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MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

C/ § N ˜
COURSE ADD/DROP FORM

I. â W STUDENT INFORMATION

â ÉÜ
Student Name ——————————————

â &
Student N ——————————————

N I & ł
Contact Phone.N ——————————————

` æ
E-mail Address ——————————————

P 3
Program ——————————————

p
Major ——————————————

II. C/ § N APPLICATION FOR COURSE ADD/DROP

N â″   â   â″
Semester: 20____/20____ Academic year ô _____ Semester

N C/ § ý
Apply to add/drop following course(s)

Add/Drop	ý & Course Code	ý Ü Course Title	d q Class	â Ø Credit	* q Type*			â Reason
C § Add					C	E	R	
					C	E	R	
					C	E	R	
					C	E	R	
§ Drop					C	E	R	
					C	E	R	
					C	E	R	
					C	E	R	

*C ˜ ¢(x ý)ô   E ˜ ¢(§ ý)ô   R ˜ ¢(Y ý)ö   C means Compulsory Course ô E means Elective Course ô R means Retake Course .

Y @ c Ł NOTES

1. e â /â″ § ý & ö - p Ó″ Ô¾l ô â″ C/   § & ö Ó- Òâ U   2 … ª ¾l ô ´Ò ¨ ¢ P ý Ì × C/   § ö
Enrollment of courses will be processed within a prescribed period every academic year/semester. Students may add or drop courses within the first two weeks when the semester starts. Application is not accepted after class commencement.

2. ö &ö—ý ô{ l â @â P x ı V C 5 B ÷ ‡ n ô   S Ì Ò Æ ÷ &ö ö´ § —ý ôı â - ″ ü+
ô@ ý Ý b ´& ö ý ô ″ ý — n ; › j µ â Ø – b @ & ÷ ö µ ö   Courses that are not formally enrolled will not be recognized by the University even if students have attended all scheduled classes, taken and passed the examination. For students who have withdrawn from a course but have failed to do this through official procedures within the prescribed period will still be recognized as enrolled and will be graded according to the University Marking System.

3. â Q ¿ &   COES L   —§ ý ö µ ôı b N Û ƒ â#/æ L ö   Students can logon to the COES to review their course enrollment records at any time and must contact their respective Faculty Office should they have queries.

4. â !. q Õ ý Ó- â ? í ÒÛ ö   Students should understand that each course will normally be offered once at the most in one academic year.

5. ı â ¨ j µ â   —â @ ˜ ô p ″[Q ¨ n ï ˜ ö U ı V ôâ x Œ - (ˇ p ″[Û H ß „ e p › ô
þ µ â Ì ¨ i d ä Òz ‡/   1 ‡ â O ö Students should be able to meet the graduation requirements within the normal period of study. If they enroll in courses according to the study plan each semester, complete the thesis and pass the oral defense. However, the study may be extended if they cannot enroll according to the study plan assigned by the University. In all cases students must meet the requirements for graduation within the maximum study period; otherwise the master's/doctorate degree will not be conferred.

6. â x Œ - µ â p Ó ″[ł x ¢ § ý 3 › I / [§ ý ÷ C/   § » ôı â ‹ â Ø ı Y ;] 8 ˆ i d > l ç ¢   § ý
3 ª C/   § ô þ Œ $ · ˜ 1 ‘ ‹ ? ƒ â# ô { ″ Ì Ò [ö   Students should enroll in and add/drop courses via COES within the prescribed period. If they cannot add/drop courses via COES normally, such as excessive credits, course retake, etc., they shall submit this form to respective Faculty Office for approval. Late applications will not be accepted.

7. â ! H @ N -   À b œ ª × î   COES § ý 3 ö Please check the result via COES within 7 days from application.

â   Ý Ü
Student's Signature œ ——————————————————— **Date** œ ———————————————————

Remark: In the event of any discrepancies between the Chinese and English version of this form, the Chinese version will prevail.

ý — ¡ å APPROVAL FROM RELATED DEPARTMENTS

ƒ â # FACULTY

¡ @ @ Comments of Assessment (ntl y ' $ j To be checked and filled by administ staff)

M Student Status checked application for add/drop courses will only be accepted during study.
M Study Plan checked _____ (e.g. MBA0909)

C/ § N n ä â ï " e p Will this application lead an extension of study period ?
M n ô £ @ ! ï ˘ í ÿ â " : _____ Yes3 Tw 5.97 ,19.2 (d)4.4 ( )]TJ /TT0 1 Tf -0.011 Tc 0.1w 0.254 0n14.8 (k) exx5 (dn14.8 (k)s)F