



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

## 2021/2022 學年碩士及學士後證書課程新生註冊須知 (適用於澳門學生)

1. 註冊地點：澳門大學，N6 行政樓，G001 室研究生院
2. 註冊日期及時間：研究生院將於七月中旬以電郵通知學生註冊日之註冊時段，為減少人群聚集，學生請於安排之註冊時段內到研究生院進行註冊手續。

學術單位	課程/專業	日期	時間
人文學院	中國文學/漢語語言學/英語研究/翻譯/葡萄牙語言及跨文化研究/歷史學/中國歷史文化	2021/08/02 (星期一)	16:00 - 19:00
科技學院	土木工程/電子商貿技術/計算機科學/機電工程/電機及電腦工程/數學/金融科技		
中華醫藥研究院	中藥學/醫藥管理		
工商管理學院	會計學/金融學/國際綜合度假村管理/工商管理(高級管理人員工商管理除外)	2021/08/03 (星期二)	16:00 - 19:00
協同創新研究院	數據科學		
法學院	法學(中文)/國際商法(英文)/歐盟法、國際法及比較法(英文)/澳門法律導論	2021/08/04 (星期三)	16:00 - 19:00
社會科學學院	傳播學/國際關係及公共政策/公共行政/歐洲事務/犯罪學與刑事司法/經濟學/澳門研究		
教育學院	課程與教學/教育行政/幼兒教育與兒童發展/體育教學及運動/教育心理學/學士後教育證書(幼兒教育/小學教育/中學教育)	2021/08/05 (星期四)	16:00 - 19:00
微電子研究院	微電子學		

3. 學生應帶備下列文件進行註冊：
  - a) 通知書及聲明書**正本**；及
  - b) 身份證明文件**正本及影印本一份**；及
  - c) 彩色近照兩張(約 3.5 厘米 x 4.5 厘米，建議相片採用白色背景，相片背面請寫上學號及姓名)；及
  - d) 學士學位畢業證書及成績單**正本及影印本一份**；及
  - e) 英語能力證明或英語授課證明**正本及影印本一份(如申請時有提交)**；及
  - f) 「體格檢查報告表」**正本**及「疫苗接種記錄」(即個人接種手冊或疫苗接種卡)**正本及影印本一份**(包括個人資料頁及所有疫苗注射記錄)。而學生遞交之「體格檢查報告表」須有醫生簽名及院方蓋章之**正本**方為有效。(有關詳情，請參閱「體格檢查指引」)

**未能出示上述有關文件者，本校有權取消其入學資格。**



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#### 4. 臨時學生證

如因特殊情況未能於註冊時提交通知書上所要求遞交之文件，台端必須詳細說明未能提交之原因，並須在註冊日期前**最少三個工作天**通知本校。就上述情況，台端只能在註冊時獲發本校發出之臨時學生證，持臨時學生證的學生未能完全享用本校為正式學生提供之服務。如台端未能於註冊時遞交有關畢業及學位之證明文件及/或體格檢查報告表，則不可進行新生註冊。

**學生於遞交所需之文件及辦理註冊手續後，將獲發學生證。**

#### 5. 延期註冊

若學生不能於指定註冊時間辦理註冊手續，須向研究生院申請延期註冊。除健康理由及其他特殊情況外，學生申請延期註冊的最長期限為開課後五天(2021/2022 學年第一學期之開課日為 2021 年 8 月 18 日)。學生須在註冊日期前**最少三個工作天**到研究生院遞交研究生延期註冊申請表，否則須繳付澳門元 330，作為過期註冊費用。逾期註冊的學生，本校有權取消其錄取資格。研究生延期註冊申請表(GRS/Form/011)可在研究生院辦公室索取或於網頁 <https://grs.um.edu.mo/index.php/current-students/application-forms> 下載。

