



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY
辦理離校(退學)手續表格
STUDENT CLEARANCE (WITHDRAWAL) FORM

研究生院職員收件記錄

To be filled by SGS staff:

Received by: _____

Date: _____

Status: _____

(注意: 本申請表只適用於研究生 Note: This form is only applicable for postgraduate students)

I. 學生個人資料 PARTICULARS OF STUDENT

姓名	學生編號
Student Name	Student No.
課程	證件號碼
Program	ID/EEP/Passport No.
通訊地址	郵政編碼
Correspondence Address	Postal Code
永久地址#	郵政編碼
Permanent Address	Postal Code

#大學將按此地址寄發退學通知書, 請務必填寫正確及詳細的地址。The University will send notification to this address, please make sure the provided address is accurate.

聯絡電話號碼	電郵地址
Contact Phone No.	E-mail Address

是否宿生 : ☐ 宿生 房號 ☐ 宿生必須連同《完成退宿手續確認書》一併遞交 ☐ 非宿生
Dormitory : ☐ Dormitory (Room No. _____), Dormitory Room Clearance Confirmation must be attached ☐ Non-Dormitory

II. 退學申請資料 INFORMATION OF WITHDRAWAL

退學原因 (請選擇下列其中一項) Reason for withdrawal (Please select one of the followings):

<input type="checkbox"/> 經濟困難	<input type="checkbox"/> 工作繁重	<input type="checkbox"/> 入讀其他大學的課程	<input type="checkbox"/> 健康原因	請提供證明
<input type="checkbox"/> Financial difficulty	<input type="checkbox"/> Heavy workload	<input type="checkbox"/> Admission to another university	<input type="checkbox"/> Health reason	(Please provide supporting document)
<input type="checkbox"/> 移民	請提供證明	<input type="checkbox"/> 其他	請註明原因	
<input type="checkbox"/> Emigration	(Please provide supporting document)	<input type="checkbox"/> Others	(Please specify the reason _____)	

III. 退款資料 INFORMATION FOR REFUND

本人已知悉及明白學生手冊所述有關退學之規則及退款條例, 並接受大學有關退費之決定。

I fully understand the Terms of Withdrawal and Refund stated in the Student Handbook, and accept the University's decision about refund.

如有退款時, 本人選擇透過以下所選方式領取退款 If there is refund, I would like to get it by:

<input type="checkbox"/> 領取支票	
<input type="checkbox"/> Cheque pick-up	
<input type="checkbox"/> 自動轉賬	本地學生
<input type="checkbox"/> Autopay	* Local students: 須提供澳門任一銀行之 <u>澳門幣</u> 賬戶資料, 而大豐銀行則收取澳門幣\$10 手續費 Should provide information of a <u>MOP</u> bank account of any bank in Macau; and for <u>Tai Fung</u> bank account, an extra MOP\$10 will be charged;
	非本地學生
	* Non-local students: 須提供「中國銀行澳門分行」或「中國工商銀行澳門分行」之 <u>港幣</u> 賬戶資料 Should provide information of a <u>HKD</u> bank account of <u>Bank of China Macau Branch</u> or <u>The Industrial and Commercial Bank of China Macau Branch</u> .
<input type="checkbox"/> 匯款	
<input type="checkbox"/> Tele-transfer	*: 須提供「中國銀行」或「中國工商銀行」可接受境外港幣匯款之賬戶資料 Should provide information of a bank account which can accept HK Dollar inward remittance outside China of the <u>Bank of China</u> or <u>The Industrial and Commercial Bank of China</u> .

