



學院 (學士學位課程專用) FACULTY (For Undergraduate Programs Only)	
<input type="checkbox"/> 已收妥相關文件 Relevant document received	<input type="checkbox"/> 已核對申請科目適用於學習計劃 Checked all applied courses belong to study plan
資料檢查 Checked by _____	日期 Date _____

## 學分轉移申請表 CREDIT TRANSFER APPLICATION FORM

<p><b>注意事項 Notes</b></p> <p>1. 曾在其他認可之大學、專上學院修讀與本大學同等之高等教育課程，而相關科目成績一般在“B-”等級或以上者，可於首學年開學前（或指定日期前）提出學分轉移申請。 <i>Students may apply for credit transfer before commencement of classes in the first year of study or within designated period when they have completed courses in a higher education program in other universities or in other higher education institutions which are recognized by the University and the results of the related courses are “B-” or above.</i></p> <p>2. 新生須繳妥學費並於首學年開學前（或指定日期前）向所屬學院辦公室遞交整個課程可作學分轉移之科目申請，以一次為限，開學後的申請一般不予受理。 <i>Applications for credit transfer for all relevant courses in the whole program should be submitted to the respective Faculty Office after tuition fees have been paid and before classes of the first year starts (or the designated date). Application can be considered once only and any application received after commencement of classes will not be accepted.</i></p> <p>3. 有關學分轉移之詳細規定，請參閱最新學年學生手冊之「學業規則」及「學費、其他收費及退費」。 <i>With regard to the detailed regulations for Credit Transfer, please refer to the latest Student Handbook on “Rules and Regulations for Study” and “Tuition Fees, Other Charges and Refunds”.</i></p> <p>4. 大學保留修訂及闡釋上述規定的一切權利。 <i>The University reserves all rights and privileges in revising and interpreting the above-mentioned regulations.</i></p>	<p><b>申請所需文件 Required Documents</b></p> <table border="0"> <tr> <td><input type="checkbox"/> 填妥之本表格 The completed application form</td> <td><input type="checkbox"/> 科目簡介 Course Description</td> </tr> <tr> <td><input type="checkbox"/> 申請人之身份證/護照副本* A copy of the applicant's Identity Card/Passport*</td> <td><input type="checkbox"/> 其他 Others: _____</td> </tr> <tr> <td><input type="checkbox"/> 學位證書及成績單副本* Certificate of Degree and Transcripts*</td> <td></td> </tr> </table> <p><b>*須提供正本進行核實 The original copy needs to be provided for verification</b></p>	<input type="checkbox"/> 填妥之本表格 The completed application form	<input type="checkbox"/> 科目簡介 Course Description	<input type="checkbox"/> 申請人之身份證/護照副本* A copy of the applicant's Identity Card/Passport*	<input type="checkbox"/> 其他 Others: _____	<input type="checkbox"/> 學位證書及成績單副本* Certificate of Degree and Transcripts*	
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### I. 學生個人資料 PARTICULARS OF STUDENT

學生姓名 Student Name	學生編號 Student No.	申請編號 (新生適用) Application No. (Applicable for New Student)	<input type="text" value="AP"/> <input type="text" value="B"/>
身份證/護照編號 ID Card/Passport No.	課程 Program	聯絡電話 Contact No.	電郵地址 E-mail Address
類別 Type	其他，請註明 Others, please specify		

Type :  校外 External       交換生/交流生項目 Exchange/Study Aboard Program       其他，請註明 Others, please specify

本人明白上述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 COES 更新。  
I understand that the above contact number and e-mail address are for this application only; any necessary updates will be done by myself through COES\*

