/E	CT/X								
			C/E	CT/X								

\*類別欄中,“C”表示「必修科目」,“E”表示「選修科目」。In the Type column,“C” means “Compulsory Course” and “E” means “Elective Course”.  
\*備註欄中,“CT”表示「學分轉移」,“X”表示「學科豁免」。In the Remarks column,“CT” means “Credit Transfer” and “X” means “Course Exemption”.

III. 相關證明文件 Relevant Documents

- ① \_\_\_\_\_
- ② \_\_\_\_\_
- ③ \_\_\_\_\_
- ④ \_\_\_\_\_
- ⑤ \_\_\_\_\_

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.

申請人簽署 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Signed by Applicant : Date :

## 校方專用 For Office Use Only

學分轉移類別 CT Type		<input type="checkbox"/> 校外轉移 External CT	<input type="checkbox"/> 校內轉移 Internal CT		
繳費狀況 Payment States	: 已收取手續費澳門幣/港幣 _____ Application fee has been settled MOP/HKD	行政人員查核 Checked by Staff	: _____ 日期 : Date : yyyy / mm / dd		
收款人簽名 received by:	_____ 日期 : Date : yyyy / mm / dd	持續教育學院審核 Checked by SCS	: _____ 日期 : Date : yyyy / mm / dd		
		總監批核 Approval by Director	: _____ 日期 : Date : yyyy / mm / dd		
持續教育學院 School of Continuing Studies	: 本表及信函副本抄送 Form and Letter copied to	<input type="checkbox"/> 會計處 Acc Office	<input type="checkbox"/> 資訊處 IT Office	<input type="checkbox"/> 已書面通知學生相關結果 Student has been notified of results in writing	簽名 : _____ 日期 : Date : yyyy / mm / dd

### 注意事項

#### 1. 申請資格

- (1) 學分轉移：凡曾在其他認可之大學、專上學院修讀與本大學同等之高等教育課程，而相關科目成績一般在“B-”等級或以上者，可於註冊前提出學分轉移申請。
- (2) 學科豁免：凡曾在其他認可之大學、專上學院修讀與本大學同等之高等教育課程，而相關科目成績及格者，可於註冊前提出學科豁免申請。

#### 2. 申請程序

- (1) 新生須在繳交學費後，辦理首學年註冊手續前向持續教育學院遞交整個課程可作學分轉移/學科豁免之科目申請，以一次為限，開學後的申請一般不予受理。
- (2) 申請時必須遞交已填妥的申請表格及一切有關學分轉移/學科豁免的證明文件，例如學歷證明文件、科目簡介、成績單及任何足以支持該申請之文件。
- (3) 大學將於申請文件及手續費收妥後二十個工作天內以書面通知學生相關結果。

#### 3. 有關學分轉移/學科豁免之詳細規定，請參閱最新學年學生手冊-「學業規則」及「學費、其他收費及退費」。

#### 4. 大學保留修訂及闡釋上述規定的一切權利，如有糾紛，大學擁有最終之仲裁權利。

### Notice

#### 1. Requirements for Application

- (1) Credit Transfer: Students who have completed a higher education program in other universities or in other higher education institutions which are recognized by the University and the results of the relative courses are “B-” or above may apply for credit transfer before registration.
- (2) Course Exemption: Students who have completed a higher education program in other universities or in other higher education institutions which are recognized by the University and have obtained passing grades for these courses may apply for course exemption before registration.

#### 2. Procedures for Application

- (1) Applications for credit transfer/ course exemption for all relevant courses in the whole program should be submitted to the School of Continuing Studies before registration in the first year of study, after tuition fees have been paid. Application can be considered once only and any application received after the class commencement will not be accepted.
- (2) Students must submit duly completed application form with all relevant documentary proof concerning credit transfer/ course exemption, such as academic certification, course description, academic transcripts and other supporting documents.
- (3) The University will notify students of results in writing within 20 working days from receipt of all required documentation and administrative charges.

#### 3. With regard to the detailed regulations for Credit Transfer/ Course Exemption, please refer to the latest Student Handbook on “Rules and Regulations for Study” and “Tuition Fees, Other Fees and Refund”.

#### 4. The University reserves all rights and privileges in revising and interpreting the above-mentioned regulations. In the case of any disputes, the University also has the ultimate right of arbitration.