

開辦私立教育機構(私立學校)申請表
Application form for establishment and operation of private education institutions (private schools)

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(按照經 8 月 11 日第 33/97/M 號法令修改之 7 月 26 日第 38/93/M 號法令《私立教育機構通則》及第 3/2012 號法律《非高等教育私立學校教學人員制度框架》的規定)

(In accordance with the provisions of Decree-law No. 38/93/M of 26th July – the “Statute of Private Education Institutions” revised by Decree-law No. 33/97/M of 11th August, and Law No. 3/2012 - the “System Framework for Private School teaching Staff of Non-tertiary Education”)

I. 申請人為自然人 The applicant is a natural person

1.姓名 Name	中文 Chinese	葡文/外文 Portuguese / Foreign language or transliteration	2.性別 Gender	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F
3.身份證明文件 Identification document	<input type="checkbox"/> 澳門居民身份證 Macao SAR Resident ID Card <input type="checkbox"/> 其他(請註明) Others (please specify) _____			編號 No.
	本次簽發日期 Date of this issue		簽發地點 Place of issue	
	出生日期 Date of birth		出生地點 Place of birth	
4.聯絡資料 Contact information	地址 Address	中文 Chinese		
		葡文/外文 Portuguese/Foreign language or transliteration		
	電話 Telephone	傳真號碼 Fax	電子郵箱 E-Mail	

II. 申請人為法人 The applicant is a legal person

1.名稱 Name	中文 Chinese	2.登記/註冊編號 Registration/Enrolment No.		
	葡文/外文 Portuguese/Foreign language or transliteration			
3.澳門總部地址 Macao headquarters address	中文 Chinese			
	葡文 Portuguese			
	電話 Telephone	傳真號碼 Fax		
法人代表 Representative of the legal person				
4.姓名 Name	中文 Chinese	5.性別 Gender		
	葡文/外文 Portuguese/Foreign language or transliteration	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F		
6.身份證明文件 Identification document	<input type="checkbox"/> 澳門居民身份證 Macao SAR Resident ID Card <input type="checkbox"/> 其他(請註明) Others (please specify) _____			編號 No.
	本次簽發日期 Date of this issue		簽發地點 Place of issue	
	出生日期 Date of birth		出生地點 Place of birth	
7.聯絡資料 Contact information	地址 Address	中文 Chinese		
		葡文/外文 Portuguese / Foreign language or transliteration		
	電話 Telephone	傳真號碼 Fax	電子郵箱 E-Mail	

日期 Date 年 Year 月 Month 日 Day

申請人簽名/法人蓋印 Signature of the applicant / Seal of the legal person

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III. 校長 Principal

1.姓名 Name	中文 Chinese	葡文/外文 Portuguese/Foreign language or transliteration	2.性別 Gender	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F
3.身份證明文件 Identification document	<input type="checkbox"/> 澳門居民身份證 Macao SAR Resident ID Card <input type="checkbox"/> 其他(請註明) Others (please specify) _____		編號 No.	
	本次簽發日期 Date of this issue		簽發地點 Place of issue	
	出生日期 Date of birth		出生地點 Place of birth	
		年 Year	月 Month	日 Day
		年 Year	月 Month	日 Day
				國籍 Nationality
4.學歷 Academic qualification				
程度 Level	專業科系 Area of professional expertise	獲取學歷之機構名稱 The education institution that issued the academic degree or certificate	獲取學歷之機構所在地 Location of the education institution that issued the academic degree or certificate	
<input type="checkbox"/> 博士 Doctor				
<input type="checkbox"/> 碩士 Master				
<input type="checkbox"/> 學士 Bachelor				
<input type="checkbox"/> 本科 Undergraduate				
<input type="checkbox"/> 高等專科 Higher Diploma				
<input type="checkbox"/> 其他(請註明) Others (please specify)				
5.專業進修 ^{註1} Professional development ^{Note 1}	課程名稱 Name of the course	學校中、高層管理人員儲備人才培訓課程 Training Programme for Preparation of Middle and Senior School Management Personnel	<input type="checkbox"/> 已完成 Completed <input type="checkbox"/> 未完成 To be completed	
		學校領導儲備人才培訓課程 Leadership Training Programme for Preparation of School Principals	<input type="checkbox"/> 已完成 Completed <input type="checkbox"/> 未完成 To be completed	
		其他 (請註明) Others (please specify)		
6.師範培訓 ^{註2} Teacher training ^{Note 2}				
程度 Level	全科/單科 All subjects / single subject	獲取培訓證書之機構名稱 The education institution that issued the training certificate	獲取培訓證書之機構所在地 Location of the education institution that issued the training certificate	
<input type="checkbox"/> 中學教育 Secondary education				
<input type="checkbox"/> 小學教育 Primary education				
<input type="checkbox"/> 幼兒教育 Infant education				
<input type="checkbox"/> 持續教育 Continuing education				
<input type="checkbox"/> 特殊教育 Special education				
<input type="checkbox"/> 其他(請註明) Others (please specify)				
7.電話 Telephone				