*選擇自動轉賬或匯款者, 請填寫以下銀行賬戶資料 Students who choose autopay or tele-transfer, please fill in bank account details as follows:

銀行名稱	開戶人姓名
Bank Name	Account Name
賬戶號碼	賬戶貨幣(自動轉賬必填)
Account NO.	Account Currency (Required for autopay): <input type="checkbox"/> HKD <input type="checkbox"/> MOP
開戶銀行地址 (匯款必填)	路
Bank Address (Required for T/T):	Province City Road
收款人地址 (匯款必填)	分行
Beneficiary's Address (Required for T/T):	Branch sub-branch
	電話
	Contact Phone No.:

備註 Notes

- 如領取支票者、自動轉賬或匯款賬號之開戶人為非學生本人, 學生必須提供親自簽署之授權書正本及學生與被授權人的有效身份證複印件。
For collection on behalf, student's written authorization and I.D. copies of both the student and his/her representative should be provided.
- 選擇匯款者或自動轉賬者, 需隨表附交清晰的「銀行存摺簿 (賬戶資料頁) 複印件」。
For the student who chooses tele-transfer or autopay, please provide a clear bank book copy with bank account information attached to the application form.
- 以匯款方式退款, 須繳付行政手續費澳門幣/港幣 100 元, 並將於退款內扣除後匯出, 不另作通知。
A handling charge of MOP/HKD100 would be deducted from the refund without notice if you choose to refund by tele-transfer.
- 任何銀行手續費由學生自付 (經由大學代辦之境外匯款手續費最低收費為澳門幣/港幣 100 元), 並將於所退的保證金中直接扣除, 不另作通知。Any bank charges should be borne by student (the minimum charge on outward remittance fee is MOP/HKD100), and would be deducted from the caution fee without any notice.
- 學生所提供的收款銀行賬戶資料必須準確無誤, 如因提供之資料不正確或不足而引致的任何問題、損失及費用, 將由學生負責。
Student must provide accurate information of bank account. Furthermore, the student should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.

學生簽名:

日期: _____
Date: _____

申請手續及遞交文件 APPLICATION PROCEDURES AND REQUIRED DOCUMENTS

(1) 申請者必須於擬退學日期前向研究生院提出書面的退學申請，一切行政程序將於有關文件收妥後始行辦理。Student who wishes to apply for withdrawal should submit a written application to the School of Graduate Studies Service Counter. Related administrative procedures will not begin until all application documents have been submitted.

(2) 須遞交的文件包括 Required documents for withdrawal application include*:

- ☐ 填妥及親筆簽署的《辦理離校(退學)手續表格》Completed and signed *STUDENT CLEARANCE (WITHDRAWAL) FORM*
- ☐ 身份證明文件複印件 Photocopy of identification document
- ☐ 往來港澳通行證(個人資料頁及逗留D頁)複印件(內地生適用) Photocopy of EEP (applicable for mainland students)
- ☐ 護照複印件(台灣及國際學生適用) Photocopy of Passport (applicable for students from Taiwan and other international regions)
- ☐ 銀行存摺/卡賬戶資料頁複印件(自動轉賬或匯款適用) Photocopy of the bank account for refund (applicable for autopay or T/T)
- ☐ 親筆簽署的《授權書》正本及收款人身份證明文件複印件(如授權他人辦理/領取退款者適用) Signed [Authorization Letter](#) and photocopy of both parties' identification document (applicable for those authorize other person to apply and/or receive refund)
- ☐ 其他證明文件 Other supporting document(s)

(*如有需要，研究生院有權要求申請人提供其他輔助或證明文件 Applicants will be required to submit any other supporting documents if necessary)

(3) 退學前應辦妥以下手續，包括 Students must complete all the following procedures before applying withdrawal:

- ☐ 辦妥所屬學院的手續。Clear all outstanding matters with your faculty.
- ☐ 辦妥/清還所有圖書館借書/罰款手續。Clear/settle all outstanding loans/fines with the Library.
- ☐ 清理儲物櫃，移除掛鎖，保持儲物櫃門打開，並隨即報告學生事務處。Clear your locker, remove the padlock and leave the door of your locker open, and report to the Student Affairs Office immediately.
- ☐ 向財務處付清所欠學費及/或其他費用，無論完成課程與否，學生必須繳付學期學費/已登記修讀科目之學費。Settle all outstanding tuition fees and/or other fees. Tuition fee for the semester/ all courses enrolled has to be settled whether such courses are completed by the student or not.
- ☐ 如屬住宿生需另向學生事務處遞交[住宿生退宿表格](#)，且《完成退宿手續確認書》必須與此申請表一併遞交。For residents of the Hostel, the [Hostel Student Check-Out Form](#) should also be submitted to the Student Affairs Office. The Dormitory Room Clearance Confirmation must be attached together with this form.

