



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

## 2024/2025 學年哲學博士學位課程新生註冊須知 (適用於所有學生)

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，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	日期 (年/月/日)	時間
人文學院 (藝術博士學位課程除外)	2024/08/06 (星期二)	09:30 – 13:00 14:00 – 18:00
法學院		
應用物理及材料工程研究院		
中華醫藥研究院	2024/08/07 (星期三)	09:30 – 13:00 14:00 – 18:00
社會科學學院 (公共行政博士學位課程除外)		
科技學院	2024/08/08 (星期四)	09:30 – 13:00 14:00 – 18:00
工商管理學院 (工商管理博士學位課程除外)		
教育學院 (教育博士學位課程除外)		
健康科學學院 (公共衛生博士學位課程除外)		

\*藝術博士學位課程(DFA)、工商管理博士學位課程(DBA)、教育博士學位課程(EdD)、公共行政博士學位課程(DPA)及公共衛生博士學位課程(DrPH)的註冊日期及開課日期將另行通知。

3. 學生應帶備下列文件進行註冊：
  - a) 通知書；
  - b) 身份證/護照正本及影印本一份(澳門、香港及內地學生需出示個人身份證正本；台灣及國際學生需出示護照正本)；
  - c) 往來港澳通行證正本及影印本一份，通行證必須有多次往返之逗留簽註(D)(只適用於內地學生)；
  - d) 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)；
  - e) 學士學位畢業證書和學位證書正本及影印本一份、學士學位成績單正本及影印本一份、碩士學位畢業證書和學位證書正本及影印本一份、碩士學位成績單正本及影印本一份；
  - f) 學士學位及碩士學位學歷認證文件影印本一份(只適用於內地學生)：內地院校畢業學生須提交學信網打印的《教育部學歷證書電子註冊備案表》或《中國高等教育學位在線驗證報告》(驗證有效期須超過三個月)；非內地院校畢業學生須提交教育部留學服務中心出具的《學歷學位認證書》(澳門大學畢業學生不須提交)；
  - g) 英語能力證明或英語授課證明正本及影印本一份；
  - h) 「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接種記錄)。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」)

備注: 1) 未能出示上述文件者，本校有權取消其入學資格。

2) 如因特別情況未能於註冊日提交《學歷學位認證書》、「體格檢查報告表」及「疫苗接種記錄」，學生必須於 2024 年 8 月 30 日或之前補交至研究生院辦公室。

3) 澳大博士生獎學金及澳大博士生教研助理獲得者須於 2024 年 8 月 15 日或之前完成新生註冊手續；否則，8 月將不獲發放/補發資助。



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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，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（**2024/2025 學年第一學期之開課日為 2024 年 8 月 19 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 2025 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. 新生須繳交第一學期學費方可進行註冊，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 2024 年 7 月 10 日前遞交至研究生院**(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. 學院辦公室聯絡電話：

人文學院：	(853) 8822 4582	工商管理學院：	(853) 8822 4607
教育學院：	(853) 8822 8789	健康科學學院：	(853) 8822 4998
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
應用物理及材料工程研究院：(853) 8822 4142			



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## Registration Information Sheet for PhD Programmes Academic Year 2024/2025 (for All Students)

1. Registration Venue: Graduate School, Room 001, G/F, Administration Building (N6)
2. Registration Schedule: Graduate School will notify students for the registration period of the registration date by email in mid-July. Please report for registration within the scheduled registration period.

Academic Unit	Date (yy/mm/dd)	Time
Faculty of Arts and Humanities (except Doctor of Fine Arts)	2024/08/06 (Tuesday)	09:30 – 13:00 14:00 – 18:00
Faculty of Law		
Institute of Applied Physics and Material Engineering		
Institute of Chinese Medical Sciences		
Faculty of Social Sciences (except Doctor of Public Administration)	2024/08/07 (Wednesday)	09:30 – 13:00 14:00 – 18:00
Faculty of Science and Technology		
Faculty of Business Administration (except Doctor of Business Administration)	2024/08/08 (Thursday)	09:30 – 13:00 14:00 – 18:00
Faculty of Education (except Doctor of Education)		
Faculty of Health Sciences (except Doctor of Public Health)		

\*The registration date and class commencement date for Doctor of Fine Arts, Doctor of Business Administration, Doctor of Education, Doctor of Public Administration and Doctor of Public Health will be notified later.

3. Students should bring along the following documents for registration:
  - a) Offer Letter;
  - b) One copy and the original personal identification document (ID card for Macau, Hong Kong and Mainland students; passport for Taiwan and international students);
  - c) Exit-Entry Permit for Travelling to and from Hong Kong and Macau (for Mainland students only);
  - d) 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);
  - e) One copy and the original of the Bachelor's degree certificate, one copy and the original of the Bachelor's degree transcript, one copy and the original of the Master's degree certificate, one copy and the original of the Master's degree transcript;
  - f) One copy of the Notarized academic qualification certification (for Mainland students only): please refer to the Chinese version for details;
  - g) One copy and the original of the Proof of English proficiency or Proof of English as the medium of instruction;
  - h) The original Medical Examination Report and a copy of the "vaccination record" (including the pages about personal information and all vaccination record). Students are advised to bring along the original "Individual Vaccination Booklet" for checking. 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 (For details, please refer to Instruction for Medical Examination).

### Remarks:

- 1) If the student cannot provide the captioned documents for registration, the University reserves the right to cancel his/her admission offer.
- 2) If students cannot submit the Medical Examination Report and Individual Vaccination Booklet during registration, students must submit the documents to the Graduate School's office on/before 30 August 2024.
- 3) UM PhD Scholarship & UM PhD Teaching Research Assistant recipients should complete the registration on or before 15 August 2024. Otherwise, no stipend will be provided in August 2024.

### 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 the required documents and completing registration, students will receive their student cards (campus cards).**



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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 2024/2025 is 19 August 2024**). 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 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 2025 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. Students have to settle the tuition fee of 1st semester before eligible for registration. New 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 submitted to Graduate School before 10 July 2024** (Application should be submitted 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 settle the required amount of non-refundable deposit before 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 study. The University reserves the right to change the study plan and cancel any programme without prior notice.
5. Contacts of general office of academic units:

Faculty of Arts & Humanities	(853) 8822 4582
Faculty of Business Administration	(853) 8822 4607
Faculty of Education	(853) 8822 8789
Faculty of Health Sciences	(853) 8822 4998
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 Applied Physics and Materials Engineering	(853) 8822 4142