日期 Date 年 Year 月 Month 日 Day

申請人簽名/法人蓋印 Signature of the applicant / Seal of the legal person

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IV. 行政領導機關主管人員 Head of the administrative division

1.姓名 Name	中文 Chinese	葡文/外文 Portuguese / Foreign language or transliteration	2.性別 Gender	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F
3.身份證明文件 Identification document	<input type="checkbox"/> 澳門居民身份證 Macao SAR Resident ID Card <input type="checkbox"/> 其他(請註明) Others (please specify) _____		編號 No.	
	本次簽發日期 Date of this issue		簽發地點 Place of issue	
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		年 Year	月 Month	日 Day
		年 Year	月 Month	日 Day
				國籍 Nationality
4.學歷 Academic qualification				
程度 Level	專業科系 Area of professional expertise	獲取學歷之機構名稱 The education institution that issued the academic degree or certificate	獲取學歷之機構所在地 Location of the education institution that issued the academic degree or certificate	
<input type="checkbox"/> 博士 Doctor				
<input type="checkbox"/> 碩士 Master				
<input type="checkbox"/> 學士 Bachelor				
<input type="checkbox"/> 本科 Undergraduate				
<input type="checkbox"/> 高等專科 Higher Diploma				
<input type="checkbox"/> 其他(請註明) Others (please specify)				
5.專業進修 ^{註1} Professional development ^{Note 1}	課程名稱 Name of the course	學校中、高層管理人員儲備人才培訓課程 Training Programme for Preparation of Middle and Senior School Management Personnel	<input type="checkbox"/> 已完成 Completed <input type="checkbox"/> 未完成 To be completed	
		學校領導儲備人才培訓課程 Leadership Training Programme for Preparation of School Principals	<input type="checkbox"/> 已完成 Completed <input type="checkbox"/> 未完成 To be completed	
		其他 (請註明) Others (please specify) _____		
6.師範培訓 ^{註2} Teacher training ^{Note 2}				
程度 Level	全科/單科 All subjects / single subject	獲取培訓證書之機構名稱 The education institution that issued the training certificate	獲取培訓證書之機構所在地 Location of the education institution that issued the training certificate	
<input type="checkbox"/> 中學教育 Secondary education				
<input type="checkbox"/> 小學教育 Primary education				
<input type="checkbox"/> 幼兒教育 Infant education				
<input type="checkbox"/> 持續教育 Continuing education				
<input type="checkbox"/> 特殊教育 Special education				
<input type="checkbox"/> 其他(請註明) Others (please specify)				
7.電話 Telephone				

日期 Date 年 Year 月 Month 日 Day

申請人簽名/法人蓋印 Signature of the applicant / Seal of the legal person

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V. 訓育或輔導領導機關主管人員 Head of discipline or counselling division

