澳 門 科 技 大 學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY
恢復學籍申請表
APPLICATION FORM FOR REINSTATEMENT OF STUDENT STATUS

I. 學生個人資料 PARTICULARS OF STUDENT

姓名　Student Name ——————————————————————

學生編號　Student No. ————————————————————

課程　Program ————————————————————————

證件號碼　ID/EEP/Passport No. ——————————————————

通訊地址　Correspondence Address ——————————————————————————

郵政編碼　Postal Code —————

聯絡電話號碼　Contact Phone No. ——————————————

電郵地址　E-mail Address ————————————————————

II. 恢復學籍申請資料 INFORMATION OF APPLYING RESTATEMENT OF STUDENT STATUS

現學籍狀態　Current study status:　☐ 休學 Deferred　☐ 終止學籍(停學) Suspended

申請恢復學籍原因 Reason for reinstatement of student status: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

＿＿＿

擬恢復學籍學期　Intended resuming semester: —————／————— 學年 Academic Year 第———— 學期 Semester

III. 學生聲明 DECLARATION

1. 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*".

2. 如獲批准復學，本人願意接受澳門科技大學所編排之最新學習計劃、課程時間及收費標準。I hereby declare acceptance of the class sessions, study plan and tuition fee stipulated by the Macau University of Science and Technology upon approval of reinstatement.

學 生 簽 名 Student's Signature: ———————————————————————

日期 Date: ——————————————————————

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

(1) 休學後復學 Reinstatement after Deferral: 必須按休學通知書所述限期前提交書面的恢復學籍申請，逾期不申請復學者，學籍將被註銷，已繳的留位費將不予退還或轉讓。This form must be submitted to the School of Graduate Studies before the date mentioned in the Deferral Notification Letter. Students who fail to submit application for resuming study will be terminated and all fees paid are neither refundable nor transferable.

須遞交的文件包括 Required documents include:
☐ 填妥及親筆簽署的《恢復學籍申請表》Completed and signed *APPLICATION FORM*
☐ 身份證/護照複印件 Photocopy of identity card or Passport
☐ 如因健康問題而休學，須同時提交醫療證明 For health problems, please submit medical reports at the time of application

(2) 終止學籍後復學 Reinstatement after Suspension: 學生若因欠費而被終止學籍，申請前必須先獲所屬學院同意申請復學後，才能遞交本申請表及補回欠費；學生若缺少任何一項手續，大學有權不接受申請，已補回欠費亦不獲退還或轉讓。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。Should a student's registration be terminated owing to outstanding fees, consent/approval on the reinstatement of student status from the related faculty must first be sought and be attached to this application and then followed by payment of outstanding fees. The University also reserves the right of not accepting this form without Faculty's consent. If payment of outstanding fees is made without obtaining Faculty's approval, the fee paid will not be refunded and transferred. Application will only be processed after payment is made and the form is submitted.

須遞交的文件包括 Required documents include:
☐ 填妥及親筆簽署的《恢復學籍申請表》Completed and signed *APPLICATION FORM*
☐ 身份證/護照複印件 Photocopy of identity card or Passport
☐ 澳門幣/港幣 2,000 元行政費 Administration fee of MOP/HKD 2,000
☐ 提供輔助申請的文件 Other documentary proof to support the application

(3) 恢復學籍申請一般需時 4 星期處理，大學將通過書面及電郵方式通知申請者批核結果。The application will normally take around four weeks for approval. The University will inform the student by written notification and email upon approval.

部門審批（**APPROVAL FROM RELATED DEPARTMENTS**）

A) 研究生院 **SCHOOL OF GRADUATE STUDIES** ☐ 已收妥學生申請文件 All application documents received ☐ 復學申請已記錄於 Excel 及系統 Application has been recorded in Excel and COES	負責人簽名 Authorized Signature———————— 日期 Date —————————————
B) 財務處櫃檯 **FINANCE OFFICE SERVICE COUNTER** ☐ 已收取澳門幣／港幣 2,000 元行政費 　　Received MOP/HKD2,000 administration fee ☐ 附上銀行支票/本票/銀行繳費單編號 　　Enclosed a _____ Bank Check/Cashier Order/Bank Pay-in-slip No. _____ ☐ 已補回欠費_____元 Arrears have been settled 　　(只適用於已被終止學籍之學生 only applicable to suspended students)	負責人簽名 Authorized Signature———————— 日期 Date —————————————
C) 所屬學院 **FACULTY** 學生復學後的教學／學習安排 Study arrangement for the resuming semester ☐ 正常上課 Within normal study period ☐ 已完成所有授課科目，復學後可以開始論文寫作 Courses completed, will start the thesis writing ☐ 已完成所有授課科目，復學後需進行實習，實習安排(時間地點)_____ ☐ 其他安排 Other arrangement_____ ☐ 已附上學習計劃 Study plan attached **學院批核 Approval from Faculty** (由學院院長填寫 Approved by the Dean of Faculty) ☐ 批准 Approved　　☐ 不批准 Not approved，原因 Reason: _____	行政人員簽名 Staff's Signature———————— 日期 Date ————————————— 學院院長簽名 Dean's Signature———————— 日期 Date —————————————
D) 研究生院院長核准 **APPROVAL BY DEAN OF SCHOOL OF GRADUATE STUDIES** ☐ 批准 Approved ☐ 不批准 Not approved，原因 Reason:_____	研究生院院長簽名 SGS Dean's Signature _____ 日期 Date —————————————
E) 圖書館 **LIBRARY** ☐ 重設學生借書系統之到期日 Reset student's expiry date for borrowing services :_____ ☐ 意見 Comments: _____	負責人簽名 Authorized Signature———————— 日期 Date —————————————
G) 財務處 **FINANCE OFFICE** ☐ 手續辦妥 Cleared ☐ 待發出_____學期付款通知書 Debit Note to be issused ☐ 沒有付款通知書發出 No issue of Debit Note ☐ 意見 Comment: _____	負責人簽名 Authorized Signature———————— 日期 Date —————————————
H) 研究生院 **SCHOOL OF GRADUATE STUDIES** 生效日期 Effective Date：_____ 復學生效學期 Effective Resuming Semester：_____	負責人簽名 Authorized Signature———————— 日期 Date —————————————
I) 資訊科技發展辦公室 **ITDO** ☐ 更改學籍狀況 Student status updated ☐ 重設學生學習計劃 Reset study plan	負責人簽名 Authorized Signature———————— 日期 Date —————————————
J) 研究生院 **SCHOOL OF GRADUATE STUDIES** ☐ 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 ☐ 已於 Excel 中記錄批核狀態 Approval record has been marked in related Excel table ☐ 已書面通知學生審批結果 Student being notified the result in writing ☐ 已抄送財務處及學生事務處 CC to Finance Office and S.A	負責人簽名 Authorized Signature———————— 日期 Date —————————————