



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU



鄭裕彤書院  
CHENG YU TUNG COLLEGE

鄭裕彤書院  
興趣小組計劃書申請表  
CYTC

Interest Group Activity Proposal  
Application Form

興趣小組活動計畫書

Interest Group Activity Proposal

組織同學 Name of initiator(s)	Student Name    Student ID 1. 2. 3. 4. 5.		
活動名稱 Name of Activity		指導老師 Supervisor	
合辦單位 Co-organizer		參與人數上限 (至少十人，包括五位組織同學) Upper Limit of participants (at least 10 including the five initiators)	
活動日期及時間 Date and Time		聯絡電話 Contact Number	
活動負責人 Person in Charge		電郵 Email	
活動地點 Venue			
活動目的 Activity objectives	This activity confirms to which goals of college or competencies (it may confirm more than one)? <input type="checkbox"/> Noble Aspiration 大志 <input type="checkbox"/> Love of Humanity 大愛 <input type="checkbox"/> Cultural Refinement 大雅  <input type="checkbox"/> Healthy Living <input type="checkbox"/> Cultural Engagement <input type="checkbox"/> Interpersonal Relationship and Teamwork <input type="checkbox"/> Leadership and Service <input type="checkbox"/> Citizenship with Global Perspectives		
活動內容 Activity details	1. 2. 3.		
何以符合上述之活動目的 Expected outputs	1. 2. 3.		
風險評估及應對 (若有請填) Risk evaluation & management (optional)			



## 活動計畫書申請指引 | GUIDELINES FOR ACTIVITY PROPOSAL

### A. 一般條款 General Terms

- 填寫完的“活動計畫書”需於活動舉辦前十天遞交到書院辦公室。Complete the “Activity Proposal” and submit it to the General Office at least 10 days before the activity day.
- 每項活動須獨立填寫活動計畫書。Each activity should be filled in an individual form.
- 如獲得批核，書院辦公室將發送確認郵件給申請人。When approved, CYTC office will send the confirmation email to the applicant.
- 申請人在準備預算時必須小心謹慎，如非必要請避免在批核後作追加預算申請。Applicants are advised to be highly cautious in preparing budgets and are only allowed to apply additional budget once for each activity with justified reasons.
- 申請人須在計畫書獲得批核後，才能夠領取預支的款項。The applicant can only get the advance payment after the approval of the Activity Proposal.
- 活動結束後，申請人應向書院辦公室提交活動報告。詳情請參考活動報告指引。After the activity, the applicant should submit an activity report to CYTC office. Please refer to the Guidelines for Activity Report.
- 如要取消活動或延期舉辦，請即時通過郵件的形式向書院辦公室說明。If the proposed activity is cancelled or postponed, please inform the CYTC office by email, [cytcollege@umac.mo](mailto:cytcollege@umac.mo).

### B. 款項預支 ADVANCE PAYMENT

- 活動負責人可申請款項預支以支付其活動所產生的支出及雜項。The advance payment can be requested by the person in charge of an activity so as to accommodate immediate and miscellaneous expenses.
- 考慮到澳門大學之年終帳戶結算日期，款項預支申請必須於所屬年度12月15日前提交。任何在12月15日之後提交的申請將不被受理。In consideration of the closing of UM’s accounts, the request advance payment date should be on or before 15<sup>th</sup> December of that year. Any advance payment request made after 15<sup>th</sup> December will not be entertained.
- 申請人需 **親自** 前往書院辦公室提取款項並填寫“領取預支款項聲明書”。The applicant should go to the General Office **in person** for picking up the advance payment and s/he will be required to sign in the Declaration of Claiming Advance Payment.

**\*\*書院辦公室對所有活動申請之爭議及經費批核有最終決定權。Please be informed that CYTC has the final decision on disputed matters on College activities and granting budget.**

聯繫方式 Contact: 書院辦公室 (W23 G043室) Office (W23, G Floor Room G043)

#### 收集個人資料聲明 Personal Data Collection Statement

- 澳門大學根據第1/2006號法律作為一所公立高等教育機構，將處理在本表格內所收集的個人資料作舉辦活動、提供服務及聯絡之用。The University of Macau being a public institution of higher education as set in Law No. 1/ 2006, will process the personal data collected on this form for activity organization, service providing and contact purposes.
- 基於活動或服務所需，上述個人資料有可能轉交本澳或外地相關機構。Due to the needs of the activity or service, the personal data on this form may be transferred to other organizations in or outside Macao.