**機構培訓課程申請表（持續進修處）**

**Corporate Training Programme Application Form (Lifelong Learning Office)**

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| 公司或機構名稱  Name of Company or Organization |  | | | | |
| 申請人中文姓名  Name of Applicant (In Chinese) |  | | | | |
| 申請人英文姓名  Name of Applicant (In English) |  | | | | |
| 職銜  Position |  | | | | |
| 聯絡電話  Contact No. | 區號 Area Code (＋ ) | | | | |
| 電郵地址  E-mail Address |  | | | | |
| *以下資料將有助設計及配合　貴機構所需的培訓項目。\*（最終培訓方案將按客戶／機構與聖若瑟大學持續進修處雙方協商之培訓細節而定）The following information will be used to tailor training programme(s) to meet the needs of the organization. (The final proposal of the training programme will be generated according to the training details discussed between the client/organization and Lifelong Learning Office of the University of Saint Joseph)* | | | | | |
| 培訓課程名稱 （如有）或類別  Name of the Training Programme (If any) or Category |  | | | | |
| 培訓課程目的  Objectives of the Training Programme |  | | | | |
| 目標對象  Target Participants |  | | | | |
| 培訓課程主題  Training Topic(s) |  | | | | |
| 其他要求  Other Requirement(s) |  | | | | |
| 課程模式  Delivery Format  （請於適當的方格內填上🗸號）  (please 🗸 the appropriate box) | |  |  |  |  | | --- | --- | --- | --- | | 面授課程Face to Face Lecture  講座 Seminar |  | (一). 在讀之本地及非本地聖若瑟大學學生 | 聖若瑟大學之校友 | | 分組討論 Group Discussion  個案研究 Case Study  其他 (請註明) Others (Please specify): |  | 現任教學/行政職員 | 持續進修課程舊生 | | | | | |
| *請留意：因應防疫要求，為減少人群聚集，持續進修處須遵守衛生局對高等院校的課室座位限制要求，如需要進一步資料，可聯絡聖若瑟大學持續進修處查詢更多。*  *Note: Following the current Health Bureau Macao’s advice and maintain the required social distance, our office is required to follow its requirements. For more details regarding the number of seats of limitation, please contact the Lifelong Learning Office.* | | | | | |
| 上課人數  Class Size |  | 總教學時數  Total Teaching Hours: | | |  |
| 開辦期數  Number of Training Phases | *例如: 一共有100位學員參與培訓，每期參與人數25名，計劃分4 期分批進行。*  *For example: a total of 100 PAX participants participated in joining the training programme, and 25 PAX participants in each phase, there will be carries out in 4 phases in total.* | | | | |
| 課程預計開辦Expected to proceed（ ）期 phase(s) | | | | |
| 上課日程  Class Schedule | 開始日期Start date:（ ） | | | | |
| 結束日期 End date: （ ） | | | | |
| 時間Time: | | | | |
| 日程安排Schedule: | | |  | |
|  | |  | | |
| 培訓地點  Training Venue | 聖若瑟大學University of Saint Joseph  其他(請註明) Others (Please specify): | | | | |
| 授課語言  Medium of Instruction | 粵語 Cantonese | 英語 English | | | |
| 是否需要聖若瑟大學住宿服務？ Do you need the accommodation service of University of Saint Joseph?  是 Yes 否 No | | | | | |
| 是否需要提供餐飲服務？Do you need any catering service?  是 Yes 否 No | | | | | |

**申請人須知**

1. 申請表遞交方式：透過電郵發送至（conted@usj.edu.mo）或親臨持續進修處（青洲校舍）遞交，地址：中國澳門青洲河邊馬路14–17號，聖若瑟大學教學樓地下。How to submit the application form: send the completed application form by email (conted@usj.edu.mo) or you may submit it to us by visiting Lifelong Learning Office (Ilha Verde Campus) in person, address: Estrada Marginal da Ilha Verde 14 – 17, Macau.
2. 如有更多培訓資料／文件補充，請連同此申請表一並提交予持續進修處。If you have any supplementary information/document(s) about the training programme, please submit it to Lifelong Learning Office together with this application form.
3. 我處收到　貴機構遞交的＂機構培訓課程申請表＂後，持續進修處職員將聯絡申請者／申請機構以了解更多申請課程細節詳情及洽談培訓課程之合作方案等。After receiving the “Corporate Training Programme Application Form” from your organization, staff members from Lifelong Learning Office will contact the applicant/organization shortly to further discuss the details of the teaching plan(s) for the tailor-made training programme.
4. 透過本＂機構培訓課程申請表＂所收集的個人資料內容僅供持續進修處或有關授權機構作課程規劃、通訊或課程報名／製作證書之用（如有）；全部資料亦將按照第8/2005號法律《個人資料保護法》法規妥善處理。The personal data collected from this "Corporate Training Course Application Form" is only used by the Lifelong Learning Office or the relevant authorized institutions for course planning, communication or course enrollment/certificate creation (if any); All information will be processed in compliance with the “Personal Data Protection Act” (Law no. 8/2005).
5. 透過本＂機構培訓課程申請表＂所收集到之課程內容、主題、時數及其他相關資料僅供我處作商討及參考之用。我處將會以電子郵件形式回覆申請者／機構有關培訓課程之申請狀況。The information received from the “Corporate Training Programme Application Form” such as course content, topic(s), length of time, and other relevant information are to be used for informational purposes only. Staff members from Lifelong Learning Office will contact the applicant(s)/organization via E-mail regarding the training programme application status.
6. 有關大學住宿及餐飲服務之要求，需視乎我校實際可提供之住宿數量及餐飲服務供應情況而定。The requirements for University accommodation and catering services are subject to the actual number of accommodation and catering services that our university can offer.
7. 如對上述條文存有任何爭議，聖若瑟大學將保留最終決定權。In the event of any dispute concerning the matters in this document, the Lifelong Learning Office of the University of Saint Joseph reserves all rights to make the final decision.
8. 如有查詢或疑問，請於辦公時間致電：+853 8592 5688聯絡持續進修處。Should you have any enquiries, please contact us via Tel (+853) 8592 5688 or send us an email (conted@usj.edu.mo) within the office hour.

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| 年Year |  | 月Month |  | 日Day |  | 申請人簽名 Signature of Applicant |