



# 澳門城市大學

Universidade da Cidade de Macau  
City University of Macau

課程督導 : \_\_\_\_\_  
Supervisor

收件日期 : \_\_\_\_\_  
Date Received

## 轉讀課程申請表

### Application for Transfer of Programme

\* 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 block letters*

#### 學生個人資料 PARTICULARS OF STUDENT

中文姓名 : _____ Name in Chinese	學號 : _____ Student No.
英文姓名 : _____ Name in English	聯絡電話 : _____ Contact No.
電郵地址 : _____ E-mail Address	
學院 : _____ Faculty	班級 : _____ Class

本人申請由 _____ 級 I wish to apply for from _____ year	課程 _____ Programme	轉讀 : _____ 級 to _____ year	課程 _____ Programme
轉讀課程理由 : _____ Reason for Transfer of Programme			

附件：請連同證明文件遞交申請。 Attachment(s): Please also attach supporting document(s) for application.

個人聲明：本人明白及瞭解上述之轉讀可能引致本人之修讀期延長及須繳交有關之費用，並同意接受大學所安排之學習計劃。

Declaration: I fully understand the above-mentioned changes may lead to extension of my study period and extra charges and I accept the University's study plan and all related class arrangements.

申請人簽名 : _____ Applicant's Signature	日期 : _____ Date
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#### 注意事項：

- 一、有關申請轉讀課程之規條，請參閱最新學年之學生手冊。
- 二、學生須接受大學之決定，如不獲批准轉讀至新課程，須繼續修讀原課程。而獲准轉讀課程後，學生要求轉回之申請將不予受理。
- 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、所有繳交費用，恕不退還或轉讓。是項申請之一切程序於繳費及遞交申請表後開始生效。
- 五、若遇任何爭議，一概以校方之最後決定為準。

#### NOTES

1. For the regulations of transfer of programme, please refer to the latest Student Handbook for details.
2. Students should accept the decision of the University. If the application is rejected, the student should continue to study in the original programme. Once approved, any reinstatement will not be accepted.
3. The student will be informed of the result in writing and required to complete the enrolment procedures for the new programme upon successful application.
4. All fees paid are neither refundable nor transferable. Application will only be processed after payment is made and the form is submitted.
5. All matters and disputes are subject to the final decision of the University.

#### 由校方填寫 FOR OFFICE USE ONLY

<input type="checkbox"/> 擬同意 Approved	<input type="checkbox"/> 不同意 Rejected	轉出課程之課程主任/院長領導 Programme Coordinator / Dean of Faculty of programme transferred from	: _____	日期 : _____ Date
<input type="checkbox"/> 擬同意 Approved	<input type="checkbox"/> 不同意 Rejected	轉入課程之課程主任/院長領導 Programme Coordinator / Dean of Faculty of programme transferred to	: _____	日期 : _____ Date
<input type="checkbox"/> 批准 Approved	<input type="checkbox"/> 不批准 Rejected	註冊處 Registry	: _____	日期 : _____ Date

重要事項 Important :