### II. 學分轉移申請 APPLICATION FOR CREDIT TRANSFER

申請科目 Courses List				申請資格 Eligibility of Applicant			審查意見 Comments of Assessment		審查結果 Results of Assessment	
科目編號 Course Code	科目名稱 Course Title	學分 Credit	類別 Type	修讀科目 / 考試名稱 / 獲取資格 Course Taken/ Name of Exam/ Qualification Obtained	學分 Credit	成績 Grade	授課教師 / 課程主任簽署 Signed by Teacher / Program Coordinator		學院院長/通識教育部主任簽署 Signed by Dean/ DGE Officer	
							同意 Agreed	不同意 Disagreed	批准 Approved	不批准 Rejected
			C/E							
			C/E							
			C/E							
			C/E							
			C/E							

備註 Remarks: 類別欄中, “C”表示「必修科目」, “E”表示「選修科目」。In the Type column, “C” refers to “Compulsory Course”, “E” refers to “Elective Course”.

### III. 學生聲明 DECLARATION

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 [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 FINANCE OFFICE**

銀行  支票  本票  繳費單 Pay- (號碼 \_\_\_\_\_) /  其他  澳門  
 Bank \_\_\_\_\_  Crossed Check /  Cashier's Order /  In-Slip Deposit (No. \_\_\_\_\_) /  Others \_\_\_\_\_ 幣/  
 港幣  
 MOP/ HKD  
 負責人簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
 Authorized Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**B 學院 FACULTY**

**B1. 學院剔選適當選項並交至相關部門審核 (若不適用直接到 B2 部份)。**

*The faculty select the appropriate item and submit to the respective Department (Go to part B2 if not applicable).*

交換生/交流生項目適用  
 For Exchange/Study Abroad Program Only  
 國際學院審核 : 項目名稱 \_\_\_\_\_ 退費情況  是  否  
 Checked by UIC : Name of Program \_\_\_\_\_ Refund  Yes  No  
 確認科目審查結果, 學分轉移學期  
 Confirmed the results of assessment for courses, CT intake \_\_\_\_\_  
 負責人簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
 Authorized Signature : \_\_\_\_\_ Date : \_\_\_\_\_

通識科目適用  
 For GS courses Only  
 通識教育部審核 : 確認通識科目審查結果, 學分轉移學期  
 Checked by DGE : Confirmed the results of assessment for GE courses, CT intake \_\_\_\_\_  
 負責人簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
 Authorized Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
 通識教育部主任審批 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
 Approved by DGE Officer : \_\_\_\_\_ Date : \_\_\_\_\_

**B2. 學院審核 CHECKED BY FACULTY**

確認 B1 選項所涉及科目的審查結果(如適用)  
 Confirmed the results of assessment for courses in B1 (if applicable)  
 確認學院科目審查結果, 學分轉移學期: \_\_\_\_\_ (如適用)  
 Confirmed the results of assessment for Faculty courses, CT intake : \_\_\_\_\_ (if applicable)

CT 總學分/學習計劃總學分 : \_\_\_\_\_ / \_\_\_\_\_  
 CT credits / Total credits of study plan : \_\_\_\_\_ / \_\_\_\_\_

負責人簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
 Authorized Signature : \_\_\_\_\_ Date : \_\_\_\_\_

學院院長審批 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
 Approved by Dean : \_\_\_\_\_ Date : \_\_\_\_\_

**C 教務處 ACADEMIC AFFAIRS OFFICE**

負責人簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
 Authorized Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
 教務處處長審批 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
 Approved by Head of Academic Affairs Office : \_\_\_\_\_ Date : \_\_\_\_\_

**D 副校長 VICE PRESIDENT**

副校長審批 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
 Approved by Vice President : \_\_\_\_\_ Date : \_\_\_\_\_

**E 教務處 ACADEMIC AFFAIRS OFFICE**

申請表及信函副本抄送  通識教育部  財務處  資訊科技發展辦公室  
 Form and Letter copied to  DGE Office  Finance Office  ITDO  
 負責人簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
 Authorized Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**F 學院 FACULTY**

已書面通知學生相關結果  
 Student has been notified of results in writing  
 負責人簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
 Authorized Signature : \_\_\_\_\_ Date : \_\_\_\_\_