



休學申請表 Application for Deferment of Studies

請於填寫本表格前細閱「申請須知」。 Please read "Notes for Application" before completing this form.

*外地生必須細閱大學網頁內「外地學生不再就讀的注意事項」，並有責任瞭解及遵守澳門逗留的有關條例。

*Non-local students should read carefully "Points to Note for Non-resident Students on Termination of Studies" in the University website, and should be responsible to clearly understand and comply with the regulations of the stay in Macau.

請以正楷填寫此表格。 Please complete this form in BLOCK LETTERS

I. 學生資料 STUDENT INFORMATION (由學生填寫 To be completed by student)

中文姓名 :	姓名(英文/葡文) :
Chinese Name _____	Name(English/ Portuguese) _____
學號 :	身份類別 : <input type="checkbox"/> 本澳生 Local Student
Student Number _____	Identity Category <input type="checkbox"/> 外地生 Non-local Student
身份證明文件類別 : <input type="checkbox"/> 身份證 ID Card <input type="checkbox"/> 護照 Passport	
Type of Identity Doc. <input type="checkbox"/> 往來港澳通行 EEP <input type="checkbox"/> 外地僱員證 (藍卡) Non-resident Worker's ID Card	
身份證明文件號碼 :	* 外地生離澳日期 : _____ (年/月/日)
Identity Document No _____	Non-local Student Departure Date _____ (yyyy/mm/dd)
學院 :	課程名稱 :
Faculty _____	Programme Title _____
聯絡電話 :	電郵地址 :
Contact No. _____	Email Address _____
休學期 : 20__/20__ 學年第__學期至 20__/20__ 學年第__學期, 共 <input type="checkbox"/> 1 學期/ <input type="checkbox"/> 1 學年。	
Deferment Period _____ semester, 20__/20__ to _____ semester, 20__/20__, total <input type="checkbox"/> 1 semester/ <input type="checkbox"/> 1 academic year.	
擬復學年期 : 20__/20__ 學年第__學期	(請於適當空格內加上✓號 Please put a "✓" as appropriate)
Proposed period for resumption of study _____ semester, 20__/20__	
休學原因 :	
Reason _____	

II. 聲明 DECLARATION

本人特此聲明, 本人已清楚及明白此申請一經校方批准休學後, 校方將按本人申請之休學期保留學籍, 最多可保留學籍一年, 休學年限最長不超過兩學年, 並知悉同意於已繳交之入學保證金中扣除休學留位費澳門幣/港幣 3,000 元及承諾履行《學生手冊/研究生手冊》第 IV 章 3.0 休學所列的條文規定的責任。

本人知悉申請恢復學籍必須於復學之學期開學前 20 個工作日向所屬學院辦公室呈交「復學申請表」, 學費按復學時入讀年級第一學期之收費標準計算, 逾期提出復學申請將作停學處理, 休學留位費將不予退還或轉讓。

I hereby declare that I clearly understand once the university approves my application for deferment of studies, the university will retain my program for a maximum of one year, and the maximum period for deferment of studies is two academic years. I acknowledge and agree that I will pay MOP/HKD 3000 as the retention fee for deferment of studies to be deducted from my caution fee if approved and I undertake to fulfill my responsibilities in the provisions of the «Student Handbook / Postgraduate Handbook» Chapter IV Section 3.0 Deferment.

I acknowledge that I should submit the completed application form "Application for Resumption" to the faculty 20 working days before the designated semester when I resume my studies. The tuition fee will be calculated based on the fee level of the year of class he/she is admitted to. Late applications will be considered as discontinuation of studies and the paid retention fee will be forfeited, non-refundable or non-transferrable.

