



## 一般報名及學員須知

### 1. 報名程序

#### 1.1. 親臨報名

1.1.1. 在截止報名日期前，報名人帶同身份證明文件及其他所需文件（課程簡章內註明），於辦公時間內前往持續進修中心（以下簡稱“中心”）填寫報名表格。一般課程以先到先得形式接受申請，如課程有特別要求或甄選程序會在課程簡章內註明。

1.1.2. 課程學費及報名費繳交方式：

1.1.2.1. VISA/MASTER 信用卡

1.1.2.2. 支票或本票，抬頭為「澳門大學」

1.1.2.3. 持續進修發展計劃（只適用於澳門居民，以下條款1.1.2.3.2.至1.1.2.3.6由教育暨青年局發佈）

1.1.2.3.1. 報名人須持澳門居民身份證正本親臨中心辦理。

1.1.2.3.2. 報名時，由個人進修帳戶支付學費或證照考試費，再從個人進修帳戶餘額中扣除有關學費或證照考試費的30%作保證金，符合條件的學員將會獲退回保證金至個人進修帳戶內。

1.1.2.3.3. 個人進修帳戶餘額不足及報名費需另外以信用卡(VISA/MASTER)，本票或支票（抬頭為[澳門大學]）付款。

1.1.2.3.4. 倘報名人未能親身報名，代辦人須出示其澳門居民身份證、報名人的澳門居民身份證副本及由其簽署的委託文件，方可辦理報名手續。

1.1.2.3.5. 如報名人未滿18歲，應填寫專用的報名表格，並由其父母或監護人簽署確認後，向中心提交以作報名。

1.1.2.3.6. 有關持續進修發展計劃獲批准項目及資助詳情，請瀏覽教育暨青年局網址：<http://www.dsej.gov.mo>。

1.1.2.3.7. 除特殊情況及法例規定外，一切已繳費用，概不退還。

#### 1.2. 網上報名

1.2.1. 在截止報名日期前，報名人可透過[www.umac.mo/cce](http://www.umac.mo/cce)直接網上填寫表格及上傳身份證明文件及其它所需文件（課程簡章內註明）。

1.2.2. 等待中心發出回覆電郵，以確認留位是否成功。



1.2.3. 如留位成功，報名人須按電郵內指定日期之前進行繳費。除可親臨付費外，亦提供網上付款。報名人可透過中心發出的付款連結電郵進行繳費。

1.2.4. 逾期辦理將不獲保留學額。

1.2.5. 部分課程或證照考試不適用於網上報名。

### 1.3. 入學要求

報名人必須持有合法留澳的證明文件方可報讀中心課程。除註明外，中心課程不設特定入學要求，歡迎有志進修人士報讀。因各課程之入學條件有別，報名人必須以該課程之入學條件為準。詳情請參閱各課程簡章。

### 1.4. 截止報名日期

一般課程的截止報名日期為開課前5天。詳情請參照各課程簡章。逾期申請須經中心核准。

### 1.5. 學額轉讓

如課程取消，在得到中心同意下，報名人可申請轉讀另一課程。此外，已繳之學費及其學額不得轉讓他人。

### 1.6. 課程更改

如報名人數不足或有需要時，中心有權取消該課程，並在有需要時更改任何原定課程之任何內容，而無須事先協商。

### 1.7. 退款\*

#### 1.7.1. 主動退學

已獲錄取並繳交學費者，如欲申請退學，需向中心遞交書面申請及相關證明文件。經中心批核後，按以下條款退還學費：

##### 1.7.1.1. 於開課前申請退學者：

1.7.1.1.1. 於開課前最少20天向中心作出申請，將獲退還所繳學費的90%。

1.7.1.1.2. 於開課前20天內(以及不少於10天)向中心作出申請，將獲退還所繳學費的50%。

1.7.1.1.3. 於開課前少於10天向中心作出申請，所繳學費將不獲退還。



- 1.7.1.2. 中心從退款中將扣除澳門幣貳佰元作為行政手續費。如以信用咭付款，另須從退款中扣除澳門幣伍拾圓作為信用咭手續費。
- 1.7.1.3. 凡主動申請退學者，所繳報名費一律不予退還。
- 1.7.1.4. 個別合辦課程之退學條件有所不同，以相關課程簡章所述為準。
- 1.7.1.5. 澳門大學財務管理委員會有權對特殊個案另作處理。

