



**澳門科技大學**  
**MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**休學（保留學籍）申請表**  
**DEFERRAL APPLICATION FORM**

研究生院職員收件記錄  
To be filled by SGS staff:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

※ 請於填表前細閱背頁之注意事項 Please read the notes overleaf before completing this form.

### I. 學生個人資料 PARTICULARS OF STUDENT

姓名 \_\_\_\_\_ 學生編號 \_\_\_\_\_  
 Student Name \_\_\_\_\_ Student No. \_\_\_\_\_  
 通訊地址# \_\_\_\_\_ 郵政編碼 \_\_\_\_\_  
 Correspondence Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
 #大學將按此地址寄發休學通知書，請務必填寫詳細的地址。The University will send notification to this address, please make sure the provided address is accurate.  
 聯絡電話號碼 \_\_\_\_\_ 電郵地址 \_\_\_\_\_  
 Contact Phone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

### II. 休學申請資料 INFORMATION OF DEFERRAL

擬休學期間 Intended period of deferral	由 _____ / _____ From _____	學年 _____ 第 _____ 學 academic year , semester _____	期 _____ 期 _____	
	至 _____ / _____ To _____	學年 _____ 第 _____ 學 academic year , semester _____	期 _____ 期 _____	<input type="checkbox"/> 休學一學期 <input type="checkbox"/> 休學一學年 one semester one academic year
休學原因 Reason for Deferral	_____			
擬復學學期 Intended time of resuming study	本人將於 _____ / _____ I will resume my study at _____	學年 _____ 第 _____ academic year , semester _____	學期 _____ 學期 _____	復學 _____ 復學 _____

### III. 休學留位費 RETENTION FOR FEE

隨表附交 \_\_\_\_\_ 留位費繳費憑證 \_\_\_\_\_  
 Attached here of a:  payment proof of retention fee (  本地生交澳門幣 MOP5,000 元  非本地生交港幣 HKD20,000 元 )  
 已繳學費憑證 付款通知書號碼 \_\_\_\_\_  
 Tuition Fee Receipt , Debit Note No. \_\_\_\_\_

### IV. 退款資料 INFORMATION FOR REFUND

如有退款時，本人選擇透過以下所選方式領取退款 If there is refund, I would like to get it by:

- 領取支票  
 Cheque pick-up
- 自動轉賬 \* : 本地學生  
 Autopay Local students: 須提供澳門任一銀行之澳門幣賬戶資料，而大豐銀行則收取澳門幣\$10 手續費 Should provide the information of a MOP bank account of any bank in Macau; and for Tai Fung bank account, an extra MOP\$10 will be charged;
- 非本地學生  
 Non-local students: 須提供「中國銀行澳門分行」或「中國工商銀行澳門分行」之港幣賬戶資料 Should provide information of a HKD bank account of Bank of China Macau Branch or The Industrial and Commercial Bank of China Macau Branch.
- 匯款 \* : 須提供「中國銀行」或「中國工商銀行」可接受境外港幣匯款之銀行賬戶資料 Should provide information of a bank account which can accept HK Dollar inward remittance outside China of the Bank of China or The Industrial and Commercial Bank of China.

\* 選擇自動轉賬或匯款者，請填寫以下銀行賬戶資料 Students who choose autopay or tele-transfer, please fill in bank account details as follows:

銀行名稱 Bank Name _____	開戶人姓名 Account Name _____
賬戶號碼 Account No. _____	賬戶貨幣(自動轉賬必填) Account Currency (Required for autopay) : <input type="checkbox"/> HKD <input type="checkbox"/> MOP
開戶銀行地址(匯款必填) Bank Address (Required for T/T) : _____ Province _____ City _____	路 _____ 分行 _____ 支行 _____ Road _____ Branch _____ sub-branch
收款人地址(匯款必填) Beneficiary's Address (Required for T/T) : _____	電話 _____ Contact Phone No. _____

