



MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

APPLICATION FORM FOR COURSEWORK COMPLETION

To be filled by SGS staff:

Received by: _____

Date: _____

I. PARTICULARS OF STUDENT

Student Name _____ Student No. _____

Correspondence Address _____ Postal Code _____

Contact Phone No. _____ E-mail Address _____

Dormitory _____ Dormitory (Room No. _____) *Dormitory Room Clearance Confirmation* must be attached Non-Dormitory _____

II. REASON FOR APPLYING COURSEWORK COMPLETION

Unable to complete thesis and do not continue the study _____ Unable to complete study within the maximum study period _____

Fail the oral defense, will not apply for second defense _____ Fail the second oral defense _____

III. INFORMATION FOR REFUND

I fully understand related *Terms of Refund* stated in the Student Handbook, and accept the University's decision about refund.

If there is refund, I would like to get it by:

Cheque pick-up

Autopay * Local students: _____ \$10 Should provide information of a MOP bank account of Any bank in Macau; and for *Tai Fung* bank account, an extra MOP\$10 will be charged;

Non-local students: _____ Should provide information of a HKD bank account of *Bank of China Macau Branch* or *The Industrial and Commercial Bank of China Macau Branch*.

Tele-transfer * : _____ Should provide information of a bank account which can accept HK Dollar inward remittance outside China of the *Bank of China* or *The Industrial and Commercial Bank of China*.

* _____ Students who choose autopay or tele-transfer, please fill in bank account details as follows:

Bank Name _____	Account Name _____		
Account NO. _____	()	Account Currency (Required for autopay)	HKD MOP
Bank Address (Required for T/T) _____	Province _____	City _____	Road _____ Branch _____ sub-branch _____
Beneficiary's Address (Required for T/T) _____		Contact Phone NO.:	_____

Notes

- For collection on behalf, student's written authorization and I.D. copies of both the student and his/her representative should be provided.
- For the student who chooses tele-transfer or autopay, please provide a clear bank book copy with bank account information attached to the application form.
- A handling charge of MOP/HKD100 would be deducted from the refund without notice if you choose to refund by tele-transfer.
- Any bank charges should be borne by student (the minimum charge on outward remittance fee is MOP/HKD100), and would be deducted from the caution fee without any notice.
- Student must provide accurate information of banks, which will notify the

Residence and Stay Affairs Department of Macao. I have read and understood the "[Points to Notes for Non-resident Students on Termination of Studies](#)" issued by Macao Immigration Department of the Public Security Police. Students are responsible to fully understand and comply with the Macao immigration laws and regulations to avoid illegally overstaying in Macau (applicable for non-local students).

Student's Signature _____



Date _____

APPLICATION PROCEDURES AND REQUIRED DOCUMENTS

(1)

(2017/2018

2.50)

Students enrolled in the Master Degree programs or Doctor of Business Administration program are eligible to apply for coursework completion for study if they have obtained all the coursework credits (Students admitted from academic year 2017/2018 should also achieve a cumulative GPA of 2.50 or above) but no longer engage in thesis writing or have completed the thesis writing and discontinues their study after failing the oral defense or fail in the second oral defense. Applicants should submit a written application to the School of Graduate Studies Service Counter. Related administrative procedures will not begin until all application documents have been submitted.

(2)

Required application documents:

Completed and signed *APPLICATION FORM FOR COURSEWORK COMPLETION*

Photocopy of identity card

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