#### 1.7.2. 強制退學

已獲錄取並繳交學費後而被要求退學者，按以下原因及條款，處理有關退還學費手續：

- 1.7.2.1. 由於中心取消該課程，所繳學費及報名費將全額退還。
- 1.7.2.2. 如學員違反紀律及個人操守問題，所繳學費及報名費不予退還。
- 1.7.2.3. 澳門大學財務管理委員會有權對特殊個案另作處理。

#### 1.7.3. 因課程時間表更改之退學

如中心於開課前因事故需更改原定之上課時間表而已獲錄取並繳交學費之學員未能配合更新之時間表上課，學員可按更新時間表開課前向中心遞交書面退學申請，並必須聲明申請退學之原因。經中心批核後，學員可獲全數學費及報名費之退還。澳門大學財務管理委員會有權對特殊個案另作處理。

\*備註：以上1.7.退款不適用於納入持續進修發展計劃之課程，請參考相關退學規章。

## 2. 學生須知

### 2.1 上課時間表

上課時間表於課程首堂派發，如導師需調整上課日期將與學員於課堂上商討。

### 2.2 成績單

學生完成設有課程評核之課程後，將獲發該課程之成績單。

### 2.3. 證書#

#### 2.3.1. 出席證書



學生完成不設課程評核之課程，出席率達百分之八十，將獲發出席證書。

### 2.3.2. 結業證書

學生完成證書課程，出席率達百分之八十且考核成績合格，將獲發結業證書。

### 2.3.3. 畢業證書

學生完成文憑課程，出席率達百分之八十且考核成績合格，將獲發畢業證書。

#備註：各項課程完成要求或有不同，詳情請參考各課程簡章。

## 2.4. 請假

如學生申請缺席上課，須於缺席日起計10天內向中心遞交申請表及證明文件。按教育暨青年局的規定，當學生使用“持續進修發展計劃”的資助報讀課程時，上課出席率達80%方可退回保證金。如出席率不足，因疾病及不可抗力力的原因才能申請請假，並須提供相關證明文件，病假須遞交醫生證明。一般事假、加班等恕不接受，請假獲批才可退回保證金。中心保留審批之決定權。

## 2.5. 各類申請收費表

項目	種類	收費 (澳門幣)
1	成績表、成績單或證書副本鑑證	15
2	每科課程科目大綱	55
3	證書英文譯本	55
4	各類在學/學歷證明書	55
5	成績單	55
6	重考/補考費	200
7	考試成績覆核	100
8	銀行退票費用	55

- 校方保留修改費用之權利。所有費用除列明外，不得退還。
- 以上費用並不包括郵寄費、銀行匯票費或外幣差價等。

## 2.6. 學生身份證明

學生必須攜帶有效的身份證明文件上課，如有需要，學生可被要求出示該身份證明文件，以便中心導師或職員核對其身份。若身份未能核實，學生可能不獲准進入課室或使用教學設施。



## 2.7. 課堂守則

2.7.1. 課室內不准吸煙及飲食。

2.7.2. 未經中心同意，課室內不准攝影、錄影及錄音。

2.7.3. 為他人着想，請勿在課室內喧嘩，上課時必須將任何電子器材之發聲功能關閉，如手提電話。

2.7.4. 如沒有中心導師及職員陪同，請勿擅自操作課室內的電腦及視聽器材。

2.7.5. 個人財物須經常小心保管，如有任何遺失，中心概不負責。

3. 本指引提供中、英文版本，如中、英版本有不一致之處，以中文版本為準。



## General Enrolment and Guidelines for Students

### 1. Enrolment Procedures

#### 1.1. Walk-in application

1.1.1. Before the course deadline, applicant shall submit a completed application form and a valid identification document to the Centre for Continuing Education (below named as “CCE”) during office hour. For those courses with specific requirements, the applicant has to submit the relevant documents. Most of the course enrolment is made on a first-come-first-served basis, except those courses which have special requests in selection.

