

# 旅業及酒店業學校學生手冊

## Tourism and Hotel School Student Handbook



旅遊學院  
INSTITUTO DE FORMAÇÃO TURÍSTICA  
Institute for Tourism Studies

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# 2018/19 Student Handbook 學生手冊

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## **Equal Opportunities Policy** 平等機會政策

Institute for Tourism Studies (IFT) is committed to giving academic opportunities to all appropriately qualified applicants regardless of social, ethnic and religious backgrounds. This commitment is consistent with the principles of justice and equity, and conforms with the spirit and intent of equal opportunity. IFT ensures that the strategies and all processes associated with admission, teaching and learning, progression and assessment are equitable and undertaken with awareness of the different needs of students and directed towards the encouragement of academic and personal development.

旅遊學院致力提供學習機會予所有符合入學要求的申請人，不論其社會、種族及宗教背景。這一承諾是以公平公正並符合平等機會的精神為原則。旅遊學院將確保其教學方針以及所有與招生、教學、評估相關的過程都是公平的，並盡力滿足學生不同的學習需要和鼓勵學術及個人發展。

## **Courses offered by Tourism and Hotel School** **旅業及酒店業學校課程**

### **1 Regulations Governing Courses offered by Tourism and Hotel School (THS) 課程規章**

- a. THS offers several courses to the public and customizes training programmes to companies and institutions.  
旅業及酒店業學校為公眾提供多項課程並為不同公司及機構安排特設課程。
- b. A THS student shall be awarded a certificate or a diploma provided that s/he has  
符合以下條件的學生可獲頒發課程證書或文憑：
  - i. undertaken a programme of study according to the duration stated in the course plan 根據課程大綱完成課程;
  - ii. completed the internship and the practicum if required, according to the study plan 完成實習（如適用）;
  - iii. attended all compulsory courses 修讀所有必修科;
  - iv. passed the prescribed examinations 通過規定的考試
  - v. paid the prescribed fees; and 繳交所有費用
  - vi. abided by the School's regulations 遵守學校的規章制度

#### **1.1 Admission Requirements 入學要求**

The entry requirement of each course is specified in the course plan.  
於個別課程大綱內訂明。

#### **1.2 Duration of the courses 修讀時間**

The duration of each course is specified in the course plan.  
於個別課程大綱內訂明。

#### **1.3 Course Outlines 課程大綱**

At the beginning of each course, lecturers shall present their students with the course outline(s) which shall include:

每一學科開課時，導師將為學生介紹該學科的課程大綱，包括：

- a. Course objectives 課程目標
- b. Programme contents 課程內容
- c. Supportive bibliography; and 課外參考書
- d. Course weighting and assessment method 課程比重和評核方式

#### **1.4 Class Records 出勤記錄**

Lecturers shall record the class progress and students' attendance at each class session in the summary records or via SCSI.

導師將於課程記錄冊或SCSI上記錄每課堂的內容及學生的出席情況。

#### **1.5 Registration 註冊**

Registration is not complete until all fees have been paid and all materials duly completed and submitted to Technical and Academic Support Division.

學生必須繳交所有費用及提供有關資料予技術暨學術輔助部以完成註冊手續。

#### **1.6 Course Load 課程工作量**

A student shall not be allowed to take courses for which the class schedules are conflicting.

不得選修上課時間有衝突的課程。

#### **1.7 Course Exemption 科目豁免**

There is no exemption policy in the courses offered by THS unless otherwise specified

除特別訂明外，科目豁免不適用於旅業及酒店業學校課程。

## 1.8 Grading System 評分制度

Grades are awarded according to the following systems:  
評分標準如下：

Letter Grade 字母等級	Standard 標準	Percentage 百分比
A	Superlative, extraordinarily good, remarkable 非凡的	93-100
A-	Excellent, first class 卓越的	88-92
B+		83-87
B	Very good, well above the reflected average performance 十分好、超越一般表現	78-82
B-	Good, above average 好、比一般好	73-77
C+		68-72
C	Median, neither notably good nor bad 中等、優劣並不明顯	63-67
C-	Acceptable; needs improvement 可接受、尚可改進	58-62
D+		53-57
D	Weak; barely acceptable 較差，僅可接受	50-52
F	Below the minimum required standard – failed 低於最低要求、不合格	50以下

Note: Letter grades are official grades. Grade points are used for the purpose of calculating GPA. Percentage and scale are for reference only and to facilitate our students to pursue their studies overseas

註：字母等級乃正式成績，成績點數只用作計算平均績點，而百分比和分數有助學生到海外升學時作參考之用。

## 1.9 Class Attendance and Absence 出席及缺席

- a. Attendance shall be taken by the lecturer.  
講師必須於每堂課點名。
- b. Fulfilment of all evaluation components as prescribed in the course outline is a precondition for a student's passing that course.  
學生必須成功通過課程大綱上所有評核要求才能取得該科的合格成績。
- c. A student who is unable to attend classes must inform the lecturer concerned and Technical and Academic Support Division in written document or email at the earliest opportunity. A certificate of sickness from a registered medical practitioner shall be submitted within 3 days when absence is due to sickness. A student who is absent without proof and approval from school from a course/subject for more than 20% will receive a fail grade.

學生如未能出席上課，必須儘早以書面方式或電郵通知相關講師及技術暨學術輔助部，如因病請假則必須在缺席3天內遞交由註冊醫生所簽發的病假證明。學生如未能出示證明及未經學校批准缺席多於每科上課時數的20%，當不合格論。

- d. Students should be punctual for all classes. Late arrival may result in, at the discretion of the lecturer concerned, not being allowed to enter the classroom, in which case the student will be registered as absent.

學生必須準時上課。講師可拒絕遲到學生進入課室，該生將被視為缺席。

### **1.10 Deferral of Study 休學**

There is no deferral policy in courses offered by THS unless otherwise specified.

除特別訂明外，休學制度不適用於旅業及酒店業學校課程。

### **1.11 Withdrawal 退學**

A student may withdraw from the Institute by written document or email to Technical and Academic Support Division for request. The withdrawal is official only after it is accepted by the Head of Technical and Academic Support Division. 要求退學的學生必須以書面方式或電郵到技術暨學術輔助部。所有退學的申請必須經技術暨學術輔助部處長接納後，方可生效。

### **1.12 Release of Certificate 課程證書**

When all course grades are received and approved by the Director of THS, certificates will be issued by Technical and Academic Support Division and the students will be notified for collection.

當旅業及酒店業學校校長審核所有學生成績後，技術暨學術輔助部將準備相關證書並通知學生領取。

Students who have doubts about the course grade or project grade and wish to appeal must send their requests by written document or email to Technical and Academic Support Division within one month upon course completion results are received. Any request received after this period will not be dealt with.

學生如對成績有異議或有意提出上訴，應於課程完結並收到成績後一個月內以書面方式或電郵向技術暨學術輔助部提交覆核要求。於限期後提出的要求將不被接納。

### 1.13 Change of Contacts 更改地址

Any correspondence from the Institute mailed to the last address provided by the student to Technical and Academic Support Division will discharge all the Institute's responsibility for notification. Students must notify Technical and Academic Support Division of any change of their personal contacts (address and contact numbers). Students of the diploma programmes can make the change through portal.

技術暨學術輔助部會按照學生提供的地址寄發信函，如學生更改地址應通知技術暨學術輔助部。文憑課程的學生可透過入口網站自行更改。

## 2 Evaluation/Assessment 評核

### 2.1 Evaluation Components 評核方法

IFT follows a continuous evaluation procedure. Therefore, the following should be considered

旅遊學院採用持續評核的方式，因此評核時將考慮下列因素：

- a. All components in the evaluation mix, e.g. quizzes, assignments, projects, etc., are compulsory and students may not skip any of them in order to pass the course.

所有的評核，如測驗、功課、小組報告等都是必要的，學生若未能完成當中任何一項，均視作未能通過課程。

- b. Any kind of assessment method can be used, such as examinations, project discussions, or presentations, as stated in the course outline distributed by each lecturer at the beginning of the course.

講師在課程開始時將派發其課程大綱，並說明評核方式，如考試、小組討論或報告等。

### 2.2 Responsibility 責任

- a. Students are responsible for checking the dates, times and locations of their evaluation for the different courses, and for presenting themselves for evaluation at the appointed places and times.

學生有義務核對各科的考試日期、時間及地點，並按時間、地點出席考試。

- b. Students are always required to bring along their personal ID Card.

學生必須帶備身份證明文件。

- c. In some courses, students are allocated specific desks for each evaluation they are taking. When applicable, students are responsible for checking their desk numbers, which are posted at the entrance of the evaluation venue, before the commencement of the evaluation. Any student who cannot find his/her name on the seating plan should inform Technical and Academic Support Division immediately.

部份課程考試，學生可能被安排指定的座位，學生必須自行查閱張貼於試場外的座位表並按號入座，如學生於座位表內未能找到其座號，須立即通知技術暨學術輔助部。

- d. Students will be admitted into the evaluation venue by the invigilators at least 15 minutes before the commencement of the evaluation and all students should be properly seated 10 minutes before the evaluation starts. Upon entering, students are subject to the authority of the invigilators and must act according to any instructions given by them. In the first 15 minutes of the evaluation, Chief invigilators reserve the right to admit or deny admission to tardy students and even if admitted, no extra time will be given.

學生必須於考試前15分鐘到達考試地點，並於考試時間前10分鐘入座。進入試場後，學生必須服從及遵守監考人員的指引。如學生於考試開始後的首15分鐘內到場，首席監考員有權允許或拒絕該生進入試場，即使被允許參加考試，考試時間亦不予延長。

- e. When required, outdoor clothing, briefcases and similar items must be deposited in a place well away from the students, as directed by the invigilators.

學生必須按監考員的要求，把外套、公事包等物品存放於指定地方。

- f. If written examination is required, no students will be permitted to leave the venue during the first 30 minutes, unless they are told to leave by the invigilator concerned. A student wishing to leave the venue temporarily may be permitted to do so, and s/he will be accompanied by an invigilator.

不得在筆試開考後首30分鐘內離開試場，監考員要求除外。若學生需暫時離開考場，必須經監考員同意及陪同下方可離開。

- g. i. If circumstances arise during an evaluation which, in the opinion of the invigilator concerned, render it necessary to be cancelled or postponed, the Chief Invigilator will stop the evaluation and, as soon as possible, arrange for the written scripts to be collected. The incident will be reported to the Head of Technical and Academic Support Division.

考試期間，首席監考員有權按實際需要把考試改期或取消，首席監考員將儘快終止考試並收集試卷，並將事件向技術暨學術輔助部處長報告。

- ii. When a report is made under such circumstances, the Head of Technical and Academic Support Division will investigate the matter reported and take necessary action. In the event that another evaluation is ordered to be held, the new evaluation will be deemed to be the prescribed evaluation, and a report will be made to the final decision-making bodies concerned.

如發生以上情況，技術暨學術輔助部處長將進行調查並跟進，在有安排重考的情況下，重考的成績將被取用，而報告將呈交相關的委員會。

- h. Students will comply with all instructions concerning the evaluation system as given by the course lecturers.

學生必須遵守每科講師訂下的考核制度。

- i. No person may impersonate a student, nor may any student permit himself/herself to be impersonated at any evaluation.

不得代他人考試亦不得由他人代考。

- j. Students are not permitted to remove question papers from the venue. These are to be collected at the end of the evaluation together with the written scripts.

