User Guide for Online Course Registration (Taught Postgraduate Programme)
網上科目註冊指南 (授課式研究生課程)

- Tips for the best experience, please use Google Chrome or Mozilla Firefox.
  請使用 Google Chrome 或 Mozilla Firefox，以獲得最佳體驗。

Step 1: View the latest class schedule 查閱最近的科目時間表

Click HERE to check the courses offered and latest class section schedules.
請按此查看最近開設的科目及各科組別的上課時間表。

Step 2: Log in to the Online Course Registration System 登入網上選科系統

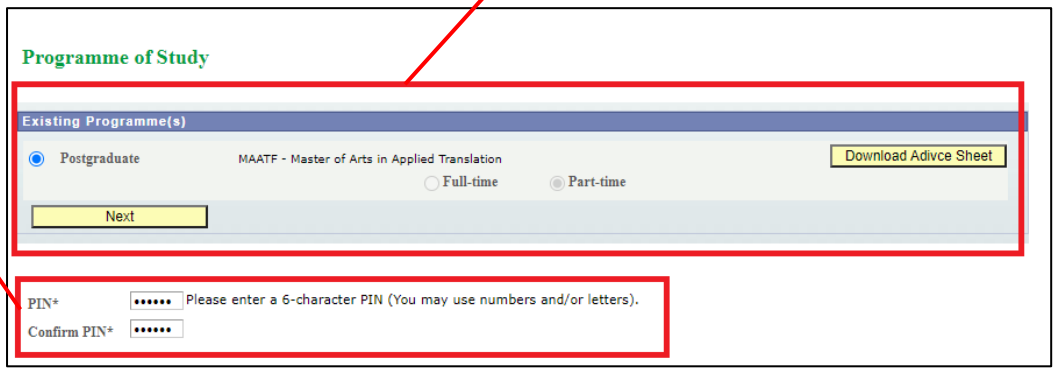
Click HERE or go to www.hkmu.edu.hk > Current Students > Taught Postgraduate > Course Enrolment > Course Registration System
請按此或於 www.hkmu.edu.hk> 在學學生 > 授課式研究生 > 科目註冊 > 科目註冊系統

Step 3: Select courses and class sections 選擇科目及組別

(i) Programme of Study 修讀課程

(2) Check if the programme is correct and review the Advice Sheet by clicking <Download Advice Sheet>. Then, press <Next>.
檢查課程是否正確，按<下載選科建議表>檢閱選科建議表及按<下一步>。

(1) Create a PIN number (to retrieve the application information after you have saved and logged out from the system.)
設定個人密碼(可於儲存後或登出後擷取申請) 。



(ii) Course/Class Choices 科目/組別選擇

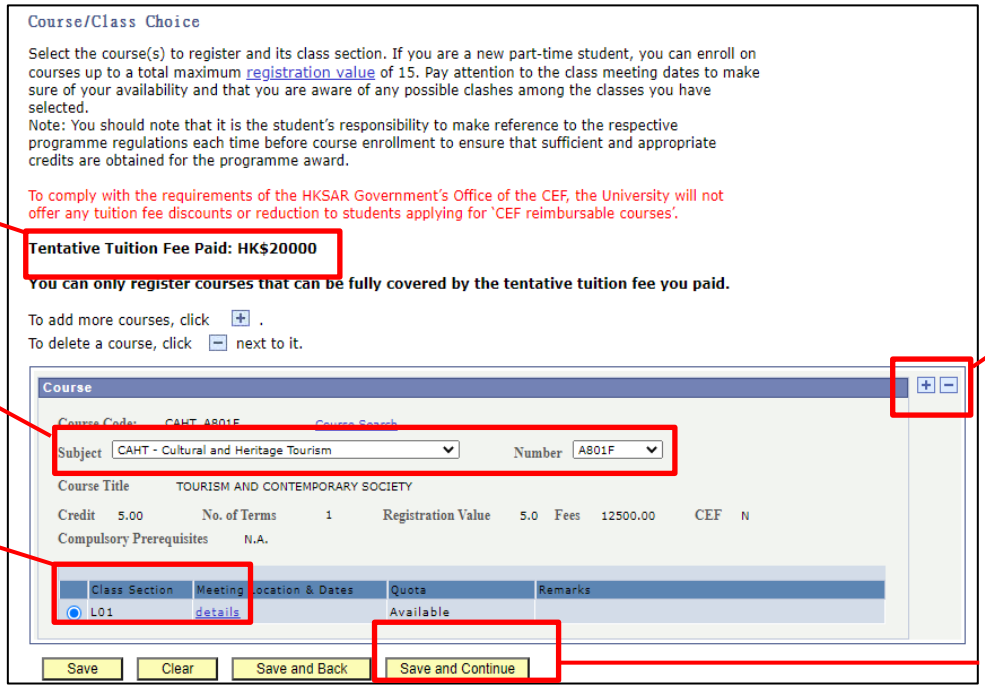
(1) If you have paid the tentative tution fee, the amount will be shown here.
如你已預繳學費，該金額會顯示在這裏。

(2) Select a course.
選擇科目。

(3) Select a Class Section. Pay attention to "Remarks" and "Quota" columns.
選擇組別，請留意備註及剩餘學額。

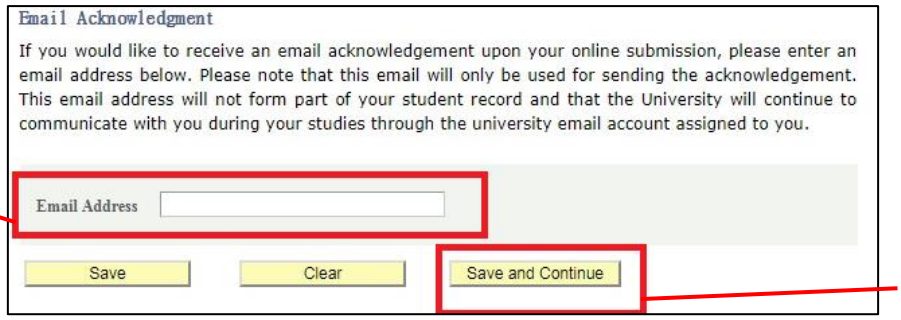
(4) Add more course(s) by pressing ⊞ button. To delete a course, press ⊟ button.
按⊞可增加科目，按⊟可刪減科目。

(5) Press <Save and Continue>.
按<儲存及繼續>。



(iii) Email Acknowledge 電郵通知

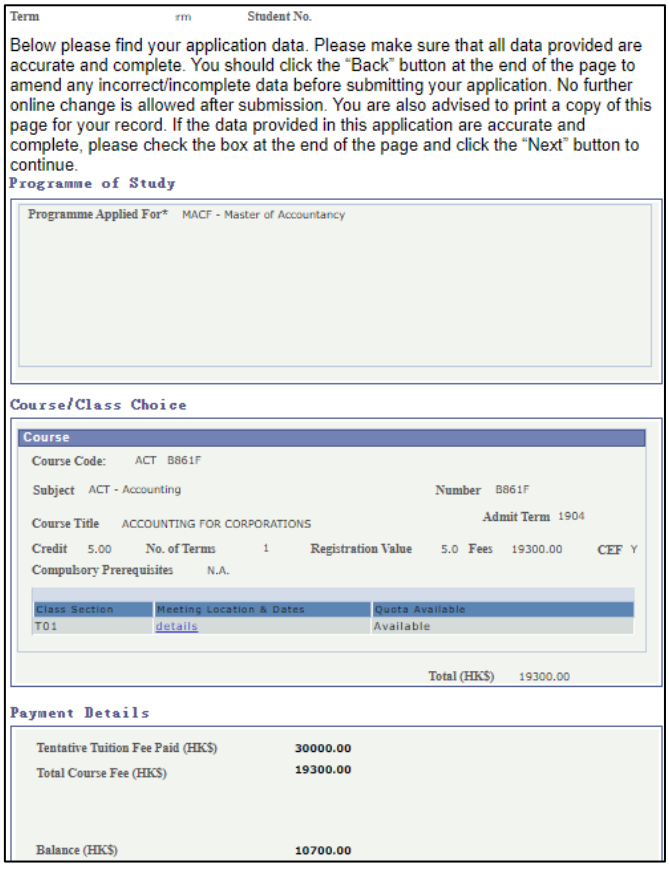
(1) Enter the email address if you want to receive an email acknowledgement. Otherwise, leave it blank. Note that this email address will not form part of your student record.
如欲收取電郵通知，請填寫電郵地址，否則留空。此電郵地址不會成為你的學生紀錄。



