



研究生更換論文/項目報告指導教授申請表

Application for Change of Supervisor

請於填寫本表格前細閱「申請須知」。 Please read "Notes for Application" before completing this form.

I. 學生個人資料 STUDENT INFORMATION (由學生填寫 To be completed by the candidate)

學生姓名 : _____ 學 號 : _____
Name of Candidate _____ Student Number _____
學 院 : _____ 修 讀 模 式 : 全日制 Full-time/
Faculty _____ Mode of Study 兼讀制 Part-time
課 程 名 稱 : _____ 學 位 : 博士 Doctoral/
Programme Title _____ Degree 碩士 Master

(請於適當空格內加上✓號 Please put a "✓" as appropriate)

II. 申請資料 APPLICATION DETAILS (由學生填寫 To be completed by the candidate)

更 改 原 因 : _____
Reason for change _____

(i) 更改論文/項目報告題目 Change of Thesis/ Project Report Title

原來論文/項目報告
題 目 或 方 向 : _____
Original Title _____
更改後論文/項目報
告 題 目 或 方 向 : _____
Revised Title _____

(ii) 更換論文/項目報告指導教授 Change of Supervisor

| | | | |
|--|----------|------------|---------------|
| 原任指導教授姓名: Name of Current Supervisor | 職稱 Title | 姓氏 Surname | 名 Given names |
| | | | |
| 新任指導教授姓名: Name of Future Supervisor | 職稱 Title | 姓氏 Surname | 名 Given names |
| | | | |

學生 簽 署 : _____ 申 請 日 期 : _____
Signature of Candidate _____ Date of Application _____

III. 指導教授同意聲明 AGREEMENT BY SUPERVISOR (由導師填寫 To be completed by Supervisor)

本人同意上述學生更換指導教授。

I agree to this change of supervision for the above candidate.

原任指導教授簽署: _____ 日 期 : _____
Signature of _____ Date _____
Current Supervisor

本人同意擔任上述學生之指導教授。

I agree to act as a supervisor for the above candidate.

新任指導教授簽署: _____ 日 期 : _____
Signature of _____ Date _____
Future Supervisor

IV. (由校方填寫 For Office Use Only)

批准 Approved by :
課程主任/院長簽署: _____ 日 期 : _____
Signature of Dean _____ Date _____
Programme Coordinator
研究生院簽署: _____ 日 期 : _____
Signature of _____ Date _____
Graduate School

| | |
|---|---|
| 財務部簽署及蓋章: Confirmed by the Finance Division _____ | <input type="checkbox"/> 碩士 Master MOP3000 / <input type="checkbox"/> 博士 Doctoral MOP5000 收費日期 Date: _____ |
|---|---|

申請「研究生更換論文指導教授」須知

- 一、一般不得更換導師，學生須經所屬學院同意，並於遞交「研究生論文/項目報告指導教授同意書(GS-01)」後3個月內向所屬學院辦公室提出申請，逾期恕不受理。
- 二、遞交申請前，學生須先獲得原任指導教授及新任指導教授同意及簽署聲明。
- 三、學院收到填妥之申請表格及/或有關文件後，方可處理台端之申請。
- 四、申請如獲院校批准，請到財務部繳交行政費用，方可更換。
- 五、論文指導導師只能更換一次，其後所提出的申請一概不受理。
- 六、碩士生申請費為澳門幣三千元正，博士生申請費為澳門幣五千元正。所有費用一經收取，恕不退還或轉讓。
- 七、收集個人資料聲明：閣下在本表格內所提供的個人資料僅作本校職員處理此申請之用。

Notes for Application for Change of Supervisor

1. Under normal circumstances, the University will not accept any application for change of supervisor. Application for Change of Supervisor should be approved by the respective Faculty and should be made within 3 months after submitted the form "Graduate Student- Supervisor Agreement (GS-01)" to respective Faculty office. Applications will not be accepted for late submission.
2. Before submitting this form, application must be first obtained the approval supervisors with signatures.
3. Applications will be processed upon receipt of the completed application form, and /or supporting documents.
4. The successful application should be paid the administrative fee to the Finance Division from the date of applicant's being notified of the changes by the Faculty.
5. Supervisors changed ONCE only. No application made after the successful application.
6. The administrative fee for master's student should be Mop 3000. The administrative fee for doctoral student should be Mop 5000. Fees once paid are not refundable or transferable.
7. Statement of personal Data Collection: The personal data provided in this form will be used by the University for the purpose of processing this application.