澳門城市大學
Universidade da Cidade de Macau
City University of Macau

「一般課程報名及學員須知」指引
Guideline on "General Enrolment and Students Guidelines"

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第一條 一般課程報名

1.1. 親臨報名

1.1.1. 在報名截止日期前，報名人帶同身份證明文件及其他所需文件（招生簡章內註明），於辦公時間內前往澳門城市大學國際培訓與測試中心（以下簡稱"中心"）填寫報名表(附件1.）進行報名。一般報名以先到先得形式，如有特別要求或需要經過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

1.1.2.1. VISA、MASTER、銀聯借記卡

1.1.2.2. 電子支付（包括但不限於澳門通或其他指定平台）

1.1.2.3. 手機銀行支付

1.1.2.4. 若課程及考試獲《持續進修發展計劃》資助，報名程序則以以教育及青年發展局發佈為準。

1.1.2.4.1. 個人進修帳戶餘額不足及報名費需以1.1.2.1.至1.1.2.3.的方式繳付。

1.1.2.5. 除特殊情況(如導師原因或不可抗力因素)及相關規定外，課程繳費後，概不退還。

1.2. 網上報名

1.2.1. 在截止報名日期前，報名人可透過https://ce.cityu.edu.mo/zh 進行網上報名及相關所需文件（詳見招生簡章）。

1.2.2. 等待系統發出回覆電郵，以確認報名是否成功。

1.2.3. 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，亦可進行網上銀行轉賬或使用VISA 或MASTER付款。報名人可透過系統發出的付款電郵指引進行繳費。

1.2.4. 逾期繳費將不獲保留名額。

1.2.5. 部分課程或考試或不適用於網上報名及繳費(詳見招生簡章)

1.3. 報名需知

1.3.1. 報名前，報名人應詳細閱讀招生簡章，確保符合課程或考試的報讀資格。報名人必須持有合法留澳的證明文件方可報名。所有報名資料須真實且完整，中心保留核查資料的權利。

1.3.2. 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 3 個工作天。各課程或考試的報名截止日期以招生簡章公佈為準。逾期報名須經中心核准。

1.5 報名確認

1.5.1. 報名成功後，中心將通過電子郵件或簡訊形式向報名人發送確認通知。

1.5.2. 未收到確認通知者，應及時聯繫中心核查報名狀態。

1.6. 學額轉讓

如課程取消，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。

1.7. 課程更改

如報名人數不足或有需要時，中心有權取消該課程並更改課程時間，而無須事先協商。

1.8. 退款*

1.8.1. 主動退學或退考

1.8.1.2已獲中心錄取並繳交課程費用之學員，所繳課程費用將不獲退還。

1.8.1.2.1個別費用之退款條件有所不同，以相關簡章所述為準。

1.8.2. 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：

1.8.2.1. 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。

1.8.2.2. 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。

1.8.3. 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。

1.8.4. 課程報名人數不足，無法成班退還課程款項。

第二條. 學員須知

2.1. 證書頒發#

2.1.1. 出席證書

學員完成不設課程評核之課程，出席率達百分之七十，將獲發出席證書。

2.3.2. 結業證書

學員完成證書課程，出席率達百分之七十且考核成績合格，將獲發結業證書(附件2.)。

#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. 遲到及缺席

2.4.1 學員於每節課開課15分鐘內需要簽到，逾時將作缺席處理。

2.4.2 如學員申請缺席上課，須於缺席日起計3天內向中心遞交申請表及證明文件。中心保留審批之決定權。

*備註：以上1.8.退款及2.4.遲到及缺席不適用於《持續進修發展計劃》資助項目，詳情瀏覽該計劃專頁之相關退款指引。

2.5. 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。

2.6. 課室或考場使用守則

2.6.1. 課室或考場內不准吸煙及飲食。

2.6.2. 未經中心或導師同意，課室或考場內不准攝影、錄影及錄音。

2.6.3. 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。

2.6.4. 未經允許，請勿擅自操作課室或考場內的電腦及視聽器材。

2.6.5. 個人財物須經常小心保管，如有任何遺失，中心概不負責。

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Article 1: General Course Enrolment

1.1. In-Person Enrolment

1.1.1. Before the enrolment deadline, applicants must bring their identification documents and other required documents (as specified in the prospectus) to the City University of Macau International Training and Testing Centre (hereinafter referred to as "the Centre") during office hours to complete the course application form for the enrolment. Enrolment is generally on a first-come, first-served basis, unless special requirements or a selection process are indicated in the prospectus.

1.1.2. Payment methods for course fees, examination fees (including certification, qualifications, licenses, etc.), and enrolment fees:

1.1.2.1. VISA, MASTER, UnionPay debit cards

1.1.2.2. E-payment (including but not limited to MPay or other designated platforms)

1.1.2.3. Mobile banking payment

1.1.2.4. If the course or examination is subsidized under the Continuing Education Development Plan, the enrolment procedure shall follow the guidelines issued by the DSEDJ

1.1.2.4.1. If the personal training account balance is insufficient, the enrolment fee must be paid using methods outlined in 1.1.2.1 to 1.1.2.3.