學生不得把試題或試卷帶離試場。所有的試題及試卷都必須在考試結束後收回。

- k. It is the responsibility of the student to ensure that all loose pages are securely fastened into the answer book and that all work which is to be considered by the examiners is handed in. No work that is removed by the student from the venue will be accepted for consideration by the examiners.

學生必須確保將所有相關補充頁存放於答案簿內，並交予監考員。任何答案帶離試場將不獲批改。

### **2.3 Use of Materials and Aids 輔助器材的使用**

- a. Use of dictionary of any kind is NOT allowed in the examinations unless otherwise stated

除特別訂明外，考試時不得使用任何種類的字典。

- b. Students are not permitted to bring pencil cases to any examination venue and they should only provide themselves with the necessary writing and drawing tools.

學生不得攜帶筆袋或筆盒進入試場，只可帶備所需文具。

- c. If written examination is requested by the lecturer, all questions should be answered using only scripts, answer booklets, supplementary sheets and other materials provided by the Institute for that evaluation. Students at any evaluation will not be permitted to have in their possession or to make use of any paper, books, notes, instruments, aids or other materials unless expressly authorised in the rubric of the examination. Details of any such materials and aids which may be permitted in the evaluation will be provided to students in advance by the invigilators. Authorised materials and aids will be subject to inspection by the invigilators

如需進行筆試，學生應在答案簿、補充頁或其他由本學院提供之材料上作答。任何情況下，學生在考試期間不得使用任何自備的紙張、書本、筆記、工具或任何輔助物品，在考試卷內註明者除外。校方將於考試前公佈於考試時可使用的工具及物品。監考員將在開考前作檢查。

- d. In the event that electronic calculators are permitted for use in an evaluation, they should be non-programmable unless explicitly allowed by the relevant lecturer, hand-held, self-powered, and silent in operation. They should not possess any graphic or work display facilities. Students may not use any external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules. Students are responsible for ensuring that their calculators are in working order, have a sufficient power supply, and that alternative means of calculating are available in the event that their calculator should fail.

在允許運用電子計算機的情況下，只可使用非程式控制的計算機，且必須為手提、備乾電和以靜音運作，不得使用有圖像顯示功能或具外置媒體如說明小冊子、磁卡或記憶體等。學生必須確保其計算機有充足電源或後備器材以確保其正常運作。

- e. All other materials provided by the Institute for use in evaluations must not be removed by students from the evaluation venue.

學生不得從試場帶走任何由學院提供的物品。

## 2.4 Misconduct during Examinations 考試中的不當行為

- a. Any student who is suspected of cheating will be informed by the invigilator concerned, who can disqualify any student who is found guilty of misconduct.

監考員如懷疑學生有欺騙的行為，經證實後可取消其考試資格。

- b. Should the Institute find a student guilty of misconduct, dishonesty, or irregularity, the student will be disqualified and awarded an F (Fail) for that course. S/he may be expelled from the Institute, subject to the decision of the IFT Disciplinary Panel.

如發現學生於考試時有不正當、不誠實或不正常的行為，該生將被取消資格而該科則被視為不合格，學術委員會有權取消其就讀資格。

- c. Mobile phones and other communication devices should not be brought into any examination venue. If found on a student's body or desk, the mobile phone will be confiscated and the incident will be recorded as misconduct.

不得攜帶行動電話或其他通訊器材進入試場，如有發現，該通訊器材將被沒收，事件將列為不正當行為處理。

## 2.5 Submission of Marks 呈交分數

Course lecturers are required to submit completed mark lists to Technical and Academic Support Division within 7 calendar days (including holidays), of the completion of the evaluation.

所有講師必須於考試結束後7天內（包括星期六、日及公眾假期）將分數表交回技術暨學術輔助部。

## 2.6 Supplementary Evaluation 補考

- a. A student who is unable to attend an evaluation under normal conditions because of illness, misadventure, or other extenuating circumstances, or who would be significantly disadvantaged if required to do so, may be permitted to retake the evaluation under special conditions. Such special arrangements, which may include additional time, or a re-scheduling of the evaluation, will be approved in advance by the Head of Technical and Academic Support Division after consultation with the lecturer concerned. In all other respects, the regulations governing evaluation/assessment will apply. Any student requesting special arrangements on medical grounds will be required to substantiate his/her requests by presenting a certificate of sickness from a registered medical

practitioner or other documentary evidence. Any student requesting special arrangements on other grounds may be required to reimburse the Institute for expenses incurred in such arrangements.

因疾病、意外或其他情有可原的情況而未能出席考試的學生，又或出席考試會對學生造成不公平，在特殊的情況下，可考慮為學生安排補考。相關的安排，包括加時或補考，將經技術暨學術輔助部與相關講師商討後再作決定。在重考或補考中，將嚴格執行評核的一般規則。如學生因病未能出席考試，必須向技術暨學術輔助部提交由註冊醫生所簽發的證明書。所有安排考試之額外費用將由學生負責。

- b. A student is required to inform the Head of Technical and Academic Support Division in writing immediately if for any reason s/he is unable to sit for an evaluation because of illness, accident, legal duty or other causes, or if there is any factor arising immediately prior to or during the evaluation which the student believes could adversely affect his/her performance and which s/he wishes the examiner to take into account when assessing their performance. The student's letter must state clearly the evaluation in question, the cause of the absence, or the manner in which the performance was affected, and must enclose the relevant supporting documentary evidence (e.g. medical certificates).

學生如因疾病、意外、履行法律義務或其他原因而未能參加考試，或因以上原因而影響其考試表現，須立即以書面形式通知技術暨學術輔助部處長，並清楚解釋其缺席理由或影響考核表現的情況並附上相關的文件，如醫生證明。

- c. Any student failing to give notice as specified in (b) to the Head of Technical and Academic Support Division within 24 hours after the evaluation concerned, discounting any Saturdays, Sundays, and public holidays, will lose the opportunity to sit for the supplementary evaluation

如學生未能於考試後24小時（星期六、日及公眾假期除外）內呈交b項所述的文件，將不獲補考的資格。

- d. A supplementary evaluation may be replaced by other forms of assessment like projects, assignments, etc. and should in no case be more than the weighting prescribed in the course outline  
補考可以其他考核方式進行，如練習、報告等，但不能超過課程大綱所列出之比重。
- e. No second chance would be given to students who have failed to attend the supplementary examination as scheduled

缺席補考的學生將不獲再次考試安排。

- f. There will not be any discount on the weighting for supplementary examination  
考試得分不因補考而扣減。

## 2.7 Re-sit Evaluation 重考

- a. A student whose course average is below 40% is required to repeat the course and may not register for a re-sit evaluation except in very special circumstance approved by the Head of Technical and Academic Support Division. A student requesting re-sit evaluation should have the courses officially enrolled  
平均分低於**40分**，除在特別允許下，將不獲安排重考，必須重讀該科。學生須確保重考科目已正式註冊。
- b. The grade of a student who takes a re-sit evaluation can be raised no higher than “D” (Pass), regardless of the score achieved in the re-sit evaluation.  
不論重考的得分高低，所有重考的評分不能高於“D”（即為合格的分數）。
- c. A student is allowed to take a re-sit evaluation for a failed course only once.  
每科只可重考一次。
- d. A re-sit evaluation may be replaced by other forms of assessment like projects, assignments, etc. and should in no case be more than the weighting prescribed in the course outline.  
重考可以其他考核方式進行，如練習、報告等，但不能超過課程大綱所列出之比重。
- e. No second chance would be given to students who have failed to attend the re-sit examination as scheduled  
缺席重考的學生將不獲再次考試安排。
- f. For international qualifications, re-sit evaluation is subject to the policy of the concerned organization.  
國際認證課程之重考需按照相關組織之政策安排。

## 2.8 Evaluation/Assessment Schedules 評量/考核時間表

- a. Evaluation or assessment schedules are sanctioned by the Institute and individual arrangements between the lecturers and the

students are not acceptable. If the lecturers consider the request to be legitimate, the lecturers should advise the student concerned to write a letter of petition explaining the nature of the request. This letter should be addressed to the THS Pedagogic Council for consideration.

評量/考核的時間表由學院審批，學生與講師的私下安排是不被接受的。如講師同意學生的要求，講師必須要求學生向學校呈交請求書以表明要求的內容。該請求書將由學術委員會批核。

- b. In most cases, requests by students for special dates of scheduled evaluation/assessment will not be entertained with the exception of the following:

一般情況下，校方不會接納學生申請更改評量或考核日期的要求。下列情況除外：

- i. In case of force majeure affecting the student and the Institute, Technical and Academic Support Division shall determine the appropriate dates for a re-scheduling of the evaluation/assessment.

如遇不可抗力的情況，影響學生或學校，技術暨學術輔助部將重新安排評量/考核日期。

- ii. In the event of extraordinary cause, it will be considered by the THS Pedagogic Council on a case-by-case basis only after submission of a petition letter by the student concerned. The applicant, within a reasonable period of time before a foreseeable or after an unforeseeable alleged extraordinary cause, shall write a letter addressed to the THS Pedagogic Council stating the cause for which s/he is applying for a special evaluation/assessment sitting. The applicant carries the burden of providing proof to the THS Pedagogic Council that an extraordinary reason exists.

如因特殊理由，學院將於學生呈交請求書後交由學術委員會處理。在可預知的情況下學生須提早申請，而在不可預知情況下應儘早申請。申請者必須向學術委員會呈交資料以證明其申請出於特殊理由。

- c. The THS Pedagogic Council will then deliberate on the merits of each case and determine whether granting of a special examination is warranted.

學術委員會將作個別考慮及批核。

## **2.9 Cognizance of Evaluation/Assessment Rules 認識評量/考核之規則**

Every student will be deemed to have both understood and accepted these evaluation/assessment rules.

所有學生被視為明白並接受以上評核規章。

### **3 Code of Student Discipline 學生紀律守則**

- a. All students of the Institute are obligated to comply with this Code of Student Discipline whilst on campus and/or when acting in a capacity of representative of the Institute  
所有學生在校園內或代表學院身份時必須遵守此守則。
- b. Students must abide by all the rules and regulations stipulated in this Handbook  
學生必須接受本手冊的所有規定。
- c. Punctuality in reporting for classes is very important. Lecturers may enforce such through provisions detailed in the course outlines.  
學生必須準時上課，講師會在課程大綱中重申。
- d. Attire on campus, is to be smart casual and befitting an individual who aspires to become a professional in the tourism and hospitality industries.  
在院內必須穿著得體的衣著，以適應將來成為旅遊專業從業員。
- e. As a matter of courtesy and in order not to disturb others, the use of mobile phones or pagers, even if they are in vibration mode, are not allowed during classes, evaluation sessions. Any violation will lead to disciplinary action.  
為免打擾他人及因應基本禮儀，在課堂、評核過程中或其他要求保持安靜的地區，如多媒體圖書館，不得使用行動電話或傳呼機，即使在振動模式下亦不得使用，違者將被處分。
- f. Smoking is allowed only in Aerial Garden, veranda of Pousada de Mong-Há, Windows Cafeteria (outdoor area) and alfresco of Educational Restaurant while food and beverage consumption is allowed in Aerial Garden, rooftop of Inspiration Building, Recreation Room, Cafeteria and Educational Restaurant. Disciplinary action will be taken against offenders.  
只有空中花園、望廈迎賓館室外長廊、學生及員工餐廳（戶外休憩區）及教學餐廳露天茶座才允許吸煙，飲食只限於空中花園、啟思樓頂層、休憩室、學生員工餐廳及教學餐廳。違者可被處分。
- g. Students who wish to do anything in the name of the Institute must first obtain written permission from the President. Without this written permission, no student may claim to represent the Institute in any matter whatsoever, including correspondence with the press or public.

