澳門科技大學
MACAU UNIVERSTIY OF SCIENCE AND TECHNOLOGY

轉讀課程申請表 APPLICATION FOR TRANSFER OF PROGRAM

注意事項 Notes

1. 學生必須於指定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，繳妥有關費用後始行生效。
   Submit the application to Registry for approval within the specified period. Related administrative procedures will not begin until the form and related documents are submitted and payment of the Application Fee has been settled.
2. 轉換課程是一次性之申請，申請一旦被接納，學生不可再申請轉回原課程或其他課程，而原就讀課程的學籍亦將被註銷。
   Application will only be accepted once. Upon approval, students are not allowed to return to the original program or apply to transfer to other programs, the student's status in the original program will be cancelled.
3. 申請結果將以書面回覆。成功轉讀課程者，將被通知辦理新課程的註冊選科手續。新課程所屬學院可對學生入讀的學期作最終決定。
   The student will be informed of the result in writing. The student will be required to complete the enrolment procedures for the new program. The respective Faculty/School will determine the semester which the student can enrol into the new program.
4. 成功轉讀課程者，學生原課程的考試違規記錄（如有），將保留並轉至新課程內。
   The student's record of breach of examination regulations (if any) will be retained and carried over to the new program when transfer is approved.
5. 轉至博雅學院夜間課程後，有關之成績單將由該學院所簽發。
   For students transferred to the evening programs of School of Liberal Arts, their Academic Transcripts will then be issued by the School.
6. 所有繳交費用，恕不退還或轉讓。
   All fees paid are neither refundable nor transferable.
7. 其他手續及有關轉讀課程之規條，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 Transfer of Program, please refer to the latest Student Handbook, Sections on "Management of Student Status" and "Table of Tuition Fees, Other Charges and Refunds".
8. 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
- ☐ 填妥之轉讀課程申請附表
  The completed "Application for Transfer of Program- Appendix"
- ☐ 填妥之聲明書
  The signed declaration
- ☐ 申請人之身份證/護照副本*
  A copy of the applicant's Identity Card/Passport*
- ☐ 申請人之通行證資料頁副本*(內地學生適用)
  A copy of the personal information page in Exit-Entry Permit for Travelling to and from Hong Kong and Macao (applicable for mainland students)*
- ☐ 乙型肝炎疫苗接種證明(非醫學類課程學生申請轉讀醫學類課程適用)
  Proof of Hepatitis B vaccination (applicable to non- medical program students applying for transfer to medical programs)*
- ☐ 工作證明(申請轉讀博雅學院夜間課程適用)
  The employment certification (applicable for application for transfer to evening programs at School of Liberal Arts)
- ☐ 繳交行政手續費
  Application fee
- ☐ 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*

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. 轉課程資料 INFORMATION ABOUT TRANSFER OF PROGRAM

本人申請(請選擇其一)
I wish to apply for (please choose one)：

- ☐ 轉讀課程
  Transfer of program ----------------------------- MOP/HKD 2,000.00
- ☐ 生物醫學及中醫學學士學位課程間之轉讀
  Transfer of program between Bachelor of Traditional Chinese Medicine and Bachelor of Biomedicine ----------------------------- MOP/HKD 500.00
- ☐ 博雅學院相同課程日間與夜間之轉讀
  Transfer of program between Day and Evening for the same program in School of Liberal Arts ----------------------------- MOP/HKD 500.00

由
From：

學院 Faculty	課程 Program

轉
To：

學院 Faculty	課程 Program	日間/夜間 (Day/Evening) 註1	專業 Major 註2

轉 讀 課 程 理 由
Reason for Transfer of Program

註1：僅適用於申請轉至博雅學院的課程 Only applicable for transfer to the program of the School of Liberal Arts.
註2：僅適用於首年分配專業的課程 Only applicable for programs with major allocated in the first year of study.