申請人簽署 : _____ 日期 : _____
Applicant's Signature _____ Date _____

III. (由學院填寫 To be completed by Faculty)

已附上證明文件 The supporting documents are attached : ☐ Yes 是 / ☐ No 否, 備註 remarks: _____

☐ 建議 Recommended / ☐ 不建議 Not Recommended 意見 comments: _____

課程督導簽署 : _____ 日期 : _____
Signature of Programme Supervisor _____ Date _____

☐ 同意 agreed / ☐ 不同意 disagreed 意見 comments: _____

課程主任簽署 : _____ 日期 : _____
Signature of Programme Coordinator _____ Date _____

☐ 同意 agreed / ☐ 不同意 disagreed 意見 comments: _____

學院領導簽署 : _____ 日期 : _____
Signature of Dean of the Faculty _____ Date _____

於正常修業期內提出申請 The application is submitted during the normal study period : ☐ Yes 是 / ☐ No 否;

☐ 批准該生休學期從 20__/20__ 學年第__學期至 20__/20__ 學年第__學期, 共 ☐ 1 學期/ ☐ 1 學年/ ☐ 不批准 not approved

The deferment period is approved from _____ semester, 20__/20__ to _____ semester, 20__/20__, total one semester / one academic year.

意見 comments: _____

教務處簽署 : _____ 日期 : _____
Signature of Registry Office _____ Date _____

申請「休學」須知

- 一、申請人必須為本校已註冊學生及已繳清按規定應繳之費用。
- 二、休學申請須於正常修業期限內向所屬學院辦公室提出申請，並須附上有關證明文件(例如:有效之醫生證明信)或解釋信件。
- 三、學院收到填妥之申請表格及/或有關文件後，方可處理台端之申請。
- 四、費用：

I	學期/學年開始 <u>前</u> 或學期/學年開始後 <u>10 個工作日內</u> 提出申請	將在已繳之保證金內扣除休學留位費(註)。若已繳交該學期/學年學費者，學費會予以保留，在學生復學後使用。
II	學期/學年開始 <u>10 個工作日後</u> 提出申請	將在已繳之保證金內扣除休學留位費(註)及已繳之該學期學費將不予保留、退還或轉讓。

註: 休學申請一旦獲批，將在已繳之保證金內扣除休學留位費澳門幣 3000 元(適用於本澳生)/港幣 3000 元(適用於外地生)。

- 五、休學後申請復學，學費按復學時入讀年級第一學期之收費標準計算。倘有休學前保留的學費，差額部分須補交或退還。
- 六、若學生於開課前提出休學申請及其申請成功獲批，該生已登記於開學後修讀的科目將被註銷。
- 七、休學期間，學生不得參與大學的任何課堂及其他教學活動。
- 八、學生如未能在指定學期／學年復課，將以停學處理，已繳學費將不予退還。
- 九、收集個人資料聲明：閣下在本表格內所提供的個人資料僅作本校職員處理此申請之用。

Notes for Application for Deferment of Studies

1. Only registered student who has paid the fees required is eligible for the application.
2. Applicants should submit the completed application forms to the respective faculty together with all necessary supporting documents (such as a valid medical certificate) or explanatory letter during their normal study period.
3. Applications will be processed upon receipt of the completed application form, and /or supporting documents.
4. Fee:

I	Applications received <u>before</u> the commencement of a semester or an academic year or <u>within 10 working days</u> of the commencement of a semester or an academic year.	The retention fee for deferral of studies is deducted from the caution fee (note). If the tuition fee paid for semester/academic year will be retained to offset tuition fee payable upon resumption of study.
II	Applications received <u>after 10 working days</u> of the commencement of a semester or an academic year.	The retention fee for deferral of studies is deducted from the caution fee (note). The tuition fee paid for semester/academic year is forfeited, non- refundable or non-transferable.

Note: Once the application is approved, the retention fee for deferral of studies is deducted from the caution fee of MOP3000 (for Local Students) / HKD3000 (for Non-local Students).

5. If a student deferring his/her studies applies for resumption of studies, the tuition fee will be calculated based on the fee level of the year of class he/she is admitted to. If there is tuition fee retained before deferment of studies, the balance will be returned to the student or the shortfall should be settled by the student.
6. If the application for deferment of studies is approved before the commencement date, their registered courses for upcoming semester will be canceled.
7. The student cannot participate in classes and other academic activities at the University during deferment period.
8. The studies will be terminated by the University and no tuition fee will be refunded if the student fails to resume study in the designated semester/academic year.
9. Statement of personal Data Collection: The personal data provided in this form will be used by the University for the purpose of processing this application only.