(2) Press <Save and Continue>.
按<儲存及繼續

(iv) Preview Application Form 檢視已填寫之申請資料

(1) Preview the course(s) that you intend to register for and the payment details.
檢視你想註冊的科目及繳費詳情。



(2) Confirm the information by checking the box at the bottom of the page.
確認資料及選取頁尾空格。

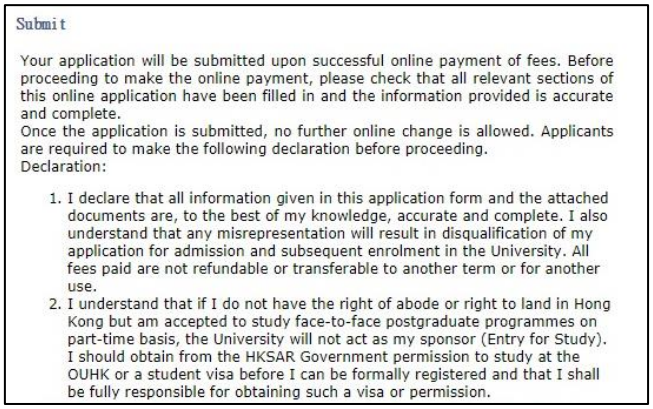
(3) Press <Next>. You will proceed to the Submit page to begin the online payment.
按<繼續>。你將會前往提交申請頁面。

Step 4: Submit application and process payment 提交申請及進行繳款

(i) If you have paid the tentative tuition fee which could fully cover the total tuition fee, please submit the application to enroll courses.

如你已預繳學費，而該金額足以繳付總學費，請提交申請以進行科目註冊。

(1) Read the instructions and declaration on the Submit page carefully.
請細心參閱指引及聲明。

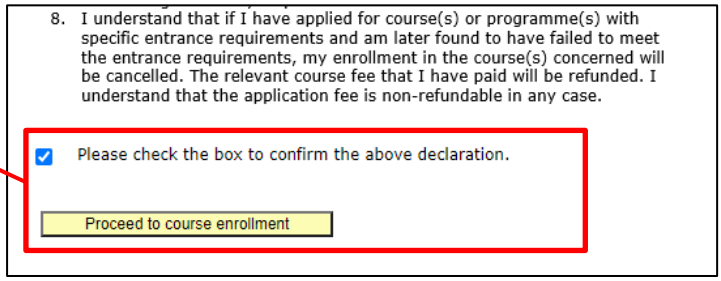


Submit

Your application will be submitted upon successful online payment of fees. Before proceeding to make the online payment, please check that all relevant sections of this online application have been filled in and the information provided is accurate and complete.
Once the application is submitted, no further online change is allowed. Applicants are required to make the following declaration before proceeding.
Declaration:

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete. I also understand that any misrepresentation will result in disqualification of my application for admission and subsequent enrolment in the University. All fees paid are not refundable or transferable to another term or for another use.
2. I understand that if I do not have the right of abode or right to land in Hong Kong but am accepted to study face-to-face postgraduate programmes on part-time basis, the University will not act as my sponsor (Entry for Study). I should obtain from the HKSAR Government permission to study at the OUHK or a student visa before I can be formally registered and that I shall be fully responsible for obtaining such a visa or permission.

(2) Check the box and press <Proceed to course enrollment>.
選取空格及按<進行科目註冊>。

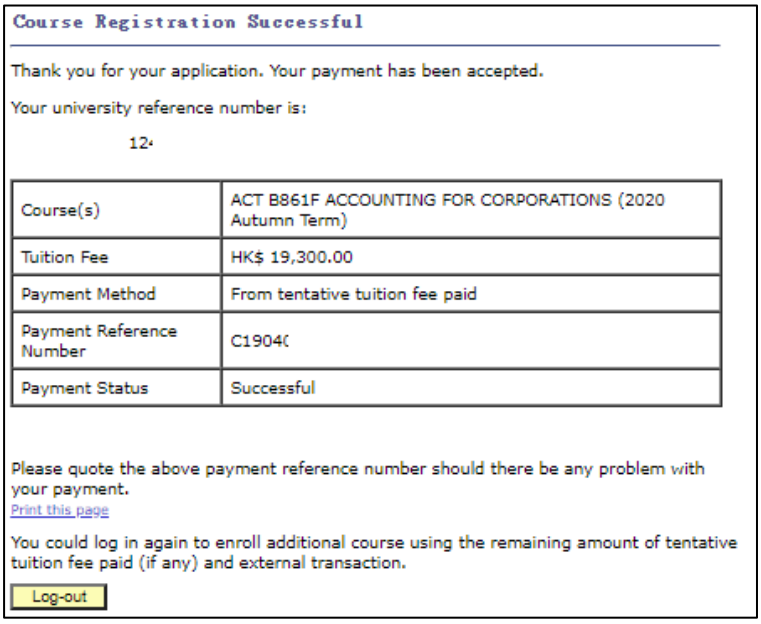


8. I understand that if I have applied for course(s) or programme(s) with specific entrance requirements and am later found to have failed to meet the entrance requirements, my enrollment in the course(s) concerned will be cancelled. The relevant course fee that I have paid will be refunded. I understand that the application fee is non-refundable in any case.

☑ Please check the box to confirm the above declaration.

Proceed to course enrollment

(3) Successful Page will be shown after the course enrolment is confirmed. You could log in again to enroll additional courses.
完成後，會顯示成功選修學科頁面。你可以再次登入系統註冊其他科目。



Course Registration Successful

Thank you for your application. Your payment has been accepted.

Your university reference number is:

12

Course(s)	ACT B861F ACCOUNTING FOR CORPORATIONS (2020 Autumn Term)
Tuition Fee	HK$ 19,300.00
Payment Method	From tentative tuition fee paid
Payment Reference Number	C1904(
Payment Status	Successful

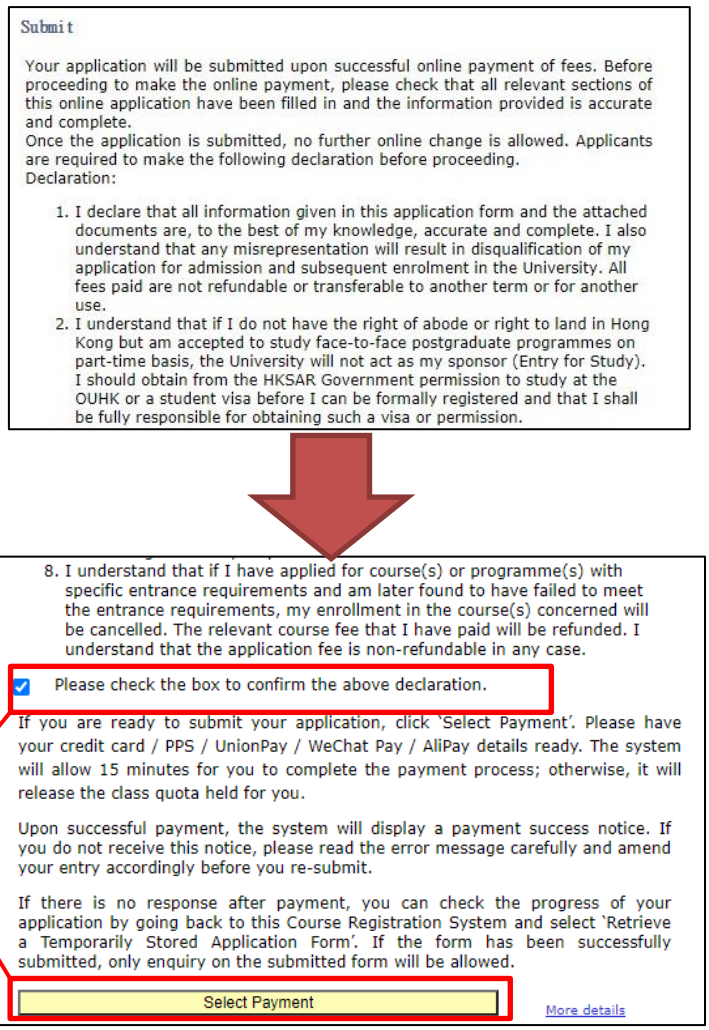
Please quote the above payment reference number should there be any problem with your payment.
Print this page

You could log in again to enroll additional course using the remaining amount of tentative tuition fee paid (if any) and external transaction.