1.姓名 Name	中文 Chinese	葡文/外文 Portuguese / Foreign language or transliteration	2.性別 Gender	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F
3.身份證明文件 Identification document	<input type="checkbox"/> 澳門居民身份證 Macao SAR Resident ID Card <input type="checkbox"/> 其他(請註明) Others (please specify) _____		編號 No.	
	本次簽發日期 Date of this issue _____ 年 Year _____ 月 Month _____ 日 Day		簽發地點 Place of issue	
	出生日期 Date of birth _____ 年 Year _____ 月 Month _____ 日 Day		出生地點 Place of birth	國籍 Nationality
4.學歷 Academic qualification				
程度 Level	專業科系 Area of professional expertise	獲取學歷之機構名稱 The education institution that issued the academic degree or certificate	獲取學歷之機構所在地 Location of the education institution that issued the academic degree or certificate	
<input type="checkbox"/> 博士 Doctor				
<input type="checkbox"/> 碩士 Master				
<input type="checkbox"/> 學士 Bachelor				
<input type="checkbox"/> 本科 Undergraduate				
<input type="checkbox"/> 高等專科 Higher Diploma				
<input type="checkbox"/> 其他(請註明) Others (please specify)				
5.專業進修 ^{註1} Professional development ^{Note 1}	課程名稱 Name of the course	學校中、高層管理人員儲備人才培訓課程 Training Programme for Preparation of Middle and Senior School Management Personnel	<input type="checkbox"/> 已完成 Completed <input type="checkbox"/> 未完成 To be completed	
		學校領導儲備人才培訓課程 Leadership Training Programme for Preparation of School Principals	<input type="checkbox"/> 已完成 Completed <input type="checkbox"/> 未完成 To be completed	
		其他 (請註明) Others (please specify)		
6.師範培訓 ^{註2} Teacher training ^{Note 2}				
程度 Level	全科/單科 All subjects / single subject	獲取培訓證書之機構名稱 The education institution that issued the training certificate	獲取培訓證書之機構所在地 Location of the education institution that issued the training certificate	
<input type="checkbox"/> 中學教育 Secondary education				
<input type="checkbox"/> 小學教育 Primary education				
<input type="checkbox"/> 幼兒教育 Infant education				
<input type="checkbox"/> 持續教育 Continuing education				
<input type="checkbox"/> 特殊教育 Special education				
<input type="checkbox"/> 其他(請註明) Others (please specify)				
7.電話 Telephone				

日期 Date _____ 年 Year _____ 月 Month _____ 日 Day

申請人簽名/法人蓋印 Signature of the applicant / Seal of the legal person

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VI. 教學領導機關主管人員 Head of education division

1.姓名 Name	中文 Chinese	葡文/外文 Portuguese / Foreign language or transliteration	2.性別 Gender	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F
3.身份證明文件 Identification document	<input type="checkbox"/> 澳門居民身份證 Macao SAR Resident ID Card <input type="checkbox"/> 其他(請註明) Others (please specify) _____		編號 No.	
	本次簽發日期 Date of this issue		簽發地點 Place of issue	
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4.學歷 Academic qualification				
程度 Level	專業科系 Area of Professional expertise	獲取學歷之機構名稱 The education institution that issued the academic degree or certificate	獲取學歷之機構所在地 Location of the education institution that issued the academic degree or certificate	
<input type="checkbox"/> 博士 Doctor				
<input type="checkbox"/> 碩士 Master				
<input type="checkbox"/> 學士 Bachelor				
<input type="checkbox"/> 本科 Undergraduate				
<input type="checkbox"/> 高等專科 Higher Diploma				
<input type="checkbox"/> 其他(請註明) Others (please specify)				
5.專業進修 ^{註1} Professional development ^{Note 1}	課程名稱 Name of the course	學校中、高層管理人員儲備人才培訓課程 Training Programme for Preparation of Middle and Senior School Management Personnel	<input type="checkbox"/> 已完成 Completed <input type="checkbox"/> 未完成 To be completed	
		學校領導儲備人才培訓課程 Leadership Training Programme for Preparation of School Principals	<input type="checkbox"/> 已完成 Completed <input type="checkbox"/> 未完成 To be completed	
		其他 (請註明) Others (please specify)		
6.師範培訓 ^{註2} Teacher training ^{Note 2}				
程度 Level	全科/單科 All subjects / single subject	獲取培訓證書之機構名稱 The education institution that issued the training certificate	獲取培訓證書之機構所在地 Location of the education institution that issued the training certificate	
<input type="checkbox"/> 中學教育 Secondary education				
<input type="checkbox"/> 小學教育 Primary education				
<input type="checkbox"/> 幼兒教育 Infant education				
<input type="checkbox"/> 持續教育 Continuing education				
<input type="checkbox"/> 特殊教育 Special education				
<input type="checkbox"/> 其他(請註明) Others (please specify)				
7.電話 Telephone				

