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2022/2023 第二學期研究生宿舍小導師申請表 2022/2023 2nd Semester House Tutor of Postgraduate House Application Form

(A) 個人資料 Personal Information

姓名 Name	學生證號碼 Student I.D. Number
性別 Gender	畢業院校 The latest graduation institution
出生年月 Date of Birth	籍貫 Native Place
學院 Faculty in UM	主修專業 Major in UM
累積平均積點 Cumulative GPA	電郵地址 Email Address (Please make sure it is correct and can be identified)
於2023/2024 學年就讀年級 Status in 2023/2024 AY	<input type="checkbox"/> 第一年碩士生 <input type="checkbox"/> 第二年碩士生 <input type="checkbox"/> 第三年碩士生或以上 <input type="checkbox"/> 第一年博士生 <input type="checkbox"/> 第二或第三年博士生 <input type="checkbox"/> 第四年博士生或以上 <input type="checkbox"/> First Year Master <input type="checkbox"/> Second Year Master <input type="checkbox"/> Third Year Master or Onwards <input type="checkbox"/> First Year PhD <input type="checkbox"/> Second or Third Year PhD <input type="checkbox"/> Fourth Year PhD or Onwards
研究生宿舍地址 Address in Postgraduate House	
聯絡電話 Contact Number	微信號 WeChat ID

(B) 特定能力調查 (選填) Specific Competences Survey (Optional)

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 大型活動策劃經驗
Large-scale event planning experience | <input type="checkbox"/> 優秀的文案寫作能力
Excellent copywriting skills |
| <input type="checkbox"/> 出色的宣傳品設計能力 (熟練運用PS或AI)
Excellent propaganda materials design skills (proficient in PS or AI) | <input type="checkbox"/> 公眾號運營經驗
WeChat Official Account operation experience |
| <input type="checkbox"/> 動態攝影及後期修圖技巧
Dynamic photography skills & image retouching experience | <input type="checkbox"/> 專業的視頻製作及剪輯經驗
Professional video production & editing experience |
| <input type="checkbox"/> 大型活動主持經驗及相關技能
Large-scale event hosting experience & related skills | <input type="checkbox"/> 專業籃球、足球技能或裁判證書
Basketball / Football Skills or related referee certificate |
| <input type="checkbox"/> 影音儀器設置和操作
Set up and manipulate Audio & Video system | <input type="checkbox"/> 微軟試算表函數(如 vlookup, pivot table)
Microsoft Excel Functions (eg vlookup, pivot table) |
| <input type="checkbox"/> 即時口譯/國際文化和經歷
Simultaneous interpretation/ international cultures & experience | <input type="checkbox"/> 網頁程式設計 (如 Wordpress / Dreamweaver, etc.)
Website Design (e.g. Wordpress / Dreamweaver, etc.) |
| <input type="checkbox"/> 建立和管理雲端數據處理/收集/共享系統 (如 Google Drive/ Oracle/ Salesforce, etc.)
Create and manage cloud-based data processing/collecting/sharing system (e.g. Google Drive/ Oracle/ Salesforce, etc.) | |
| <input type="checkbox"/> 外語 (除英語, 廣東話, 普通話以外) _____
Foreign languages (except English, Cantonese, or Mandarin) _____ | <input type="checkbox"/> 其他 _____
Others _____ |

* 如選取了上述任一項, 請簡單說明你在該項能力上的一些技巧、經驗或心得。(100字以內)
Please briefly elaborate your skills, experience, or thoughts on the option(s) you have chosen above. (Within 100 words)

(C) 社團或工作經驗 Association or Working Experience in University or Outside

(如需更多空格填寫，請提交個人履歷。Please submit your own **Résumé** if you need more space for filling information.)

學校/社團/公司名稱 Name of Uni./ Asso./Company	職稱 Position	工作類型/經驗/成果 Work Type /Experience /Tasks Achieved	時期 Period	
			由 From	至 To

(D) 文章題目 Essay Question

除了填寫上述申請表外，請以短文形式回答以下問題。

In addition to this application, please answer the following question in an essay format. The question is:

1. 以你對於HT工作職責的了解，你的哪些個人特質，過往經驗和專業能力能夠勝任這個角色？（100字以內）

Based on your acknowledgement regarding PGH HT responsibility, how do you think your personal characteristics, experience and professional competences have prepared for this role? (Within 100 words)

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.
申請人有權依法申請查閱、更正或更新其存於本校的個人資料。The applicants have the right to access, rectify or update their personal data stored at UM.

申請者簽名 Applicant's Signature

日期 Date

* 請在2023年5月2號至9號（辦公時間內）親臨研究生宿舍辦公室（S3-G002）提交申請表及個人 CV（如有）。只有初選面試入圍的候選人人才會被通知參加第二輪面試，請密切關注您填寫的郵箱（請確保郵箱正確及可被識別）。

Please come to **PGH office (S3-G002)** in person to submit the application form together with your CV (if any) during office hours from 2 May to 9 May, 2023. Only short-listed candidates from the first-round interview will be informed to attend second-round interview session, please pay close attention to your contact email (Please make sure your email address is correct and can be identified).