



## 導師開課須知

### 1. 學生出席名單：

導師在開課時將會收到一份學生出席名單，用作記錄學生出席情況。導師與學生必須每堂在出席名單上簽名，出席名單不得在課堂內傳閱，導師必須妥善保管直至課程完結。

### 2. 課程更改：

導師如沒有獲得持續進修中心（以下簡稱“中心”）主任批准，不得自行取消、延期或更改上課時間或地點。所有申請或要求應以書面通知中心，如獲得中心同意，導師有責任通知所有學生有關上課時間的更改，以免對學生造成不便。另因中心的課程是以授課時數為基數，如不能在指定期間內教授課程所指定的時數，導師需要補足課時給學生。如接獲導師書面要求，中心可協助申請所需課室或電腦設施，使其完成所有學時。至於因天氣影響所引起的延期，中心會通知學生有關安排。

### 3. 教材工具之需求：

澳門大學課室一般可提供以下教學設備：如實物投影機、擴音器等。導師如需要任何教材工具，須於開課或課堂前 5 天。以電話或電郵方式通知中心。其他文具如白板筆、白板刷等會於開課前準備妥當。

### 4. 複印服務：

導師須於開課前最少 5 天將整套講義親自交到中心辦公室或電郵至中心相關職員，以便及時複印給學生。如導師於課程中途須複印補充教材予學生，亦按上述方式於課堂最少 5 天前交予中心。如未能按時把教材交來複印而需自費影印，有關費用中心恕不負責。複印應適量並以教授中心之課程為主。

### 5. 學科與導師評價表：

於課程結束前，中心會安排派發『學科與導師評價表』給學生填寫，並由中心統一收回。填表期間，導師應自行迴避。

### 6. 颱風或暴雨襲澳時課堂及考試安排

#### 6.1 香港導師適用：

##### a. 當香港懸掛一號或三號颱風信號

當一號或三號颱風信號生效時，所有課堂及考試將如期進行。特別情況下，持續進修中心主任有權酌情處理。

##### b. 當香港懸掛八號或以上颱風信號或黑色暴雨信號



當八號或以上颱風信號或黑色暴雨信號生效或取消時，將按以下規定作課堂及考試安排：

信號生效時間	原定在以下時段開始的 <u>室內</u> 課堂及考試將被取消
<b>於活動開始前生效</b>	
上午 6:30 或之後	下午 2:00 前
中午 12:00 或之後	中午 12:00 至下午 6:00 前
下午 4:00 或之後	下午 4:00 或之後
<b>於活動進行時生效</b>	所有課堂立即中止，而考試則仍然繼續至原定結束時間為止。
信號取消時間	當颱風正逐漸遠離香港，由香港開往澳門的海路航班正常運作，原定在以下時段開始的 <u>室內</u> 課堂及考試將如期進行
上午 6:30 或之前	所有課堂及考試將如期進行。
上午 10:00 或之前	下午 2:00 或之後
下午 2:00 或之前	下午 6:00 或之後
下午 2:00 之後	當天所有課堂及考試將全部取消。

當八號或以上颱風信號或暴雨信號生效時，所有 室外 教學活動全部取消。如信號於 室外 教學活動進行期間生效，該 室外 教學活動應立即中止，有關教職員應將學生帶至安全場所並確保其安全離開。

- c. 如課堂或考試被取消，中心將以電郵或電話另行通知有關補課或補考安排。
- d. 以上所有安排均不適用於實習科目，參加實習科目的學生應遵守實習機構之相關安排及指引。
- e. 若遇上天氣不穩定，導師從海路由香港到澳門任教，中心有權因應當時交通情況可能將課程延期。

## 6.2 本澳導師適用：

### a. 一號或三號颱風信號

當一號或三號颱風信號生效時，所有課堂及考試將如期進行。特別情況下，持續進修中心主任有權酌情處理。



b. 八號或以上颱風信號或暴雨信號

當八號或以上颱風信號或暴雨信號生效或取消時，將按以下規定作課堂及考試安排：

信號生效時間	原定在以下時段開始的 <u>室內</u> 課堂及考試將被取消
<b>於活動開始前生效</b>	
上午 6:30 或之後	下午 2:00 前
中午 12:00 或之後	中午 12:00 至下午 6:00 前
下午 4:00 或之後	下午 4:00 或之後
<b>於活動進行時生效</b>	所有課堂立即中止，而考試則仍然繼續至原定結束時間為止。