學生如需以學院名義進行任何形式的活動，必須事先取得學院的書面批准。任何學生不得在未經院方批准下與傳媒或公眾以院方名義聯絡。

- h. Students who wish to arrange activities open to members of the public must obtain prior permission from the President. The students concerned shall be responsible for the good behaviour of the visitors.

學生如需為公眾安排活動必須事先取得學院的批准。相關學生有責任維持其訪客的秩序。

- i. All Institute property and installations must not be defaced, damaged or removed. If Institute property is damaged or lost, those found responsible shall be liable to meet the cost of its repair or replacement in whole or in part.

任何人均不得損毀、破壞及拆除學院的任何財產及裝置。如任何人損毀或遺失學院財物，必須負責修補或重新購置該項物品。

- j. Students should assist in keeping all parts of the Institute clean and tidy by utilizing the rubbish receptacles provided.

學生應保持學院清潔及整齊，善用學院設置的垃圾箱。

- k. Students may put up posters or notices only on designated notice boards after being given expressed permission by the Head of Technical and Academic Support Division. Unauthorized posters and notices will be removed.

學生只可在技術暨學術輔助部處長批准後，在指定地點張貼告示或海報。未經許可的海報或告示將被移除。

- l. Students are permitted to play musical instruments and personal audio/video devices only in areas designated for such purposes. The usage of devices which emit sound that may infringe on other persons' privacy in public areas is prohibited.

學生只可在指定地點奏樂或使用任何音響器材。在公眾地方禁止使用以上器材干擾其他人。

- m. The parking of student vehicles must be within designated parking areas. Parking in non-designated areas will result in the vehicle being removed or clamped.

學生必須在指定地點停泊車輛。違例車輛將被拖吊。

- n. The campus is open to students on the days and times as agreed to by the President; information can be obtained from Technical and Academic Support Division or the Reception.

校園在指定時間及日子開放。有關開放時間可在技術暨學術輔助部或接待處查詢。

- o. Notes taken in lectures, course materials supplied to students by lecturers/instructors and information given are for private study purpose only. The copyright of all these materials belongs to the Institute.

各科目講師派發予學生的筆記或堂上資料等只供學生的學習用途，其版權屬旅遊學院旅業及酒店業學校所有。

- p. No audio or video recording within the premises of the Institute is allowed, except with the permission of the Director of THS.

不得在校園內使用任何攝錄影音器材，獲旅遊學院旅業及酒店業學校校長批准者除外。

- q. The course lecturer has the right to exclude from class any student whose behaviour disturbs the rest of the class or does not abide by any requirements laid down by the Institute.

講師有權要求擾亂課堂秩序或不遵守學院規則的學生離開課室。

- r. Students who fail to abide by the rules and regulations for more than two times may be requested to withdraw the course immediately with no compensation.

如學生不遵守規則及條例兩次者，可被立即要求退學而不獲任何補償。

- s. Lecturers may request the student, who is considered not suitable to attend class, to leave classroom due to his/her (physical or mental) condition.

如講師發現學生的健康狀況或精神狀態不適合上課，可要求學生離開。

#### **4 Scheme of Jurisdiction in Cases of Offence against the Rules Governing Student Behaviour 審理違規個案的體制**

##### **4.1 The Student Discipline Panel 學生處分小組**

- a. The Student Discipline Panel (hereafter called "The Panel") shall exercise summary jurisdiction in major offences against the Code of Student Discipline, and also deal with appeals arising from minor offences.

學生處分小組（以下稱為「小組」）將對嚴重過失作出判決及審理輕微過失之上訴。

- b. The constitution of the Panel may consist of the following members  
小組將由下列人員組成：
- i. The President 院長
  - ii. The Vice-President 副院長
  - iii. The Director of THS 旅業及酒店業學校校長
  - iv. The Academic Coordinator; and/or 課程主任，及/或
  - v. The Head of Technical and Academic Support Division 技術暨學術輔助部處長
- c. In the case of minor offences as defined in 4.2a, jurisdiction shall be exercised by one of the authorised officers of the Institute as stated in 4.2b and appeals will be heard by the Student Discipline Panel as stated in 4.1b.  
輕微過失（如 4.2a）將由學院授權的人員（請參閱 4.2b）判決，如有上訴，則由學生處分小組（請參閱 4.1b）審理。
- d. In the case of major offences as defined in 4.3a, jurisdiction shall be exercised by the Student Discipline Panel as stated in 4.1b. Appeals will be heard by the President through such mechanisms deemed appropriate (see 4.4).  
嚴重過失（如 4.3a）將由學生處分小組（請參閱 4.1b）判決。如有上訴，則由院長按適當的機制（請參閱 4.4）審理。

## 4.2 Minor Offences 輕微過失

- a. The nature of minor offences include  
輕微過失的性質包括：
- i. removing property without permission but without the suspicion of theft  
未經批准下，移取院內的財物，但沒有偷竊的嫌疑。
  - ii. rowdy, boisterous or anti-social behaviour resulting in damage to property or disturbance to people where such behaviour is not intended to result in damage disturbance  
非蓄意但對院內財物造成破壞或騷擾他人的粗暴行為。
  - iii. any activity of a mischievous nature which may result in disruption to the normal functioning of the Institute but which stops short of damaging property or causing injury  
任何妨礙學院正常運作或造成短暫性的財物損壞或引起受傷的惡作劇行為。
  - iv. any offensive activity of less seriousness than those that would normally be regarded as a major offence  
任何輕於嚴重過失之活動。

b. Jurisdiction 判決

The following Institute officers are authorized to deal with minor offences

被委任以處理輕微過失的人員包括：

- i. The President 院長
- ii. The Vice-President 副院長
- iii. The Director of the THS 旅業及酒店業學校校長
- iv. The Academic Coordinator; and/or 課程主任，及/或
- v. such other officers as the President may designate from time to time 由院長委任之其他人員

c. Procedure 程序

- i. In every case, the student concerned will be specifically informed by the Institute officer identified in 4.2b or his/her representative of the details of the offence alleged to have been committed and even the opportunity of defending himself/herself

有關學生將個別收到由（4.2b）學院人員的通知或由其相關之人員提供其過失的細節或為其提供自辯的機會。

- ii. In cases where guilt is admitted or proved, except where the penalty is an oral warning, a record of the offence and of the penalty will be kept by the Head of Technical and Academic Support Division

如違規學生承認過失或違規行為得以證實，除了口頭警告外，有關處罰及自辯記錄將由技術暨學術輔助部處長存檔。

- iii. When guilt is denied, and the Institute officer has found the student guilty after considering the evidence, the student has the right to appeal to the Panel through the Head of Technical and Academic Support Division. The appeal, which must be made within 10 working days of the decision, shall be in the form of a letter and must state the grounds on which it is made
- 如學生否認控罪，而學院人員就證據判以有罪者，學生有權透過技術暨學術輔助部處長向小組上訴，且必須在判決後10個工作天內以書面陳述其上訴的理據。

- iv. The grounds for appeal when guilt is denied shall only be acceptable if they relate to either

上訴理據必須與以下其中一項有關：

- i. fresh evidence which for good reason had not been presented to the Institute officer at the time of his/her decision; or

提出新證據而該證據在判決前因合理的原因而未被提交。

- ii. a material irregularity of proceedings in the Institute officer's disposing of the case

理據沒被正常處理。

- v. The Panel shall meet within 10 working days of the date at which the appeal is lodged with the Head of Technical and Academic Support Division.

小組將在技術暨學術輔助部收到該上訴的10個工作天內開會討論。

- vi. The student shall have the right to appear before the Panel to explain the grounds for the appeal. S/he may call such witnesses in defence as s/he may think fit provided that the Head of Technical and Academic Support Division is informed of their names at least three working days prior to the meeting  
學生有權要求向小組當面解釋其上訴的理據，學生亦有權要求傳召其他證人，但必須在小組會議前3個工作天向技術暨學術輔助部處長提出。

- vii. The Panel shall regulate its own proceedings in the consideration of the appeal and may summon before it such officers or persons as it deems necessary to dispose of the case

小組必須跟進及召集相關人士以處理事件。

- viii. The Panel may either uphold or reject the appeal, and may set aside, vary or confirm the penalty imposed by the Institute officer

小組可接納或駁回上訴，撤銷、改變或維持原來的處分。

- ix. In all cases of appeal before it, the Panel's decision shall be final

上訴後，小組的決定將為最後的判決。

- x. The Head of Technical and Academic Support Division shall keep a written record of the proceedings of all cases of appeal to the Panel

技術暨學術輔助部處長會就所有的上訴作出書面紀錄。

#### d. Penalties 處罰

The penalties which an Institute officer may impose in respect of minor offences include

學院人員可用以下的處罰方式處理輕微過失：

- i. an oral or written warning that a repetition of the offence will lead to a more severe penalty

以口頭或書面警告說明重犯將會導致更嚴重的處罰。

- ii. a formal reprimand resulting in a written statement of the matter being filed in the Head of Technical and Academic Support Division's Office for a period to be determined in each case

正式的書面譴責聲明將存放於技術暨學術輔助部一段時間，存放的時間將按個別情況決定。

- iii. exclusion from any class or physical area or from the use of facilities, of the Institute for a period not exceeding four weeks such that in being so excluded the student is not prevented

from continuing with his studies as if he were suspended as a student of the Institute

在不影響學生繼續就學的情況下，要求該生暫停上課（時間不得超過四星期）、禁止其進入特定的區域或使用院內設施。

- iv. any or all of the above together with a requirement that the student makes good, in whole or in part, any damage or loss caused to the property or premises of the Institute or used by the Institute.

除執行以上的處分外，學院可要求學生對因其個人過失所造成的破壞或損毀作出賠償。

#### 4.3 Major Offences嚴重過失

- a. The nature of major offences include:

嚴重過失之性質包括：

- i. offences in connection with Institute assessments;  
有關學院評核的過失冒犯；
- ii. falsification or misuse of Institute documents and records  
偽造或不正當使用學院的文件或紀錄；
- iii. false pretences or impersonation of others within or outside the Institute;  
在學院內或外冒充他人身份；
- iv. theft, fraud, misapplication of, or gross negligence in connection with, Institute funds or property of any kind;  
行竊、欺騙、濫用、疏忽管理學院的資金或財產；
- v. riotous or violent conduct causing damage to or on Institute property, or on property being used by the Institute, or seriously affecting good order within the Institute;  
暴亂或暴力行為引起學院財物的損壞，或嚴重影響學院的秩序；
- vi. offences against the criminal law, where these offences involve other students or staff of the Institute or directly affect the interests of the Institute;  
涉及院內其他學生或員工，或直接影響學院利益的違反刑法行為；
- vii. failure to pay any monetary recompense or to keep to the terms of any penalty imposed by an Institute officer as a result of minor offence, or of another major offence, providing always that the student has had fair and reasonable notice of the penalty and of the consequences of the failure to comply with it;  
學生在取得公平、合理的通知下，未能如期繳付因觸犯過失而被科處的罰款或遵行處罰的判決；
- viii. material breach of, or non-compliance with, the rules governing student behaviour for the time being in force in the Institute

## 實際違反或不依從學院之學生紀律守則

### b. Jurisdiction 判決

- i. In cases where in his/her opinion the gravity of the offence appears to warrant it or the appropriate penalty might be beyond the limit specified for a minor offence, the Institute officer dealing with the case shall make a report to the Head of Technical and Academic Support Division within 10 working days from the date when the alleged offence takes place  
若學院人員認為有關過失具嚴重性或應執行較處理輕微過失重的處分，則必須於事件發生後10個工作天內向技術暨學術輔助部處長提交書面報告；
- ii. Any case instigated as a major offence by the Head of Technical and Academic Support Division, including cases relating to offence in connection with Institute examinations, shall prima facie be a case of major offence and shall be dealt with by the Panel.

