



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

更新日期：2022 年 6 月 10 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；若符合，請正確填寫報名表格及上傳相關證明檔（如需要），並確保上傳文件為原件及其真實性。

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，且出現上述情況兩次以上，則該學員會被 CIUM 永久取消報名資格。

1.2. 報名要求

1.2.1. 報名人必須為年滿十八歲或以上，且持有合法留澳證明文件的非中文母語者。

1.2.2. 各課程之入學條件不同，詳情請參閱各課程報名表細則。

1.2.3. 對於同一水平的課程，已報讀過的學生最多只可重複報讀一次。

1.3. 課程更改或取消

1.3.1. 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取消課程或更改地點，CIUM 將對課程時間/地點的安排進行調整並通知學員。

1.3.3. CIUM 保留在有需要的情況下根據學員水平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中遲到或早退時長共計超過 15 分鐘，將被視作一次缺席。

2.2.2. 若缺勤率（沒有合理理由）超過百分之二十（即缺席次數多於 6 節課），則視為未達到 CIUM 結業要求，不得參與期末考試及領取結業證書。若出現上述情況兩次以上，則該學員會被 CIUM 永久取消報名資格。



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2.2.3. 若缺勤率(沒有合理理由)達到百分之三十(即缺席次數達到 10 節課),則將被 CIUM 取消本學期上課資格;若出現上述情況兩次以上,則該學員會被 CIUM 永久取消報名資格。

2.2.4. 學員若在一對一輔導中缺席或遲到超過 15 分鐘,CIUM 將不予補課。

2.3. 證書

2.3.1. 出勤率達到百分之八十(即出席至少 24 節課),參與期末考試的所有部分,且期末考試的總成績為 D 及以上的學員,將獲發結業證書。

2.3.2. CIUM 會在確認名單後,向獲頒結業證書者發送郵件,請參見郵件所示時間及地點領取證書。

2.3.3. 學員須於 CIUM 通知證書領取日期按時前往通知/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。逾期未領取者,恕不補發。

2.3.4. 對於由學員個人原因造成的證書遺失或損毀,恕不補發。

2.3.5. 優秀學員證書(如有):向達到 CIUM 結業要求,且平時課堂表現、作業完成情況、出勤情況、一對一考試成績及期末成績等總排名優秀的學員頒發。

2.3.6. 全勤證書(如有):向達到 CIUM 結業要求,且出勤情況優秀(無任何合理及不合理缺勤、遲到、早退記錄)的學員頒發。

2.4. 請假

2.4.1. 有請假意願的學員,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,緊急情況可於缺勤日後 5 個工作日內向 CIUM 發送郵件並遞交證明文件。CIUM 僅接受以疾病、工作及其他不可抗力(個人或外遊原因除外)為由的請假申請,並須提供請假表及相關證明檔。病假須遞交醫生證明,工作相關請假須遞交公司證明。

2.4.2. 按時遞交相關有效證明的與工作有關的請假申請,每個學期最多只可通過三次。

2.4.3. 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、私自帶領朋友或家人旁聽。

2.5.2. 未經 CIUM 允許,不准在課室內攝影、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. 個人財物須小心保管,如有任何遺失,概不負責。

2.5.6. 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,將追究其法律責任。



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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、建立學生資料庫及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: 10 June 2022

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 non-native Chinese speaker, with 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.
- 1.2.3. Students can only re-take the same level of Mandarin course for once.

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.



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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 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 class early with a span of 15 minutes or more in total (for a 1.5 hours class session), will then be considered as absent for that class session.

2.2.2. Students will be prohibited to sit for the final assessment and receive a Certificate of Completion if their absence rate (without legitimate reasons) exceeds 20% (i.e. absent for more than 6 classes). 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) reaches 30% (i.e. absent for 10 classes). 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 15 minutes or more to the one-on-one tutorial sessions.

2.3. Certificates

2.3.1. Students who have fulfilled the 80% attendance requirement (i.e. attended at least 24 classes), participated in all parts of the final assessment, and obtained a final grade of D or above in the final assessment, will be issued a Certificate of Completion.

2.3.2. CIUM will notify the qualified students to collect the Certificate of Completion 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 as per 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 (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.



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2.3.6. Perfect Attendance Award (if any): Students who have fulfilled the course completion requirements will be eligible to run for the Perfect Attendance Award, depending on their attendance (no record of absence(s) with justifiable and non-justifiable reasons, late arrival and/or early dismissal in any of the classes).

2.4. Leave Application

2.4.1. 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.

2.4.2. Students who would like to apply for leave due to work-related reason, given that they provide valid proof within the stated period, will only be permitted to waive for their absences for three times, at maximum, for each semester.

2.4.3. Absences due to any other reasons will not be accepted, and CIUM will reserve the final right to make decisions in case of any disputes.

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.



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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.* -