Log-out

(ii) If you have not paid the tentative tution fee or the balance of tentative tuition fee paid is not enough to cover the total tuition fee, you should submit the application and continue to process payment.
如你沒有預繳學費或已預繳的學費的餘額不足以繳付總學費，則需提交申請及進行付款。

(1) Read the instructions and declaration on the Submit page carefully.
請細心參閱指引及聲明。



*** (2) Confirm the declaration by checking the box. Then, Press <Select Payment>.**
確認資料及選取空格，然後按<選擇付款方式>。

* You can select one of the following payment methods. Please press <Select Payment> to pay the tuition fee by

1. Credit Card; or
2. PPS (Online Instant Payment); or
3. UnionPay; or
4. BOC HKMU Platinum Card (Interest-free Tuition Installment Plan); or
5. WeChat Pay / AliPay; or
6. E-Banking of your selected bank in Hong Kong (This method is not available if there is a remaining balance of tentative tuition fee you paid.)

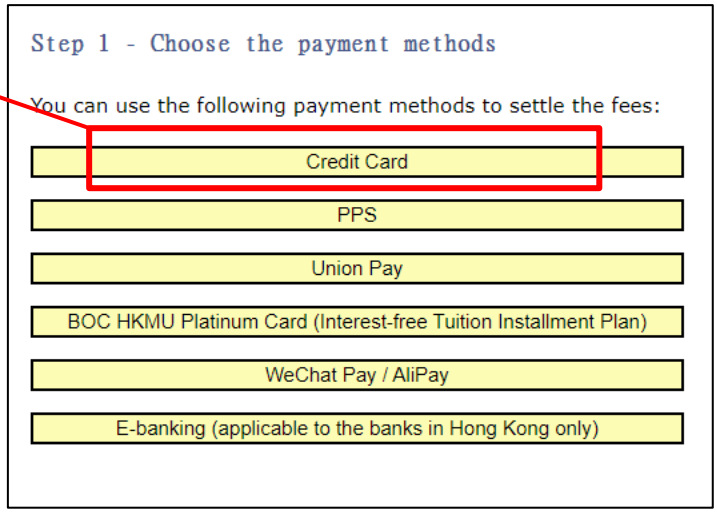
*你可選擇以下付款方式。請按<選擇付款方式>，並使用以下方式付款：

一、 信用卡; 或
二、 「繳費靈」網上即時付款; 或
三、 銀聯; 或
四、 中銀香港都會大學白金卡(分期支付學費); 或
五、 微信支付 / 支付寶; 或
六、 香港本地網上銀行 (此選項不適用於已預繳的學費尚有餘額的情況。)

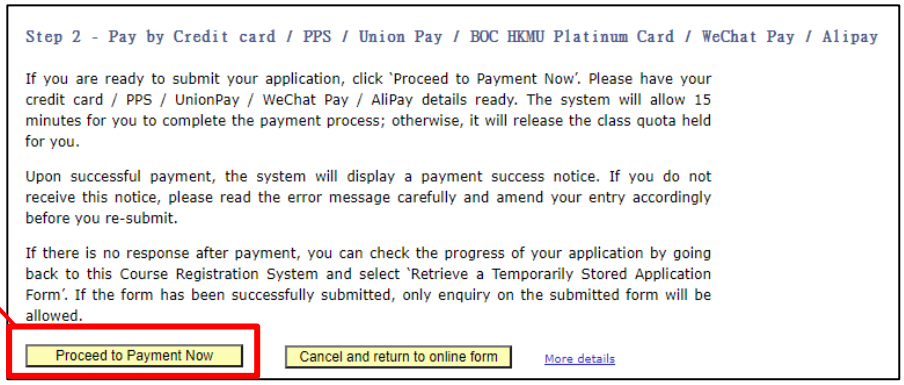
Payment Method 1: Credit Card

付款方式一：信用卡

(1) Select <Credit Card>.
選擇<信用卡>。

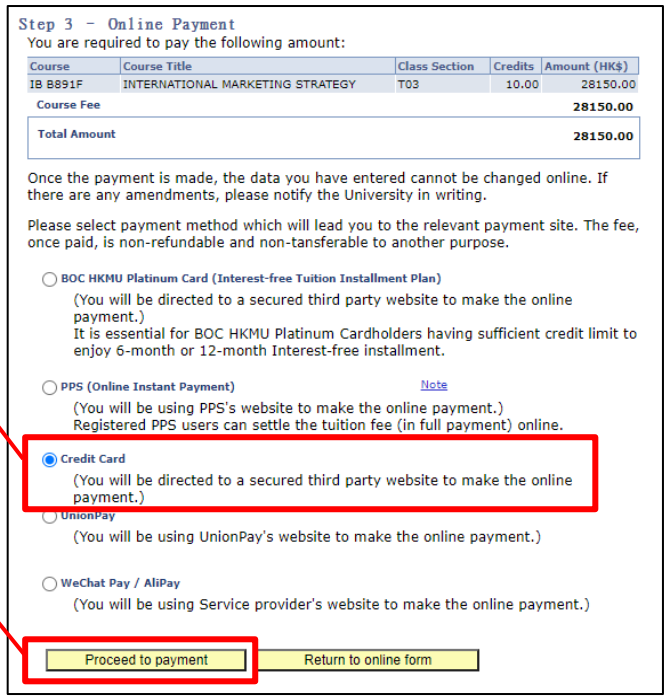


(2) Press <Proceed to Payment Now>.
按<經信用卡/「繳費靈」 /銀聯/ /微信支付/支付寶即時付款>。

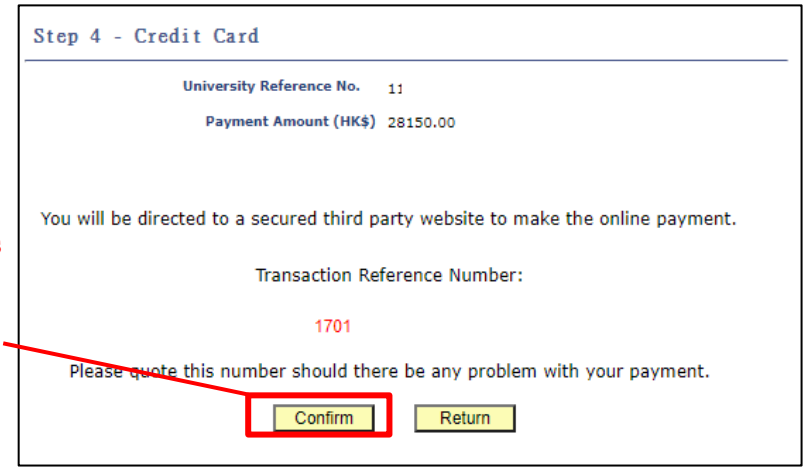


(3) Select <Credit Card>.
選擇<信用卡>。

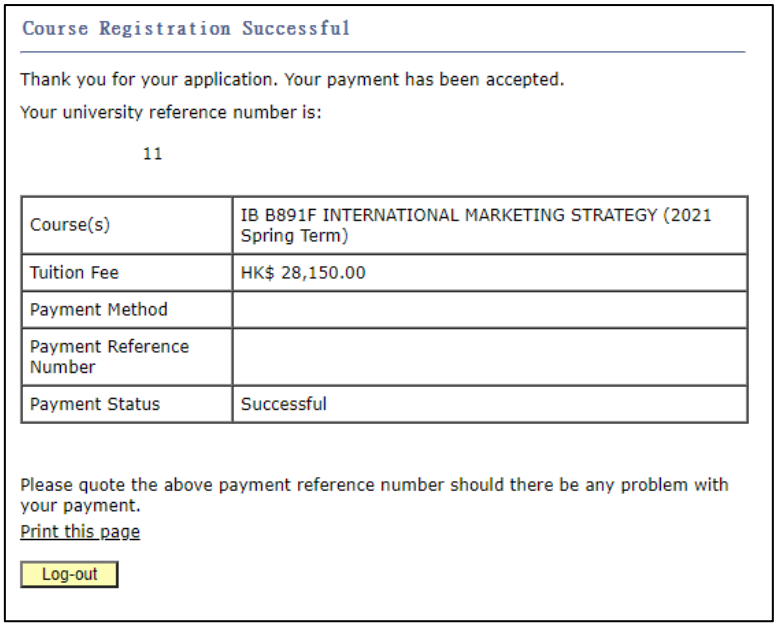
(4) Press <Proceed to payment>.
按立即繳費。



(5) Press <Confirm> and then follow the instructions to process the payment.
按<確認>並根據指引進行繳費。



