



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

註冊處專用 For Registry Use Only

學生狀態 Student Status _____ 資料檢查 Checked by _____ 日期 Date _____

恢復學籍申請表 APPLICATION FOR REINSTATEMENT OF STUDENT STATUS

注意事項 Notes

- 學生必須於休學通知書所述日期內向註冊處提出申請。一切行政程序於收妥申請表格及相關文件後始行生效。
Application must be submitted to Registry for approval within the period mentioned in the Deferral Notification Letter. Related administrative procedures will not begin until the form and related documents are submitted.
- 被終止學籍之學生於申請時必須繳付行政費及提供輔助申請的文件。
Students whose status was terminated must pay administration fee together with documents supporting the application.
- 如因健康問題而休學，須同時提交醫療證明。
If deferral was due to health problems, students have to submit medical reports at the time of application.
- 若學生是被大學終止學籍，申請復學前必須先獲所屬學院同意後方可遞交復學申請，且必須清楚明白：
Should a student's status was terminated by the University, consent on the reinstatement of student status must first be sought from the related faculty and student should fully understand the following:
 - 學生必須在最长修業期限內完成所屬課程學習計劃的全部要求，否則大學將不能依法授予學位。
Student must complete all the graduation requirements within the prescribed study period, otherwise the degree will not be awarded.
 - 因欠費而被終止學籍的學生，必須先繳清相關的欠費，方可提出復學申請。
If student's status was terminated owing to outstanding fees, payment of all outstanding fees must be settled before submitting this application.
 - 復學申請將以大學最後審批結果為準。
The University reserves the right of making final decision about this application.
- 審批結果將以書面回覆。
Students will be informed of the result in writing.
- 所有繳交之費用，恕不退還或轉讓。
All fees paid are neither refundable nor transferable.
- 其他手續及有關復學之規條，請參閱最新學年學生手冊 – 「學籍管理」及「學費、其他費用及退費表」。
With regards to the Rules and Regulations for Reinstatement of student status, please refer to the latest Student Handbook, Sections on "Management of Student Status" and "Table of Tuition Fees, Other Charges and Refunds".
- 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.

申請所需文件 Required Documents

- ☐ 填妥之本表格
The completed application form
- ☐ 申請人之身份證/護照副本*
A copy of the applicant's Identity Card/Passport*
- ☐ 醫療證明副本*(因健康原因而休學的學生適用)
A copy of the medical report (applicable for deferral due to the health reasons)
- ☐ 繳交行政手續費，遞交申請期限 (終止學籍學生適用)
Administration fee, the deadline for submission is _____# (applicable to student whose status was terminated)
- ☐ 授權書及被授權人的身份證副本*(授權辦理適用)
An authorization letter together with a copy of the authorized person's Identity Card (applicable for application through an authorized person)*

*上述文件須提供正本進行核實

* The original copy of the above documents needs to be provided for verification

#適用之學生須於上述期限前繳交行政手續費及遞交申請表，否則，註冊處須重新進行資料檢查。

The applicable student must pay the Administration fee and submit the application form on or before the above deadline and failure to do so will result in rechecking the application by the Registry.

I. 學生個人資料 PARTICULARS OF STUDENT

學生姓名 Student Name _____ 學生編號 Student No. _____
身份證/護照編號 ID Card/Passport No. _____ 電郵地址 E-mail Address _____ 聯絡電話 Contact No. _____
通訊地址 Correspondence Address _____ 郵政編號 Postal Code _____

☐ 本人明白上述通訊地址、聯絡電話及電郵地址僅作本次申請之用，如有需要，本人須自行透過 WeMust 更新。
I understand that the above correspondence address, contact number and e-mail address are for this application only; any necessary updates will be done by myself through WeMust.

II. 復學資料 REINSTATEMENT INFORMATION

學院 Faculty _____ 課程 Program _____

- 復學之原因 Reason for Reinstatement :
- ☐ 休學後復學
Reinstatement after Deferral
 - ☐ 勒令休學後復學
Reinstatement after Required to Defer
 - ☐ 被終止學籍後復學 (學生必須獲得所屬學院許可並於指定期限內遞交申請，逾期恕不接受。)
Reinstatement after Termination of student status (Permission from the Faculty is required and application will only be accepted within the specified period.)