#### 6. 澳門大學學生醫療保險

澳門大學為所有已註冊之學生提供醫療保險服務，除獲批准豁免者外。保險期為一學年(由新生註冊日至 2022 年 7 月 31 日)，其中包括門診及住院醫療保障。有關豁免規定、豁免申請及保險的最新消息，請瀏覽學生資源處網站：<https://srs.sao.um.edu.mo/medical-insurance/?lang=zh-hant>。

### 注 意 事 項

1. 所有學生必須親自辦理註冊手續。
2. 未辦理註冊手續之新生可申請保留學位，期限為一學年。基於健康理由及有充份理由之特別情況之申請方獲接納。如因健康理由，學生須遞交醫院發出之健康證明。如屬特別情況者，學生須列明原因並遞交有關證明。**申請必須於 2021 年 7 月 9 日前遞交予研究生院。**(以電郵方式或於辦公時間內親臨本院辦理)
3. 如未辦理註冊手續之新生欲申請保留學位，必須符合由本校發出「通知書」上之所有入學條件及繳交留位費，方可提交申請。
4. 未辦理註冊手續之新生申請復學時，不能同時申請轉修課程。本校有權更改學習計劃或取消課程，而不作另行通知。
5. 學術單位辦公室聯絡電話：

人文學院	: (853) 8822 4047
工商管理學院	: (853) 8822 4607
教育學院	: (853) 8822 8789
法學院	: (853) 8822 4779
社會科學學院	: (853) 8822 4015
科技學院	: (853) 8822 4963
中華醫藥研究院	: (853) 8822 4685
協同創新研究院	: (853) 8822 4600
微電子研究院	: (853) 8822 4700
6. 研究生院：澳門 氹仔 澳門大學 大學大馬路 N6 行政樓 G001 室  
辦公時間：09:00 – 13:00 及 14:00 – 17:45 (星期一至四) 09:00 – 13:00 及 14:00 – 17:30 (星期五)  
電話：(853) 8822 4898



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## ACADEMIC YEAR 2021/2022 REGISTRATION INFORMATION SHEET FOR MASTER'S DEGREE AND POSTGRADUATE CERTIFICATE PROGRAMMES (MACAO STUDENTS)

1. Registration Venue: Graduate School Room 001, G/F, Administration Building (N6)
2. Registration Schedule: the Graduate School will notify students of the registration period on the registration date by email in mid July. In order to reduce crowd gathering, please report for registration within the scheduled registration period.

Academic Unit	Programme/Major	Date	Time
Faculty of Art and Humanities	Chinese Literature/Chinese Linguistics/ English Studies/ Translation Studies/Portuguese Language & Intercultural Studies/History/Chinese History and Culture	2021/08/02 (Monday)	16:00 - 19:00
Faculty of Science and Technology	Civil Engineering/ Electrical and Computer Engineering/ Computer Science/ E-Commerce Technology/ Electromechanical Engineering/ Mathematics/ Financial Technology		
Institute of Chinese Medical Sciences	Chinese Medicinal Science/ Medicinal Administration		
Faculty of Business Administration	Accounting/ Finance/ International Integrated Resort Management/ Business Administration (except EMBA)	2021/08/03 (Tuesday)	16:00 - 19:00
Institute of Collaborative Innovation	Data Science		
Faculty of Law	Law(Chinese Language)/ International Business Law(English Language)/ European Union Law, International and Comparative Law (English)/ Introduction to Macau Law	2021/08/04 (Wednesday)	16:00 - 19:00
Faculty of Social Sciences	Communication/European Studies/ Public Administration/ International Relations and Public Policy/Economics/ Criminology and Criminal Justice/Macao Studies		
Faculty of Education	Curriculum & Instruction/ Educational Administration/ Early Childhood Education and Child Development/ Physical Education & Sport Studies/ Educational Psychology/ Postgraduate Certificate in Education	2021/08/05 (Thursday)	16:00 - 19:00
Institute of Microelectronics	Microelectronics		