任何技術暨學術輔助部處長視為嚴重過失的事件，包括違反學院考試條例者，將被初步視為嚴重過失，並交由學院小組處理。

### c. Procedure 程序

- i. A student charged with a major offence which is to be considered under 4.3bii will receive written notice from the Head of Technical and Academic Support Division, posted to the last known address, clearly specifying the charge and calling upon the student to explain in writing the alleged misconduct within 10 working days from the date of the notice. If no response is received by the specified date, and the Panel is satisfied that due and proper notice of the charge and has been served, it may proceed to consider the charge and, if warranted, impose the appropriate penalty in the student's absence  
任何違反（4.3bii）條例的學生，技術暨學術輔助部處長將把詳細列明相關過失的通知書寄往由該生最近期提供的地址，並要求有關學生在此通知發出十天內作出書面解釋。如學院已按照指定的程序發出通知，但在指定期限內沒有收到回應，指控將繼續，如理由及證據充足，可在學生缺席的情況下判定懲罰。
- ii. A student wishing to admit the charge should do so in a written explanation to the Head of Technical and Academic Support Division. The student needs not appear before the Panel, unless required by the Panel, but may opt to do so if s/he wishes

學生如承認過失可以書面通知技術暨學術輔助部處長。學生不需要出席審判，但學生也可選擇出席。

iii. If the student wishes to change the charge

如學生需改變有關指控：

\* s/he must do so in writing to the Head of Technical and Academic Support Division within 10 working days from the date of the written notice, and may choose to appear before the Panel in person; and

必須以書面方式於通知書發出10個工作天內通知技術暨學術輔助部處長，或選擇出席有關審判；

\* the case brought against the student shall be presented by an Institute officer appointed by the Chairman of the Panel

該個案將由小組主席委任一人員以代表主席審判。

iv. The Panel may call upon the student to appear before it in order to facilitate its adjudication of the case, if deemed necessary

在小組認為有需要的情況下，可傳召學生於審判前出席；

v. When a student chooses to appear before the Panel, or is called upon by the Panel to appear, s/he may call such witnesses in defence as s/he may think fit provided that the Head of Technical and Academic Support Division is informed of their names at least three working days before the meeting

如學生選擇出席或被學院小組要求出席審判時，學生有權要求傳召證人協助其辯護，但必須於審判前3個工作天通知技術暨學術輔助部處長；

vi. In all other respects, the Panel shall regulate its own proceedings in the consideration of the case and may call before it such officers of persons as it deems necessary

小組將按實際情況考慮是否需要傳召證人；

vii. The student may admit the charge, or any part of it, at any stage of the proceedings

學生可在審判前、後或審判過程承認部分或全部指控；

viii. If the Panel finds the charge against the student proved, it shall determine the appropriate penalty and in so doing may take into account any record of previous misconduct by the student.

如指控成立，小組將考慮學生之前犯事紀錄並決定適當的處罰；

ix. The Head of Technical and Academic Support Division shall keep a written record of the proceedings

技術暨學術輔助部處長將把有關的審判作紀錄；

x. The Institute reserves the right to report to the police authorities any case of a major offence which involves a breach of the criminal law

如涉及違反刑法，學院保留移送法辦的權利。

#### d. Penalties 處罰

The penalties which may be imposed by the Panel in respect of major offences include

嚴重過失可被判以下的處罰：

- i. a formal reprimand resulting in a written statement of the matter being filed in the Head of Technical and Academic Support Division's Office;  
正式的譴責聲明書將存放於技術暨學術輔助部；
- ii. suspension as a student of the Institute for a specified period  
停學一段指定時間；
- iii. expulsion as a student of the Institute together with the determination of a period during which the student will not be considered for re-admission to studies at the Institute  
開除學籍並在指定時間內不得重考入校；
- iv. a requirement that a student completes specified academic work or assessment  
完成指定的學術工作或作業；
- v. withholding for a specified period of any award for which the student is a candidate  
指定時間內拒給學生頒發任何獎項；
- vi. any or all of the above together with a requirement that the student makes good, in whole or in part, any damage or loss caused to the property or premises of the Institute or used by the Institute  
除執行以上的處分外，學院可要求學生對因其個人過失所造成的破壞或損毀作出賠償。

#### 4.4 Procedure for Appeals against Decisions of the Student Discipline Panel 對學生處分小組的判決作出上訴的程序

- a. In all appeal cases in regard to minor offences, the decision of the Panel is final and not subject to review by any other body  
所有輕微過失的判決已經是最後的判決，小組保留不接受複審的權限；
- b. After the decision of the Panel has been made on a major offence, the student shall be allowed 10 working days in which to make an appeal in writing through the Head of Technical and Academic Support Division to the President.  
所有嚴重過失判決後，學生可於10個工作天內以書面形式透過技術暨學術輔助部處長向院長提出上訴；
- c. The appeal may be either against the decision or against the penalty and shall state the grounds on which it is made

所有上訴必須是有關處罰或定罪與否，並必須在上訴前說明上訴之理據；

- d. The ground for appeal against the decision shall only be acceptable if they relate to either

上訴理據必須關於：

- \* Fresh evidence which for good reason had not been presented to the Panel at the time of its decision; or  
提出新的證據而該證據在判決前因合理的原因而未被提交；
- \* A material irregularity in the proceedings in the Panel's disposing of the case  
理據沒被正常的處理。

- e. When an appeal has been notified, the President shall take such action as deemed fit in considering the appeal

收到上訴申請時，院長將實際考慮是否接受上訴的理據；

- f. The decision of the President on the appeal shall be made within 10 working days of the appeal being lodged with the Head of Technical and Academic Support Division and shall be notified to the student by the Head of Technical and Academic Support Division forthwith

院長將於技術暨學術輔助部處長收到上訴後10個工作日內決定是否接受上訴，並由技術暨學術輔助部處長通知學生；

- g. The President may either uphold or reject the appeal, and may set aside, vary or confirm the penalty already imposed. The decision of the President shall be final and not subject to review by any other body

院長將考慮接納或駁回上訴，撤銷、改變或維持原來的處分。該決定為最後判決，學院保留不接受複審的權限。

## **5 Policy on Academic Dishonesty 學業不誠實行為的政策**

The Institute vehemently opposes the commission of dishonest acts and, through the IFT Academic Body, imposes penalties appropriate to the gravity of dishonest acts committed intentionally and with full knowledge. Unintentional acts of dishonesty or those arising without full knowledge but interpretable as dishonest will be dealt with similarly.

學院強烈反對不誠實行為，並通過學術委員會處罰任何有意或無意下所作出的不誠實行為。有意圖且知情與沒意圖但或不完全知情的情況下之不誠實行為均視為不誠實論。

**Dishonest acts include but are not limited to:**

不誠實行為包括但不局限於以下情況：

- a. **cheating** 欺騙；
- b. **plagiarism** 抄襲；
- c. **unauthorised aiding or abetting others before, during or after a test, examination, or any form of evaluation including assignments, essays or term papers, projects, or any other submission for a mark, grade, or credit; and**  
未經授權下在測驗或考試前、中或後，或於其他形式的評核包括作業、論文或學期報告、計劃、或任何可取得成績、分數或學分的功課，協助或幫助他人。
- d. **submitting as one's work content material that is identical to, in part or full, or attributable to another student or author**  
遞交的作業或功課與他人完全或部份相同。

**Cheating consists of acts that include but are not limited to:**

欺騙包括但不局限於以下情況：

- a. **copying from another student's examination paper, assignment, or other forms of academic evaluation**  
在評核、作業、考試中抄襲其他學生
- b. **use of unauthorised materials during an examination**  
在考試中，使用一些未被批准之資料
- c. **unauthorised collaboration with another person during an examination or in other forms of academic evaluation; and**  
在考試或其他評核中，在未經同意下與他人協作
- d. **obtaining a copy of an unadministered examination paper and using it to one's advantage**  
拿取未使用的考試卷並從中得益

Plagiarism is presenting, as one's own, ideas or information in written and oral submissions for the course when such ideas or information are not original. This infringement is best prevented by the habitual use of proper documentation, references, and citations whenever ideas and information are presented in academic submissions. The test for whether plagiarism has occurred is (a) the determination of originality and (b) sufficiency of references in an academic submission. If the ideas and information presented in one's academic work are not unique or merely transmits the ideas and information previously presented by others either in full or in paraphrased formats without proper references or citations, this would constitute plagiarism.

抄襲是指以個人名義以口頭或書面形式提出或發表非原創的見解或資料。避免觸犯抄襲的最佳方式就是清楚列明資料來源或出處。用以釐定學術報告是否構成抄襲行為的準則為a) 原創性 b) 具充分的引用說明。若在學術報告所提出或發表的見解或資料並非原創亦無註明出處，不論引用全部或部

份，已構成抄襲行為。講師會隨機抽查學生的功課，如發現有抄襲的情形，會加以重罰。

Both cheating and plagiarism are punishable in several ways. These can include failure in the examination or course, forced withdrawal, suspension, or even expulsion. Determination of the penalties to be imposed for cases of dishonesty rests initially on the individual lecturer who shall likewise determine the gravity of the committed act of plagiarism/cheating. If a lecturer deems an act of plagiarism serious or cheating has resulted, a disciplinary hearing may be convened and the matter brought to the attention of the THS Pedagogic Council which shall determine the appropriate disciplinary actions to impose

就欺騙及抄襲的處罰包括該次考試作廢、退學、停學及開除，相關的講師會對學生之欺騙或抄襲作出初步處罰的判決。如情節嚴重，學術委員會將通過處分聽訟以決定處罰之方法。

**Penalties imposed on cases of dishonest acts:**

不誠實行為之處罰如下：

- a. For first-time offender, a failed mark zero will be awarded to the course concerned. The student is not allowed to retake the course the next time it is offered. 初犯者，該科目將獲“0”分，學生不獲立即重讀資格。
- b. For second-time offender, apart from receiving a failed mark zero for the course concerned, the student will not be allowed to retake the course within the period of one year  
第二次犯者，除了該科目獲“0”分外，學生將被勒令在緊接的下一個學期停課。
- c. For third-time offender, the student concerned will be dismissed from the Institute  
第三次犯者，學生將被開除學籍。

## **6 Fees and Charges 收費**

### **6.1 Application Fee 報名費**

No application fee is applied in courses offered by THS unless otherwise stated

除課程大綱訂明外，旅業及酒店業學校課程不需報名費用。

## 6.2 Course Outline Fee 課程簡介費用

MOP50 is charged for each copy of a course outline  
每份課程簡介為澳門幣50元。

## 6.3 Re-sit or Supplementary Examination Fee 重考／補考費用

Students who have been granted permission to take the re-sit or supplementary examination are required to pay the re-sit or supplementary examination fee of MOP200 for each course.  
重考／補考的學生須繳付每科澳門幣200元的考試費。

Other changes may apply for **international qualification examinations**. Please check with the Technical and Academic Support Division.

