



姓名 Name: _____ 學號 Student No.: □-□□-□□□□-□
課程/專業 Programme/Major: _____ 學年/學期 Academic Year / Sem: _____ / _____

學術單位 Academic Unit: FAH FBA FED FHS FLL FSS FST IAPME ICMS ICI IME

申請免修/轉修之科目 Course Exemption/Waiver applied for				已修讀之科目 Course(s) Completed			
序號 Seq.	科目編號 Course Code	科目名稱 Course Title	學分 Credits	科目編號及科目名稱 Course Code and Course Title	學分 Credits	成績 Results	**於現正註冊之課程的交流/留學期間完成 Completed during the exchange / study abroad period of current registered programme
1.							<input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO
2.							<input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO
3.							<input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO
4.							<input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO
5.							<input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO

附註: 請附交 1)成績表副本及 2)相關科目簡介或大綱及證書等(如適用); 詳情請參閱背面。Note: Please submit 1) Copy of the past academic reports and 2) Relevant course descriptions or outlines and certificates, etc. (if applicable). Please refer to the back page for more details.

** 學生須繳納於交流/留學期間從外地大學轉移到澳門大學的學分而計算之學費。詳情請參閱背面之研究生交流/留學之學費規定。Students should pay the actual number of credits that is transferred from overseas university to UM during the exchange / study abroad period. Please refer to "Tuition Fees for Outgoing Exchange Postgraduate Students" overleaf for more details.

<p>❖ 本人確定於申請表中所提供的資料正確無誤, 並聲明已知悉及明白澳門大學之《澳門大學/澳門大學研究生院收集個人資料聲明》。 I declare that the information provided in this application form is correct and I have acknowledged and understood the <Personal Data Collection Statement of the University of Macau / the Graduate School of the University of Macau>.</p> <p>❖ 本人聲明已知悉及明白有關免修/轉修科目之規定。 I have acknowledged and understand the rules for Course Exemption / Course Waiver.</p>

申請人簽名 Applicant's Signature: _____ 日期 Date: _____ / _____ / _____

For Office Use Only				
Comments from the Course Offering Unit				
Head of Course Offering Unit / Head of Department or Programme Coordinator				
Seq	Agree		Disagree with Justifications (if any)	Signature and Date
	Course Exemption	Course Waiver		
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Approval from the Dean / Director of the student's Home Academic Unit			
Seq	Approved	Disapproved with Justifications (if any)	Signature and Date
1.	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____
2.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	

Checked and handled by Graduate School: _____ Date: _____ / _____ / _____

GENERAL RULES GOVERNING MASTER'S DEGREE AND POSTGRADUATE CERTIFICATE / DIPLOMA PROGRAMMES AND PHD PROGRAMMES

Course Exemption

1. Students who have completed equivalent courses in other tertiary education institutions may apply for course exemption to the academic unit concerned before the last day of course add/drop period. In the case of course exemption, credits will be granted to replace the original UM course. Exempted courses will be assigned a grade 'X' and will be shown in the transcript of academic record, but will not be counted towards the GPA.

Applications should be submitted to the respective academic unit and be accompanied by supporting documents, e.g. course outlines, official course descriptions, lecture hours, study plans, course grades etc, showing that the students have passed equivalent courses elsewhere.

2. Students may apply for course exemption for any courses.
3. Course exemptions are considered valid only after they are endorsed by the head of department or programme coordinator and approved by the Dean/Director of the academic unit concerned.
4. The normal limit on the number of credits that can be transferred to a programme is one-third of the total credits required.
5. Any exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

Course Waiver

1. Students who have not completed equivalent courses in other tertiary education institutions but have attained the knowledge and skills of specific UM courses may apply for a course waiver to the academic unit concerned before the last day of course add/drop period. In the case of course waiver, no credits will be granted, and students will be required to take a related course approved by the head of department or programme coordinator to fulfil the credit requirement. Waived courses will be assigned a grade 'CW' and will be shown in the transcript of academic record, but will not be counted towards the GPA.

Applications must be submitted to the respective academic unit and be accompanied by an explanation for the waiver request and supporting documents (if any). Proof of the acquired competence is required.

2. Students may apply for course waiver for any courses.
3. Course waivers are considered valid only after they are endorsed by the head of department or programme coordinator and approved by the Dean/Director of the academic unit concerned.
4. All exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

TUITION FEES FOR OUTGOING EXCHANGE POSTGRADUATE STUDENTS

Postgraduate students who join an outgoing exchange programme /study abroad programme for one or more semesters should pay the tuition fees of each of the outgoing semesters as follows:

- a) A compulsory fee equivalent to 3 credits OR the actual number of credits that will be transferred from the overseas university to UM during their exchange/study abroad period, whichever fee is higher, if thesis supervision and course work are not enrolled simultaneously during this period; or
- b) A compulsory fee equivalent to 3 credits for thesis supervision AND the actual number of credits that will be transferred from the overseas university to UM during exchange/study abroad period, if thesis supervision and course work are enrolled simultaneously during this period;
- c) In any case, including but not limited to the above mentioned scenarios, a minimum fee equivalent to 3 credits per semester will be charged and no refund and/or carry-forward of any fees paid will be arranged.

研究生交流/留學之學費規定

參與一個學期或以上境外交流/留學計劃之研究生，在交流/留學期間，每學期須繳納之學費如下：

- a) 研究生於交流/留學期間如未同時註冊論文及修讀科目，則須繳納相等於3個學分之學費或根據從外地大學轉移到澳門大學的學分而計算之學費，費用以較高者為準；或
- b) 研究生於交流/留學期間如同時註冊論文及修讀科目，則須繳納相等於3個學分的論文指導費用加上從外地大學轉移到澳門大學的學分而計算之學費；
- c) 在任何情況下(包括但不限於上述情況)，學生每學期須繳交最少相等於3個學分之學費，該學費將不予退還或轉移。