3. Students should bring along the following documents for registration:
  - a) **Original** of the Offer Letter and Statement of Acceptance; and
  - b) **One copy and the original** personal identification document; and
  - c) Two passport size (around 3.5cm x 4.5cm) colour photos (white background is recommended; please write your student number and name on the back); and
  - d) **One copy and the original** of the Bachelor's degree certificate and transcript; and
  - e) **One copy and the original** of the Proof of English proficiency or Proof of English as the medium of instruction; and
  - f) The original Medical Examination Report and original & a copy of the "Individual Vaccination Booklet" (including the pages about personal information and all vaccination record). Students are advised to bring along the original "Individual Vaccination Booklet" for checking when needed. Please note that the Medical Examination Report will be considered valid only with signature of the doctor and stamp of the hospital or medical centre. (Details please refer to the Instruction for Medical Examination)

**If the applicant cannot provide the captioned documents, University has the right to withdraw his/her admission qualification.**



4. Temporary campus card

Students who fail to submit the required documents stated in the letter of acceptance regardless of any reasons must provide a detailed justification for the failure of submission and notify the Graduate School **at least three working days** before the students' scheduled registration date. Such students can only be issued a temporary campus card and cannot enjoy all the privileges as official students do. If you do not submit the proof for your graduation and degree and/or Medical Examination Report, we will not process your registration.

**After submitting all required documents and completing registration, students will receive their student cards (campus cards).**

5. Late Registration

Students who are unable to report for registration on the specified date are required to submit an application for late registration to the Graduate School. Except for medical reasons and other extraordinary circumstances, registration can only be delayed for at most 5 calendar days after commencement of **classes (The first day of 1<sup>st</sup> semester's classes of the academic year 2021/2022 is 18 August 2021)**. Students should submit the completed application form to the Graduate School **at least three working days** before the scheduled registration period. Otherwise, a late registration fee of MOP330.00 will be charged against students who fail to register by the date specified. Application form (GRS/Form/011) for late registration can be obtained at the Graduate School or website (<https://grs.um.edu.mo/index.php/current-students/application-forms/>).

6. UM Medical Insurance

UM medical insurance is mandatory for all registered students, except those are approved for exemption. The insurance scheme period starts from the registration day to 31 July 2022 and covers out-patient visits and hospitalization benefits. For further latest information about the UM Medical Insurance Scheme, Waiver Guidelines and Exemption Application, please visit the below website <https://srs.sao.um.edu.mo/medical-insurance/>.

**NOTES**

1. All students must complete the registration in person.
  2. Non-registered new students can apply for deferment of study for not more than one academic year. Such applications will only be permitted for medical reasons and exceptional cases with sound justification. For medical reasons, students are required to submit medical certificates issued by hospitals at the time of application. For exceptional cases with sound justification, students are required to specify the reason and submit written certifications at the time of application. **Application for such deferment should be made to Graduate School before 9 July 2021.** (Application should submit to the Graduate School's office or by email)
  3. Non-registered new students must fulfill all the conditions stated in their offer letters and submit the required amount of non-refundable deposit before they become eligible to apply for deferment of study.
  4. Non-registered new students are not permitted to transfer to another major/programme when they apply for resumption of studies. The University reserves the right to change the study plan and cancel any programme without prior notice.
  5. Contacts of academic units:
    - Faculty of Art and Humanities – (853) 8822 4047
    - Faculty of Business Administration – (853) 8822 4607
    - Faculty of Education – (853) 8822 8789
    - Faculty of Law – (853) 8822 4779
    - Faculty of Social Sciences – (853) 8822 4015
    - Faculty of Science and Technology – (853) 8822 4963
    - Institute of Chinese Medical Sciences – (853) 8822 4685
    - Institute of Collaborative Innovation – (853) 8822 4600
    - Institute of Microelectronics – (853) 8822 4700
  6. Graduate School – Room G001, Administration Building,  
University of Macau, N6  
Avenida da Universidade, Taipa, Macau, China
- Office hours: 09:00 – 13:00 and 14:00 – 17:45 (Monday to Thursday)  
09:00 – 13:00 and 14:00 – 17:30 (Friday)
- Telephone: (853) 8822 4898