



## 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（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。一般報名以先到先得形式接受申請，如有特別要求或甄選程序會在簡章內註明。

1.1.2. 課程費用或考試（包括認證、資歷、證照等）的費用及報名費繳交方式

- a. VISA 或 MASTER 或 銀聯 借/貸記卡
- b. 支票或本票，抬頭為「澳門大學」
- c. 電子支付
- d. 若課程及考試獲《持續進修發展計劃》資助，詳情瀏覽該計劃專頁，所有細則以教育及青年發展局發佈為準。個人進修帳戶餘額不足及報名費需以1.1.2.a至1.1.2.c的方式繳付。
- e. 除特殊情況及相關規定外，一切已繳費用，概不退還。

#### 1.2. 網上報名

- 在截止報名日期前，報名人可透過 <https://cce.um.edu.mo> 直接網上填寫表格及上傳身份證明文件及其它所需文件（簡章內註明）。
- 等待中心發出回覆電郵，以確認留位是否成功。
- 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。
- 逾期辦理或繳費將不獲保留名額。
- 部分課程或考試不適用於網上報名及繳費。
- 一般報名以先到先得形式接受申請，如有特別要求或甄選程序會在簡章內註明。

#### 1.3. 報名要求

- 報名人必須持有合法留澳的證明文件方可報名。長者課程，報名人必須為澳門特別行政區居民，並於報名日年滿55歲或以上，且具備閱讀和書寫能力。
- 除註明外，課程或考試不設特定報名要求，歡迎有志進修人士報名。
- 因各課程之入學條件或考試之報考條件有別，報名人必須以簡章所述為準。



#### 1.4. 截止報名日期

一般報名的截止日期為開課或開考前5天。詳情請參照各簡章。逾期報名須經中心核准。

#### 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，已繳之費用、報名費及其學額不得轉讓他人。

#### 1.6. 課程或考試更改

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

#### 1.7. 退款\*

##### 1.7.1. 主動退學

已獲中心錄取並繳交課程費用之學員，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，按以下條款退款：

- a. 於開課前申請退學之學員：
  - (i) 於開課前最少 20 天向中心作出申請，將獲退還所繳課程費用的 90%。
  - (ii) 於開課前 20 天內（以及不少於 10 天）向中心作出申請，將獲退還所繳課程費用的 50%。
  - (iii) 於開課前少於 10 天向中心作出申請，所繳課程費用將不獲退還。
- b. 中心從退款中將扣除澳門元貳佰元整（澳門元 200.00）作為行政手續費。如以借/貸記卡付款，另須從退款中扣除澳門元伍拾元整（澳門元 50.00）作為手續費。
- c. 凡主動申請退學之學員，所繳報名費一律不予退還。
- d. 主動退學不適用於認證、資歷、證照等相關的考試，而相關的考試費不設退款。
- e. 個別費用之退款條件有所不同，以相關簡章所述為準。
- f. 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. 強制退學或退考

已獲中心錄取並繳交課程費用或考試費，及報名費後而被要求退學或退考之學員，按以下原因及條款，處理有關手續：

- a. 由於中心取消該課程或考試，所繳課程費用或考試費及報名費將全額退還。
- b. 如學員違反紀律及個人操守問題，所繳課程費用或考試費及報名費不予退還。
- c. 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. 因課程或考試時間更改之退學或退考

如中心於開課或開考前因事故需更改原定之上課或考試時間而已獲中心錄取並繳交課程費用或考試費之學員未能配合更新之時間上課或考試，學員可按更新時間開課或開考前向中心遞交書面申請，並必須聲明申請原因。經中心批核後，學員可獲全數課程費用或考試費及報名費之退還。澳門大學財務管理委員會有權對特殊個案另作處理。

## 2. 學員須知

### 2.1. 上課時間表

上課時間表於課程首堂派發。

### 2.2. 成績單

學員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

學員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

學員完成證書課程，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

學員完成文憑課程，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：各項課程或考試完成要求或有不同，詳情請參考各簡章。

### 2.4. 請假

如學員申請缺席上課，須於缺席日起計 10 天內向中心遞交申請表及證明文件，申請需由中心主任或獲主任授權的事務主管批准許可。中心保留審批之決定權。

\*備註：以上 1.7.退款及 2.4.請假不適用於《持續進修發展計劃》資助的項目，詳情瀏覽該計劃專頁及參考相關退款指引。



## 2.5. 各類申請收費表

| 項目 | 種類             | 收費 (澳門元) |
|----|----------------|----------|
| 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. 學員身份證明

學員必須攜帶有效的身份證明文件上課或參與所有考試，如有需要，學員可被要求出示本人身份證明文件，以便中心導師或職員核對其身份。若身份未能核實，學員可能不獲准進入課室或考場或使用教學設施。

## 2.7. 課室或考場使用守則

- 課室或考場內不准吸煙及飲食。
- 未經中心同意，課室或考場內不准攝影、錄影及錄音。
- 為他人着想，請勿在課室或考場內喧嘩，上課及考試時必須將任何電子器材之發聲功能關閉，如手提電話。
- 未經允許，請勿擅自操作課室或考場內的電腦及視聽器材。
- 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、英文版本有不一致之處，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 enrolment 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 and exams with specific requirements, the applicant has to submit the relevant documents. Most of the enrolment is made on a first-come-first-served basis, except those courses and exams which have special requests in selection.