學生聲明(退學學生適用) STUDENT DECLARATION (Applicable for students applying withdrawal)

本人已閱悉及明白研究生學生手冊內有關退學之規則及退款條例，同時，本人現作出以下聲明:

I have read and understood all the regulations and notes about withdrawal application and related fees arrangement stated in the Graduate Student Handbook. I hereby declare that:

- ☐ 本人已知悉於申請退學前必須先繳清所有欠費(包括學費及其他費用)，如不繳清欠費，將不能完成退學手續及最終被終止學籍;
I have known that I must have fully settled all outstanding fees (include tuition fee and any other charges due) before applying for withdrawal from study, otherwise, I will not be able to complete the procedures for withdrawal and consequently my study status will be terminated.
- ☐ 本人已知悉於申請退學後，不論在已選科、未選科、未確認選科、被註銷選科或其他情況下，已繳交之學費將不獲退還或轉讓;
I have known that after the application of withdrawal from study / refund be submitted, the tuition fee paid will not be transferred or refund, irrespective of whether I have or have not enrolled, confirmed enrollment of courses, or whether the enrolled courses have been cancelled, or any other relevant situations that have not been mentioned.
- ☐ 本人已知悉大學於完成外地學生的退學手續後，將按規定向澳門居留及逗留事務廳通報，本人已清楚了解澳門出入境有關[外地學生「不再就讀」的注意事項](#)內容(外地學生適用);
I have acknowledged that upon completion of the withdrawal procedures for non-local students, the University will notify the Residence and Stay Affairs Department of Macau. Students are responsible to fully understand and comply with the Macau immigration laws and regulations ([Points to Note for Non-resident Students on Termination of Studies](#)) to avoid illegally overstaying in Macau (applicable for non-local students).
- ☐ 本人已知悉退學申請如獲批准，學籍將被註銷，日後如欲在大學繼續學業，必須重新提交入學申請;
I have known that my student status will be cancelled upon the approval of the University. Should I intend to continue my study in the University in the future, I will have to re-apply for admission.
- ☐ 本人確認本申請表中所提供的資料真實無誤，並聲明已知悉及明白『[澳門科技大學教務處個人資料收集聲明](#)』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 Academic Registry of Macau University of Science and Technology](#)".

學生簽名 
Student's Signature: _____

日期
Date: _____

※大學保留修訂及闡釋上述規定的一切權利。The University reserves all rights and privileges in amending and explaining the abovementioned rules and regulations.※

本表格中的中英文版本如有差異，將以中文版本為準。In the event of any discrepancies between the Chinese and English versions of this form, the Chinese version will prevail.

部門審批 (APPROVAL FROM RELATED DEPARTMENTS)

學生姓名: _____ 學生編號: _____ 申請日期: _____
 Student Name: _____ Student NO.: _____ Application Date: _____