(6) Successful page will be shown after you have completed all the necessary procedures.
繳費完成後，會顯示成功選修學科頁面。



Course Registration Successful

Thank you for your application. Your payment has been accepted.

Your university reference number is:

11

Course(s)	IB B891F INTERNATIONAL MARKETING STRATEGY (2021 Spring Term)
Tuition Fee	HK$ 28,150.00
Payment Method	
Payment Reference Number	
Payment Status	Successful

Please quote the above payment reference number should there be any problem with your payment.

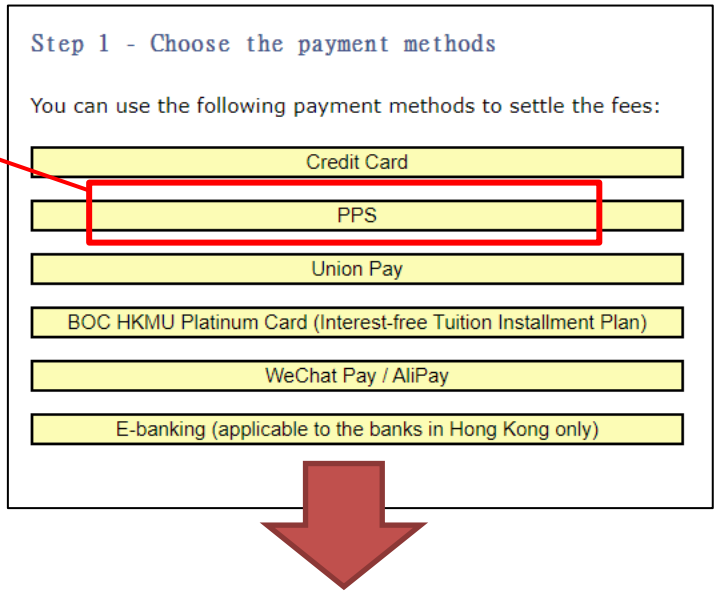
Print this page

Log-out

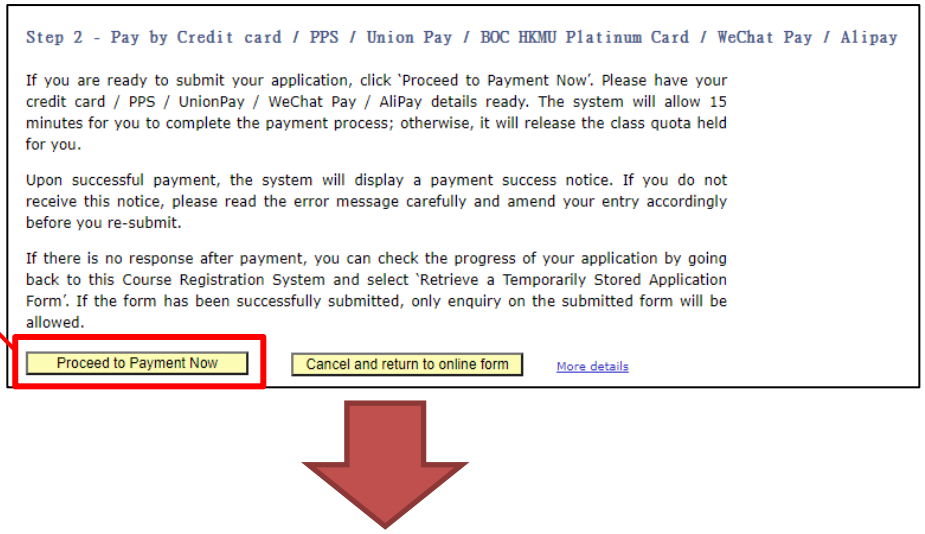
Payment Method 2: PPS (Online Instant Payment)