日期 Date 年 Year 月 Month 日 Day

申請人簽名/法人蓋印 Signature of the applicant / Seal of the legal person

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VII. 私立學校 Private school

1.名稱 Name	中文 Chinese	
	葡文 Portuguese	
	英文 English	
2.地址 Address	中文 Chinese	
	葡文 Portuguese	
3.經營性質 Nature of operation	<input type="checkbox"/> 牟利 For-profit <input type="checkbox"/> 不牟利 Non-profit	
4.採用之教學語文 Language of instruction	<input type="checkbox"/> 中文 Chinese <input type="checkbox"/> 葡文 Portuguese <input type="checkbox"/> 英文 English <input type="checkbox"/> 其他(請註明) Others (please specify) _____	
5.納入本地學制 Included in Local Education System	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
6.教育類型及教育階段 Type of education and level(s) of education	<input type="checkbox"/> 正規教育 Regular education	<input type="checkbox"/> 幼兒教育 Infant education <input type="checkbox"/> 小學教育 Primary education <input type="checkbox"/> 初中教育 Junior secondary education <input type="checkbox"/> 高中教育 Senior secondary education <input type="checkbox"/> 職業技術教育 Vocational and technical education <input type="checkbox"/> 特殊教育 Special education
	<input type="checkbox"/> 持續教育之回歸教育 Recurrent education of continuing education	<input type="checkbox"/> 小學教育 Primary education <input type="checkbox"/> 初中教育 Junior secondary education <input type="checkbox"/> 高中教育 Senior secondary education
7.開始運作日期 Date of commencement of operation	年 Year / 月 Month / 日 Day	
8.開設班數 No. of classes to be provided	<input type="checkbox"/> 幼兒教育 Infant education <input type="checkbox"/> 小學教育 Primary education <input type="checkbox"/> 初中教育 Junior secondary education <input type="checkbox"/> 高中教育 Senior secondary education <input type="checkbox"/> 職業技術教育 Vocational and technical education <input type="checkbox"/> 特殊教育 Special education	()班 classes ()班 classes ()班 classes ()班 classes ()班 classes ()班 classes 總班級數 Total number of classes ()
9.招收學生人數 No. of students to be admitted	<input type="checkbox"/> 幼兒教育 Infant education <input type="checkbox"/> 小學教育 Primary education <input type="checkbox"/> 初中教育 Junior secondary education <input type="checkbox"/> 高中教育 Senior secondary education <input type="checkbox"/> 職業技術教育 Vocational and technical education <input type="checkbox"/> 特殊教育 Special education	()人數 students ()人數 students ()人數 students ()人數 students ()人數 students ()人數 students 學生總人數 Total number of students ()

備註 Remarks :

註 1：按照第 3/2012 號法律《非高等教育私立學校教學人員制度框架》第九條第三款、第四款的規定：“任職校長及任職學校其他中、高層管理人員，須在就任前完成相關專業進修，以確保該等人員具備學校領導與發展的專業能力，配合其行政管理、教學管理及財務管理各方面的工作。專業進修的相關課程由教育暨青年局規劃、規定和認可。”

Note 1: In accordance with the provisions of Clauses 3 and 4 of Article 9 of Law No. 3/2012 – the “System Framework for Private School teaching Staff of Non-tertiary Education”: The principals and other middle and senior management staff of schools have to complete the related professional development courses prior to taking up the post, ensuring that the respective personnel have the professional abilities to lead and develop the school, so as to match with the work in terms of administration, teaching management and financial management. The related professional development courses are planned, regulated and recognised by the DSEJ.