1.1.2. Payment method of tuition fee and application fee:

1.1.2.1. “VISA” or “MASTER” Card

1.1.2.2. Cheque or bank draft (please made payable to ‘UNIVERSITY OF MACAU’)

1.1.2.3. DSEJ Continuing Education Scheme (only applicable to Macau residents and below 1.1.2.3.1 to 1.1.2.3.6 are rules issued by the Education and Youth Affairs Bureau (herein referred to as “DSEJ”)

1.1.2.3.1. Applicant must present a valid Macau ID card for application in person.

1.1.2.3.2. Upon application, tuition fee or license examination fee will be deducted from the individual education account, and in addition up to 30% of the tuition fee or license examination fee in respect of the same course will be deducted as guarantee deposit from the balance. The guarantee deposit will be refunded to the education account of eligible students.

1.1.2.3.3. Any outstanding balance of the individual education account and application fee can be settled by cheque or bank draft (please made payable to “UNIVERSITY OF MACAU”), by “VISA” or “MASTER” card is acceptable.

1.1.2.3.4. If applicant cannot come in person, delegate should present applicant’s ID, delegate’s Macau ID copy and authorization form signed off by the applicant for enrolment.

1.1.2.3.5. For applicant who is below 18 years of age, an authorization form signed off by his or her parent or guardian has to be completed and submitted for enrolment.

1.1.2.3.6. More information for DSEJ Continuing Education Scheme can be found at <http://www.dsej.gov.mo>.

1.1.2.3.7. All fees paid are not refundable except as statutorily provided or under very exceptional circumstances.



## **1.2. On-line application**

- 1.2.1. Before the course deadline, applicant can submit the on-line application form and upload a valid identification document and other required documents through [www.umac.mo/cce](http://www.umac.mo/cce).
- 1.2.2. Applicant will be informed whether the seat reservation is successful by email.
- 1.2.3. If the seat reservation is successful, applicant will also be notified the payment method and payment deadline by email. Payment can be made in person at CCE or through on-line payment link provided by CCE.
- 1.2.4. Failure to settle the fees before payment deadline will result in cancellation of enrolment.
- 1.2.5. On-line payment is acceptable for all courses except otherwise stated.

## **1.3. Admission Requirements**

Both local and non-local applicants with a valid identification document for staying in Macao can enrol in all courses of CCE. Except otherwise specified, the courses offered by CCE are open to all applicants. The admission requirement varies from course to course and applicant should refer to the admission requirements of individual course for details.

## **1.4. Application Deadline**

In general, enrolment deadline is 5 calendar days before the course commencement date. Please refer to the respective course information for details. Late enrolment is subject to the approval of CCE.

## **1.5. Course Transfer**

Transfer to another course could be arranged if the enrolled course is cancelled. Transfer to another course can only be made subject to the approval of CCE. Fees paid and the related studentship cannot be transferred from one person to another.

## **1.6. Course Changes**

CCE reserves the right to cancel a course if enrolment is insufficient and make any alterations to a course that is considered to be necessary without prior consultation.

## **1.7. Refund\***

### **1.7.1. Voluntary withdrawal**

If a student has accepted an offer of admission by CCE and paid tuition fee and





application fee of a course, he or she then requests to withdraw from the course, a written request with supporting documents should be submitted to CCE and upon approval, the tuition fee refund application will be handled as follows:

1.7.1.1. Before course commencement:

1.7.1.1.1. 90% of paid tuition fee will be refunded if a written request for withdrawal from study is received by CCE at least 20 days before course commencement.

1.7.1.1.2. 50% of paid tuition fee will be refunded if a written request for withdrawal from study is received by CCE within 20 days (and at least 10 days) before course commencement.

1.7.1.1.3. No refund will be made if a written request for withdrawal from study is received by CCE with less than 10 days before course commencement.

1.7.1.2. Administrative fee of MOP200.00 will be deducted from the refund amount for any one of the scenarios in 1.7.1.1. An extra charge of credit card administration fee MOP50.00 shall be levied for tuition fee paid by credit card.

1.7.1.3. The application fee of the course is not refunded if a student requests to withdraw from his or her study of his or her own accord.

1.7.1.4. The refund conditions for joint courses between CCE and other entities may be different and shall prevail to the respective course leaflets.

1.7.1.5. Under special circumstances, the UM Finance Management Committee can exercise its discretion to refund tuition fee and/or application fee to a student on a case-by-case basis.

