



澳門理工學院  
INSTITUTO POLITÉCNICO DE MACAU  
MACAO POLYTECHNIC INSTITUTE  
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# 內部通知 COMUNICAÇÃO INTERNA

由 DE : DAP

致 PARA : 學位課程全體教學人員 All Academic Staff of Degree Programmes

抄送 CC : CSC

編號 N° : 182/DAP/2008

事由 ASSUNTO : “網上取消課堂及補課服務” 使用講解會  
Briefing Session on “Online Service for Class Cancellations and Make-up Classes”

為了優化補課/取消課堂的工作流程，經資訊中心協助，開發“網上取消課堂及補課服務”，使補課/取消課堂由申請到審批跨部門處理均全面電子化。“網上取消課堂及補課服務”於2008/2009學年第一學期投入服務，為了讓各位老師瞭解如何操作該系統，下週舉行“網上取消課堂及補課服務”使用講解會，安排如下：

To improve the procedures of class cancellations/make-up classes, the “Online Service for Class Cancellations and Make-up Classes” has been developed with the assistance of the Computer Service Centre. With this Online Service, the whole process of class cancellations/make-up classes from application to authorization across different departments will become electronic. The “Online Service for Class Cancellations and Make-up Classes” is available from the 1<sup>st</sup> semester of academic year 2008/2009. An “Online Service for Class Cancellations and Make-up Classes” briefing session is arranged next week for all academic staff members to have a better understanding of the system. The details of this briefing session are:

日期及時間 Date & Time : 第一場 1<sup>st</sup> Session 9/9/2008 18:00 (英文 English)

第二場 2<sup>nd</sup> Session 12/9/2008 15:00 (中文 Chinese)

地點 Venue : 綜合樓 1 樓 2 號演講廳 Lecturer Theatre 2, 1<sup>st</sup> Floor, MPI Complex

講解單位 Briefing Unit : 資訊中心 Computer Service Centre

現誠邀各位老師出席，請最遲於2008年9月9日(星期二)中午12時或之前填妥表格交回教務處(電郵：[dap@ipm.edu.mo](mailto:dap@ipm.edu.mo)、傳真：2870 2804 或擲回 B102 室)。如有任何疑問，請與本處 Cacilda da Costa 同事聯繫(電話：8599 6333)。另外，“網上取消課堂及補課服務”使用手冊可在下列網址下載<https://csc.ipm.edu.mo/srms/scm.pdf>。

All academic staff members are welcomed to attend this briefing session, please fill in the attached form and return to Division for Pedagogical Affairs at or before 12:00 noon, Tuesday, 9<sup>th</sup> September 2008 (E-mail: [dap@ipm.edu.mo](mailto:dap@ipm.edu.mo), Fax: 2870 2804 or room B102). In case of any query, please contact Ms. Cacilda da Costa (Tel: 8599 6333). In addition, the handbook for the “Online Service for Class Cancellations and Make-up Classes” is available at the following website: <https://csc.ipm.edu.mo/srms/scm.pdf>.

教務處代處長

Acting Head of

Division for Pedagogical Affairs

劉堅媚

Sammi, Kin Mei Lao

4/9/2008



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**報名表 / Application Form**

- 將出席第一場 Will attend the 1<sup>st</sup> Session - 9/9/2008 18:00 (英文English)  
 將出席第二場 Will attend the 2<sup>nd</sup> Session - 12/9/2008 15:00 (中文Chinese)

「網上取消課堂及補課服務使用講解會」 Briefing Session on Online Service for Class

Cancellations and Make-up Classes :

1.	_____	11.	_____
2.	_____	12.	_____
3.	_____	13.	_____
4.	_____	14.	_____
5.	_____	15.	_____
6.	_____	16.	_____
7.	_____	17.	_____
8.	_____	18.	_____
9.	_____	19.	_____
10.	_____	20.	_____

學術單位名稱 Academic Unit : \_\_\_\_\_ 日期 Date : \_\_\_\_\_

\* 請於9月9日(星期二)中午12時或之前將上述報名表電郵至 [dap@ipm.edu.mo](mailto:dap@ipm.edu.mo)、傳真至 2870 2804 或擲回B102室。

Please return this application form **at or before 12:00 noon, Tuesday, 9<sup>th</sup> September 2008** via e-mail [dap@ipm.edu.mo](mailto:dap@ipm.edu.mo), fax 2870 2804 or room B102.