



澳門生產力暨科技轉移中心 - 報讀須知  
MACAU PRODUCTIVITY & TECHNOLOGY TRANSFER CENTER -  
NOTES FOR COURSE APPLICATION

### 報讀資格

1. 凡年滿 14 歲或以上之合法在澳人士均可申請報讀 CPTTM 公開課程(有特別註明除外)。
2. 申請人須符合個別課程的修讀條件。
3. 若學員提供虛假資料，CPTTM 有權取消學籍及所頒發的證書及資格。

### 報名手續

1. 親身報名 - 請填寫課程報名表格，連同身份證明文件及課程要求的其他文件前往 CPTTM 屬下任何一個辦事處辦理有關手續。
2. 傳真報名 - 申請人須以信用卡繳付費用；從 CPTTM 網頁下載報名表格，填妥後連同身份證明文件及課程要求的其他文件傳真給 CPTTM。
3. 所有課程費用必須在遞交報名表時繳付，報名才可作實(有特別註明除外)。CPTTM 將不會處理未填妥之表格或沒有繳交費用之表格。
4. 報名作實後，學員應依照課程單張上列出的時間表上課，將不會再獲 CPTTM 通知。如上課時間表有任何變動，CPTTM 會致電或以流動電話短訊通知學員。

### 截止報名日期

除課程單張另有註明外，報名已先到先得為準則，額滿即止。

### 繳費方法

申請人可用現金、中銀卡、支票或信用卡繳交費用。請注意：

1. 如使用支票，抬頭請註明 “CPTTM”。
2. 報名申請須在支票過數後或信用卡付款在信用卡中心批核後，方可作實。

### 學費/收據

親身報名的申請人，繳付費用後會即時獲發收據；以傳真報名的申請人，將於第一堂課當日獲發收據。除因 CPTTM 取消課程或於開課前更改時間表外，一切已繳費用恕不退回，亦不得轉到其他課程。領取退款時，請攜同有關收據。退款方式如下：

- 如果是以現金或中銀卡繳付費用，CPTTM 只可透過支票發還 (抬頭為學員姓名)。
- 如果是以支票繳付費用，CPTTM 只可透過支票發還 (抬頭為原本支票的發出人)。  
註：如要更改學費退款支票的抬頭，學員須填交資料更改申請表，供 CPTTM 批核。
- 如果是以信用卡繳付費用，CPTTM 只可將退款直接存入持卡人的信用卡戶口。

### 轉讓學額

在開課前，學員可因為工作(須提供僱主證明信)或健康(須提供註冊醫生證明信)理由，向 CPTTM 申請將學額轉讓給另一位申請人，惟 CPTTM 保留接納轉讓申請與否的權利。

### 上課地點

上課地點已註明在課程單張內。學員請於上課前到註冊處查看課室編排表。

### 課程編排改動

CPTTM 有權取消課程，或更改上課時間、地點、導師、內容等有關課程的種種編排，無需作事前通知。

### 颱風期間之課堂安排

有關颱風期間課堂取消的安排將列明在學員通告內(於第一堂時派發)。學員亦可留意 CPTTM 於電台或電視台之廣播。CPTTM 亦會以流動電話短訊或電話通知學員有關補課的安排。



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### 上課點名及出席率

學員請準時上課，上課點名由導師在課室內進行，遲到 15 分鐘或以上及無故早退者，當缺席計。學員不可代他人點名，如被發現，CPTTM 有權終止學籍，所繳款項亦概不發還。CPTTM 有權要求學員出示身份證以核實身份。個別課程的出席率要求已列明在課程單張及學員通告內(於第一堂時派發)。

如因工作或生病不能上課，學員須在缺席後 5 天內向 CPTTM 遞交僱主或註冊醫生的書面證明，CPTTM 保留接納為合理缺席與否的權利。在任何情況下，合理缺席不能超過課程出席率的百分之二十。

### 領取證書通知

學員將在課程/考試完成後三個月內(有公開考試的課程除外)接獲 CPTTM 以流動電話短訊或電話通知領取證書。如在課程/考試完成後三個月尚未接獲通知，請學員致電 CPTTM 查詢。

學員應於此通知日起三個月內領取證書。CPTTM 不會保留逾期未領取的證書，亦不會補發證書；學員如有需要，可向 CPTTM 申請成績記錄。

### 費用

所有課程相關費用的調整，恕不另行通知。

### 課室規則

1. 課室內不准飲食。
2. CPTTM 範圍內嚴禁吸煙。
3. 課堂上不可錄音/錄像(經 CPTTM 培訓主任特別批准的情況除外)。
4. 如學員違反 CPTTM 規則，CPTTM 培訓主任有權終止學員的學籍，所繳費用亦概不發還。

### 課程單張

最新課程單張可在 CPTTM 培訓網頁瀏覽。

### 個人資料的收集

學員在報名表格所提供的個人資料，CPTTM 會用作處理報名和學員事務、統計分析及傳遞 CPTTM 服務資訊的有關事宜。學員有權查詢及更改其個人資料；如欲更改其個人資料，須填妥資料更改通知表格交回 CPTTM。

### CPTTM 人力資源提升獎勵計劃

為鼓勵本澳居民終生學習，CPTTM 設有「人力資源提升獎勵計劃」。成功完成被納入獎勵計劃的公開課程之學員，可獲頒「CPTTM 學習獎勵券」；詳情可參閱有關單張或瀏覽 CPTTM 培訓網頁。



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### Enrollment Criteria

1. Enrollment is open to individuals legally resided or stayed in Macao, whose age is 14 or above (unless otherwise stated).
2. Applicants must meet the pre-requisites of individual courses.
3. CPTTM reserves the right to cancel a student's enrollment or the award of certificate if the information provided by the applicant is inaccurate.

