



Important Notes

1. The student should obtain the consent of the Dean/Director of the academic unit concerned by securing required signatures. All applications must be approved and the courses to be retaken must be enrolled before the deadline of the add/drop period. The fees for retaking any courses are calculated based on the number of credits of the retake course. For non-credit bearing course, the retake fees shall be one credit.
2. If a student retakes a course, only the course grade for the latest attempt will appear on the student's transcript and will be included in the calculation of the GPA.

STUDENT INFORMATION

Name: _____ Student No.: ---

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

Programme / Major: _____

Contact No.: _____ E-Mail: _____

Please fill in the retaking course information:

Seq.	Academic Year /Semester	Course Code	Course Title	No. of Credits	Signature of Dean/Director of Academic Unit Concerned	Date
1	/					/ /
2	/					/ /
3	/					/ /
4	/					/ /
5	/					/ /

Applicant's Signature: _____ **Date:** _____ / _____ / _____

❖ 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>.

FOR ACADEMIC UNIT USE ONLY

I agree to the above application.

Signature & Chop: _____ Date: _____
(Dean/Director of Academic Unit)

FOR GRADUATE SCHOOL USE ONLY

Received by: _____ Date: _____