付款方式二: 「繳費靈」網上即時付款

(1) Select <PPS>.
選擇<繳費靈>。

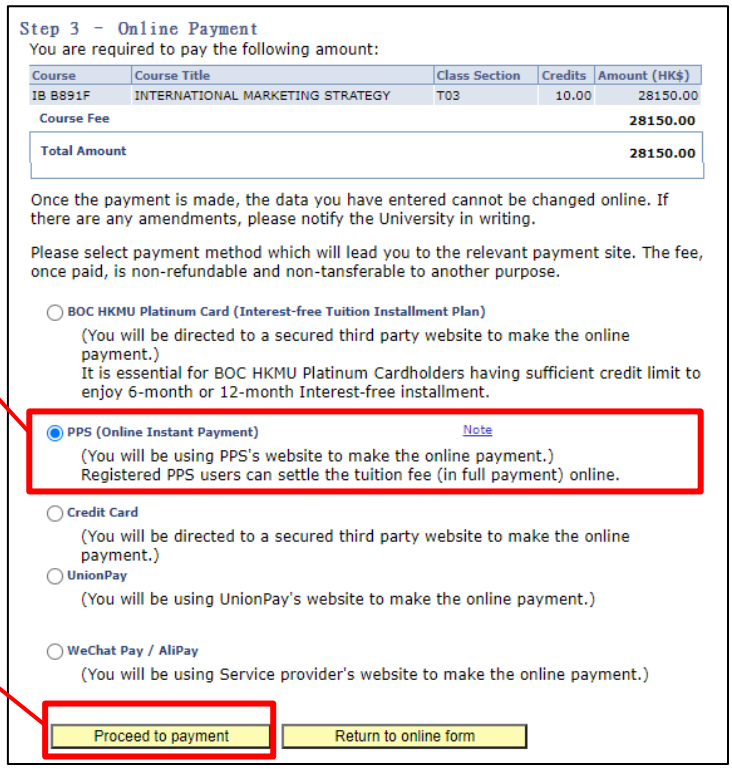


(2) Press <Proceed to Payment Now>.
按<經信用卡/ 「繳費靈」 /銀聯/ /微信支付/支付寶 即時付款>。

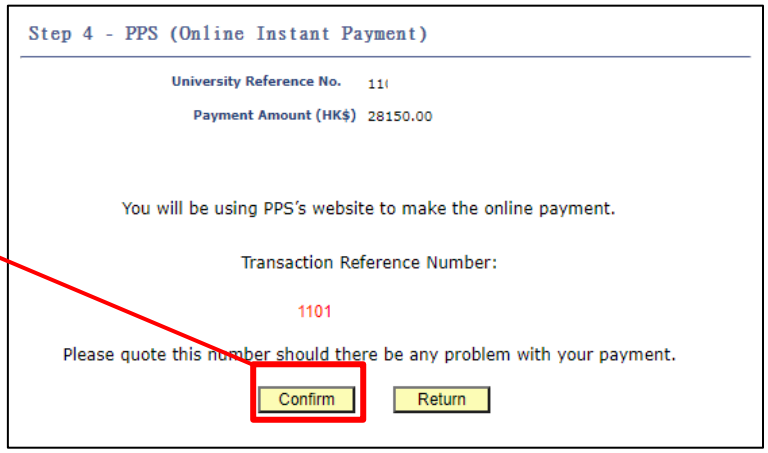


(3) Select <PPS (Online Instant Payment) >.
選擇< 「繳費靈」網上即時付款> 。

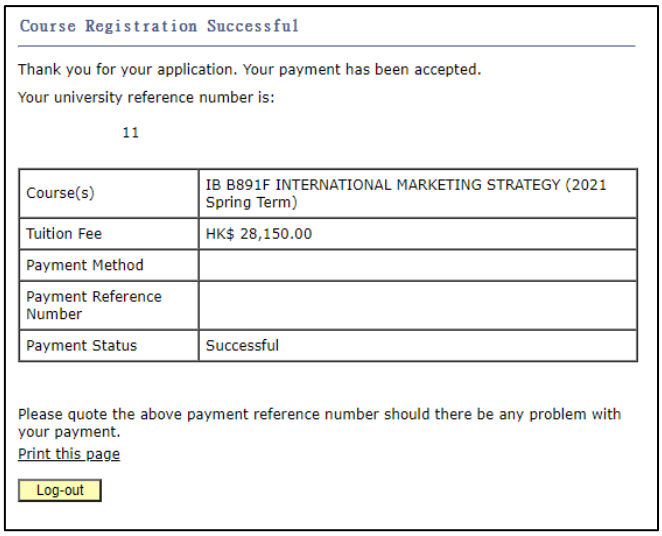
(4) Press <Proceed to payment>.
按立即繳費。



(5) Press <Confirm> and then follow the instructions to process the payment.
按<確認>並根據指引進行繳費。



(6) Successful Page will be shown after your payment has been accepted.
繳費完成後，會顯示成功選修學科頁面。



Course Registration Successful

Thank you for your application. Your payment has been accepted.

Your university reference number is:

11

Course(s)	IB B891F INTERNATIONAL MARKETING STRATEGY (2021 Spring Term)
Tuition Fee	HK$ 28,150.00
Payment Method	
Payment Reference Number	
Payment Status	Successful

Please quote the above payment reference number should there be any problem with your payment.

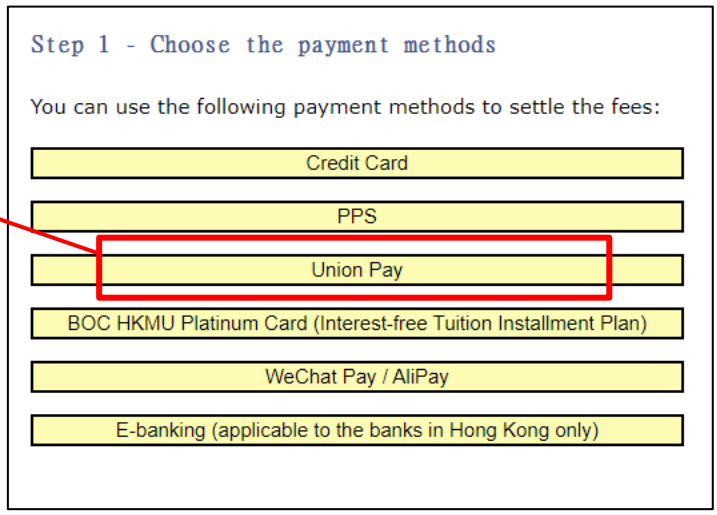
Print this page

Log-out

Payment Method 3: UnionPay

付款方式三：銀聯

(1) Select <UnionPay>.
選擇<銀聯>。



Step 1 - Choose the payment methods

You can use the following payment methods to settle the fees:

Credit Card

PPS

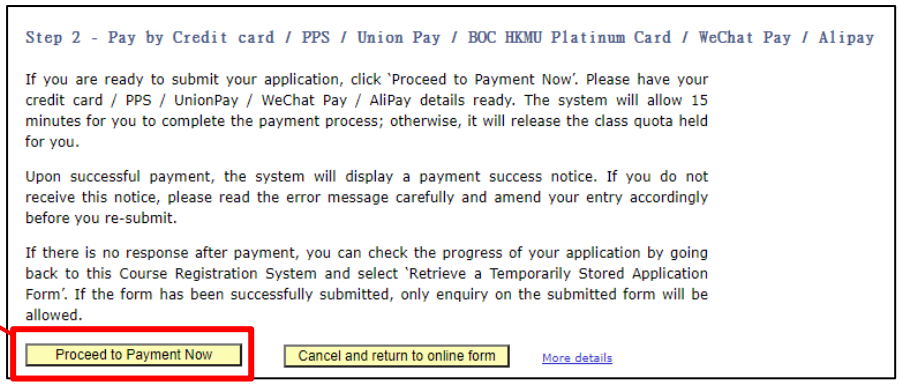
Union Pay

BOC HKMU Platinum Card (Interest-free Tuition Installment Plan)

WeChat Pay / AliPay

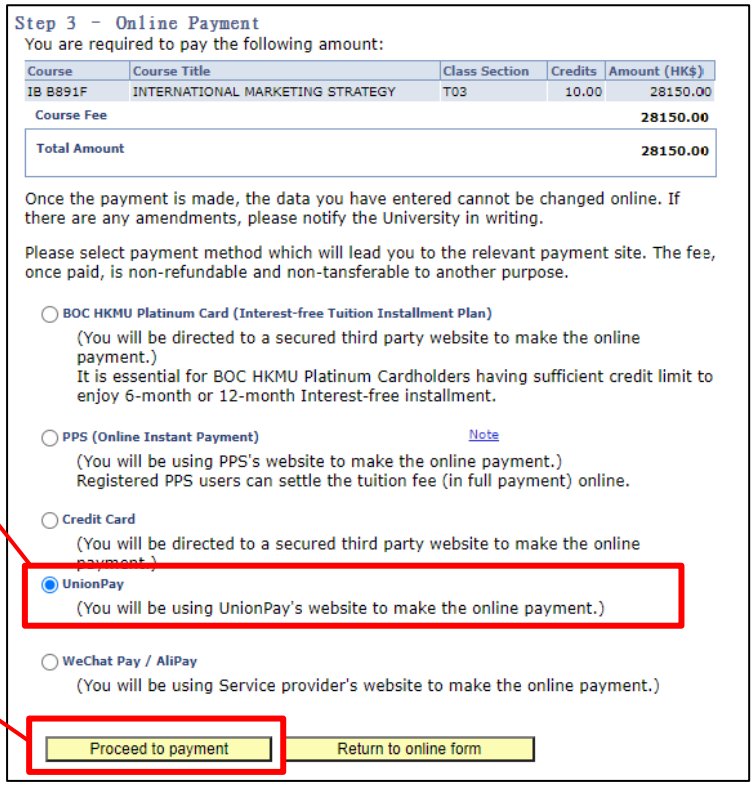
E-banking (applicable to the banks in Hong Kong only)

(2) Press <Proceed to Payment Now>.
按<經信用卡/ 「繳費靈」 /銀聯/ /微信支付/支付寶 即時付款>。

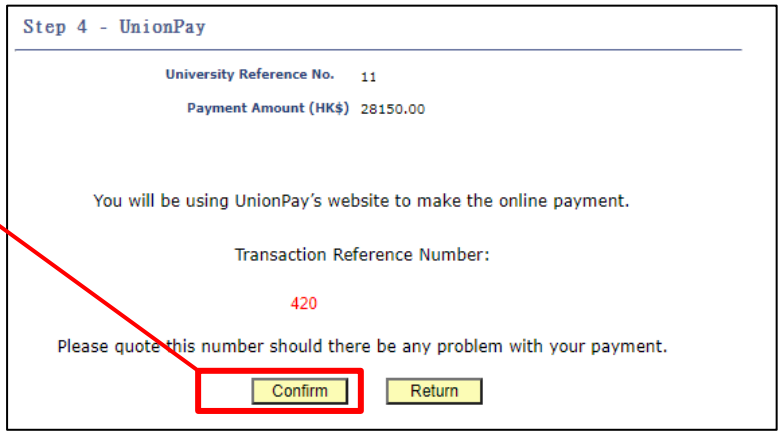


(3) Select <UnionPay>.
選擇<銀聯>。

(4) Press <Proceed to payment>.
按<立即繳費>。



(5) Press <Confirm> and then follow the instructions provided by the Bank to process the payment.
按<確認>並根據銀聯提供的指引進行繳費。



(6) Successful Page will be shown after your payment has been accepted.
繳費完成後，會顯示成功選修學科頁面。

Course Registration Successful

Thank you for your application. Your payment has been accepted.