信號取消時間	原定在以下時段開始的 <u>室內</u> 課堂及考試將如期進行
上午 6:30 或之前	所有課堂及考試將如期進行。
中午 12:00 或之前	下午 2:00 或之後
下午 4:00 或之前	下午 6:00 或之後
下午 4:00 之後	當天所有課堂及考試將全部取消。

當八號或以上颱風信號或暴雨信號生效時，所有 室外 教學活動全部取消。如信號於 室外 教學活動進行期間生效，該 室外 教學活動應立即中止，有關教職員應將學生帶至安全場所並確保其安全離開。

c. 如課堂或考試被取消，中心將以電郵或電話另行通知有關補課或補考安排。

d. 以上所有安排均不適用於實習科目，參加實習科目的學生應遵守實習機構之相關安排及指引。

7. 出席率及考試記錄指引

請注意下列每課程完結所需手續：

a. 考試前：

導師須於考試最少 10 天前，將一份完整的試卷放入封口信封親自交至中心，或以加密電郵發送至中心相關職員。

b. 考試期間：

導師須監考所負責的課程考試及批改試卷，如有任何同學作弊，導師應立



即以書面通知中心(通知書應包括該名學生姓名、課程名稱、作弊資料及有關的證物)。

c. 課程的計分方式如下：

Grading System 評分系統	
Letter Grades 級別	Percentage 百分比
A	93-100
A-	88-92
B+	83-87
B	78-82
B-	73-77
C+	68-72
C	63-67
C-	58-62
D+	53-57
D	50-52
F	FAIL
CW	COURSE WAIVER (豁免科目)
DX	DEFERRED RESULT
I	INCOMPLETE
P	PASS (重考合格)
W	WITHDRAWAL

- 如學生未能出席所需課時的百分之八十或於考試得分低於百分之五十，將不獲頒發證書。
- 如學生出席率達百分之八十，但未能完成作業和/或考試，導師應評估該學生「未完成」。

d. 考試後：

導師須於課程完結後 10 天內將以下文件遞交至中心：

- 學生出席記錄須填入中心提供的表格內並且每堂簽名。課程完結後翌日先將出席記錄電郵至中心相關職員，之後再遞交正本。
- 學生所得分數須填入中心提供的表格內並且簽名，放入封口信封內遞交。
- 學生所作的任何形式的試卷及作業，應交由中心保管及處理。某些科目(例如：口述英語測驗，或學生在電腦設備上操作)無需試卷及作業，導師應在課程簡介上列明該科目的考核形式。

e. 延期考試安排：

學生未能如期出席考試，可向中心書面申請延期考試，待中心同意後，再聯



絡導師安排相關事宜。導師須草擬一份新試卷，於考試前 7 天向中心遞交一份完整的試卷，並且負責批改試卷，在考試後 7 天內按考試記錄指引將有關學生所得分數交回中心。如學生因私人原因申請延期考試，考試分數需打八折計算，以示公平。

**f. 重考安排：**

按課程需要及學生實際情況，學生可向中心申請重考，待中心主任同意後，再聯絡導師安排相關事宜。導師須草擬一份新試卷，於考試前 7 天向中心遞交一份完整的試卷，並且負責批改試卷，在考試後 10 天內按考試記錄指引將有關學生所得分數交回中心。重考成績合格與否，成績單上只會顯示“P”或“F”，並列明為重考成績。

請緊記以上手續是所有持續進修中心導師必須完成之項目。因所有文件要集合一起方可進行薪金計算，所以任何文件延遲呈交，皆會影響導師薪金的派發日期。

如有問題，請聯絡持續進修中心辦公室，電話：(853) 8822-4545、傳真：(853) 2883-8321 或電郵：[cce.enquiry@umac.mo](mailto:cce.enquiry@umac.mo)。

8. 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。



## **Guidelines for Trainers**

### **1. Students Attendance List**

Trainer will be provided with a copy of students list for attendance recording. Trainer and students should sign on the list. Attendance list should not be circulated in class. Trainer should keep the list until end of course.