重考／補考**國際認證**將有額外費用，詳情請向技術暨學術輔助部查詢。

## 6.4 Testimonial Fee 成績報告單/證明書

MOP50 is charged for each copy of a student's testimonial prepared and sent. However, application for testimonial will not be processed for applicants who have outstanding fees or charges in their accounts with the Institute. 3 working days are required to process the request. Any request which needs to be processed in less than 3 working days should be justified with valid reason and when necessary, the students have to substantiate the urgent request with proof. If such request is accepted, the document will be issued after 24 hours from the time of application

每份成績報告單或證明書的費用為澳門幣50元，如學生於申請前尚有其他費用未繳付，該申請將不予受理。繳交有關費用後，技術暨學術輔助部將於3個工作日後發出領取通知。如屬**特殊情況**，學生可遞交解釋信申請加快。申請獲批者，可於申請**24小時**後領取。

## 6.5 Tuition Fee 學費

Tuition fee of each course/programme is specified in the promotional brochures and on the website  
各科課程費用載於課程宣傳小冊子及學校網頁。

## 6.6 Tuition Fee Refund Policy 退學及退款

Any applicant who withdraws at least 3 working days prior to the commencement of the respective course can be refunded 50% of the course fee. Withdrawal submitted less than 3 working days will not be refunded. There will be no charge if any applicant who withdraws at least 3 working days prior to the commencement of the respective

course under the sponsorship of the DSEJ Continuous Improvement and Development Programme, but if the withdrawal submitted less than 3 working days prior to the course commencement, 100% of the course fee and deposit fee will be deducted

如在開課前3個工作天退學可退回50%之學費，若少於3個工作天，將得不到任何退款。參加“持續進修發展計劃”開課前3個工作天退學，將不會扣除任何款項，但若少於3個工作天，將扣除其學費及保證金全數款項。

## **7 Miscellaneous 雜項**

### **a. Broken Property or Insufficient Air-conditioning 財物損壞或冷氣故障**

Should broken or damaged property (classrooms, equipment, etc.) be found or air-conditioning not work, please contact Technical and Academic Support Division immediately

如有發現破爛或損壞的物品（如課室或教學器材等）或發現冷氣不正常運作，需立即通知技術暨學術輔助部。

### **b. Emergency 緊急情況**

In the event of an emergency, such as a serious accident or fire, you should inform the nearest staff member and contact Technical and Academic Support Division immediately

如有緊急情況，如嚴重意外或火災，應立即通知技術暨學術輔助部或附近的員工。

### **c. IFT Newsletter 學院季刊**

This is a quarterly bulletin which highlights the most important activities at IFT. The E-version is available at [www.ift.edu.mo](http://www.ift.edu.mo). The newsletter is disseminated to all graduates, local tourism and hospitality industry as well as to various organizations/institutions abroad, so as to keep them abreast of the latest development and progress at IFT

學院季刊報導學院最重要的活動，每期季刊的電子版載於 [www.ift.edu.mo](http://www.ift.edu.mo)。學院會將電子季刊的連結發給畢業生、本地旅遊業及外地之合作機構/組織，讓他們了解學院最新情報。

### **d. Lost Property 遺失物品**

Any lost articles found within the Institute will be delivered to Central Service. Articles which are not claimed within one month from the date of posting will be donated to charitable organisations

任何於院內發現的遺失物品將被送往總務部。所有物品如在一個月內沒人認領，將捐贈予慈善機構。

#### **e. Personal Belongings and Property 個人物品及財產**

You should take good care of your personal belongings. Any loss or damage to personal property should be reported to Technical and Academic Support Division or Student Counsellors immediately. It is up to the individual student to decide if the matter should be reported to the police or not

學生應保管個人財物，如遺失任何物品應立即通知技術暨學術輔助部或學生輔導員，學生可自行決定是否需要報警。

#### **f. Student Insurance 學生保險**

The Institute has purchased an insurance package for all IFT full-time on-campus students. The principal coverage of this scheme encompasses any student who

學院將替所有全職學生購買保險，其保障適用於以下情況：

- \* gets injured on the campus  
學生於校園內受傷
- \* gets injured during Institute-related activities  
學生參與於學院舉辦的活動時受傷

A claim will then be forwarded to and dealt with by the insurance company, accompanied by supporting documents

有關索償由保險公司處理，學生必須呈交有關證明文件。

#### **g. Typhoon Signals 颱風警告**

##### **a. Typhoons 颱風**

If Typhoon Signal No. 8 or above is still hoisted at 0700, all morning classes and examinations (starting at 0800 until 1300) are cancelled. If Typhoon Signal No. 8 or above is still hoisted at 1200 noon, all afternoon classes and examinations (starting at 1300 until 1830) are cancelled. If Typhoon Signal No. 8 or above is still hoisted at 1430, all evening classes and examinations are cancelled

若在早上七時八號或以上風球仍然懸掛，早上所有課堂及考試（早上八時開始至下午一時）均取消。若在中午十二時八號或以上風球仍然懸掛，所有下午課堂及考試（中午一時開始至傍晚六時半）均取消。若在下午二時三十分八號或以上風球仍然懸掛，所有傍晚的課堂及考試均取消。



b. Typhoon Forecast 颱風預報

If the Meteorological and Geophysical Bureau confirms that Typhoon Signal No.8 or above is in force at a particular time which is overlapping the duration of classes or examinations, the classes and examinations are cancelled

如氣象局所發出之颱風預報（於特定時間懸掛八號或以上風球之公佈）與上課或考試時間重疊，該時段內的課堂及考試均取消。

## Diploma Programmes 文憑課程

### 1 Regulations Governing Diploma Programmes 課程規章

- a. IFT offers two diploma programmes – Diploma in Western Culinary Skills and Diploma in Pastry and Bakery. The programmes are taught in Chinese and supplemented by English  
旅遊學院提供西式烹飪技巧和麵包及西餅製作兩個文憑課程，中文授課並以英文作補充。
- b. A student shall be awarded the Diploma in Western Culinary and Diploma in Pastry & Bakery provided that s/he has:  
符合以下條件的學生可獲頒發西式烹飪技巧文憑或麵包及西餅製作文憑：
  - i. undertaken a programme of study normally for a period of not less than one academic year  
完成所有課程
  - ii. completed the mandated internship and the practicum according to the study plan  
完成實習
  - iii. attended all compulsory courses  
修讀所有必修科
  - iv. passed the prescribed examinations  
通過規定的考試
  - v. paid the prescribed fees; and  
繳交所有費用
  - vi. abided by the School's regulations  
遵守學校的規章制度

#### 1.1 Admission Requirements 入學要求

- i. completion of secondary school (or proof of possession of equivalent qualifications) or of age over 25 and  
高中畢業或年滿二十五歲且具有同等資歷者
- ii. obtaining a satisfactory result in the admission examination  
通過入學試

#### 1.2 Duration of Study for the Diploma Programmes in Western Culinary and Pastry Areas 修讀時間

- a. An academic year shall normally cover the period from September to July. Each year shall consist of two semesters with each semester consisting of approximately sixteen weeks of scheduled classes including examination  
學年一般由九月開始至翌年七月，包括兩個為期十六週的學期。

- b. In any academic year, a full-time student must register for a two-semester programme of study for which class attendance is compulsory. S/he must complete all courses and mandated internship to graduate from the Diploma Programme within three years.

全職學生必須在兩學期內修讀所有必修科目並於3年內完成整個課程及實習。

- c. A full-time student who cannot or is not in the position to complete the course of study within the prescribed period, shall be required to discontinue his/her studies or enroll on individual subject basis at which priority will be granted to full-time students

全職學生如果未能於修讀限期內完成課程，須終止其學習或以兼讀的形式報讀，然而優先報讀權將給予全職學生。

### **1.3 to 1.6 Please refer to Regulations Governing Courses offered by THS**

#### **1.3 至 1.6 請參閱旅業及酒店業學校課程規章**

### **1.7 Course Enrolment and Add/Drop Policy 選科及更改科目制度**

- a. Each student is responsible for completing the course enrolment in person

學生必須在每學期指定時間內親臨技術暨學術輔助部辦理手續。

- b. For students who need to retake courses, IFT does not guarantee that the courses offered in each semester of any particular academic year will remain the same due to the swapping of courses between the semesters

對於需要重修的学生，本學院不保證在學年的每一學期均提供同樣的課程。

### **1.8 Course Exemption 科目豁免**

- a. Requests must be submitted to the Head of Technical and Academic Support Division on the form provided by Technical and Academic Support Division and accompanied by supporting documentation, showing that the student has taken and passed an equivalent course before, normally at tertiary level. The requests are then referred to the Director of THS and course coordinator for evaluation

如需申請科目豁免必須到技術暨學術輔助部索取有關表格，填妥後連同相關證明文件一併送交技術暨學術輔助部。證明文件必須

能證實該生曾在高等院校修讀一個相等的科目並取得合格成績。  
有關申請將由旅業及酒店業學校校長及該課程講師審批。

- b. Exemption may be given to similar courses undertaken and successfully completed in recognised institutions and taking into consideration the following criteria  
在認可的學術機構完成的類似科目有可能被豁免。申請將按下列準則審批：
- i. Duration of the course (one semester/two semesters/total number of hours taught within the duration);  
課程的修讀時間（一個學期/兩學期/總上課時間）
  - ii. Course outline  
課程大綱及
  - iii. Bibliography  
課程參考書目錄
- c. For course(s) exempted, an indication X will be shown in the transcript or academic reports  
所有被豁免的科目，在成績單及成績表上將顯示 X。

**1.9 to 1.10 Please refer to Regulations Governing Courses offered by THS**

**1.9 至 1.10 請參閱旅業及酒店業學校課程規章**

**1.11 Deferral of Study and Re-admission 休學及復學**

- a. A student may defer his/her studies in the Institute by completing an application form obtained from Technical and Academic Support Division and securing the required signatures, and return it to Technical and Academic Support Division. The deferral is official only after it is accepted by the Head of Technical and Academic Support Division  
要求休學的學生必須到技術暨學術輔助部索取表格並取得所要求的簽署後交回技術暨學術輔助部。所有休學申請必須經技術暨學術輔助部處長接納後，方可生效。
- b. A student may defer his/her studies for one semester, one academic year, or a maximum of two academic years. IFT does not guarantee that the programme/course structures will remain the same in the interim  
學生可要求休學一學期、一學年或兩學年，但學院不保證所就讀課程的內容維持不變。
- c. Students who have deferred or withdrawn voluntarily from the Institute may request re-admission through Technical and

Academic Support Division. Application must reach Technical and Academic Support Division at least three weeks prior to the commencement of the semester for which the applicant seeks re-admission

已休學或自動退學的學生可向技術暨學術輔助部申請復學。該申請必須在開學日三週前提出。

## **2 Evaluation/Assessment 評核**

### **2.1 to 2.6f. Please refer to Regulations Governing Courses offered by THS**

#### **2.1 至 2.6f. 請參閱旅業及酒店業學校課程規章**

#### **2.6 Supplementary Evaluation 補考**

g. A student may not take more than 3 supplementary evaluations for courses missed per semester. If the student concerned has re-sit evaluations to take as well, the total number of re-sit and supplementary evaluations that s/he can take for that particular semester should be limited to a maximum of 3 courses

