澳 門 科 技 大 學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

加/退選申請表
COURSE ADD/DROP FORM

I. 學生個人資料 STUDENT INFORMATION

學生姓名
Student Name ————————————————

學生編號
Student No. ————————————————

聯絡電話號碼
Contact Phone No. ————————————————

電郵地址
E-mail Address ————————————————

課程
Program ————————————————

專業
Major————————————————

II. 加/退選申請 APPLICATION FOR COURSE ADD/DROP

申請學期　　　　　　　學年　　　　　　　　學期
Semester ：20_____/20_____ Academic year，第_____ Semester

申請加/退選科目
Apply to add/drop following course(s)

Add/Drop	科目編號 Course Code	科目名稱 Course Title	班別 Class	學分 Credit	類別 Type*	原因 Reason
加選 Add					☐C ☐E ☐R	
					☐C ☐E ☐R	
					☐C ☐E ☐R	
					☐C ☐E ☐R	
退選 Drop					☐C ☐E ☐R	
					☐C ☐E ☐R	
					☐C ☐E ☐R	
					☐C ☐E ☐R	

*"C"表示「必修科目」，"E"表示「選修科目」，"R"表示「重修科目」。"C" means "Compulsory Course"，"E" means "Elective Course"，"R" means "Re-take Course".

注意事項 NOTES

1. 新學年/學期選科登記將於指定期間進行，每學期加/退選登記一般於開學後 2 週內進行，已經開始上課的科目不接受加/退選。Enrollment of courses will be processed within a prescribed period every academic year/semester. Students may add or drop courses within the first two weeks when the semester starts. Application is not accepted after class commencement.

2. 所有未經正式登記之科目，即使學生出席課堂、參加考試及取得成績，將一律不予承認及登記。已選修之科目，如學生於中途放棄修讀，該科將仍視作已登記科目，有關科目之成績等級將按大學評分標準作出登記及記錄。Courses that are not formally enrolled will not be recognized by the University even if students have attended all scheduled classes, taken and passed the examination. For students who have withdrawn from a course but have failed to do this through official procedures within the prescribed period, the course will still be recognized as enrolled and will be graded according to the University Marking System.

3. 學生可隨時登入 COES 查詢個人之選科記錄，如有問題請向所屬學院辦公室查詢。Students can logon to the COES to review their course enrollment records at any time and must contact their respective Faculty Office should they have queries.

4. 學生需清楚同一科目一般於每學年至多開設一次。Students should understand that each course will normally be offered once at the most in one academic year.

5. 如學生未能按大學所編制之學習計劃修讀，修業期限有可能會延長。無論如何，學生必須於最長修業期限屆滿前完成畢業要求，否則大學將不能依法授予碩士/博士學位。Students should be able to meet the graduation requirements within the normal period of study, if they enroll in courses according to the study plan each semester, complete the thesis and pass the oral defense. However, the study period may be extended if they cannot enroll according to the study plan assigned by the University. In all cases, students must meet the requirements for graduation within the maximum study period; otherwise the master's/doctorate degree will not be conferred.

6. 學生必須於大學所指定的期限透過網上選科系統自行辦理選科及加/退選手續，如因超修學分、重修等特殊情況無法自行在網上選科系統內加/退選，則須填妥本表格並提交至所屬學院，逾期不予受理。Students should enroll in and add/drop course via COES within the prescribed period. If they cannot add/drop course via COES normally, such as excessive credits, course retake, etc., they shall submit this form to respective Faculty Office for approval. Late applications will not be accepted.

7. 批核結果請於七個工作天內直接查看 COES 選科系統。Please check the result via COES within 7 days from receipt of application.

學 生 簽 名：————————————————　日期：————————————————
Student's Signature　　　　　　　　　　　　　**Date**

Remark: In the event of any discrepancies between the Chinese and English version of this form, the Chinese version will prevail.

部門審批（APPROVAL FROM RELATED DEPARTMENTS）

所屬學院 FACULTY	
審查意見 Comments of Assessment (由行政人員填寫 To be checked and filled by administrative staff) ☐ Student Status checked: application for add/drop courses will only be accepted during study. ☐ Study Plan checked:_____(e.g.MBA0909) 本次加/退選申請是否會導致學生延期畢業 Will this application lead an extension of student's study period? ☐ 會，預計需延長多少學期:_____ Yes, an extension of (2 / 3 / 4) semester(s) are required. ☐ 不會 No 備註 Remarks: _____	行政人員簽名 Staff's Signature———————— 日期 Date —————————————
學院批核 Approval from Faculty (由學院院長填寫 Approved by the Dean of Faculty) ☐ 批准 Approved ☐ 不批准 Not approved，原因 Reason: _____	學院院長簽名 Dean's Signature———————— 日期 Date —————————————