澳 門 科 技 大 學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

轉 讀 課 程 申 請 表
APPLICATION FOR TRANSFER OF PROGRAM

※ 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 ）
Name in Chinese (as printed on ID)： _____

學生編號
Student No.:_____

外 文 姓 名 （ 依 照 證 件 ）
Name in English (as printed on ID)： _____

聯 絡 電 話
Contact No. ： _____

聯絡地址
Correspondence Address： _____

郵政編碼
Postal Code： _____

電郵地址
E-mail Address： _____

本人申請轉讀課程
I wish to apply for change of Program

由
From： _____ （課程 Program）

轉
To： _____ （課程 Program）

轉讀課程理由
Reason for Change of Program： _____
_____

個 人 聲 明：
Personal Declaration：

1. 本人理解上述之轉讀可能會導致修讀期延長和有關費用增加，並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 fully understand the above mentioned transfer may lead to extension of my study period and extra costs at MUST and 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.

2. 本人確認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 Macau University of Science and Technology.

學生簽名 Student's Signature： _____ 申請日期 Application Date： _____

注意事項

一、 學生申請轉讀課程應按下列程序辦理：
  (i) 填妥表格第一部份。
  (ii) 將表格連同澳門幣/港幣 500 / 2,000 元行政手續費之收據及其他輔助申請的文件送交博雅學院。
  (iii) 向財務處付清原就讀課程所欠學費及/或其他費用，無論完成課程與否，所有已登記修讀科目之學費必須繳付。
  (iv) 辦妥/清還圖書館借書/罰款手續。
二、 有關申請轉讀課程之規條，請參照最新學年之學生手冊「學籍管理」及「學費、其他收費及退費」。
三、 申請結果會以書面回覆。成功轉讀課程者，將被通知辦理新課程的註冊選科手續。
四、 學生獲准轉讀課程後，其原就讀課程的學籍將被註銷，學生要求恢復該課程學籍之申請將不予受理。
五、 成功轉讀課程者，則按新學年之新生收費標準。
六、 學生獲准轉課程後將需繳交 "轉課程產生學費差額"（即未獲轉移原就讀課程的學分學費） 及定額學費差額。
七、 所有繳交費用，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。
八、 大學保留修訂及闡釋上述規定的一切權利。

Notes

1. A student who wishes to apply for transfer of program should follow the procedures specified below:
  (i) Complete Section I of this form.
  (ii) Submit this form and receipt of MOP/HKD500 / 2,000 application fee in person to the SLA together with any other documentary proof to support the application.
  (iii) Settle all outstanding tuition fee and/or other fees of original program. Tuition Fee for all courses enrolled must be settled whether the courses have been completed or not.
  (iv) Clear/settle all outstanding loans/fines with the Library.
2. Please refer to the latest Student Handbook on "Student Status" and "Tuition Fees, Other Fees and Refund" for related regulations regarding change of program.
3. The student will be informed of the result in writing. The student will be required to complete the enrolment procedures for the new program.
4. Once the application is approved, the student's status in the original program will be cancelled and any reinstatement will not be accepted.
5. Approved students will be registered in the new program and pay according to the fee scheme in that academic year.
6. Once the application for transfer of program is approved, the student has to pay the extra tuition fee arising from it (i.e. the tuition fee of the credits that have not been granted transfer to the new program) and/or the difference in the total amount of tuition fee between the original and the new program.
7. All fees paid are neither refundable nor transferable. Application will only be processed after payment is made and the form is submitted.
8. The University reserves all rights and privileges to revise and interpret the abovementioned rules and regulations.

II. 由校方填寫 **FOR OFFICE USE**

A) 櫃檯 **COUNTER**

行政手續費 Application Fee: MOP/HKD 500 / 2,000
附上 _____ 銀行支票/本票編號_____
Enclosed a _____ Bank Check/Cashier Order No./Cash_____

負 責 人 簽 名 :
Authorized Signature ⋅ _____

日 期 :
Date ⋅ _____

B) 博雅學院 **SCHOOL OF LIBERAL ARTS**

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

收 件 人 簽 名 :
Received by ⋅ _____

日 期 :
Date ⋅ _____

C) 博雅學院 **SCHOOL OF LIBERAL ARTS**

☐ 擬按照 _____學年之學習計劃
Proposed the study plan of academic year _____

☐ 已附建議之學習計劃 Attach suggested study plan

行政人員意見 :
Comments ⋅ _____

行政人員簽名 :
Signature ⋅ _____

☐ 批准 Approved   ☐ 不批准（直接到 H 部分） Not Approved (Go to Part H)

備註 Remarks: _____

院 長 簽 名 :
Signature of Dean ⋅ _____

日期 :
Date ⋅ _____

D) 註冊處 **REGISTRY**

☐ 批准 Approved

不 批 准（直接 I 部份）
☐ Not Approved (Go to Part I)

生 效 學 期 :
Effective Semester ⋅ _____

備註 Remarks: _____

負 責 人 簽 名 :
Authorized Signature ⋅ _____

日期 :
Date ⋅ _____

E) 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 ⋅ _____

F) 財務處 **FINANCE OFFICE**
☐ 手續辦妥 Cleared   ☐ 原就讀學院欠費 Fees Outstanding in original Faculty

☐ 意見 Comments: _____

負 責 人 簽 名 :
Authorized Signature ⋅ _____

日 期 :
Date ⋅ _____

G) 博雅學院 **SCHOOL OF LIBERAL ARTS**

生效日期 Effective Date：_____

負 責 人 簽 名 :
Authorized Signature ⋅ _____

日 期 :
Date ⋅ _____

H) 資訊科技發展辦公室 **INFORMATION TECHNOLOGY DEVELOPMENT OFFICE**
(只適用於成功轉讀之學生 Applicable for successful transfer only)

新學生編號 :
New Student No. ⋅ _____

☐ 重設學生學習計劃 Reset study plan

☐ 須 換 領 新 學 生 卡
New Student Card Required

☐ 不 須 換 領 新 學 生 卡
New Student Card Not Required

負 責 人 簽 名 :
Authorized Signature ⋅ _____

日 期 :
Date ⋅ _____

I) 博雅學院 **SCHOOL OF LIBERAL ARTS**
☐ 已抄送圖書館、財務處及資訊科技發展辦公室 Cc to Library, Finance Office, ITDO.
☐ 已書面通知學生審批結果 Student being notified the result in writing.