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 I wish to apply for from | : | 級 year | 課程 Programme | 轉讀 to | : | 級 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 | : | |

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

☐ 擬同意 Approved	☐ 不同意 Rejected	轉出課程之課程主任 Programme Coordinator of Faculty of programme transferred from	:	日期 Date :
☐ 擬同意 Approved	☐ 不同意 Rejected	所屬學院院長 Dean of Faculty	:	日期 Date :
☐ 擬同意 Approved	☐ 不同意 Rejected	轉入課程之課程主任 Programme Coordinator of Faculty of programme transferred to	:	日期 Date :
☐ 擬同意 Approved	☐ 不同意 Rejected	所屬學院院長 Dean of Faculty	:	日期 Date :
☐ 批准 Approved	☐ 不批准 Rejected	教務處 Registry	:	日期 Date :

| 重要事項 Important： |
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