學生不得在同一學期內補考三科以上。如該生在同一學期內同時有補考和重考，則補考和重考的科目總數不能超過三科。

h. A supplementary evaluation must be taken before the final evaluations of the following semester

補考必須在下一個學期的大考前完成。

### **2.7 a. to f. Please refer to Regulations Governing Courses offered by THS**

#### **2.7 a. 至 f. 請參閱旅業及酒店業學校課程規章**

#### **2.7 Re-sit Evaluation 重考**

g. A student may not take more than 3 re-sit evaluations for the courses failed per semester. If the student concerned has supplementary evaluations to take as well, the total number of re-sit and supplementary evaluations that s/he can take for that particular semester should be limited to a maximum of 3 courses

學生不能在同一學期內重考三科以上。如該生在同一學期內同時有補考和重考，則補考和重考的科目總數不能超過三科。

h. A re-sit evaluation must be taken before the final evaluations of the following semester

所有需要重考的學生必須於下學期的末期考試前重考。

2.8 to 2.9 Please refer to Regulations Governing Courses offered by THS

2.8 至 2.9 請參閱旅業及酒店業學校課程規章

3 **Code of Student Discipline**

學生紀律守則

4 **Scheme of Jurisdiction in Cases of Offence against the Rules Governing Student Behaviour**

審理違規個案的體制

5 **Policy on Academic Dishonesty**

學業不誠實行為的政策

Please refer to Regulations Governing Courses offered by THS

請參閱旅業及酒店業學校課程規章

6 **Fees and Charges** 收費

6.1 **Application Fee** 報名費

A non-refundable fee of MOP250 is charged upon application to Diploma Programmes

文憑課程的報名費為澳門幣250元，不設退款。

6.2 to 6.5 Please refer to Regulations Governing Courses offered by THS

6.2 至 6.5 請參閱旅業及酒店業學校課程規章

6.6 **Tuition Fee** 學費

	<b>Macao, Hong Kong, Chinese Taiwan and Mainland applicants</b> 澳門、香港、中國台灣及內地學生	<b>Other overseas applicants</b> 其他地區學生
<b>Tuition fee (for one semester)</b> 每期學費	MOP5,000.00 澳門幣5,000元	MOP6,500.00 澳門幣6,500元
<b>Payment period</b> 繳費日期	<b>Fall semester:</b> June – August (Freshmen) 第一學期: 6月至8月(新生) <b>Spring semester:</b> January (Returning students) 第二學期: 1月 (舊生) <b><u>(according to the actual payment period specified on IFT debit notes</u></b> generated by admission online system for applicants and eServices for returning students)	

(新生以學院網上報名系統發出之付款通知書上所列明的繳費期限為準；舊生則以eServices發出的付款通知書為準)

**Payment point  
繳費地點**

1. BNU 大西洋銀行
2. BOC 中國銀行
3. IFT cashier (for applicants using DSEJ subsidy)  
旅遊學院出納處(適用於使用教育暨青年局持續進修發展計劃資助金人士)

**Overdue payment  
逾期費用**

**Freshmen 新生:**

- To be approved by Head of SATA and payment settlement is made at IFT cashier with (1) cash, (2) DSEJ subsidy, (3) cashier order or (4) company cheque.  
取得技術暨學術輔助部處長批准後，學生可於學院出納處以(1)現金或(2)教育暨青年局持續進修發展計劃資助金或(3)銀行本票或(4)公司支票繳交費用
- No late charge will be levied  
不需收取逾期費用

**Returning students 舊生:**

- Payment should be made at IFT cashier with (1) cash or (2) DSEJ subsidy, (3) cashier order or (4) company cheque.  
學生可於學院出納處以(1)現金或(2)教育暨青年局持續進修發展計劃資助金或(3)銀行本票或(4)公司支票繳交費用
- Students need to pay an additional administrative fee of MOP200.00.  
學生額外需支付澳門幣 200 元作為行政費用

## 6.7 Smart Card Replacement Fee 補發智能卡費用

All full-time students are issued a Smart Card free-of-charge. If the card is lost or damaged, it must be reissued. A replacement card is issued upon payment of MOP100

所有全職學生均可免費獲發一張智能卡。如遺失或損壞者，必須申請補發，費用為澳門幣100元。

## 6.8 Graduation Gown Rental / Purchase 租借／購買畢業袍

Graduates are required to pay a rental fee of MOP100 for the gown. Any student who is interested in possessing it can purchase a complete set at a cost of MOP400

證書課程的學生無需租借或購買畢業袍。文憑課程的學生則需租借畢業袍，費用為澳門幣100元。學生亦可選擇購買畢業袍，其費用為澳門幣400元。

All fees and charges mentioned above are non-refundable, unless otherwise stated, and are subject to annual review

除特別聲明外，以上所有費用及收費均不獲退還。收費將每年檢討。

## **7 Miscellaneous 雜項**

**a. to g. Please refer to Regulations Governing Courses offered by THS**

**a.至 g. 請參閱旅業及酒店業學校課程規章**

### **h. Medical Examination 驗身報告**

All new students studying in the western culinary and pastry areas are required to submit their medical report when they report for registration  
所有報讀西式烹飪和麵包及西餅製作課程的學生必須遞交驗身報告。

## **8 Internship 實習**

### **8.1 Internship Policy 實習政策**

#### **a. The aims of internship**

宗旨

i. To allow students an opportunity to consolidate their theoretical foundation through practical experience. A major component of this experience is the formation of a professional attitude.

為學生提供一個實踐機會，通過實習來鞏固他們的理論基礎。其中一個主要部分包括培養專業態度。

ii. To allow students to develop their personality and capacity to adapt to, and handle, challenging situations. The students are expected to enhance the following skills during the internship

讓學生建立個人特質以適應及處理各種挑戰和情況。學生在實習期間應增強以下技能：

- communication skills 溝通技巧
- interpersonal skills 人際關係
- technical skills 專業技能
- teamwork skills 團隊精神
- problem-solving skills 解難能力

b. Eligibility

實習資格

Students who have completed at least one practical module of the diploma programme

最少完成一個實務課程，方可開始實習。

c. Internship duration/timing

實習時段

- i. Students are required to undertake an internship of 384 hours. Students who are working in the related field can request for exemption

學生必需完成384小時實習。若學生現正在相關領域工作，可申請豁免。

- ii. Students can take the internship during the school year or after completion of the programme. However, the total study time should not exceed three years

學生可選擇在學習期間進行實習，或完成課程後才進行實習，但總修讀時間不得超過3年。

- iii. Students can select their choice of internship schedule based on individual circumstances. However, most internship providers would require a minimum of 12 to 16 hours of internship per week and a minimum of 4 hours per shift.

學生可因應個人情況選擇實習時間表。大部份實習機構要求學生每星期實習時數不少於12至16小時，而每次（日）不少於4小時。

- iv. Students can change their internship placement for once only. (Refer to e.iii.)

學生可因應個人情況更改一次實習機構。（詳情見e.iii.）

Students must have completed an internship period of 384 hours and submitted all the relevant documents to graduate from the programme. Students are expected to submit their Internship Logbook two months before the graduation ceremony. Therefore, students are highly advised to plan their internship schedules ahead of time

學生必須完成384小時實習及遞交所有相關文件方可畢業。學生必須於畢業典禮兩個月前遞交所有相關文件。為此，學生必須儘早計劃其實習時間表。

#### d. Application for internship

##### 實習報名須知

- i. It is the primary responsibility of students to search for, contact, and negotiate with their potential internship provider(s) regarding the details of the internship arrangements, e.g. allowance and internship schedule. IFT, however, reserves the right for final approval or disapproval of such arrangements, on a case-by-case basis. Meanwhile, the Internship Committee provides assistance depending on each individual case. Whenever an internship opportunity arises, the Internship Committee would update the information to students immediately

找尋適合的機構、聯絡及洽商細節，如出勤時間及交通津貼等事宜，均是學生的首要責任。然而，旅遊學院將視乎個別情況保留有關安排的最終審批權。同時，實習委員會就個別學生情況提供協助。如有任何實習的職位空缺，實習委員會亦會即時轉達最新消息。

- ii. In cases where students failed to seek an internship placement, the Institute will arrange an internship placement for the student. However, in this case, the students must provide proof from the potential internship providers (e.g. Rejection Letter) and cannot change or cancel the internship arrangements made by the Institute.

若學生沒法找到實習機構時，學院將為學生安排實習。在這種情況下，學生必須提供相關證明（如：回絕信等）。當學院為學生安排實習機構後，學生務必遵守所有安排，及不能提出異議或拒絕接受該實習安排。

#### e. Qualifying internship placement

##### 合資格的實習機構

- i. Students can choose their internship provider(s), provided that the internship position(s) assumed should be similar to an employment which a student may obtain upon graduation from the programme

學生可自行選擇其實習機構，只要期間擔任的職務與畢業後可能從事的工作帶有相關性。

- ii. Students must prioritise obtaining internship placements at hotels, restaurants or pastry and bakery shops referred by IFT  
學生必須優先選擇學院推薦的機構，如酒店、餐廳或麵包西餅店等。

- iii. Change of internship placement

更改實習機構

It is the student's responsibility to find a replacement prior to changing their internship placement.

若學生要求更改實習機構，必須先自行找到新的實習機構。

Students who wish to change their internship placement during their internship are required to

學生在實習期間要求更改實習機構時必須辦妥下列事宜：

- (i). Submit a Change Request Form (to be obtained from Technical and Academic Support Division) to IFT for approval with the acceptance letter from the new internship placement.

以書面申請（申請表可向技術暨學術輔助部索取）連同由新實習機構發出的錄取信一併交由學院審批。

- (ii). Explain in details the reason/s for change, preferably with proof of incidents happened

詳細解釋更改原因；並提供相關證明。

- (iii). Send an apology letter to the internship provider upon approval. A copy of the letter should be submitted to IFT for reference

若申請獲批准，學生須準備一式兩份的致歉信，正本由學生自行遞交到實習機構，副本則送交學院存檔。

- (iv). File the request at least 3 weeks prior to the date on which the students wish to terminate his/her service

學生須於要求終止實習日期前至少三星期遞交申請，否則不獲接受。

IFT reserves the right to the final approval of the Change Request. Students are advised not to change their internship unless under certain circumstances. The total hour of internship and placement location will be recorded in the student's academic report

旅遊學院保留最終審批權。學院不建議學生更改實習。學生的實習時數及實習單位將記錄在學生的成績表。

#### f. Assessment

評核

A student passes the internship if and when s/he:

所有學生必須達到以下要求，方可通過實習：

- satisfies the conditions stipulated in c. of this policy document  
符合本規則和規章c.的所有條件；
- receives a passing evaluation from the internship provider based on the Final Internship Provider Evaluation Form  
取得實習機構在最終評核表給予合格的評分；
- receives a passing evaluation from the internship committee during the internship site visit  
取得實習委員會於實地考察時給予及格的評分；

- submits the completed Internship Logbook to Technical and Academic Support Division within 14 calendar days after the last day of the internship  
在實習期屆滿後十四天內將已填妥的實習生日誌遞交至技術暨學術輔助部。

## 8.2 Guidelines 指引

### a. Application Process

#### 申請過程

- i. Students should plan ahead and liaise directly with the human resources/personnel department of the desired internship provider(s) to decide on the details of the internship arrangements (see above, item d. Application for internship)  
學生應及早與實習機構的人力資源或人事部商議實習細節。（請參閱8.1d.實習報名須知）

- ii. Students should submit the Internship Confirmation Letter prepared by the internship provider(s), together with all relevant information about the internship arrangements such as the date of commencement, the provisions of workplace uniform, food, accommodation, and transportation, etc. to the Institute for final approval. In case the internship provider does not issue a confirmation letter, students should take the responsibility to inform the contact person of the programme immediately through telephone, email or in person of the above mentioned information. It is important for students to approach the contact person of the programme for internship confirmation letter before taking the internship.