Your university reference number is:

11

Course(s)	IB B891F INTERNATIONAL MARKETING STRATEGY (2021 Spring Term)
Tuition Fee	HK$ 28,150.00
Payment Method	
Payment Reference Number	
Payment Status	Successful

Please quote the above payment reference number should there be any problem with your payment.

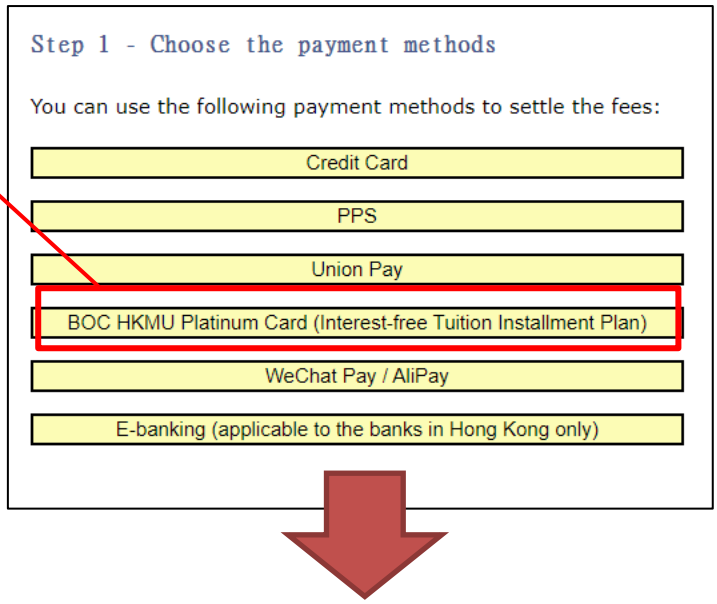
Print this page

Log-out

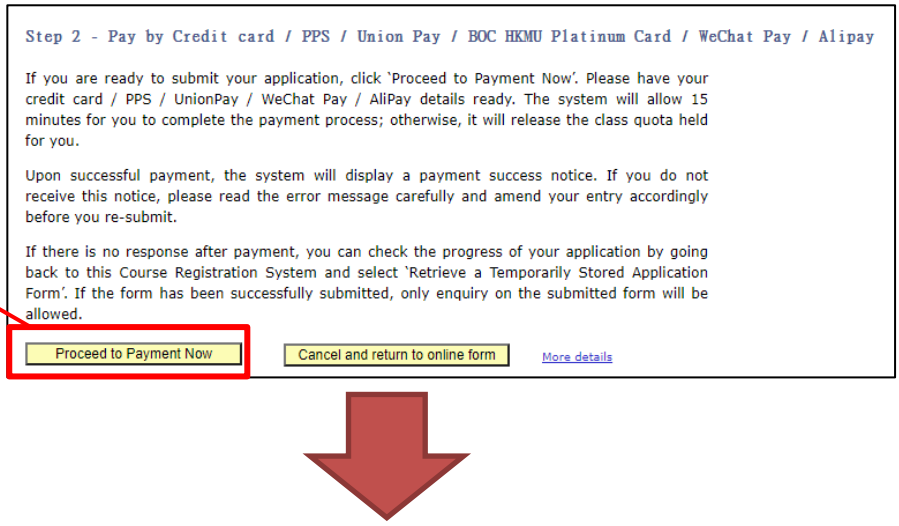
Payment Method 4: BOC HKMU Platinum Card (Interest-free Tuition Installment Plan)

付款方式四: 中銀香港都會大學白金卡(分期支付學費)

(1) Select <BOC HKMU Platinum Card (Interest-free Tuition Installment Plan>.
選擇<中銀香港都會大學白金卡(分期支付學費)>。

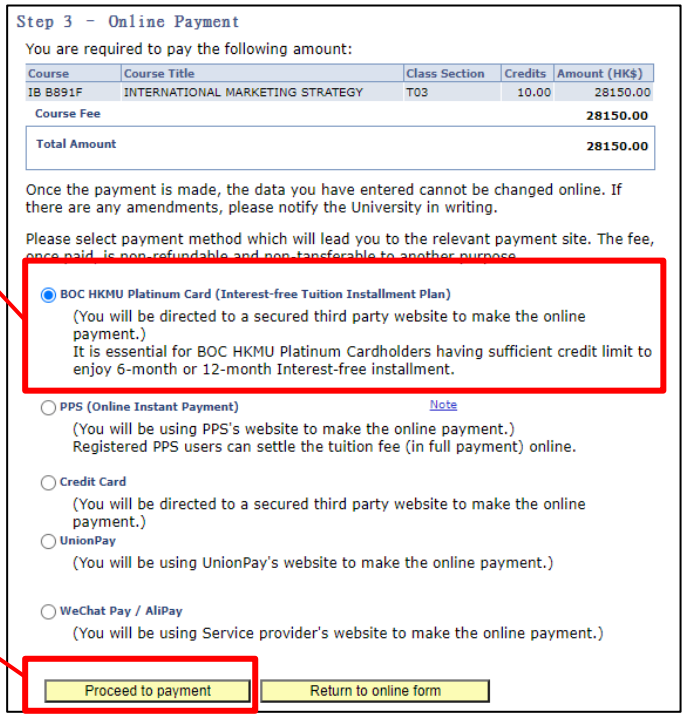


(2) Press <Proceed to Payment Now>.
按<經信用卡/ 「繳費靈」 /銀聯/ /微信支付/支付寶 即時付款>。

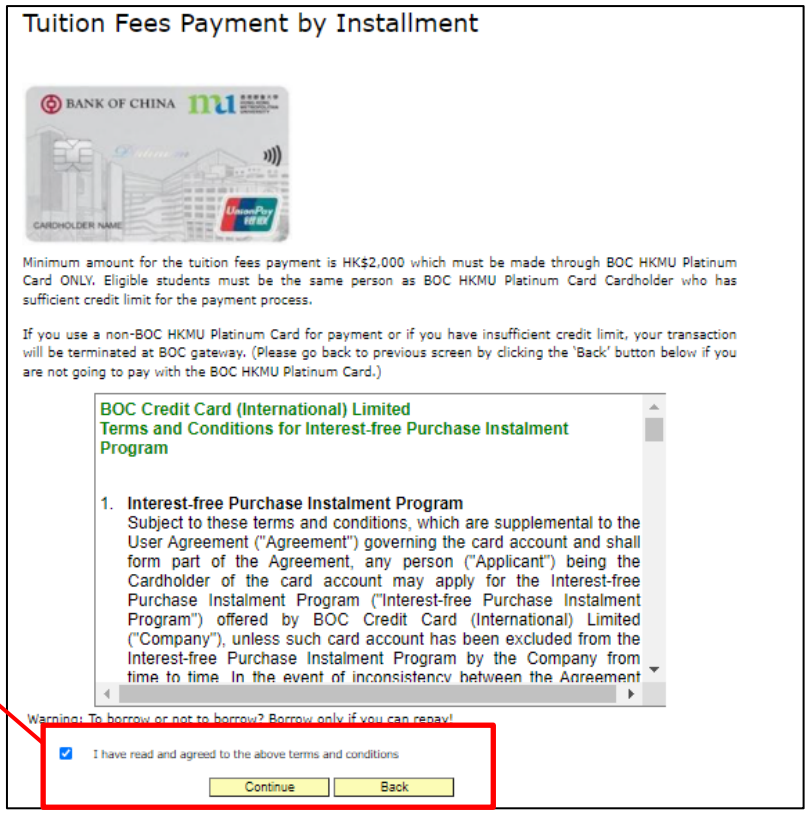


(3) Select <BOC HKMU Platinum Card (Interest-free Tuition Installment Plan>.
選擇<中銀香港都會大學白金卡(分期支付學費)>。

