



## School of Continuing Studies

### Professional / Short / Training Courses Enrollment Guidelines and Regulations

#### 1 Enrollment Requirements

All people are welcome to enroll our courses. Some courses are with pre-requisites and specific requirements, please refer to the relevant course flyers for details.

#### 2 Enrollment Procedures

##### 21 <https://cos.studies.must.edu.mo/csc/PersonalInfo.do>

Applicants first register their personal information through the Online Application System (OAS) (<https://cos.studies.must.edu.mo/csc/PersonalInfo.do>). (Remarks: In exceptional circumstances, applicants can download the application form.)

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If applicant wishes to settle the course fee by using DSEJ Continuous Improvement and Development Program (also known as “PDAC”), he / she needs to bring the original ID card and come to our school in person. If can't apply in person, he / she can authorize another person to handle by filling an authorization form (please click [here](#)), and bring along his / her ID photocopy and ID of trustee.

##### 23 Documents to be submitted

- Print out of the online application form with the applicant's signature
- Photocopy of Macao ID Card (if applicable), original is required for verification
- Photocopy of other Identification Documents (for Non local residents)

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**One 1.5' colored photo (if applicable)**
- **Photocopies of relevant educational certificates (if applicable)**
- **Photocopy of Professional Qualifications (if applicable)**

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**If by mail, please send the above documents together with tuition fee (by Cheque or Cashier Order) to our school. We shall acknowledge upon receiving of your application**

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**Mailing address Rm O204, 2F Block O, Macau University of Science and Technology  
Avenida Wi Long, Taipa, Macau  
School of Continuing Studies  
Macau University of Science and Technology**

### **3 Class Size**

**The class size is limited, enrollment will be on first come first served and payment in full basis. The SCS reserves the right to stop the enrollment or cancel the course in case of insufficient enrollment.**

### **4 Payment Method**

**41 / " " "SCHOOL OF CONTINUING STUDIES MACAU UNIV. OF SCIENCE AND TECHNOLOGY" / 5000 (HKD/MOP) 1:1**

**Tuition fee and materials fee (if any) should be paid by cash or by cheque / Cashier Order (Please make payable to "SCHOOL OF CONTINUING STUDIES MACAU UNIV. OF SCIENCE AND TECHNOLOGY"). Cash is accepted for payment of not more than MOP5000**

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**For courses under the FDAC scheme (Note: Material fee and other fee are not SCS)**

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documents via our school

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For refund amount, applicant should come to collect the amount within 6 months from notification. Otherwise, the case will not be handled.

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If applicant is not able to collect refund, he / she may authorize other to process. Authorized reason should bring along an authorization letter signed by applicant, photo copies of their identity cards.

## 6 Class administration

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Participants should present all classes on time, and sign the attendance sheet. Signing the attendance for other people is strictly prohibited.

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For absence due to sickness or other reason, he / she should submit application with supporting documents (for example, medical certificate).

## 7 Suspension of classes

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([www.must.edu.mo](http://www.must.edu.mo))

<https://www.must.edu.mo/registry/cunent/arrangement>

When the Typhoon or Rainstorm Warning Signal is hoisted, the following measures should be taken. For classes and examinations arrangements, the University will inform the participants of the details through the local television / radio or the MUST website. Please check the information on MUST website regarding "[Adverse Weather Arrangements](#)".

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For class suspension by our School, such as sick leave of instructor, we shall inform participants by SMS and / or email.

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The SCS will reschedule all the usual documents

<http://www.dsej.gov.mo/pdac/2017/index.php>

Many of our courses are under the DSEJ's PDAC Scheme. Please visit DSEJ website for details of PDAC.

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Macao citizen may visit DSEJ web or kiosks (at [DSEJ's centres](#) or [Life Long Education Service Centres](#)) for one's own usage of the continuing education funding.

**Notes:** Our School reserves all rights to amend and interpret the Guidelines and Regulations. In case of any disputes, the decision of our School should be final.