



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 together with bank deposit record (please remark Student Name and Course Code), 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.
4. CPTTM reserves the right to postpone or cancel a course due to insufficient enrollment or other reasons. In the event of any changes to the course arrangement, CPTTM will notify the students by mobile SMS or by phone at least 3 working days before the course commencement date.

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, cheque, credit card, debit card, “Macao Simple Pay”, local direct deposit or PDAC. Please note:

1. For payment by cheque, please make it payable to “CPTTM” or “Macao Productivity and Technology Transfer Center”
2. For payment by local direct deposit, the CPTTM account information as follows:
 - Bank Account Name: CPTTM
 - Account No. (MOP): 180101207860656
 - Bank Name & Address: Bank of China Macau Branch - Avenida Doutor Mario Soares, Edificio do Banco da China, Macau (SWIFT: BKCHMOMXXXX)
 - Important Notes:
 - ✓ Please remark “Student Name” and “Course Code” when making the deposit.
 - ✓ Please retain the “deposit record” and email it together with the enrollment form to training@cpttm.org.mo.
3. Enrollment will only be confirmed after the cheque has cleared, the transfer has been successfully completed.
4. PDAC can be used only for courses approved under this program.



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Receipt & Refund Arrangement

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/exams (unless the course is canceled or rescheduled by CPTTM prior to the start of the course). The refund arrangement is specified as follows:

1. For payment by cash/local direct deposit - refund by cheque (made payable to the applicant)
2. For payment by cheque – refund by cheque (made payable to the original cheque issuer)
3. For payment by credit card/ debit card – refund by a direct credit to the credit card/debit/card used for the enrollment transaction (subject to the refund period limitation of the credit card/debit card).
5. For payment by “Macau Simple Pay” – refund according to the original route of payment (subject to the refund period limitation of individual mobile payment apps)
6. For payment by “Programa de Desenvolvimento e Aperfeiçoamento Contínuo” (PDAC) – refund 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 Adjustments

CPTTM reserves the right to modify various aspects of the course, including the schedule, location, instructors, and teaching content, without prior notice. For the latest course information, please refer to the Course Pamphlet on the CPTTM training webpage.

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.



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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 on CPTTM premises.
3. No photo taking, video and sound recording is allowed on CPTTM premises and in the classrooms without consent of 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.

Photo and Video Taking

CPTTM reserves the right to take photos or videos in the classroom at any time, primarily for records and course review purposes. Some recorded images may be used for CPTTM's promotional activities without prior notice. All photographs and videos taken by CPTTM are owned by CPTTM. If students have any objections, please notify CPTTM in advance.

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.