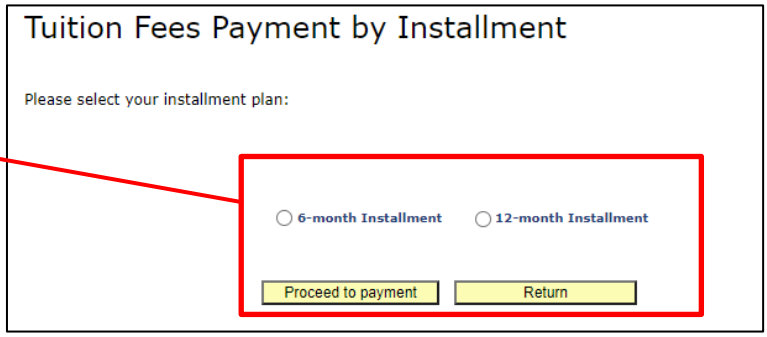
(4) Press <Proceed to payment>.
按<立即繳費>。



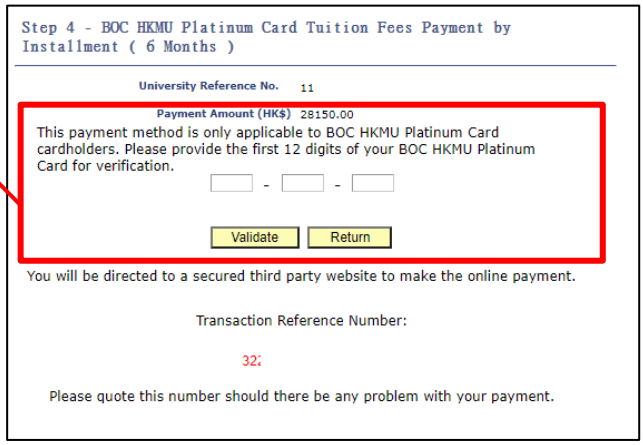
(5) Read the terms and conditions carefully. Then, check the box and press <Continue>.
請細心條款及細則，然後選取空格及按<繼續>。



(6) Select your installment plan. Then, press <Proceed to Payment>.
請選擇你的分期計劃，然後選取空格及按<立即繳費>。



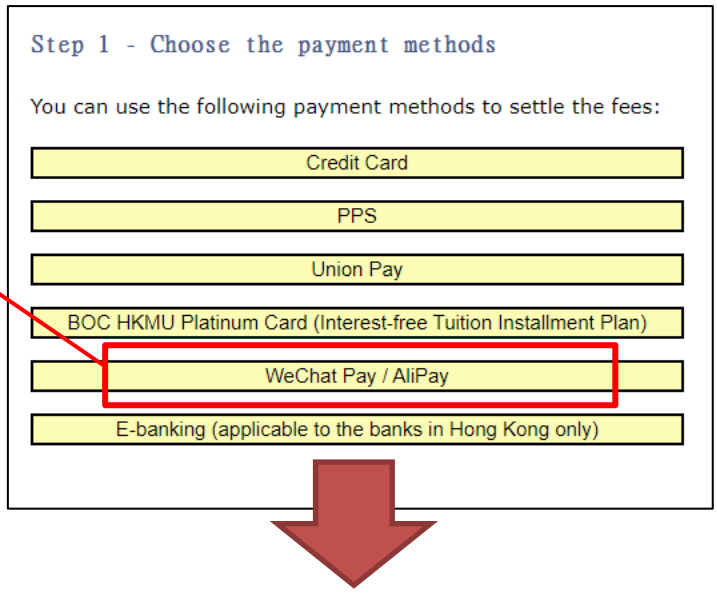
(7) Provide your credit card number and press <Validate>. Then, follow the instructions to process the payment.
提供你的信用卡號碼及按<驗證>。然後根據指引進行繳費。