個人聲明 PERSONAL DECLARATION

1. 本人明白並了解上述之注意事項及轉讀可能會**導致修讀期延長和有關費用增加**；
   I fully understand the abovementioned notes and transfer may **lead to extension of my study period and extra costs** at MUST;
2. 本人同意接受大學所安排之學習計劃、課程編排、已修讀科目之處理及收費標準；
   I will accept arrangements of the University about the study plan, courses to be taken and those already taken, as well as the prevailing fee policy;
3. 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

校方專用 FOR OFFICE USE ONLY

A) 財務處櫃檯 FINANCE OFFICE COUNTER

行政手續費 Application Fee: MOP/HKD 2,000 / 500

付款方式 Payment Method: _____

負責人簽名 Authorized Signature _____ 日期 Date _____

B) 註冊處 REGISTRY

☐ 學籍申請已記錄於 COES 系統 Application recorded in COES system

收件人 Received by _____ 日期 Date _____

是否符合轉讀課程申請條件 Are the requirements for transfer of program met?

☐ 是 Yes　　　　☐ 否(直接到 E 部分) No (Go to Part E)

負責人簽名 Authorized Signature _____ 日期 Date _____

C) 原就讀學院 TRANSFER-OUT FACULTY

☐ 已核對學生個人資料 Checked the personal information of student

行政人員意見 Staff Comments _____

負責人簽名 Authorized Signature _____ 日期 Date _____

☐ 批准 Approved　　　　☐ 不批准 Not Approved

院長/課程主任簽名 Signature of the Dean of Faculty/Program Director

日期 Date _____

備註 Remarks: _____

D) 申請轉讀學院 TRANSFER-IN FACULTY

☐ 附上學生轉讀後的學習計劃（按 20 ___ /20 ___ 學習計劃）

Attached student's study plan after transfer (according to 20 ___ /20 ___ study plan)

轉讀後學生的選科年級 The Year for Course Enrollment after transfer _____

☐ 轉讀博雅學院 20 ___ /20 ___ 第 ___ 學期（夜間課程適用）

Transfer to SLA in 20 ___ /20 ___ Semester ___ （Applicable for evening program）

行政人員意見 Staff Comments _____

負責人簽名 Authorized Signature _____ 日期 Date _____

☐ 批准 Approved　　　　☐ 不批准 Not Approved

原因 Reason：
☐ 學額有限，擇優錄取 Approved on merit based on limited quota
☐ 其他 Others _____

院長/課程主任簽名 Signature of the Dean of Faculty/ Program Director

日期 Date _____

備註 Remarks: _____

E) 註冊處核准 REGISTRY'S APPROVAL

☐ 批准 Approved　　　　☐ 不批准(直接到 I 部份) Not Approved (Go to Part I)
☐ 意見 Comments _____

教務總監簽名 Signature of Head of Academic Registry _____ 日期 Date _____

F) 圖書館 LIBRARY

☐ 手續辦妥 Cleared
☐ 未交財務處處理之欠費/罰款 Unsettled Penalty (金額$ ___)
☐ 意見 Comments _____

負責人簽名 Authorized Signature _____ 日期 Date _____

G) 財務處 FINANCE OFFICE

☐ 手續辦妥 Cleared
☐ 原就讀課程欠費 Fees Outstanding in original program
☐ 意見 Comments _____

負責人簽名 Authorized Signature _____ 日期 Date _____

H) 註冊處 REGISTRY

☐ 已確認學生個人資料 Confirmed the personal information of student

生效學期 Effective Semester _____

生效日期 Effective Date _____

負責人簽名 Authorized Signature _____ 日期 Date _____

I) 資訊科技發展辦公室 INFORMATION TECHNOLOGY DEVELOPMENT OFFICE

☐ 新學生編號 New Student No. ☐☐☐☐☐☐☐☐-☐☐☐☐-☐☐☐☐
☐ 須換領新校園卡 New Campus Card Required
☐ 更改學生學籍狀態 Update Student Status
☐ 更改學生學籍日誌（不批准僅選此項）Update Activity Log (Only select this for Not Approved)

負責人簽名 Authorized Signature _____ 日期 Date _____

J) 註冊處 REGISTRY

☐ 已書面通知學生 Student is notified in writing
☐ 已抄送財務處及學生事務處 Cc to Finance Office & Student Affairs Office
☐ 已電郵通知圖書館及資訊科技發展辦公室 E-mail to Library & ITDO
☐ 已上載文件管理系統 Has uploaded to Document Management System