註 2：按照第 3/2012 號法律《非高等教育私立學校教學人員制度框架》第九條第五款的規定：“任職學校教學領導機關的主管人員，須具備教育暨青年局認可的師範培訓課程資格，以及第四級或以上職級；或具備由教育暨青年局認可的等同上述的資歷。”

Note 2: In accordance with the provision of Clause 5 of Article 9 of Law No. 3/2012 – the “System Framework for Private School teaching Staff of Non-tertiary Education”: The head of the school education division has to possess teacher training qualification recognised by the DSEJ and be at the rank of level 4 or above; or equivalent qualifications recognised by the DSEJ.

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申請人簽名/法人蓋印 Signature of the applicant / Seal of the legal person

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VIII. 申請人向本局提出開辦私立教育機構(私立學校)申請時需一併遞交以下文件：

Applicants need to submit the following documents to the DSEJ when making an application for setting up a private education institution (private school):

1. 申請人：Applicant:

1.1 如申請實體為自然人，應遞交：If the applying entity is a natural person, the following documents should be submitted:

-身份證明文件副本； Copy of identification document;

-刑事紀錄證明書。 Certificate of criminal record.

1.2 如申請實體為宗教組織或非公法的法人，應遞交：If the applying entity is a legal person of non-public law or a religious organisation, the following documents should be submitted:

-證明根據法律而作登記或設立的文件副本（於身份證明局 / 法務局申請）； Copy of document proving that the registration or establishment of the organisation is in accordance with the laws (Application can be made to the Identification Services Bureau / Legal Affairs Bureau.);

-申請實體在澳門特別行政區政府註冊並刊登於政府公報之組織章程副本； Copy of the organisational charter registered at the MSAR Government and published on the Government Gazette;

-法人代表的身份證明文件副本； Copy of the identification document of the representative of the legal person ;

-證明法人代表的文件，例如會議紀錄、法人代表委任書等。 Documents that verify the person is the representative of the legal person, e.g. meeting minutes, the certificate of appointment of the representative of the legal person, etc.

2. “機構”場地的比例圖則，用以營辦私立教育機構的場所地址； The scaled floor plan and the address of the venue that is used to operate as a private education institution;

3. 建築物規劃的敘述說明書(包括使用權證明文件、物業登記書面報告、良好防火系統運作保證書及樓宇的圖則和描述說明書)； The description of the building planning (including certificate of use, property registration report, the guarantee certificate indicating that the fire protection systems are in good operating condition, the floor plan of the building and its description);

4. 建築物使用准照或移交紀錄； Licence to use the property or document of transfer of the property;

5. 指明教學人員的數目、學歷、專業資格、教育模式及教學程度(附件1)； Documents that state the number of teaching staff; their academic background, professional qualification(s), the education mode and level of teaching (Attachment 1);

6. 所開設科目或課程資料(課程綱要、教科書目表、上課時間表等)； Information about the subjects or courses offered (the outline of curriculum, book lists, timetable, etc.);

7. 校長 Principal / 行政領導機關主管人員 Head of administrative division / 訓育或輔導領導機關主管人員 Head of discipline or counselling division

-身份證明文件副本； Copy of identification document(s);

-學歷證明文件副本； Copy of academic qualification certificates;

-完成專業進修課程證書副本 註1。 Copy of certificates of professional development courses Note¹.

