



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 15 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 - 填寫課程報名表格，連同 a) 澳門居民身份證 / 外地僱員身份認別證 / 其他身份證明文件 及 b) 課程所要求的其他文件 (如適用) 前往 CPTTM 屬下任何一個辦事處辦理有關手續。
2. 電郵/傳真報名 - 從 CPTTM 網頁下載報名表格，填妥(包括以信用卡付款資料)後，連同其他相關文件 (如適用)傳真/電郵至 CPTTM 屬下任何一個辦事處辦理手續。
3. 網上報名(適用於指定課程)- 前往這個網址 www.cpttm.org.mo/training 完成手續。

請注意：

1. 使用澳門特區政府「持續進修發展計劃」繳付課程費用的人士，須親身前往 CPTTM 屬下任何一個辦事處辦理有關手續，並細閱該計劃的資助指引(www.dsedj.gov.mo/pdac)。
2. 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。
3. 完成報讀手續後，學員應依照課程單張上列出的時間表上課。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，報名以先到先得為準則，額滿即止。

繳費方法

申請人可用現金、中銀卡、支票、信用卡、澳門通錢包 (手機支付)或「持續進修發展計劃」繳付費用。請注意：

1. 如使用支票，抬頭請註明“CPTTM”或“澳門生產力暨科技轉移中心”。
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。
3. 「持續進修發展計劃」繳費方法只適用於已獲該計劃批准的課程。

學費/收據

親身或網上報名的申請人，繳付費用後會即時獲發收據；以傳真/電郵報名的申請人，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：

- 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)。
- 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。
- 以信用卡繳付費用 - CPTTM 只可將退款直接存入用以支付該報讀交易之信用卡戶口中。
- 以澳門通錢包 (手機支付)繳付費用 - CPTTM 只可將退款直接存入用以支付該報讀交易之澳門通錢包戶口中。
- 以「持續進修發展計劃」繳付費用 - 退款將按照該計劃的資助指引進行(www.dsedj.gov.mo/pdac)。

轉讓學額

在開課前至少 5 天，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。



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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

颱風期間之具體停課安排已註明在第一堂派發的學員通告內，學員應細閱及留意 CPTTM 於颱風期間在電台或電視台之廣播。有關補課安排，CPTTM 其後會以流動電話短訊或電話通知學員。

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。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)。

如因工作或生病而缺席上課，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。

場地及課室管理規則

學員必須遵守 CPTTM 所有現行的場地及課室管理規則，包括(但不限於)：

1. 課室內不准飲食。
2. CPTTM 範圍內嚴禁吸煙。
3. 在 CPTTM 範圍內及在課堂上均不可錄音/錄影(經 CPTTM 特別批准的情況除外)。

如學員違反 CPTTM 規則，CPTTM 當值員工有權即時作出適當處理；如 CPTTM 決定終止學員的學籍，所繳費用概不發還。

課程單張

最新課程單張可在 CPTTM 培訓網頁(www.cpttm.org.mo/training)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；若需更改個人資料，須填妥資料更改申請表交回 CPTTM。



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Enrollment Criteria

1. Enrollment is open to individuals legally resided or stayed in Macao, whose age is 15 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 – complete the Course Enrollment Form and bring along a) the Macao SAR Resident Identity Card (BIR) / Non-Resident Worker's Identification Card / Other Identification document, and b) other required documents (if applicable) to one of the CPTTM offices.
2. Enrollment by Fax/Email – download and complete the Course Enrollment Form (including the credit card payment details), and email/fax it together with other required documents (if applicable) to CPTTM.
3. Online Enrollment (for specified courses) – visit www.cpttm.org.mo/training to complete the enrollment procedure.

Please note:

1. Individuals using the “Continuing Education Development Program (PDAC)” of the Macao SAR Government to settle course fees need to present themselves personally at one of the CPTTM offices. Please read carefully the PDAC regulations available at www.dsedj.gov.mo/pdac.
2. 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.
3. Once enrolled, students should attend the course according to the schedule stated in the Course Pamphlet. 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, credit card, MacauPay (By Mobile Apps) or PDAC. Please note:

1. For cheque, please make it payable to “CPTTM” or “Macau Productivity and Technology Transfer Center”
2. Enrollment is confirmed only after the cheque has been cleared by the bank or credit card transaction approved by the card center.
3. PDAC can be used only for courses approved under this program.

Course Fees/Receipt

For walk-in or online enrollment, receipt will be issued immediately upon payment; for enrollment by fax/email, 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:

- For payment by cash or BOC card - CPTTM can only arrange refund by cheque, made payable to the student.
- For payment 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.*)
- For payment by credit card - CPTTM can only arrange refund by a direct credit to the credit card account that has been used for the enrollment transaction.
- For payment by MacauPay (mobile app) - CPTTM can only arrange refund by a direct credit to the MacauPay account that has been used for the enrollment transaction.
- For payment by PDAC – The refund has to be processed according to the PDAC regulations (www.dsedj.gov.mo/pdac).

Transferring Enrollment to Another Applicant

A student can apply to transfer his/her enrollment to another applicant provided that this is due to work-related (proven by letter from the employer) or health reasons (proven by medical certificate from a registered doctor), and the application is made at least 5 days prior to the start of the course. 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.

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 should read carefully and also pay attention to CPTTM's announcement over radio or television. CPTTM will later 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 is absent from 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.

Site & Classroom Regulations

Students are required to abide by all prevailing CPTTM site and classroom regulations, including (but not limited to):

1. No eating or drinking is allowed in the classrooms.
2. Smoking is prohibited in CPTTM premises.
3. Audio/video recording on CPTTM premises or during training is not allowed (unless prior approval has been granted by CPTTM).

The CPTTM staff-on-duty have the authority to immediately take appropriate action against a student who violates the CPTTM regulations. If CPTTM decides to terminate the student's studies, the fees paid will not be refunded.

Course Pamphlets

The latest Course Pamphlets are available on the CPTTM Training webpage (www.cpttm.org.mo/training).

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 Information Change Application Form.