



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

持續教育學院

SCHOOL OF CONTINUING STUDIES

### Short Term Courses Application Form

1. Course Title (English): \_\_\_\_\_
2. Course Title (Chinese): \_\_\_\_\_
3. Target: \_\_\_\_\_
4. Class Size: \_\_\_\_\_
5. Entry Requirements: \_\_\_\_\_
6. Total Lecturing Hours: \_\_\_\_\_
7. Date of Commencement : From            YY            MM            DD to  
   YY            MM            DD  
 Mon  Tues  Wed  Thurs  Fri  Sat  Sun
8. Time: morning / afternoon / night  
\_\_\_\_\_
9. Name of Instructor: \_\_\_\_\_
10. Medium of Instruction: \_\_\_\_\_
11. Course Introduction:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Learning Objectives:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Course Content: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Course Examination: Does the course include examination  
 Yes       No  
If "Yes", please indicate format of examination: \_\_\_\_\_  
\_\_\_\_\_

15. Teaching Materials:  Request printed lecture notes for the course  
 Purchase textbooks for students (Material fees will be charged)

Please list down textbooks below:

\_\_\_\_\_  
\_\_\_\_\_

Others:

\_\_\_\_\_  
\_\_\_\_\_

16. Course Equipment:  Projector       Computer  
 Others (Please specify)  
\_\_\_\_\_  
\_\_\_\_\_

FOR OFFICE USE ONLY	
Tuition Fee : MOP _____ per / person	Material Fees : MOP _____ per / person
Class Size: _____ Students (Minimum class size : _____ Students)	
Tutoring Rate: MOP _____ per / hr.	
Venue: _____	
Venue Fee : _____	
Remarks : _____ _____	
Approved by: _____	Date : _____