



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

更新日期: 2020 年 11 月 19 日

澳門大學孔子學院報名及學員須知

1. 報名程式

1.1. 網上報名

1.1.1. 在報名期間，報名人可透過澳門大學孔子學院（以下簡稱 CIUM）官方網站 <http://ci.um.edu.mo/> 找到正在報名的課程，檢查自己是否符合報名資格要求，如符合，請正確填寫報名表格及上傳相關證明檔（如需要），並且確保上載檔為真實的。

1.1.2. 若報名確認郵件發出後，報名人因其他事務或原因無法參與課程，請務必在 24 小時內向 CIUM 發出說明及取消意願的郵件，以便 CIUM 安排候補名單上的學員上課。若獲錄取以後沒有參與課程，也沒有通知 CIUM 放棄註冊，出現上述情況兩次以上，CIUM 會永久取消該學員的學額。

1.2. 報名要求

1.2.1. 報名人必須年滿十八歲或以上及持有合法留澳的證明文件方可報讀 CIUM 課程。

1.2.2. 各課程之入學條件不同，詳情請參閱各課程活動報名表細則。

1.3. 課程更改或取消

1.3.1. 如報名人數不足或有其他需要時，CIUM 有權取消該課程，並在有需要時更改任何原定課程之任何內容，而無須事先協商。

1.3.2. 若由於自然或天氣原因 CIUM 取消課程或更改地點，CIUM 會將對課程時間/地點的安排進行調整並通知學員。

1.3.3. CIUM 保留在有需要情況下根據學員水準更換學員班級或根據課程情況更換導師的權利。

2. 學員須知

2.1. 上課時間

2.1.1. 上課時間及日期一般寫於網頁相關課程的介紹中；課程導師如需調整上課日期或時間，將與學員於堂上或郵件商討。

2.2. 考勤

2.2.1. 學員需準時出席課程，若一個半小時的課程遲到或早退超過 15 分鐘，則視作一次缺席。

2.2.2. 如學員缺席率（沒有合理理由）達百分之二十，不得參與考試及領取結業證書。如兩次未完成 CIUM 課程，則永久失去將來報讀 CIUM 課程的資格。

2.2.3. 如學員缺席率（沒有合理理由）達百分之三十，學員將被自動退出課程。若出現上述情況兩次以上，CIUM 會永久取消該學員的學額。

2.2.4. 在一對一輔導期間，學員如違反出勤規定也視為缺勤，不能重新補課。



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2.3. 證書

- 2.3.1. 學員出席率達百分之八十且考核成績 D 及以上，將獲發結業證書。
- 2.3.2. CIUM 會在確認合資格獲頒結業證書者名單後發送郵件，請參見郵件所示時間及地點認領證書。
- 2.3.3. 學員須於 CIUM 通知證書領取日期 30 天內前往通知/郵件所寫地點領取證書，未能親臨領取者，需填妥授權書，並附上雙方證件副本，作為代領依據。逾期領取者，恕不補發。
- 2.3.4. 若學員領取證書後，遺失或損毀證書，CIUM 不設補發。
- 2.3.5. 優秀證書（如有）：學員在達到 CIUM 結業要求後，會根據學員的課堂平時課堂表現，作業完成情況，出勤情況，一對一考試及期末成績排名選取。
- 2.3.6. 全勤證書（如有）：學員達到 CIUM 結業要求後，會根據學員的出勤情況（零缺勤，無任何請假記錄）選取。

2.4. 請假

如學生申請缺席上課，一般情況須於缺勤日前至少 5 個工作日向 CIUM 發送郵件並遞交請假表及證明檔，緊急情況可於缺席日後 5 個工作日內向 CIUM 發送郵件並遞交證明文件。CIUM 僅接受因疾病、工作有關及不可抗力原因（個人或外遊請假原因除外）才能申請請假，並須提供請假表及相關證明檔，病假須遞交醫生證明或工作有關須遞交公司證明。一般事假等恕不接受。CIUM 保留審批之決定權。

2.5. 課堂守則

- 2.5.1. 不允許旁聽、及私自帶領朋友或家人旁聽。
- 2.5.2. 未經同意，課室內不准攝影、錄影及錄音。
- 2.5.3. 上課時必須將任何電子器材之發聲功能關閉，如手提電話。
- 2.5.4. 如沒有 CIUM 導師或職員陪同，請勿擅自操作課室內的電腦及視聽器材。
- 2.5.5. 個人財物須經常小心保管，如有任何遺失，概不負責。
- 2.5.6. 學員未經 CIUM 允許不得私自傳播教學材料（PPT, 視頻等），更不能用作商業用途，一經發現，會追究其法律責任。

3. 收集個人資料聲明

本人知悉及同意：

- 3.1. 提供以上資料予 CIUM 作為報讀相關課程活動，及其後建立學生資料庫，作為提供學生服務和統計之用。
- 3.2. 基於事實所需，CIUM 於必要時會把所提供的個人資料及檔轉移至澳門特別行政區或澳門以外的政府部門或行政機構之用。

- 本指引提供中、英文版本，如各版本有不一致之處，以中文版本為準 -



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Updated on: 19 November 2020

The Confucius Institute of University of Macau's General Enrollment and Guidelines for Students

1. Enrollment Procedure

1.1 Online Application

- 1.1.1. Applicants can learn about the available course information from the official website of the Confucius Institute of the University of Macau (below named as “CIUM”) at <http://ci.um.edu.mo>. Applicants should check if he/she fulfils the admission requirement for each course. If eligible, he/she should fill-out the application form with correct information and upload related proof of documents (if necessary), and ensure that the documents uploaded are original and genuine.
- 1.1.2. CIUM will send out a confirmation email to the accepted applicants, and if applicants can no longer attend the course, he/she must inform CIUM within 24 hours to withdraw from the course so that CIUM can arrange applicants on the waiting list to attend. If applicants failed to inform CIUM about their withdrawal for twice, CIUM will permanently prohibit applicants to apply to CIUM's courses.