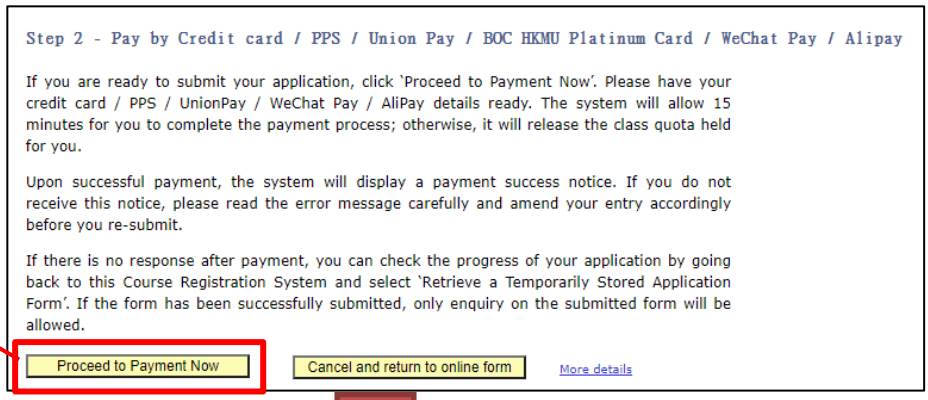
Payment Method 5: WeChat Pay / AliPay

付款方式五: 微信支付 / 支付寶

(1) Select < WeChat Pay / AliPay >.
選擇<微信支付 / 支付寶>。

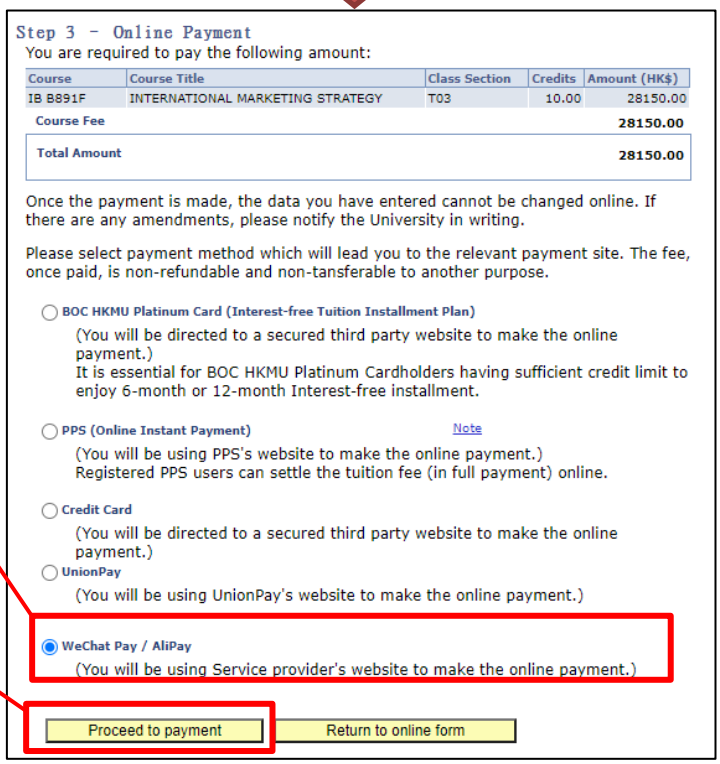


(2) Press <Proceed to Payment Now>.
按<經信用卡/ 「繳費靈」 /銀聯/ /微信支付/支付寶 即時付款>。

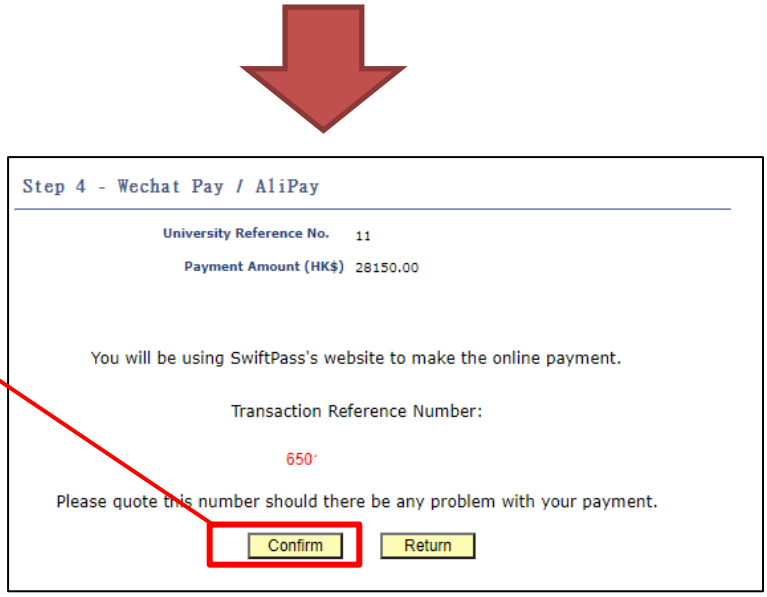


(3) Select < WeChat Pay / AliPay >.
選擇<微信支付 / 支付寶>。

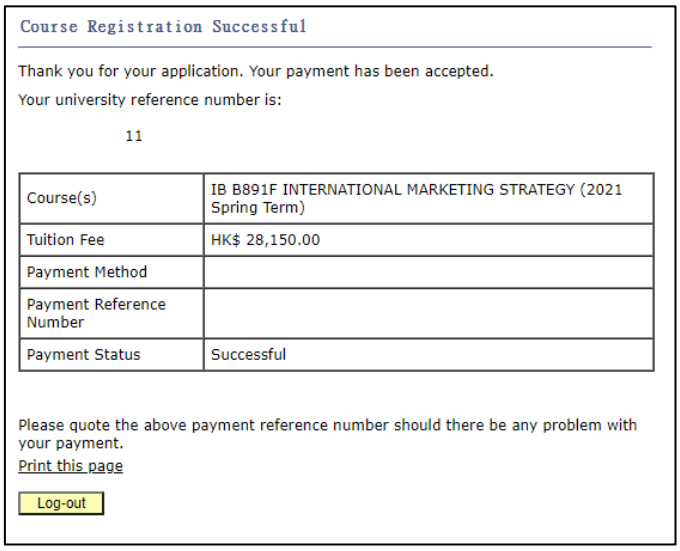
(4) Press <Proceed to payment>.
按<立即繳費>。



(5) Press <Confirm> and then follow the instructions to process the payment.
按<確認>並根據指引進行繳費。



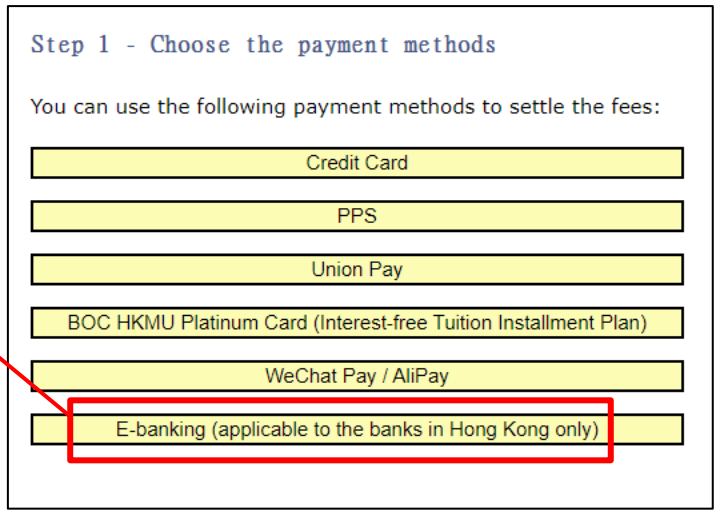
(6) Successful Page will be shown after your payment has been accepted.
繳費完成後，會顯示成功選修學科頁面。



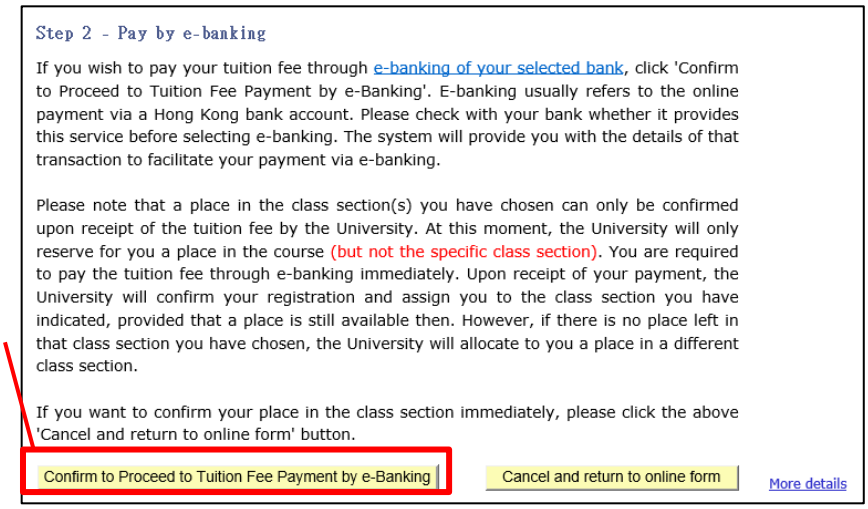
Payment Method 6: E-Banking of your selected bank

付款方式六: 網上銀行

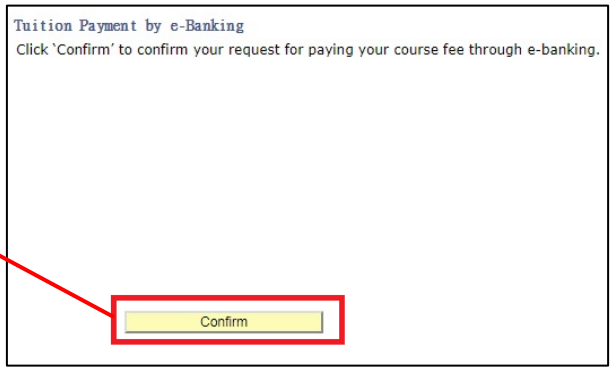
(1) Select < E-banking (applicable to the banks in Hong Kong only)>.
選擇<網上銀行 (只適用於香港本地銀行)>。



(2) Read the instructions carefully, and then press <Confirm to Proceed to Tuition Fee Payment by e-Banking>. Please note that e-banking usually refers to the online payment via a Hong Kong bank account.
請細心參閱指引，並按<確認透過網上銀行繳交學費>。請注意，網上銀行一般是指通過香港銀行戶口以網上付款的方式來繳費。

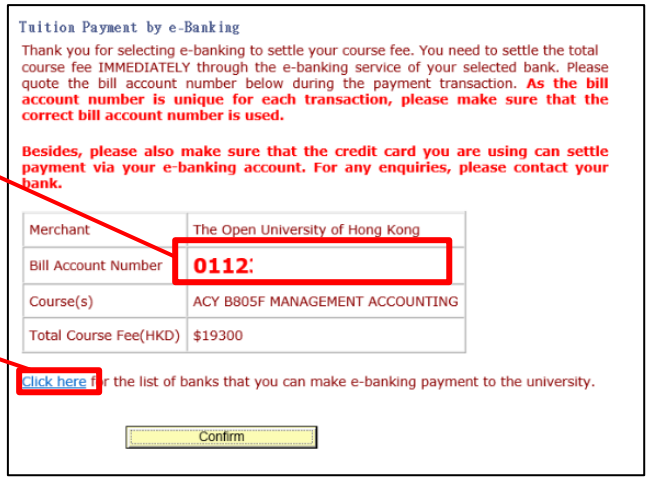


(3) Press <Confirm> to confirm the payment method again.
按<確認>以落實使用網上銀行繳款。



(4) Jot down the Bill Account Number which is necessary for e-banking payment.
記下賬單號碼，用以繳費。

(5) Click on "Click here" to check if your bank is on the list.
按<按此>檢閱你的銀行是否可辦理繳費。



(6) Click on your bank and then you will proceed to the website of your selected bank. Follow the instructions provided by your selected bank to process the payment through e-Banking.
按你的銀行會轉至你的銀行網站。根據銀行提供的指引進行網上繳費。

-END-