### **2. Course Schedule Change**

Trainer should not cancel, postpone or make change on time or venue of lecture without approval of the Director of the Centre for Continuing Education (below named as “CCE”), while all requests and applications to CCE should be made in written. Should the application be approved, trainer should be responsible for notifying all students regarding the updated time in order to avoid confusion to students. While duration of all CCE courses is based on total lecture hours, it is necessary for trainers to compensate the same number of postponed hours to students if the course cannot be completed within given schedule. Under such circumstances, CCE can assist on arrangement of necessary equipment and classroom for completion of total lecture hours if written request is received from trainer. If postponement is caused by bad weather, CCE should make notification to students on corresponding arrangement.

### **3. Equipment and Materials for Lecture**

Classrooms at University of Macau are basically equipped with facilities such as overhead projector and amplifier etc. Trainer should notify CCE 5 days in advance on request of necessary equipment via telephone or email, while CCE will prepare other stationery such as whiteboard markers and eraser.

### **4. Photocopying**

Trainer should provide full set of lecture notes to CCE at least 5 days in advance of course commencement (either hand in by person or via email to related staff) for making students’ copies. Should there be supplementary notes for students during the course, please send the relevant notes to CCE at least 5 days in advance through same approaches as mentioned. If the notes are not sent to CCE on time, trainer should make copies on his or her own and corresponding cost should not be responsible by CCE. Photocopy quantity should be of appropriate volume and relevant for course purpose.

### **5. Course and Trainer Evaluation Form**

CCE should distribute “Course and Trainer Evaluation Form” to students in last class of each course and should be collected at the same time. Trainer should be self-withdrawal





until all evaluation forms are collected.

## 6. Arrangements of Classes and Examinations during Typhoons or Rainstorms in Macao

### 6.1 For Hong Kong Trainers

#### a. Tropical Cyclone Signal No.1 or No. 3 hoisted in Hong Kong

When Tropical Cyclone Signal No. 1 or No. 3 is hoisted in Hong Kong, all classes and examinations will be held as scheduled. The Director of CCE can exercise his discretion under special circumstances.

#### b. Tropical Cyclone Signal No. 8 (or above) or Black Rainstorm Warning Signal hoisted in Hong Kong

When Tropical Cyclone Signal No. 8 (or above) or Black Rainstorm Warning Signal is hoisted or cancelled in Hong Kong, the following arrangements will be made for classes and examinations:

When the signal is hoisted	<u>Indoor</u> Classes / Examinations beginning at the following time slots will be cancelled
<b>Before the activity starts</b>	
At or after 6:30 a.m.	Before 2:00 p.m.
At or after 12:00 n.n.	At or after 12:00 n.n. but before 6:00 p.m.
At or after 4:00 p.m.	At or after 4:00 p.m.
<b>During the activity</b>	All classes will be suspended immediately. All examinations will continue till their end as scheduled.
When the signal is cancelled	If sea transportation from Hong Kong to Macau resumes normal, <u>indoor</u> Classes / Examinations beginning at the following time slots will be held as scheduled
At or before 6:30 a.m.	All classes and examinations will be held as scheduled.
At or before 10:00 a.m.	At or after 2:00 p.m.
At or before 2:00 p.m.	At or after 6:00 p.m.
After 2:00 p.m.	All classes and examinations of that day will be cancelled.

When Tropical Cyclone Signal No. 8 (or above) or Rainstorm Warning Signal is hoisted, all the outdoor teaching activities on that day will be cancelled. If the signal



is hoisted at any time while the **outdoor** teaching activities are taking place, they will be suspended immediately. The staff responsible should take all students to a safe place and make sure that it is safe for them to leave.

- c. CCE will announce arrangements for make-up class or examination postponement by email or SMS later.
- d. All the above arrangements are not applicable to the practicum or internship courses. Students who are doing these courses should follow the related arrangements and guidelines of the host organization.
- e. If trainer comes from Hong Kong to Macao for lecture by sea transportation under unstable weather, CCE has the right to postpone the course according to traffic situation.

## 6.2 For Macau Trainers

### a. Tropical Cyclone Signal No.1 or No. 3

When Tropical Cyclone Signal No. 1 or No. 3 is hoisted, all classes and examinations will be held as scheduled. The Director of CCE can exercise his discretion under special circumstances.

### b. Tropical Cyclone Signal No. 8 (or above) or Rainstorm Warning Signal

When Tropical Cyclone Signal No. 8 (or above) or Rainstorm Warning Signal is hoisted or cancelled, the following arrangements will be made for classes and examinations:

When the signal is hoisted	<u>Indoor</u> Classes / Examinations beginning at the following time slots will be cancelled
<b>Before the activity starts</b>	
At or after 6:30 a.m.	Before 2:00 p.m.
At or after 12:00 n.n.	At or after 12:00 n.n. but before 6:00 p.m.
At or after 4:00 p.m.	At or after 4:00 p.m.
<b>During the activity</b>	All classes will be suspended immediately. All examinations will continue till their end as scheduled.