學生應遞交由實習機構發出的確認書，連同所有關於實習安排的資料，如實習的開始日期、制服供應、食宿和交通等，送交學院作最終審批。如實習機構未能提供確認書，學生務必立即通知實習課程聯絡人並於實習開始前向實習課程聯絡人索取實習確認書。

- iii. Students should obtain the Internship Logbook (enclosed with Final Internship Provider Evaluation Form and postage-paid envelope) from contact person of the programme before commencing the internship

學生應於實習開始前向實習課程聯絡人索取實習生日誌（附有期末實習評核表和已付郵費信封）。

### b. Assessment and Evaluation

#### 評核方法

- i. During the internship period, the Institute may do site-visits, some of which may be unannounced, primarily to review the students' performance

學生實習期間，學院可能委派評核員進行例行性或突擊性的實地考核，以了解學生實習情況。

- ii. Every month, students should request their immediate manager or supervisor (normally it is the Executive Chef or any Chef with higher positions) to fill out the Monthly Performance Appraisal in the Internship Logbook. Student should make progress of themselves based on the comments made by their supervisors  
學生應每月請直屬督導員（通常是總廚或較高職位的廚師）填寫一份中期評核表，並從所得的評語中作出改善。
- iii. Before the end of the internship placement, students should submit the Final Internship Provider Evaluation Form to the immediate manager/ supervisor who is to complete the form, sign it, enclose in a sealed envelope, and post it to IFT. (please indicate “ Tourism and Hotel School” on the envelope)  
完成實習前，學生應向直屬督導員遞交期末實習評核表，由督導員填寫、簽署後把表格直接放入信封並妥善封口，寄回旅遊學院。（信封面請註明THS – 旅業及酒店業學校）
- iv. At the end of the internship period, students should submit the Internship Logbook to the Technical and Academic Support Division within 14 calendar days after the last day of the internship  
學生應在實習期屆滿後14天內把實習生日誌遞交技術暨學術輔助部。
- v. Evaluation results will be shown in the academic report or in the transcript and will be marked as (P) Pass or (F) Fail. Students who fail the internship will not be awarded the Diploma  
評核結果將以合格或不合格方式顯示在成績表上。學生未能完成實習即被視為不及格，並不會授予文憑。

c. Deferral

延期

Students cannot change or cancel their internship placements without the approval from the Institute

在未取得學院的允許下，學生不得擅自更改或取消實習的安排。

d. Problems with the internship employer

與實習僱主之間的問題

Students should first try to directly resolve any problem(s) with their internship provider. When all reasonable attempts to solve the problem(s) have failed, the students should contact the Institute for advice and assistance

學生應設法與有關機構直接解決問題。當事情不能解決時，學生應向學院尋求協助。

e. Absence from Internship

請假

In case of personal illnesses or injuries during the assigned internship period, students should report to both Internship Provider and Regent of Industry Assignments immediately. Student should also submit a doctor's certificate upon returning to work.

倘因身體不適未能按時出勤，學生必須即時通知實習機構及旅遊學院實習委員會，並於返回崗位的第一天遞交醫生證明。

f. Retake Internship

重修實習

Should a student fail after completing the internship period of 384 hours, s/he should repeat the internship in order to graduate from the programme

學生若完成384小時實習後所取得的評核結果為不合格，則須重新進行實習。

Under all circumstances, the total study time (including courses at IFT and internship) should not exceed three years.

在任何情況下，總修讀時間（由課程開始至完成實習）不得超過三年。

## 9 IFT Smart Card 旅遊學院智能卡

### 9.1 Introduction 引言

All students undertaking Diploma or Practicum Bachelor Programmes will be issued a multi-function IFT Smart Card (hereafter named as Smart Card) for identification purpose, access control to designated areas and attendance management.

文憑課程學生均獲發一張多用途旅遊學院智能卡（簡稱智能卡）以辨認身份、進出指定區域及出勤管理。

### 9.2 Functions Offered by the Smart Card 智能卡提供的功能

Smart Card serves as 智能卡可視為：

- \* A Student Card  
學生證
- \* A Library Card  
圖書證
- \* An access control card to various on-campus facilities such as Laboratories and Car Park; and  
使用不同學院設施及停車場等進出之控制
- \* A punch card for attendance management  
出勤系統之記錄

### 9.3 Use of the Smart Card 智能卡之使用

- a. All operations are done by simply placing your Smart Card on the card readers installed on campus  
把智能卡按拍於安裝在校園內之讀卡器上，即可操作。
- b. Do not put two cards on to the card reader at the same time  
不要把兩張智能卡同時放在讀卡器上。
- c. You are kindly requested to take good care of the card and prevent it from being scratched, written on or bent. Do not put them in wallets or bags next to coins, studs or zippers  
須妥善保護智能卡。避免智能卡被刮花，不可屈曲、在卡上書寫或把智能卡放於錢包或手袋內並靠近銀幣、釘或拉鍊。
- d. When you sit down, make sure the card is not in your back pocket to avoid damaging the microchip inside  
不應把智能卡放置於後褲袋內，以免在坐下時損壞智能卡內的晶片。
- e. If the card is not working properly, cardholder should immediately report the problem to the Technical and Academic Support Division  
若發現或懷疑智能卡不能正常運作，應立即通知技術暨學術輔助部。

### 9.4 Regulations on the Use of the Smart Card 使用智能卡的規則

All Smart Card holders should be well aware of the following  
所有智能卡使用者應注意以下事項：

- a. All Smart Cards remain the property of the Institute and they are not transferrable  
所有智能卡皆為學院財物，不得轉讓。
- b. First and all subsequent renewal card issuances by IFT are free of charge. However, MOP100 will be charged to the cardholder for card replacement due to loss, damage and theft.  
首次及所有續期再發放的智能卡均是免費。如因遺失、損壞或被盜而需補發者則需繳付澳門幣100元。
- c. Cardholders are liable to any and all negative consequences arising from the loss or theft of their own card. If a Smart Card is lost or stolen, the cardholder should immediately report the problem to Technical and Academic Support Division  
持卡人應承擔因遺失或智能卡被竊所導致的負面後果。如遺失或被竊，應立即通知技術暨學術輔助部。

- d. The Institute reserves and retains all the rights pertaining to the use of the Smart Card, including the right to suspend any suspect or defective card and request the cardholder's assistance in any investigation

學院保留所有關於智能卡使用的權利，包括暫停可疑或有缺損的智能卡的使用，並要求持有人協助調查。

- e. Use of the Smart Card constitutes acceptance of all the terms and conditions stated in these rules and regulations governing the use of the Smart Card. IFT reserves the right to alter these regulations when necessary and such amendment will be posted on IFT website

所有智能卡使用者必須接受以上管理智能卡使用的守則與條例。學院保留任何修改這些條例的權利。修改後的條例將於學院網頁內公佈。

**Heritage Programmes - including Tour Guide (TG) Course, Ground Transfer Agent Course (GTA), Refresher Seminar for TG and GTA, Macau Heritage Tour Guide Course and Cultural Heritage Interpretation for World Heritage Sites**  
**文化遺產課程（包括導遊課程、接送員課程、知識更新課程、澳門文化導遊課程及世界文化遺產導賞）**

**1 Regulations**

課程規章

**a. Tour Guide Course**

導遊課程

According to the decree-law 48/98/M, of November 3 and amended by Administrative Regulation no. 42/2004, of December 30, to apply for the tour guide license issued by Macau Government Tourist Office (MGTO), it is necessary to attend and pass a tour guide course offered by the Institute for Tourism Studies

根據1998年11月3日頒布之第48/98/M號法令，及2004年12月30日頒布之第42/2004號行政法規所作的修訂，任何有意取得由澳門旅遊局發出之導遊執照者，必須修讀由旅遊學院舉辦的導遊課程。

**b. Ground Transfer Agent Course**

接送員課程

According to the decree-law 48/98/M, of November 3 and amended by Administrative Regulation no. 42/2004, of December 30, to apply for the Ground Transfer Agent license issued by Macau Government Tourist Office (MGTO), it is necessary to attend and pass the ground transfer agent course offered by the Institute for Tourism Studies

根據1998年11月3日頒布之第48/98/M號法令，及2004年12月30日頒布之第42/2004號行政法規所作的修訂，任何有意取得旅遊局發出之接送員執照者，必須修讀由旅遊學院舉辦的接送員課程。

**c. Refresher Seminar for TG and GTA**

導遊及接送員更新課程

According to the decree-law 48/98/M, of November 3 and amended by Administrative Regulation no. 42/2004, of December 30, holders of the guiding license and/or ground transfer agent license must attend at least one refresher seminar every 3 years and pass all the required examinations for license renewal. The refresher seminars are conducted in IFT twice every year.

根據經12月30日第42/2004號行政法規修訂之11月3日第48/98/M號法令，持導遊牌照或接送員牌照者必須每3年內參加一次更新課程以續發其牌照，更新課程於旅遊學院每年開辦兩次。

- d. A student shall be awarded an appropriate certificate provided that s/he has  
符合以下條件的學生，可獲得有關證書：
- i. attended all compulsory courses 完成所有必修課程；
  - ii. passed the prescribed examinations 指定的考試；
  - iii. paid the prescribed fees; and 繳付相關費用；
  - iv. abided by the School's regulations 遵守學校的規例。

## 1.1 Admission Requirements 入學要求

### a. Tour Guide Course

導遊課程

Candidates may apply for admission to the Tour Guide Course upon:

符合以下條件者可報讀此課程：

- i. completion of secondary school or above and  
中學畢業或以上；及
- ii. obtaining a satisfactory grade in the admission examinations  
入學考試中取得滿意的分數。

### b. Ground Transfer Agent Course

接送員課程

Candidates may apply for admission to the Ground Transfer Agent Course upon:

符合以下條件者可報讀此課程：

- i. completion of junior secondary school or above and  
初三畢業或以上；及
- ii. obtaining a satisfactory grade in the admission examinations  
入學考試中取得滿意的分數。

### c. Refresher Seminar for TG and GTA

導遊及接送員更新課程

- i. Completion of Tour Guide course and be a holder of tour guide license:  
完成導遊課程並取得執照者
- ii. Completion of Ground Transfer Agent course and be a holder of Ground Transfer Agent license  
完成接送員課程並取得執照者

Holders of secondary school certificates issued by institutions outside Macao are requested to submit the following documents for verification of qualifications. The Institute has the right to check the authenticity of the certificates and testimonials submitted. If IFT finds that an applicant has presented a false certificate, the application will not be accepted and the Institute reserves the right to take further legal

action. Applicants are only admitted to the course upon completion of the verification procedures

如持有非本澳教育機構發出之中學畢業證書者必須呈交下列文件。學院有權審核所有遞交的證書的真偽。如屬偽造者，有關的報讀申請將不獲接納。學院將保留法律追究的權利。當核實學歷資格後，學院方接受有關的報讀申請。