#### 備註 Notes

- 如領取支票者、自動轉賬或匯款賬號之開戶人為非學生本人，學生必須提供親自簽署之授權書正本及學生與被授權人的有效身份證複印件。  
For collection on behalf, student's written authorization and I.D. copies of both the student and his/her representative should be provided.
- 選擇匯款者或自動轉賬者，需隨表附交清晰的“銀行存摺簿（賬戶資料頁）複印件”。  
For the student who chooses tele-transfer or autopay, please provide a clear bank book copy with bank account information attached to the application form.
- 以匯款方式退款，須繳付行政手續費澳門幣/港幣 100 元，並將於退款內扣除後匯出，不另作通知。  
A handling charge of MOP/HKD100 would be deducted from the refund without notice if you choose to refund by tele-transfer.
- 任何銀行手續費由學生自付（經由大學代辦之境外匯款手續費最低收費為澳門幣/港幣 100 元），並將於所選的保證金中直接扣除，不另作通知。Any bank charges should be borne by student (The minimum charge on outward remittance fee is MOP/HKD100), and would be deducted from the caution fee without any notice.
- 學生所提供的收款銀行賬戶資料必須準確無誤，如因提供之資料不正確或不足而引致的任何問題、損失及費用，將由學生負責。  
Student must provide accurate information of bank account. Furthermore, the student should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.

學生簽名 \_\_\_\_\_ 日期 \_\_\_\_\_  
 Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## V. 申請手續及需遞交文件 APPLICATION PROCEDURES AND REQUIRED DOCUMENTS

(1) 申請者必須於擬休學日期前至少四週向研究生院提出書面的休學申請及繳交休學留位費，一切行政程序將於有關文件及費用收妥後始行辦理。

**Student who wishes to apply for deferral of study should submit a written application with receipt of retention fee payment to the School of Graduate Studies Service Counter at least four weeks prior to the intended date of deferral. Related administrative procedures will not begin until application documents have submitted and payment has been settled.**

(2) 須遞交的文件包括 **Required documents for deferral application\***:

- 填妥及親筆簽署的《休學(保留學籍)申請表》  
Completed and signed *Deferral Application Form*
- 身份證明文件複印件  
Photocopy of identification document
- 往來港澳通行證(個人資料頁及逗留 D 頁)複印件(內地學生適用)  
Photocopy of EEP (applicable for mainland students)
- 護照複印件(台灣及國際學生適用)  
Photocopy of Passport (applicable for students from Taiwan and international regions)
- 休學留位費(本地生為澳門幣 5,000 元,非本地生為港幣 20,000 元)交費憑證或學費交費憑證  
Proof of payment for retention fee (MOP5,000 for Macau residents, HKD20,000 for non-local residents) or proof of payment for tuition fee
- 銀行存摺/卡賬戶資料頁複印件(選擇以自動轉賬或匯款方式領取退款者適用)  
Photocopy of the bank account for refund (applicable for autopay or T/T)
- 親筆簽署的《[授權書](#)》正本及收款人身份證明文件複印件(如授權他人辦理/領取退款者適用)  
Signed [Authorization Letter](#) and copy of both parties' identification document (applicable for those authorize other person to apply and/or receive refund)
- 其他證明文件(\*如有需要,研究生院有權要求申請人提供其他輔助或證明文件)  
Other supporting document(s) Applicant will be required to submit any other supporting document if necessary)

(3) 休學前應辦妥以下手續, 包括 **Students must complete all the following procedures before applying deferral:**

- 辦妥/清還所有圖書館借書/罰款手續;  
Returning / settling all outstanding loans or fines with the Library;
- 清理儲物櫃, 移除掛鎖;  
Clearing lockers and removing the padlocks;
- 向財務處繳清所欠學費及其他費用;  
Settling all outstanding tuition fees and/or other fees with the Finance Office;
- 住宿生須向學生事務處遞交“宿舍退宿申請表”。  
For residents of the dormitory, submitting the “Dormitory Room Clearance Request Form” to the Student Affairs Office.
- 向所屬院所查詢休學期對學習計劃的影響, 以及復學後的學習安排。  
Enquire at respective Faculty/Institute about the influence of deferral, and the study plan after the reinstatement of student status.