1.2. Admission Requirements

- 1.2.1. Applicants must be at least 18 years of age and have a valid identification document for staying in Macao to enroll to CIUM's courses.
- 1.2.2. The admission requirements for each course may vary, and please refer to the admission requirements of the individual course for details.

1.3. Course Changes or Cancellation

- 1.3.1. CIUM reserves the right to cancel a course if enrolment is insufficient and may make any alterations to a course that is considered to be necessary without prior consultation.
- 1.3.2. If CIUM cancels the course or changes the course location due to natural causes or weather concerns, CIUM will adjust the schedule, time, location and arrangement and notify the students accordingly.
- 1.3.3. CIUM reserves the right to change the course instructor whenever necessary.

2. Guidelines for Students

2.1. Course Schedule

- 2.1.1. The course schedule is generally written on the introduction of the relevant course on the official website; if the course instructor needs to be adjusted to the course schedule, he/she will



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discuss with the students in class.

2.2. Attendance

- 2.2.1. Students are required to attend the course punctually. If they are late or leave early with a span of over 15 minutes (for a 1.5 hours class session), will then consider as one absence.
- 2.2.2. Students will be prohibited to sit for the final assessment and receive a certificate of attendance if their absence rate (without legitimate reasons) has reached 20%. If the aforementioned condition occurs more than twice, CIUM will permanently prohibit applicants to apply to CIUM's courses.
- 2.2.3. Students will be automatically be withdrawn from the course if their absence rate (without legitimate reasons) has reached 30%. If the aforementioned condition occurs more than twice, CIUM will permanently prohibit applicants to apply to CIUM's courses.
- 2.2.4. CIUM will not arrange make-up sessions for students who are absent or late (for over 15 minutes) to the one-on-one tutorial sessions.

2.3. Certificates

- 2.3.1. A Certificate of Attendance will be issued to those students who have attended 80% of the course and received a "D" grade or above.
- 2.3.2. CIUM will notify the qualified students to collect the Certificate of Attendance via email, and please refer to the time and location in the email to collect the certificate.
- 2.3.3. Students should collect the certificate within 30 days of the date and time information indicated in email. Those who cannot collect the certificate in-person can fill-out the authorization form with valid ID copies of both parties to collect, on his/her behalf. CIUM will not issue new certificates if students failed to collect the certificate on time.
- 2.3.4. If students lose or damage the certificate after collection, CIUM will not issue a replacement certificate for students.
- 2.3.5. Best Student Award Certificate (if any): Students who have fulfilled the course completion requirements will be eligible to run for the Best Student Award, depending on their performance in class, assignments, attendance and one-on-one final assessment.
- 2.3.6. Perfect Attendance Award Certificate (if any): Students who have fulfilled the course completion requirements will be eligible to run for the Perfect Attendance Award, depending on their attendance (excluding absence with justifiable reasons).



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2.4. Leave Application

If students would like to apply for leave from class, students should submit the leave application form and valid proof to CIUM via email at least 5 working days prior to their absence. For emergencies, students may be absent from class but should submit the leave application form and related proof not more than 5 working days after their absence. CIUM will only consider justifiable reasons related to personal illness, work and force majeure (excluding personal or vacation leave reason), and must provide related proof including medical certificate for personal illness reason and company letter for work related reason. Applications are subject to the approval of CIUM.

2.5. Class Regulations

- 2.5.1. Sit-ins are not permitted, and bringing along family and friends to sit-in the class is prohibited as well.
- 2.5.2. Do not take photos, videos and sound recording inside the classroom without prior consent of CIUM.
- 2.5.3. All electronic devices that can produce sound should be turned off during class, including mobile phones.
- 2.5.4. Do not operate any Information Technology (IT) or AudioVisual (AV) equipment in the classroom without the presence of the instructors or staff.
- 2.5.5. Personal belongings should not be left unattended at any time during the class. CIUM will not be responsible for any loss of personal belongings.
- 2.5.6. Students are not permitted to publicize any of the teaching materials (powerpoint slides, videos etc.), and cannot be used for commercial purposes without the permission of CIUM. Once found, CIUM will reserve the right to pursue legal action.

3. Personal Data Collection Statement

I hereby agree and acknowledge that:

- 3.1. I have provided the above information to CIUM for the respective course application. Such personal information is for establishing student record for the purpose of student services and statistics purposes.
- 3.2. My personal information and document submitted might be forwarded to government departments or administrative bodies within and outside Macao SAR Government when deemed necessary.

- *This guideline encompasses Chinese and English versions. If there is any discrepancy, the Chinese version shall prevail.* -