A) 財務處櫃檯 FINANCE OFFICE SERVICE COUNTER <input type="checkbox"/> 已收妥及核對學生的銀行帳戶資料 Received and checked the student's bank account information	負責人簽名 Authorized Signature _____ 日期 Date _____
B) 研究生院 SCHOOL OF GRADUATE STUDIES 學生學籍狀態 Student Status: _____ 獎學金 Scholarships _____ <input type="checkbox"/> 已收妥學生申請文件 All application documents received <input type="checkbox"/> 已確認學生 COES 中的個人資料正確 Confirmed student's personal information in COES <input type="checkbox"/> 退學申請已記錄於 Excel 及 COES Application has been recorded in Excel and COES	負責人簽名 Authorized Signature _____ 日期 Date _____
C) 所屬教學單位 RESPECTIVE ACADEMIC UNIT <u>學生學習狀態 Student study status</u> (由行政人員填寫 To be checked and filled by administrative staff) <input type="checkbox"/> 已刪除未確認之選修科目 Unconfirmed course(s) deleted <input type="checkbox"/> 已通知財務處有關此學生的所有未處理費用資料 All unsettled fees have been reported to Finance Office 論文延期提交次數 _____ 更換指導老師次數 _____ 論文修改及重新答辯次數 _____ NO of deferring thesis submission _____ NO of changing supervisor _____ NO of thesis revision and re-defense _____ 備註 Remarks: _____ <hr/> 院所批核 Approval by the Dean/Head of the academic unit <input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Not approved, 原因 Reason: _____	<input type="checkbox"/> 已簽署 COES 成績記錄表 行政人員簽名 Staff's Signature _____ 日期 Date _____ <hr/> 學院院長簽名 Dean's Signature _____ 日期 Date _____
D) 圖書館 LIBRARY <input type="checkbox"/> 手續辦妥 Cleared <input type="checkbox"/> 未交財務處處理之欠費/罰款 Unsettled penalty (金額\$ _____) <input type="checkbox"/> 其他意見 Other comment: _____	負責人簽名 Authorized Signature _____ 日期 Date _____
E) 學生事務處 STUDENT AFFAIRS OFFICE <input type="checkbox"/> 手續辦妥 Cleared <input type="checkbox"/> 扣除全年住宿費的 _____% 之行政費 Deduct _____% annual dormitory fee as an administration fee <input type="checkbox"/> 宿舍欠費/罰款 Unsettled dormitory penalty (金額\$ _____) <input type="checkbox"/> 其他欠費/罰款 Other penalty (金額\$ _____) <input type="checkbox"/> 擬取消保單日期 Insurance cancellation date (_____ 年 _____ 月 _____ 日)	負責人簽名 Authorized Signature _____ 日期 Date _____
F) 財務處 FINANCE OFFICE <input type="checkbox"/> 手續辦妥 Cleared <input type="checkbox"/> PGS 獎學金津貼已停發(如適用) Allowance for PGS students suspended <input type="checkbox"/> 就讀課程欠費 Fees outstanding in program <input type="checkbox"/> 退保日期待學生事務處確認 Insurance Cancellation Date to be Confirm of Student Affairs office <input type="checkbox"/> 意見 Comment: _____	負責人簽名 Authorized Signature _____ 日期 Date _____
G) 研究生院院長核准 APPROVAL BY DEAN OF SCHOOL OF GRADUATE STUDIES <input type="checkbox"/> 批准 Approved, 退學生效日期 Effective date of withdrawal: _____ <input type="checkbox"/> 不批准(直接到 I 部份) Not approved (Go to part I directly), 原因 Reason: _____	研究生院院長簽名 SGS Dean's Signature _____ 日期 Date _____
H) 資訊科技發展辦公室 ITDO (只適用於退學生 Only applicable for withdrawing students) <input type="checkbox"/> 已轉學生學籍狀態為退學生 Student study status has been changed to "Withdrawn" <input type="checkbox"/> 未完成之科目已輸入 W 分 Grade "W" has been indicated in the courses enrolled but not yet completed	負責人簽名 Authorized Signature _____ 日期 Date _____
I) 研究生院 SCHOOL OF GRADUATE STUDIES <input type="checkbox"/> 已檢查 COES 中的學籍狀態及學籍日誌 Student study status has been changed and activity log inputted <input type="checkbox"/> 已於 Excel 中記錄批核狀態 Approval record has been marked in related Excel file <input type="checkbox"/> 申請文件及退學通知書已抄送至財務處及學生事務處 CC to Finance Office and S.A. <input type="checkbox"/> 已向學生發出退學通知書 Written notification has been issued and sent to the student	負責人簽名 Authorized Signature _____ 日期 Date _____