



## MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

### School of Liberal Arts

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

#### 1. Enrollment Requirements



Photocopy of Professional Qualifications (if applicable)

2.4.

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.

O 6 O607

Mailing address: Rm O607, 6/F Block O, Macau University of Science and Technology,  
Avenida Wai Long, Taipa, Macau  
School of Liberal Arts  
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 School reserves the right to stop the enrollment or cancel the course in case of insufficient enrollment.

### 4. Payment Method

4.1 / N C J J G J A  
LIBERAL ARTS MACAU UNIV. J A N D I I O C I J G J B  
/ 5,000  
(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 N C J J G J A LIBERAL ARTS MACAU UNIV. OF SCIENCE I O C I J G J B ) r payment of not more than MOP5,000.

4.2 -

18

For courses under the PDAC scheme (Note: Material fee and other fee are not covered). Applicant should bring along original Macau ID to process the enrollment in person. If applicant is under 18 years old, his / her parent or guardian should sign the application form. D K AC account is not enough to cover the tuition fee, he / she needs to pay the balance by their own.

4.3 -

30%

70%

According to DSEJ PDAC scheme, if tuition fee is to be paid by the scheme, 30% of tuition fee will be deducted as a guarantee. When the applicant finished the course with attendance of 70% or more, that guarantee amount will be returned to his/her PDAC account.

4.4

All payment made is not refundable (except that the course is cancelled by the School) nor transferable. Hence, one should consider if the course outline and class schedules fit for him/her before enrolling the course.

4.5

For schedule change before class commencement, applicant may consider to join the new class or another class of the course. The tuition fee and material fee will be transferred to the new class.

## 5. Withdraw / Refund

5.1.

If applicants apply to withdraw, tuition fee and material fee are not refundable or transferable. For fee wholly or partly paid by PDAC scheme, the tuition is not refundable nor transferable. The associated guarantee amount is not refundable too.

5.2.

For application of refund in the special situations, tuition fee and material fee will be refunded only after confirmation of relevant documents submitted:

- Course cancellation by the School due to insufficient enrollment or other reason.



Class schedule change before class commencement and applicant is not able to attend the postponed class or another class of course. Applicant has to submit a withdrawal application within the specified period of time.



For sickness or other irresistible reasons, applicant is not able to complete the whole course, he / she can apply for refund of the guarantee amount with relevant supporting documents via our school.

5.3.

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

5.4.

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

### 6.1.

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

### 6.2.

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

## 7. Suspension of classes

### 7.1

/

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

<https://www.must.edu.mo/registry/current/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 [Adverse Weather Arrangements](#) )

### 7.2

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

### 7.3

The School will reschedule the cancelled class(es) to a later date and will inform participants of the details by SMS and / or e-mail.

## 8. Certificate

70%

Certificate will be issued if participant achieves attendance of 70% or more (some courses may have different required attendance rate), and fulfills other assessment criteria (if applicable).

## 9. Others

/ /

<https://www.dsej.gov.mo/pdac/2020/index.php>

Many of our courses are under the DSEJ (K N )K DSEJ website for details of PDAC.

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