### How to enroll:

1. Walk-in Enrollment – Please complete the Course Enrollment Form and submit it together with identity card and other documents required by the course to one of the CPTTM offices.
2. Enrollment by Fax – Applicants must pay via credit card; please download and complete the Course Enrollment Form from CPTTM training website, fax it together with the identity card, as well as other documents required by the course to CPTTM.
3. Unless otherwise stated, all fees are to be paid immediately upon submission of Course Enrollment Form. Enrollment can only be confirmed after the fees have been paid. CPTTM will not process incomplete forms and forms received without payment.
4. Once enrolled, students should attend the course according to the schedule stated in the Course Pamphlet; there will not be any further notice from CPTTM. In case of schedule changes, CPTTM will notify the students by mobile SMS or by phone.

### Deadline for Application

Unless otherwise stated in the Course Pamphlet, enrollment is accepted on a first-come-first-served basis.

### Payment Methods

Fees can be paid by cash, BOC card, cheque or credit card. Please note:

1. For cheque, please make it payable to "CPTTM."
2. Enrollment is confirmed only after the cheque has been cleared by the bank or credit card transaction approved by the card center.

### Course Fees/Receipt

For walk-in enrollment, receipt will be issued immediately upon payment; for enrollment by fax, the applicant will collect the receipt on the first day of class. All fees paid are non-refundable and non-transferable to other courses, unless the course is canceled or rescheduled by CPTTM prior to the start of the course. Please bring along the receipt when collecting the refund. In cases of refund:

- if payment is by cash or BOC card, CPTTM can only arrange refund by cheque, made payable to the student.
- If payment is by cheque, CPTTM can only arrange refund by cheque, made payable to the original cheque issuer. (*Note: To request a change in the recipient of the refund cheque, the student needs to complete the Information Change Application Form and submit it to CPTTM for review.*)
- If payment is by credit card, CPTTM can only arrange refund by a direct credit to the Cardholder's credit card account.

### Transferring Enrollment to Another Applicant

Prior to the start of the course, due to work-related (proven by letter from the employer) or health reasons (proven by medical certificate from a registered doctor), a student can apply to transfer his/her enrollment to another applicant. CPTTM reserves the right to approve or reject this transfer.

### Class Venue

The class venue is specified in the Course Pamphlets. Please consult the classroom directory at the CPTTM Registry upon arrival at the venue.

### Course Re-arrangement

CPTTM reserves the right to cancel its courses, or to change the schedules, instructors, venue, content and any other course arrangements without prior notice.



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### Class Arrangement in Times of Typhoons

Class suspension in cases of typhoons will be stated in the Memo to Students distributed on the first day of class. Students can also pay attention to CPTTM's announcement over radio or television. CPTTM will inform students by mobile SMS or by phone about make-up classes.

### Class Attendance

Students are expected to attend classes punctually and attendance of students will be taken in the classroom by the instructor. If a student is late for over 15 minutes or leaves before the end of class session without justifiable reason, this will be counted as absence. Taking attendance for another student is not allowed. If found, CPTTM has the right to terminate their studies and the fees paid will not be refunded. CPTTM has the right to ask the students to present their identity cards for verification purpose. Attendance requirement is stated in the Course Pamphlets as well as in the Memo to Students distributed on the first day of class.

If a student cannot attend a class due to work or medical reasons, the student needs to submit to CPTTM a written notice from his/her employer or registered doctor within 5 days after the absence. CPTTM reserves the right to accept or not the situation as justified absence. In any circumstance, justified absence cannot exceed 20% of the required level of attendance.

### Notification of Certificate Collection

Unless otherwise stated, students will be notified by mobile SMS or by phone to collect their certificates (and course fee reimbursement if applicable) within three months after completion of the course / exam (except for courses with public exams). Please contact CPTTM if you do not receive the notification after this three-month period.

Students should collect their certificates within three months from the date of notification. CPTTM will dispose of certificates that have not been collected beyond this period. Since certificates cannot be re-issued, students can apply for a Record of Training Performance from CPTTM.

### Fees

All course-related fees quoted are subject to change without further notice.

### Classroom Discipline

1. No eating or drinking is allowed in all classrooms.
2. Smoking is prohibited in all areas of CPTTM.
3. Audio/video recording in the class is not permitted (unless prior approval has been granted by the CPTTM Training Officers).
4. CPTTM Training Officers have the authority to terminate the studies of any student who violates the CPTTM rules, and the fees paid will not be refunded.

### Course Pamphlets

The latest Course Pamphlets are available on the CPTTM Training webpage.

### Collection of Personal Data

Personal data provided by the students on the enrollment forms are used by CPTTM for purposes related to the processing of enrollment and student administration, the compilation of statistical reports and the communication of information about CPTTM services. Students have the rights to request access to and make correction of their personal data. Students wishing to amend their personal data should submit written requests to CPTTM by using the Personal Data Amendment Form.

### The CPTTM Award Scheme for Human Resources Upgrading

To encourage continuous upgrading and lifelong learning, CPTTM has set up the "CPTTM Award Scheme for Human Resources Upgrading" for local residents. "CPTTM Learning Award Coupons" will be granted to the students who have successfully completed designated CPTTM public courses. For details, please refer to the Award pamphlet or browse the CPTTM Training webpage.