



機構培訓課程申請表 (高管培訓及持續進修處)

Corporate Training Programme Application Form (Executive Training and Lifelong Learning Office)

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	
<i>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／機構與聖若瑟大學高管培訓及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 Executive Training and Lifelong Learning Office of the University of Saint Joseph)</i>	
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)	



<p>其他要求 Other Requirement(s)</p>			
<p>課程模式 Delivery Format (請於適當的方格內填上✓號) (please ✓ the appropriate box)</p>	<p><input type="checkbox"/> 面授課程 Face to Face Lecture <input type="checkbox"/> 講座 Seminar <input type="checkbox"/> 分組討論 Group Discussion <input type="checkbox"/> 個案研究 Case Study <input type="checkbox"/> 其他 (請註明) Others (Please specify):</p>		
<p>上課人數 Class Size</p>		<p>總教學時數 Total Teaching Hours:</p>	
<p>開辦期數 Number of Training Phases</p>	<p>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.</p> <p>課程預計開辦 Expected to proceed () 期 phase(s)</p>		
<p>上課日程 Class Schedule</p>	<p>開始日期 Start date: () 結束日期 End date: ()</p>		
	<p>時間 Time:</p>		
	<p>日程安排 Schedule:</p>		
<p>參加者必須年滿 18 歲或以上 Applicant should be aged 18 or above <input type="checkbox"/> 如參加者年滿 18 歲或以上, 請在空格內加上「✓」號 Please tick 「✓」 the box if the applicants are aged 18 or above</p>			
<p>參加者最高教育程度 Applicant's Highest Education Level Achieved</p>	<p><input type="checkbox"/> 小學程度 Primary Level <input type="checkbox"/> 中學程度 Secondary Level <input type="checkbox"/> 大學或以上 University of above <input type="checkbox"/> 其他 (請註明) Others (Please specify):</p>		
<p>是否需要聖若瑟大學住宿服務? Do you need the accommodation service of University of Saint Joseph ^[6]? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No</p>			
<p>是否需要提供餐飲服務? Do you need any catering service ^[6]? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No</p>			



申請人須知

1. 申請表遞交方式：透過電郵發送至（conted@usj.edu.mo）或親臨高管培訓及持續進修處（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 the Executive Training and 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高管培訓及持續進修處。If you have any supplementary information/document(s) about the training programme, please submit it to Executive Training and 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，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 our 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高管培訓及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 Executive Training and 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 Executive Training and 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 聯絡高管培訓及持續進修處。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