1.1.2.5. Unless due to special circumstances (e.g., reasons related to the instructor or force majeure) and relevant regulations, course fees paid are non-refundable.

1.2. Online Enrolment

1.2.1. Before the enrolment deadline, applicants may complete online enrolment and submit required documents (as detailed in the prospectus) via https://ce.cityu.edu.mo/zh.

1.2.2. Applicants should wait for a confirmation email from the system to verify whether the enrolment is successful.

1.2.3. If a place is secured, applicants must make payment by the date specified in the email. Payment can be made in person, via online bank transfer, or using VISA or MASTER cards. Applicants can follow the payment instructions provided in the payment email sent by the

system.

1.2.4. Failure to make payment by the specified deadline will result in the forfeiture of the reserved place.

1.2.5. Some courses or examinations may not be available for online enrolment or payment (refer to the prospectus for details).

1.3. Enrolment Information

1.3.1. Before enrolling, applicants should thoroughly read the prospectus to ensure they meet the eligibility criteria for the course or examination. Applicants must hold valid documentation proving their legal stay in Macau to enrol. All enrolment information must be truthful and complete, and the Centre reserves the right to verify the information provided.

1.3.2. As entry or examination requirements vary by course, applicants must adhere to the conditions outlined in the prospectus.

1.4. Enrolment Deadline

The general enrolment deadline is three working days before the course or examination begins. Specific deadlines for each course or examination are as announced in the prospectus. Late enrolments require approval from the Centre.

1.5. Enrolment Confirmation

1.5.1. Upon successful enrolment, the Centre will send a confirmation notice to the applicant via email or in writing SMS.

1.5.2. Applicants who do not receive a confirmation notice should promptly contact the Centre to verify their enrolment status.

1.6. Transfer of Enrolment

If a course is cancelled, applicants may apply to transfer to another course. However, paid fees, enrolment fees, and reserved places cannot be transferred to another person.

1.7. Course Changes

If the number of applicants is insufficient or as deemed necessary, the Centre reserves the right to cancel the course or change the course schedule without prior consultation.

1.8. Refunds

1.8.1. Voluntary Withdrawal from Course or Examination

1.8.1.1. For students admitted to the Centre who have paid course fees, the fees are non-refundable.

1.8.1.1.1. Refund conditions for specific fees may vary and are subject to the details in the relevant prospectus.

1.8.2. Compulsory Withdrawal from Course or Examination

For students admitted to the Centre who have paid course or examination fees and enrolment fees but are required to withdraw, the following terms apply:

1.8.2.1. If the Centre cancels the course or examination, the paid course fees, examination fees, and enrolment fees will be fully refunded.

1.8.2.2. If a student violates discipline or personal conduct standards, the paid course fees, examination fees, and enrolment fees will not be refunded.

1.8.3. Withdrawal Due to Changes in Course or Examination Schedule

If the Centre changes the original course or examination schedule due to unforeseen circumstances before the course or examination begins, and an admitted student who has paid the fees cannot attend the rescheduled sessions, the student may submit a written application to the Centre before the updated start date, stating the reason for the request. Upon approval by the Centre, the student will receive a full refund of the course fees, examination fees, and enrolment fees.

1.8.4. If the course cannot be completed due to insufficient number of applicants, the course fee will be refunded.

Article 2: Students Guidelines

2.1. Certificate Issuance

2.1.1. Attendance Certificate

Students who complete a course without formal assessment and achieve an attendance rate of at least 70% will be awarded an Attendance Certificate.

2.1.2. Completion Certificate

Students who complete a certificate course, achieve an attendance rate of at least 70%, and pass the assessments will be awarded a Completion Certificate (Appendix 2.).

Note: Completion requirements for specific courses or examinations may vary; please refer to the respective prospectus for details.

2.4. Tardiness and Absence

2.4.1. Students must sign in within 15 minutes of the start of each class session; otherwise, they will be marked as absent.

2.4.2. If a student requests an absence, they must submit an application form and supporting documents to the Centre within three days from the date of absence. The Centre reserves the right to approve or reject such requests.

Note: The refund policy (1.8) and tardiness/absence rules (2.4) do not apply to projects subsidized under the DESEJ PDAC Plan. For details, refer to the refund guidelines on the plan's dedicated webpage.

2.5. Student Identification

Students must carry valid identification documents when attending classes or participating in examinations. If required, students may need to present their identification for verification by instructors or staff. Failure to verify identity may result in denial of entry to classrooms, examination venues, or access to teaching facilities.

2.6. Classroom and Examination Venue Regulations

2.6.1. Smoking and eating are prohibited in classrooms and examination venues.

2.6.2. Photography, video recording, or audio recording in classrooms or examination venues is not allowed without the approval of the Centre or instructor.
2.6.3. To respect others, avoid making noise in classrooms or examination venues. All electronic devices, such as mobile phones, must have their sound functions turned off during classes and examinations.
2.6.4. Do not operate computers or audiovisual equipment in classrooms or examination venues without permission.
2.6.5. Personal belongings should be carefully safeguarded at all times. The Centre is not responsible for any loss.