(4) 休學留位費繳付方式 Payment methods for Retention Fee:

- (1) 以劃線支票/本票/匯票支付, 抬頭寫《澳門科技大學》  
By cross cheque/cashier's order/bank draft made payable to "Macau University of Science and Technology";
- (2) 到財務處服務櫃檯領取繳費單後至指定銀行繳付 By pay-in-slip collected at the Finance Office Service Counter;
- (3) 匯款至以下銀行賬戶 By Tele-transfer to:

銀行名稱: 中國工商銀行澳門分行 Bank Name: The Industrial and Commercial Bank of China Macau Branch 賬戶名稱: 澳門科技大學 Account Name: Macau University of Science and Technology 賬戶號碼: Account No.: 0108000100000004371 (港幣賬戶 HKD account) 銀行地址: 澳門新口岸 393-437 號皇朝廣場 18 樓 E,F,G 及 H 座 Bank Address: Alm Dr. Carlos D Assumpcao, No. 393-437, 18 Andar E,F,G e H, Edf. Dynasty Plaza, Macau 環球電訊號碼: Swift Code: ICBKMOMX	銀行名稱: 中國銀行澳門分行 Bank Name: Bank of China Macau Branch 賬戶名稱: 澳門科技大學 Account Name: Macau University of Science and Technology 賬戶號碼: Account No.: 180111238474366 (港幣賬戶 HKD account) 銀行地址: 澳門蘇雅利士大馬路中國銀行大廈地下 Bank Address: Avenida Doutor Mario Soares, Bank of China Building G/F, Macau 環球電訊號碼: Swift Code: BKCHMOMX
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**部門審批 (APPROVAL FROM RELATED DEPARTMENTS)**

學生姓名 Student Name: \_\_\_\_\_ 學生編號 Student No.: \_\_\_\_\_ 申請日期 Application Date: \_\_\_\_\_