1.1.2. Payment method of course fee or exam fee for certification, qualifications, licenses, etc. and application fee:

- VISA or MasterCard or UnionPay credit / debit card
- Cheque or bank draft (please make payable to ‘UNIVERSITY OF MACAU’)
- Electronic payment
- For courses and exams under the Continuing Education Development Plan, kindly refer to the plan website for details. All information is subject to the release of the Education and Youth Development Bureau. Any outstanding balance of the individual education account and application fee can be settled by 1.1.2.a to 1.1.2.c.
- All fees paid are not refundable except as statutorily provided or under very exceptional circumstances.

#### 1.2. On-line application

- Before the enrolment deadline, applicant can submit the on-line application form and upload a valid identification document and other required documents through <https://cce.um.edu.mo>.
- Applicant will be informed whether the seat reservation is successful by email.
- 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.
- Failure to settle the fees before payment deadline will result in cancellation of enrolment.
- On-line enrolment and payment are acceptable for all courses and exams except otherwise stated.
- Most of the enrolment is made on a “first come, first served” basis, except those courses and exams which have special requests in selection.



### 1.3. Admission Requirements

- Both local and non-local applicants with a valid identification document for staying in Macao can enrol in all courses and exams of CCE. For the elderly courses, applicants must be residents of the Macao Special Administrative Region who are 55 years old or above on the date of enrolment and possess the ability to read and write.
- Except otherwise specified, the courses and exams offered by CCE are open to all applicants.
- The admission requirement varies between courses and exams, and applicant should refer to the admission requirements of individual course and exam for details.

### 1.4. Application Deadline

In general, enrolment deadline is 5 calendar days before the course or exam commencement date. Please refer to the respective leaflets 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 or Exam Changes

CCE reserves the right to cancel a course / an exam if enrolment is insufficient and make any alterations to a course / an exam 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 course 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 refund will be handled as follows:

a. Before course commencement:

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



(ii) 50% of paid course 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.

(iii) 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.

b. 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 administration fee MOP50.00 shall be levied for course fee paid by credit / debit card.

c. 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.

d. The voluntary withdrawal is not applicable to exams for certification, qualifications, licenses etc.; and the exam fee cannot be refunded.

e. The refund conditions for fees may be different and shall prevail to the respective leaflets.

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

#### 1.7.2. Mandatory withdrawal for Courses / Exams

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

a. Owing to course / exam cancellation initiated by CCE, course fee / exam fee and application fee paid are fully refunded.

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

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

#### 1.7.3. Withdrawal due to Change on Course / Exam Schedule

If a student has accepted an offer of admission by CCE and paid course fee / exam fee and application fee of the course / exam, but then course / exam schedule is amended by CCE, student can make written request to withdraw from his or her course / exam before course / exam commencement (referring to the amended schedule) stating with



withdrawal reason. With approval from CCE, student can receive full refund on course fee / exam fee and application fee. Under special circumstances, the UM Finance Management Committee can exercise its discretion to refund course fee / exam fee and/or application fee to a student on a case-by-case basis.

## 2. Guidelines for Students

### 2.1. Class schedule

Class schedule will be distributed in the first class.

### 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 / exam. For details, please refer to the respective leaflet.

### 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. The application has to be approved by the Director of CCE or the Functional Head authorized by the Director of CCE. Applications are subject to the approval of CCE.

\*Remark: For items 1.7. Refund and 2.4. Leave Application are not applicable to “Continuing Education Development Plan”. Please refer to the plan website and the respective guidelines for withdrawal.



## 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 / exam. 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 / exam venue or usage of facilities.

## 2.7. Notes for Attending Classes / Exams

- No smoking, eating or drinking is allowed inside classroom / exam venue.
- No photo taking, video and sound recording is allowed inside classroom / exam venue without consent of CCE.
- Please be considerate and do not cause excessive noise inside classroom / exam venue. All electronic devices that can produce sound should be turned OFF during class / exam, such as mobile phones.
- Please do not operate any IT or AV equipment in the classroom / exam venue without the presence of our trainers or staff.
- 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.