-完成師範培訓課程證書副本 註2。 Copy of certificates of teacher training courses Note². (開辦私立教育機構只設置小學教育及 / 或幼兒教育階段才須提交 (For private education institutions which offer only primary or infant education.)

8. 教學領導機關主管人員 Head of education division

-身份證明文件副本； Copy of identification document; (s);

-學歷證明文件副本； Copy of academic qualification certificates;

-完成專業進修課程證書副本 註1； Copy of certificates of professional development courses Note¹. ;

-完成師範培訓課程證書副本 註2。 Copy of certificates of teacher training courses Note².

9. 設備預算(附件2)； Budget for equipment (Attachment 2).

10. 辦學規劃書(可參考教青局《學校運作指南》第一章第二節“擬訂辦學規劃書”)。 School planning (refer to Section 2 of Chapter 1 of the “Guidelines on Formulating School Planning” in the School Operation Guide of the DSEJ.)

日期 Date 年 Year 月 Month 日 Day

申請人簽名/法人蓋印 Signature of the applicant / Seal of the legal person

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附件 1：教師名單及教授科目
Attachment 1: List of teaching staff and subjects taught

序號 No.	教師姓名 Name of teacher	學歷 Academic qualification	任教的教育階段 Education level taught	任教科目 Subject taught	備註 Remarks

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附件 2：設備清單

Attachment 2: List of Equipment

設備名稱 Name of the Equipment	數量 Quantity

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申請使用公共服務管理平台

Application for utilisation of the public service management platform

申請實體 Applying entity:

申請設立私立教育機構(私立學校)名稱 Name of the private education institution (private school) applying for the licence

本人作為申請實體的法人代表，同意/不同意 貴局利用公共服務管理平台記錄所申請服務的審批進度和其他相關訊息。I, as the representative of the legal person of the applying entity, agree / disagree the Education and Youth Affairs Bureau to display the approval process of the application and other related information on the public service management platform.

1. 由法人代表使用管理平台 Utilisation of the management platform by the representative of the legal person

姓名 Name

身份證明文件 Identification document : 類別 Type _____ 編號 Number _____

電話 Telephone _____

2. 現委託其他人仕使用管理平台 Utilisation of the management platform by the authorised person

受託人姓名 Name of the authorised person

身份證明文件 Identification document : 類別 Type _____ 編號 Number _____

電話 Telephone _____

申請實體簽署

Signature of the applying entity

(自然人或法人代表，須按身份證簽名式樣簽署)

(The signature of the natural person or representative of the legal person must be the same as that on his/her Identity Card.)

日期 Date : _____年 Year _____月 Month _____日 Day

開辦私立教育機構(私立學校)申請表
Application form for establishment and operation of private education institutions (private schools)

自然人之代任人聲明書
Declaration of substitute of the natural person

茲聲明當本人缺席或不能視事時，由下列人士擔任以下私立教育機構持牌實體之代任人。

I hereby declare that the following person shall act as the substitute for the licensed entity of the following private education institution in my absence or when I am unable to perform my duties.

私立教育機構名稱 Name of the private education institution	
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代任人資料 Information of the substitute			
姓名 Name	中文 Chinese	葡文/外文 Portuguese/ Foreign language or transliteration	性別 Gender <input type="checkbox"/> 男 M <input type="checkbox"/> 女 F
身份證明文件 Identification document	<input type="checkbox"/> 澳門居民身份證 Macao SAR Resident ID card <input type="checkbox"/> 其他(請註明) Others (please specify) _____		編號 No.
	簽發日期 Date of issue	簽發地點 Place of issue	
國籍 Nationality	出生日期 Date of birth _____年 Year _____月 Month _____日 Day	出生地點 Place of birth	
地址 Address			
電話 Telephone	傳真號碼 Fax	電子郵箱 E-mail	

 自然人簽名 Signature of the natural person
 (須按身份證簽名式樣簽署)(The signature must be the same as that on the Identity Card.)
 日期 Date : _____年 Year _____月 Month _____日 Day