<p><b>A) 財務處櫃檯 FINANCE OFFICE SERVICE COUNTER</b></p> <p><input type="checkbox"/> 已收取 MOP5,000/HKD20,000 作留位費 Retention Fee (MOP5,000/ HKD20,000 Paid)</p> <p><input type="checkbox"/> 已收取學生已繳學費單據副本 Tuition Fee Receipt Received</p> <p><input type="checkbox"/> 已收妥及核對學生的銀行賬戶資料 Received and checked the student's bank account information</p>	負責人簽名 Authorized Signature _____  日期 Date _____						
<p><b>B) 研究生院 SCHOOL OF GRADUATE STUDIES</b></p> <p>學生學籍狀態 Student Status: _____</p> <p><input type="checkbox"/> 已收妥學生申請文件 All application documents received</p> <p><input type="checkbox"/> 已確認學生 COES 中的個人資料正確 Confirmed student's personal information</p> <p><input type="checkbox"/> 休學申請已記錄於 Excel 及系統 Application of deferral has been recorded in Excel and COES</p>	負責人簽名 Authorized Signature _____  日期 Date _____						
<p><b>C) 所屬學院 FACULTY</b></p> <p><b>學生學習狀態 Student study status</b> (由行政人員填寫 To be checked and filled by administrative staff)</p> <p>(1) 是否已完成授課科目 Did the student completed all taught courses?</p> <p><input type="checkbox"/> 是 Yes      <input type="checkbox"/> 否, 剩餘科目包括 No, incomplete course(s) include:</p> <table border="1" style="width:100%; border-collapse: collapse; margin: 5px 0;"> <thead> <tr> <th style="width:20%;">Course Code</th> <th style="width:50%;">Course Name</th> <th style="width:30%;">To be taken at (semester)</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> 已刪除未確認之選修科目 Unconfirmed course(s) deleted</p> <p><input type="checkbox"/> 已確認學生復學後可修讀剩餘科目 Please make sure the incomplete course(s) will be delivered after the student resuming study</p> <p>(2) 是否已確定論文選題及論文指導老師 Did the student confirmed thesis topic and chosen supervisor?</p> <p><input type="checkbox"/> 否 No      <input type="checkbox"/> 是 Yes (根據學生手冊的規定, 已確定論文選題及論文指導老師, 原則上學生不可以休學。In principle, students cannot apply for deferral after they have confirmed thesis topics and chosen their supervisors.)</p> <p>論文延期提交次數 _____ 更換指導老師次數 _____ 論文修改及重新答辯次數 _____</p> <p>(3) No. of deferring thesis submission _____ , No. of changing supervisor _____ , No. of thesis revision and re-defense _____ .</p> <p><b>學院批核 Approval from Faculty</b> (由學院院長填寫 Approved by the Dean of Faculty)</p> <p><input type="checkbox"/> 批准 Approved</p> <p><input type="checkbox"/> 不批准 Not approved, 原因 Reason: _____</p>	Course Code	Course Name	To be taken at (semester)				<input type="checkbox"/> 已簽署 COES 成績記錄表(附件)  行政人員簽名 Staff's Signature _____  日期 Date _____
Course Code	Course Name	To be taken at (semester)					
<p><b>D) 研究生院院長核准 APPROVAL BY THE DEAN OF SCHOOL OF GRADUATE STUDIES</b></p> <p><input type="checkbox"/> 批准 Approved</p> <p><input type="checkbox"/> 不批准(直接到 J 部份) Not approved (Go to part J directly) , 原因 Reason: _____</p>	研究生院院長簽名 SGS Dean's Signature _____  日期 Date _____						
<p><b>E) 圖書館 LIBRARY</b></p> <p><input type="checkbox"/> 手續辦妥 Cleared</p> <p><input type="checkbox"/> 未交財務處處理之欠費/罰款 Unsettled penalty (金額\$ _____ )</p> <p><input type="checkbox"/> 其他意見 Other comment: _____</p>	負責人簽名 Authorized Signature _____  日期 Date _____						
<p><b>F) 學生事務處 STUDENT AFFAIRS OFFICE</b></p> <p><input type="checkbox"/> 手續辦妥 Cleared</p> <p><input type="checkbox"/> 扣除全年住宿費的 _____ % 之行政費 Deduct _____ % annual dormitory fee as an administration fee</p> <p><input type="checkbox"/> 宿舍欠費/罰款 Unsettled dormitory penalty (金額\$ _____ )</p> <p><input type="checkbox"/> 其他欠費/罰款 Other penalty (金額\$ _____ )</p> <p><input type="checkbox"/> 意見 Comment: _____</p>	負責人簽名 Authorized Signature _____  日期 Date _____						
<p><b>G) 財務處 FINANCE OFFICE</b></p> <p><input type="checkbox"/> 手續辦妥 Cleared</p> <p><input type="checkbox"/> 就讀課程欠費 Fees outstanding in program</p> <p><input type="checkbox"/> 意見 Comment: _____</p>	負責人簽名 Authorized Signature _____  日期 Date _____						
<p><b>H) 研究生院 SCHOOL OF GRADUATE STUDIES</b></p> <p>休學生效日期 Effective date of deferral : _____</p> <p>擬復學學期 Intended semester of resuming study : _____</p>	負責人簽名 Authorized Signature _____  日期 Date _____						
<p><b>I) 資訊科技發展辦公室 ITDO</b></p> <p><input type="checkbox"/> 已轉學生學籍狀態為休學生 Student study status has been changed to "Deferred"</p> <p><input type="checkbox"/> 未完成之科目已輸入 S 分 Grade "S" has been indicated in the courses enrolled but not yet completed</p>	負責人簽名 Authorized Signature _____  日期 Date _____						
<p><b>J) 研究生院 SCHOOL OF GRADUATE STUDIES</b></p> <p><input type="checkbox"/> 已檢查 COES 中的學籍狀態及學籍日誌 Student study status has been changed and activity log inputted</p> <p><input type="checkbox"/> 已於 Excel 中記錄批核狀態 Approval record has been marked in related Excel table</p> <p><input type="checkbox"/> 申請文件及休學通知書已抄送至財務處及學生事務處 CC to Finance Office and S.A.</p> <p><input type="checkbox"/> 已向學生發出休學通知書 Written notification has been issued and sent to the student _____</p>	負責人簽名 Authorized Signature _____  日期 Date _____						