



DEFERMENT OF STUDY / WITHDRAWAL FROM STUDY

(For Bachelor's Degree Programmes)

Important Notes

- Students who apply for deferment of study or withdrawal from study are required to complete the **Application Form for Deferment of Study / Withdrawal from Study (REG/Form/008)** and **Check-Out Form (REG/Form/002)** and clear all outstanding items with the departments concerned.
- Students who cannot complete this application in person may authorize a representative to complete it on his/her behalf by completing and signing the **Authorization** on the back page of this application form. The authorized representative must submit this application form together with the **I.D. copies of both parties**.
- If students leave the University in the course of study without going through the check-out procedures, no official document (such as testimonial and transcript) will be issued.
- The total duration for deferment and withdrawal of study should not exceed six semesters altogether. No resumption or re-admission of study will be considered if students have deferred or withdrawn for more than 6 semesters cumulatively.
- All resuming and re-admitted students should pay their tuition fees according to the tuition schemes of the resuming/re-admitted year and are required to check the study plan with the general office of the academic unit concerned.

Student Information

Name: _____ Student No.: ---
 Academic Unit: ☐ FAH ☐ FBA ☐ FED ☐ FHS ☐ FLL ☐ FSS ☐ FST
 Major/Specialization: _____
 Honours Programme (if applicable) Year of Study: ☐ Year 1 ☐ Year 2 ☐ Year 3
 Contact No.: _____ E-Mail: _____
 ❖ Notification will be sent through e-mail upon update of student statuses.

Application for

<input type="checkbox"/> Deferment of Study for <input type="checkbox"/> 1 / <input type="checkbox"/> 2 semester(s)	<input type="checkbox"/> Withdrawal from Study
<ol style="list-style-type: none"> Students who wish to postpone their studies at the University should apply for deferment of study. Application for deferment of study from a withdrawn or inactive student will not be considered. Students can apply for deferment of study for not more than 2 semesters at one time. If students wish to defer their studies for more than 2 semesters, they must submit another application 4 weeks before the end of the previous approved period of deferment. 	<ol style="list-style-type: none"> Students who wish to terminate their studies at the University prior to graduation should apply for withdrawal of study.

Reason for deferment/withdrawal :

- ☐ Financial problem
☐ Health problem (Students are required to submit medical certificates issued by practitioner/recognized hospitals)
☐ Others, please specify: _____

For non-local students only

- ☐ I hereby declare to renounce and cancel my 'Special Authorization to Stay' for student in Macao and consent to have the declaration given to the Residence and Stay Affairs Department by the University of Macau.

❖ I declare that the information provided in this application form is correct and I have acknowledged and understood the following <Personal Data Collection Statement of the Registry of the University of Macau> stated below:

The University of Macau, in accord to the purpose of providing the related administrative services requested by applicants, requires applicants to fill in this application form and submit to the Registry. The personal data collected in the form will only be used for the mentioned purpose and may also be transferred within the University and to entities that are in accordance with legal provision or with your prior consent, for the purpose of carrying out the related procedures. The transmission of personal information over the Internet may lack protection and security. There is a risk that your information may be accessed or used by an unauthorized third party.

The application will not be proceeded if applicants fail to fill in any of the mandatory fields as required in the application form in accord to the personal-identification and education-related information.

To make correction of your personal data held by the University or to apply for related testimonials, undergraduate students can submit the request to the Registry while postgraduate students should contact the Graduate School.

Applicant's Signature: _____

Date: _____ / _____ / _____

For Academic Unit's Approval		
Major Programme	Remarks	Signature of Dean of Academic Unit and stamp
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		Date: _____ / _____ / _____
Honours Programme	Remarks	Signature of Dean of Academic Unit and stamp
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		Date: _____ / _____ / _____

STATEMENT FOR COLLECTING PERSONAL CONTACT INFORMATION

(For individuals applying for UM services that are covered by the "Public Services and Organizational Performance Review System" and for which user satisfaction surveys will be conducted)

The Macao SAR government is implementing the "Public Services and Organizational Performance Review System" to monitor the quality of services provided by public entities. For this purpose, the University of Macau (UM) hereby seeks your consent to the collection of your personal data for a user satisfaction survey to be conducted in the future for continuous improvement of our service quality.

- In order to provide the requested service, the application form as you have completed will be submitted to the academic unit concerned. The personal data collected therein will only be used for purposes related to your application and your contact information may also be transferred within UM and to entities required by law or with your prior consent, for the purpose of carrying out the related procedures.
- For improvement of its service quality, UM periodically conducts user satisfaction surveys and your personal contact information may be used for this purpose. The data may be transferred to individuals/institutions in or outside Macao only where the processing of your case requires our contact with those individuals or institutions as well as transmission of your data to them.
- UM observes the principles regarding personal data protection, ensuring the confidentiality and integrity of the personal data collected.
- In accordance with the *Personal Data Protection Law*, UM may process your data by automatic or non-automatic means, including comparing your data with those kept by other competent authorities for verification.
- You have the right to request access to, rectification or update of the personal data conserved in UM in accordance with the *Personal Data Protection Law*.

☐ **I have read and understood the above and hereby unambiguously consent to the processing of the data concerned by the University of Macau.**

☐ **I have read and understood the above but do not consent to the processing of the data concerned by the University of Macau.**

AUTHORIZATION

I (Name) _____ (I.D. No _____) hereby authorize
 (Name) _____ (I.D. No _____) to act on my behalf
 to apply for deferment of study / withdrawal from study.

I declare that the information provided in this authorization is correct and I have acknowledged and understood the <Personal Data and Collection Statement of the University of Macau/the Registry of the University of Macau>.

Signature: _____ Date: _____ / _____ / _____

Note: Please submit this authorization together with the I.D. copies of both parties.

Receipt	Signature and Stamp of REG
The application for deferment of study / withdrawal from study has been received from the student (Name) _____ (Student No.: □-□□-□□□□-□) on _____ / _____ / _____. Students are required to complete the Check-Out Form (REG/Form/002) and clear all outstanding items with the departments concerned.	Date: _____ / _____ / _____
REG/Form/008	Updated on 14/04/2023