



恢復學籍申請表

APPLICATION FOR REINSTATEMENT OF STUDENT STATUS

- ※ 請於填表前細閱注意事項 Please read the notes before completing this form.
※ 請以正楷填寫 Please use capital letters.

I. 學生個人資料 PARTICULARS OF STUDENT

中文姓名(依照證件) : _____ 學生編號
Name in Chinese (as printed on ID) : _____ Student No. : _____
外文姓名(依照證件) : _____ 聯絡電話 : _____
Name in English (as printed on ID) : _____ Contact No. : _____
聯絡地址 : _____
Correspondence Address : _____
郵政編碼 : _____ 電郵地址 : _____
Postal Code : _____ E-mail Address : _____

II. 復學資料 REINSTATEMENT INFORMATION

原就讀課程 : _____ 原就讀年級 : _____
Program : _____ Year : _____
復學之原因 : 休學後復學
Reason for Reinstatement : Reinstatement after Deferral
 被終止學籍後復學
 Reinstatement after Suspension
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 Personal Data Collection Statement of Macau University of Science and Technology.

學生簽名 Student's Signature : _____ 日期 Date : _____

注意事項

- 學生申請復學應按下列程序辦理:
 - 必須於休學通知書所述日期前填妥此表格第 I、II 部份,並連同身份證副本(正反面)一起遞交。
 - 被終止學籍之學生於申請時必須繳付澳門幣/港幣 2,000 元行政費及提供輔助申請的文件。
- 有關恢復學籍之規條,請參閱最新學年之學生手冊-「學籍管理」、「學費、其他收費及退費」。
- 如因健康問題而休學,須同時提交醫療證明。
- 若學生是被大學終止學籍,申請復學前必須先獲學院同意後方可遞交復學申請,且必須清楚明白以下事項:
 - 學生必須在最長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。
 - 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。
 - 復學申請將以大學最後審批結果為準。
- 審批結果將以書面回覆。
- 所有繳交之費用,恕不退還或轉讓。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。
- 若遇任何爭議,以校方之最後決定為準。

Notes

- A student who wishes to apply for reinstatement should follow the procedures specified below:
 - Complete Section I & II of this form and submit together with copy of your Identity Card (both sides) before the date mentioned in the Deferral Notification Letter.
 - Students who have been suspended must pay MOP/HKD2,000 administration fee together with any other documentary proof to support the application.
- With regards to the Rules and Regulations for Reinstatement of student status, please refer to the latest Student Handbook on "Student Status" and "Tuition Fees, Other Fees and Refund".
- If deferral was due to health problems, students have to submit medical reports at the time of application.
- Should a student's registration be terminated by the University, consent on the reinstatement of student status must first be sought from the SLA and student should fully understand the following:
 - Student must complete all the graduation requirements within the prescribed study period, otherwise the degree will not be awarded.
 - If student is terminated owing to outstanding fees, payment of all outstanding fees must be settled before submitting this application.
 - The University reserves the right of making final decision about this application.
- Students will be informed of the result in writing.
- All fees paid are neither refundable nor transferable. Application will only be processed after payment is made and form is submitted.
- All matters and disputes will be subject to the final decision of the University.

III. 由校方填寫 FOR OFFICE USE ONLY

<p>A) 櫃檯 COUNTER</p> <p><input type="checkbox"/> 休學生申請恢復學籍 Deferred students applying for reinstatement of student status</p> <p><input type="checkbox"/> 已收取澳門幣/港幣2,000元行政費 Received MOP/HKD2,000 administration fee 收據編號 Receipt No. _____ (只適用於已被終止學籍之學生 only applicable to suspended students)</p> <p><input type="checkbox"/> 已補回欠費 _____ 元 Arrears have been settled. 收據編號 Receipt No. _____</p>	<p>負責人簽名 Authorized Signature _____</p> <p>日期 Date _____</p>
<p>B) 櫃檯 COUNTER</p> <p><input type="checkbox"/> 學籍申請已記錄於COES系統 收件人 日期 Application recorded in COES system Received by : _____ Date : _____</p>	
<p>C) 博雅學院 SCHOOL OF LIBERAL ARTS</p> <p><input type="checkbox"/> 已附上建議之學習計劃 生效學期 Attach suggested Study Plan Effective Date : _____</p> <p>原學習計劃 Current study plan : _____</p> <p>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 : _____)</p> <p>行政人員意見 行政人員簽名 Staff's Comments : _____ Staff's Signature : _____</p> <p><input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 (直接到 H 部分) Not Approved (Go to Part H)</p> <p>備註 Remarks: _____</p> <p>院長簽名 日期 Signature of the Dean : _____ Date : _____</p>	
<p>D) 財務處 FINANCE OFFICE</p> <p><input type="checkbox"/> 待發出 _____ 學年付款通知書 Debit Note to be issued</p> <p><input type="checkbox"/> 沒有付款通知書發出 No issue of Debit Note</p> <p><input type="checkbox"/> 意見 Comments: _____</p> <p>負責人簽名 日期 Authorized Signature : _____ Date : _____</p>	<p>E) 圖書館 LIBRARY</p> <p><input type="checkbox"/> 重設學生借書系統之到期日 Reset student's expiry date for borrowing services : _____</p> <p><input type="checkbox"/> 意見 Comments: _____</p> <p>負責人簽名 日期 Authorized Signature : _____ Date : _____</p>
<p>F) 博雅學院 SCHOOL OF LIBERAL ARTS</p> <p>生效學期 生效日期 Effective Semester : _____ Effective Date : _____</p> <p>備註 Remarks : _____</p> <p>負責人簽名 日期 Authorized Signature : _____ Date : _____</p>	
<p>G) 資訊科技發展辦公室 ITDO</p> <p><input type="checkbox"/> 更改學籍狀況 Student status updated</p> <p><input type="checkbox"/> 重設學生學習計劃 Reset study plan</p> <p>負責人簽名 日期 Authorized Signature : _____ Date : _____</p>	<p>H) 博雅學院 SCHOOL OF LIBERAL ARTS</p> <p><input type="checkbox"/> 已記錄 Profile recorded</p> <p><input type="checkbox"/> 已抄送財務處 Cc to Finance Office</p> <p><input type="checkbox"/> 已書面通知學生審批結果 Student being notified the result in writing</p>