When the signal is cancelled	<u>Indoor</u> Classes / Examinations beginning at the following time slots will be held as scheduled
At or before 6:30 a.m.	All classes and examinations will be held as scheduled.
At or before 12:00 n.n.	At or after 2:00 p.m.
At or before 4:00 p.m.	At or after 6:00 p.m.
After 4:00 p.m.	All classes and examinations of that day will be cancelled.

When Tropical Cyclone Signal No. 8 (or above) or Rainstorm Warning Signal is hoisted, all the **outdoor** teaching activities on that day will be cancelled. If the signal is hoisted at any time while the **outdoor** teaching activities are taking place, they will be suspended immediately. The staff responsible should take all students to a safe place and make sure that it is safe for them to leave.

- c. CCE will announce arrangements for make-up class or examination postponement by email or SMS later.
- d. All the above arrangements are not applicable to the practicum or internship courses. Students who are doing these courses should follow the related arrangements and guidelines of the host organization.

## 7. Attendance and Examination Recording Guidelines

Your attention on completion of below procedures by end of each course:

### a. Before examination

Trainer should submit a complete set of examination paper in a sealed envelope in person to CCE, or send by encrypted e-mail to the related staff 10 days before examination.

### b. During examination

Trainer should invigilate examination and correct examination paper of his or her responsible course. Should students be found cheating, trainer should report to CCE in written immediately (name of concerned student(s), course title, relevant information and evidence should be included in the report).

### c. The course grading system is as follows:



Grading System	
Letter Grades	Percentage
A	93-100
A-	88-92
B+	83-87
B	78-82
B-	73-77
C+	68-72
C	63-67
C-	58-62
D+	53-57
D	50-52
F	FAIL
CW	COURSE WAIVER
DX	DEFERRED RESULT
I	INCOMPLETE
P	PASS
W	WITHDRAWAL

- i) Certificate will not be issued if attendance rate of a student does not reach 80% of entire course or final examination score is below 50%.
- ii) If attendance rate of a student reaches 80%, but assignment and/or examination is not completed, trainer should classify the grade as “I” (incomplete).

#### d. After examination

**Trainer should submit the following documents to CCE within 10 days after examination:**

- i) Course attendance record should be marked on specific form provided by CCE. Trainer should submit the record to the related staff by email the day after course ends.
- ii) Fill in mark list provided by CCE with student score, sign back and return to CCE in a sealed envelope.
- iii) Any examination paper and assignment should be kept and handled by CCE. When there is no examination paper and assignment for some courses (e.g. oral English examination or computer course that students work on computer facilities), trainer should state clearly that there will not be any examination paper on course description.

#### e. Examination Deferral

Student who is not able to attend an examination due to sickness or any other



special reason may apply for examination deferral and should get approval from the Director of CCE. If such arrangement arises, CCE should inform the trainer to submit a different set of examination paper to CCE 7 days in advance to the examination date. The trainer will be required to follow the examination recording guidelines to correct the examination papers and submit the students score to CCE within 10 days after the examination. If a student who is not able to attend an examination due to personal reason, 20% of the score achieved in the supplementary examination will be deducted.

**f. Re-Sit Examination**

A re-sit examination may be given to a student who fails a course according to the comment from the trainer or organization. If such arrangement arises, CCE should inform the trainer to submit a different set of examination paper to CCE 7 days in advance to the examination date. The trainer will be required to follow the examination recording guidelines to correct the examination papers and submit the students score to CCE within 10 days after the examination. The grade of a student who takes a re-sit examination can be raised as “P” (pass) regardless of the score achieved in the re-sit examination.

**Please be reminded that the above procedures stated are items that must be completed by all CCE trainers. As salary can only be calculated upon collection of all documents, remuneration settlement date can be affected by delayed submission of documents.**

For any query, please contact CCE office at:

Tel: (853) 8822-4545, Facsimile: (853) 2883-8321,

Email: [cce.enquiry@umac.mo](mailto:cce.enquiry@umac.mo)

8. This guidelines encompasses both Chinese and English versions. If there is any discrepancy, the Chinese version shall prevail.