擬恢復學籍學期 Intend to Resume study in : 20 ____ /20 ____ 第 ____ 學期 Semester

個人聲明 PERSONAL DECLARATION

- 如批准復學，本人願意接受澳門科技大學所編排之學習計劃、課程時間及收費標準；
I hereby declare acceptance of the class arrangements, study plan and tuition fee as stipulated by Macau University of Science and Technology upon approval of reinstatement;
- 本人知悉並明白『澳門科技大學個人資料收集聲明』的內容。
I have acknowledged and understood the [Macau University of Science and Technology Personal Data Collection Statement](#).

學生簽名
Student's Signature _____



日期
Date _____

REG/004-02/MAY24-E

校方專用 FOR OFFICE USE ONLY					
A) 財務處櫃檯 FINANCE OFFICE COUNTER <input type="checkbox"/> 休學生申請恢復學籍 Deferred students applying for reinstatement of student status <input type="checkbox"/> 澳門居民學生 Macao Residents 已收取澳門幣/港幣 2,000 元行政費 Received MOP/HKD2,000 administration fee (只適用於已被終止學籍之學生 only applicable to student whose status was terminated) <input type="checkbox"/> 非澳門居民學生 Non-Macao Residents 已收取澳門幣/港幣 3,000 元行政費 Received MOP/HKD3,000 administration fee 付款方式 Payment Method: _____ (只適用於已被終止學籍之學生 only applicable to student whose status was terminated) <input type="checkbox"/> 已補回欠費 _____ 元 Arrears have been settled.				負責人簽名 Authorized Signature _____	日期 Date _____
B) 註冊處 REGISTRY <input type="checkbox"/> 學籍申請已記錄於 COES 系統 Application recorded in COES system		收件人 Received by _____	日期 Date _____		
C) 所屬學院 FACULTY <input type="checkbox"/> 已附上建議之學習計劃 Attach suggested Study Plan 生效學期 Effective Semester _____ 復學後學生的選科年級 The Year for Course Enrollment after resuming study _____ 原學習計劃 Current study plan _____ 學習計劃更改 Study plan alteration <input type="checkbox"/> 不需要 No <input type="checkbox"/> 需要 Yes (更改為 Change to _____) 行政人員意見 Staff Comments _____ <input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Not Approved 備註 Remarks _____				負責人簽名 Authorized Signature _____ 院長/課程主任簽名 Signature of the Dean of Faculty/Program Director _____	日期 Date _____ 日期 Date _____
D) 註冊處核准 REGISTRY'S APPROVAL <input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准(直接到 H 部份) Not Approved (Go to Part H) <input type="checkbox"/> 意見 Comments _____				負責人簽名 Authorized Signature _____	日期 Date _____
E) 學生事務處 STUDENT AFFAIRS OFFICE <input type="checkbox"/> 獎/助學金 Scholarship/Grant _____		負責人簽名 Authorized Signature _____	日期 Date _____		
F) 財務處 FINANCE OFFICE <input type="checkbox"/> 待發出 _____ 學期付款通知書 Debit Note to be issued <input type="checkbox"/> 沒有付款通知書發出 No issue of Debit Note <input type="checkbox"/> 意見 Comments _____		負責人簽名 Authorized Signature _____	日期 Date _____		
G) 圖書館 LIBRARY <input type="checkbox"/> 重設學生借書系統之到期日 Reset student's expiry date for borrowing services _____ <input type="checkbox"/> 意見 Comments _____		負責人簽名 Authorized Signature _____	日期 Date _____		
H) 註冊處 REGISTRY 生效學期 Effective Semester _____ 生效日期 Effective Date _____ <input type="checkbox"/> 已通知資訊科技發展辦公室更改學生 COES 學籍狀態及日誌 Notified ITDO to update the student status and the activity log of COES		負責人簽名 Authorized Signature _____	日期 Date _____		
I) 註冊處 REGISTRY <input type="checkbox"/> 已書面通知學生 Student is notified in writing <input type="checkbox"/> 已抄送財務處及學生事務處 Cc to Finance Office & Student Affairs Office <input type="checkbox"/> 已電郵通知圖書館及資訊科技發展辦公室 E-mail to Library & ITDO <input type="checkbox"/> 已上載文件管理系統 Has uploaded to Document Management System					