1.7.2. Mandatory withdrawal

A student has accepted an offer of admission by CCE and paid tuition fee and application fee of the subject or course. For some reasons, he or she is requested to withdraw from his or her study. Refund guidelines are as follows:

1.7.2.1. Owing to course cancellation initiated by CCE, tuition fee and application fee paid are fully refunded.

1.7.2.2. Owing to the student's misconduct or his or her disciplinary problem(s) during course(s) of CCE, tuition fee and application fee paid by the student are not refunded at all.

1.7.2.3. Under special circumstances, the UM Finance Management Committee can exercise its discretion to refund tuition fee and/or application fee to a student on a case-by-case basis.

1.7.3. Withdrawal due to Change on Course Schedule

If a student has accepted an offer of admission by CCE and paid tuition fee and application fee of the subject or course, but then course schedule is amended by CCE,





student can make written request to withdraw from his or her study before course commencement (referring to the amended schedule) stating with withdrawal reason. With approval from CCE, student can receive full refund on tuition fee and application fee. Under special circumstances, the UM Finance Management Committee can exercise its discretion to refund tuition fee and/or application fee to a student on a case-by-case basis.

\*Remark: For item 1.7. Refund, it is not applicable to the courses enlisted in DSEJ Continuing Education Scheme. For withdrawal from the courses enlisted in DSEJ Continuing Education Scheme, please refer to the Withdrawal Regulation for Courses Enlisted in DSEJ Continuing Education Scheme.

## **2. Guidelines for Students**

### **2.1. Class schedule**

Class schedule will be distributed in the first class. Trainer will discuss with the students if any changes to be made.

### **2.2. Academic Report**

An academic report with result will be issued to students after completing the assessed courses.

### **2.3. Certificate#**

#### **2.3.1. Certificate of Attendance**

A Certificate of Attendance will be issued to those students who have attended 80% of the non-assessed courses.

#### **2.3.2. Certificate of Completion for Certificate Course**

A Certificate of Completion for Certificate Course will be issued to those students who have attended 80% of the course and have passed the assessments.

#### **2.3.3. Certificate of Completion for Diploma Course**

A Certificate of Completion for Diploma Course will be issued to those students who have attended 80% of the course and have passed the assessments.

# Remark: Criteria for issuance of certificate are subject to requirements adopted by individual course. For details, please refer to the leaflet of individual course.

### **2.4. Leave Application**

If a student who is absent from class and applies for justifiable absence, he or she should submit the application form to CCE within 10 days after the first day of class absence.



According to the rules issued by DSEJ, if the student is applying courses using subsidy from "Continuing Education Development Program", security deposit would be returned to student who have attended 80% of the entire course. When the attendance requirement is unfulfilled, only leave applications related to personal sickness and force majeure (excluding personal leave and working overtime, etc.) would be considered. Student must provide valid reasons and supporting documents. Medical certificate is required for health reason. Based on the above, security deposit would be returned upon approval of leave application. Applications are subject to the approval of CCE.

## 2.5. Table of Fees and Charges

Item	Description	Fees (MOP)
1	Certified true copy of academic reports, transcripts or certificates	15
2	Course description per subject	55
3	English translation of certificates	55
4	Testimonials	55
5	Transcripts	55
6	Re-sit / supplementary exam	200
7	Appeal of exam result (refundable if appeal is successful)	100
8	Returned cheque charges	55

- The above table is for reference only. Actual payment is subject to revision. Unless specified, all charges are not refundable.
- All above payment is excluding postage, bank charges for overseas cheques and foreign currencies.

## 2.6. Student Identity

Students are required to bring along their personal identification document to class. If necessary, students may be requested to show this document as proof of student identity to trainers or staff of CCE. Failure to do so may result in being denied the right of entry to classroom or usage of facilities.

## 2.7. Class Regulations

2.7.1. No smoking, eating or drinking is allowed inside classroom.

2.7.2. No photo taking, video and sound recording is allowed inside classroom without consent of CCE.

2.7.3. Please be considerate and do not cause excessive noise inside classroom. All



electronic devices that can produce sound should be turned OFF during class, such as mobile phones.

2.7.4. Please do not operate any IT or AV equipment in the classroom without the presence of our trainers or staff.

2.7.5. Personal belongings should not be left unattended at any time. CCE will not be responsible for any loss of personal belongings.

**3.** This guideline encompasses both Chinese and English versions. If there is any discrepancy, the Chinese version shall prevail.