#### China 中國：

1. Original and photocopy of certificate (If lost, applicant can submit a testimonial including the following information: dates of entry and graduation, educational level, signaturation, signature of present school principal with the date and school seal).  
畢業證書正副本（如遺失原始證書，須學校出具學歷證明書，說明入學及畢業年月、學歷程度，由現任校長簽名，填寫簽署日期及蓋校印。）
2. Original and photocopy of academic reports (If lost, applicant can submit a transcript. In case no report record is kept in school, applicant still needs to submit a declaration which includes the signature of present school principal with the date and school seal)  
學年、畢業成績正副本（如遺失原始成績證明文件，學校根據學籍資料出具成績證明書，但如沒有保留成績檔案，需聲明無法提供成績資料，由現任校長簽名，填寫簽署日期及蓋校印。）

#### Hong Kong 香港：

1. Original and photocopy of certificate (If lost, applicant can submit a testimonial including the following information: dates of entry and graduation, educational level, signature of present school principal with the date and school seal).  
畢業證書正副本（如遺失原始證書，須學校出具學歷證明書，說明入學及畢業年月、學歷程度，由現任校長簽名，填寫簽署日期及蓋校印。）
2. Original and photocopy of academic reports (Reports should indicate: scoring system, passing mark, signature of present school principal with the date and school seal).  
學年、畢業成績正副本（成績證明文件需註明：評分制度、及格分數，由現任校長簽名，填寫簽署日期及蓋校印。）
3. The registration information of the school issued by the Hong Kong Education and Manpower Bureau  
香港教育統籌局發出學校註冊資料（地址：香港灣仔皇后大道東 213 號，胡忠大廈 14 樓 1416 室，學校註冊及監察組）

## Other countries or regions 其他國家或地區：

1. Original and photocopy of certificate (Provide the certificate issued by the school and/or educational department with the following information: signature of person in charge, date of issue, school seal and/or unit seal)  
畢業證書正副本（出示學校／當地教育機關簽發的畢業證書，由負責人簽名，註明發證日期，蓋學校／單位印章。）
2. Original and photocopy of academic reports (Provide the transcript issued by the school and/or educational department with the following information: scoring system, passing mark, annual academic results, signature of person in charge, date of issue, school seal and/or unit seal)  
學年、畢業成績正副本（出示學校／當地教育機關簽發的成績證明書，需列出評分制度、及格分數、各年成績，由負責人簽名，註明發證日期，蓋學校／單位印章。）
3. Approved educational level, education system and duration, registration status of the school (If the information provided by the applicant is not issued by the local educational department).  
教育機關核實學歷程度、學制及年期、學校的註冊情況（如不屬當地教育機關簽發的學歷及成績證明文件。）

### **1.2 Duration of Study 學習年期**

Students of the Tour Guide and Ground Transfer Agent Courses must complete all modules within 3 consecutive years. Students who did not complete all modules and pass all examinations within 3 consecutive years shall apply again for admission.

導遊及接送員課程的學生必須在報讀後3年內完成所有學科及考核。無法於3年內完成課程的學生需重新報讀課程。

### **1.3 to 1.7 Please refer to Regulations Governing Courses offered by THS**

#### **1.3 至 1.7 請參閱旅業及酒店業學校課程規章**

### **1.8 Course Exemption 免修課程**

- a. Only exemption requests submitted by students of Tour Guide Courses will be considered  
除導遊課程外，不接受其他免修課程的申請。
- b. Requests must be submitted to the Head of Technical and Academic Support Division on the form provided by Technical and Academic Support Division and accompanied by supporting documentation, showing that the student has taken and passed an

equivalent course before, normally at tertiary level. The requests are then referred to the Director of THS and Coordinator for Heritage Programmes for evaluation

學生必須於開課前向技術暨學術輔助部提出書面申請並呈交相關證明文件以證明學生已修讀並通過相等的課程。該申請將由課程主任及旅業及酒店業學校校長批核。

- c. Exemption may be given to similar subjects undertaken and successfully completed in recognised institutions and taking into consideration the following criteria

如曾於認可的教育機構修讀同類的課程者可得免修，而考慮的原則如下：

- i. Duration of the course 修讀課程年期
- ii. Course outline and content 課程大綱及內容
- iii. Bibliography; and 書目
- iv. Institution 學習機構

### **1.9 to 1.10 Please refer to Regulations Governing Courses offered by THS**

#### **1.9 至 1.10 請參閱旅業及酒店業學校課程規章**

### **1.11 Deferral of Study and Re-admission 休學及復學**

- a. Only deferral requests submitted by Tour Guide Students will be considered

只接受導遊課程學生的休學申請。

- b. A student may defer his/her studies in the Institute before course commencement by completing an application form obtained from Technical and Academic Support Division and securing the required signatures, and return it to Technical and Academic Support Division. The deferral is official only after it is accepted and approved by the Head of Technical and Academic Support Division.

要求休學的學生必須到技術暨學術輔助部索取表格並取得所要求的簽署後交回技術暨學術輔助部。所有休學申請必須經技術暨學術輔助部處長接納後，方可生效。

- c. A student may defer his/her studies for a maximum of two years. IFT does not guarantee that the programme on the course structure will remain the same in the interim.

學生最多可休學兩學年，但學院不保證有關課程內容不變。

- d. Students who have deferred or withdrawn voluntarily from the Institute may request re-admission through Technical and

Academic Support Division. Application must reach Technical and Academic Support Division at least three weeks prior to the commencement of the course for which the applicant seeks re-admission.

自動退學的學生可到技術暨學術輔助部申請復學，學生必須在課程開始前三星期於技術暨學術輔助部辦理有關的申請手續。

## 2 Evaluation/Assessment 評核

### 2.1. Examination and Retake 考試及重考

#### 2.1.1. Tour Guide (TG) Course, Ground Transfer Agent Course (GTA), Refresher Seminar for TG and GTA

導遊課程、接送員課程、知識更新課程

- a. A student must pass all the written examinations before s/he can take the guiding practical examination. Late arrival is not accepted and student will be disqualified. In addition, students must take the guiding practical examination in the language of the programme that they have enrolled, unless special approval is given by Director of THS.

學生必須於每個科目完結時參加筆試，學生必須通過筆試才可參加導遊實習試。學生應按時出席實習試考核，遲到者將被取消考試資格。實習試以所修讀課程之語言考試。經旅業及酒店業學校校長特別批准的除外。

- b. A student who does not show up for an examination due to unforeseen and uncontrollable reasons, s/he may submit an explanation letter to the Head of Technical and Academic Support Division within 24 hours; an extra examination may be granted to the student upon his/her written request with reasonable cause.

如學生因不能預料或不可抗力的情況缺席考試，必須於48小時內呈交解釋信予技術暨學術輔助部處長，如屬合理情況者可獲補考機會。

- c. Holders of tour guide license are eligible to apply for language examinations in order to obtain license in other languages, each language examination is MOP300. Examination date will be set by the school. If failed in the language examination, the applicant cannot apply for the same examination after the period of 7 months.

已持有導遊牌照的人士可申請語言考試以取得其他語言之導遊牌照，每種語言考試的費用為澳門幣300元，考試日期由學校訂定，如不合格者，可於7個月後重新報考。

- d. A student who is unable to attend an examination must inform the lecturer concerned and the Head of Technical and Academic Support Division in writing 24 hours before the examination; an extra examination may be granted to the student upon his/her written request to the Head of Technical and Academic Support Division with reasonable cause.

如學生因特殊情況未能出席考試，必須於考試48小時前呈交解釋信予技術暨學術輔助部處長及相關教師，如屬合理情況者可獲重考機會。

- e. Students who fail in any examination can apply for a re-sit examination arranged in the upcoming batch, within the prescribed study period of three years.

在3年學習限期內，如考試不合格者，可申請於緊接的一期考試中重考。

- f. Students must re-take the tour guide course if they fail to pass all examinations within the prescribed period of three years

如學生不能於3年學習限期內通過考試，必須重讀課程。

- g. No student may take any prescribed examination unless he/she has followed and completed the approved courses leading to the examination.

未完成課程的學生不得參加考試。

- h. Students who wish to check their exam paper must send a formal request letter to Technical and Academic Support Division within one month after the result is released

如學生需要查閱試卷，必須於考試結果公佈後一個月內以正式書面形式申請。

### 2.1.2. *Macau Heritage Tour Guide Course* 澳門文化導遊課程

- a. A student must have at least 80% attendance rate and must submit a written report of not less than 3000 words before s/he can take the guiding practical examination. In addition, students must take the guiding practical examination in the language of the course that they have enrolled.

學生必須具有最少80%出席率及提交最少不少於3000字的澳門文化主題路試報告，方可參加實習試，以所修讀課程之語言考試。

- b. Student should be punctual for practical examination. Late arrival is not accepted and student will be disqualified.

學生應按時出席實習試考核，遲到者將被取消考試資格。

- c. There is no re-sit examination system for the current course.  
本課程不設重考機制。

### 2.1.3. Cultural Heritage Interpretation for World Heritage Sites 世界文化遺產導賞

- a. A student must have at least 80% attendance rate before s/he can take the written examination.  
學生必須具有最少80%出席率方可參加筆試。
- b. Students who fail in the examination can only apply for a re-sit examination ONCE and will be arranged in the upcoming batch.  
如考試不合格者，可申請於緊接的一期考試中重考一次。

### 2.2 to 2.5 Please refer to Regulations Governing Courses offered by Tourism and Hotel School

#### 2.2 至 2.5 請參閱旅遊及酒店業學校課程規章

### 2.6 Cognizance of Evaluation/Assessment Rules 認識評量/考核之規則

Every student will be deemed to have both understood and accepted these evaluation/assessment rules  
所有學生被視為明白並接受以上評核規章。

### 3 Code of Student Discipline

學生紀律守則

### 4 Scheme of Jurisdiction in Cases of Offence against the Rules Governing Student Behaviour

審理違規個案的體制

### 5 Policy on Academic Dishonesty

學業不誠實行為的政策

### 6 Fees and Charges 收費

#### 6.1 Supplementary/Re-sit Examination Fee 補考/重考費用

Examination 考試	Fee費用
Supplementary examination 補考筆試	MOP200 澳門幣200元
Supplementary guiding practical examination 補考導遊實習試	MOP500 澳門幣500元
Re-sit written examination 重考筆試	MOP200 澳門幣200元

Please refer to Regulations Governing Courses offered by THS

請參閱旅遊及酒店業學校課程規章

Re-sit guiding practical examination  
重考導遊實習試

MOP500  
澳門幣500元

**6.2 to 6.4 Please refer to Regulations Governing Courses offered by THS**

**6.2 至 6.4 請參閱旅遊及酒店業學校課程規章**

**6.5 Language Examination Fee 語言考試費用**

Holders of tour guide license are eligible to apply for language examination in order to obtain license in other languages. Application fee for each language examination is MOP300

持導遊牌照者可申請報考語言考試以取得其他語言之導遊牌照，申請每個語言的考試費為澳門幣300元。

All fees and charges mentioned above are non-refundable, unless otherwise stated, and are subject to annual review

除特別聲明外，以上所有費用及收費均不可退還。收費將每年檢討。

**7 Miscellaneous 雜項**

**Please refer to Regulations Governing Courses offered by THS請參閱旅遊及酒店業學校課程規章**

## English Certificate Programmes 英語證書課程

### 1 Regulations Governing English Certificate Programmes 課程規章

- a. A student shall be awarded the certificate issued by IFT provided that s/he has  
符合以下條件的學生，可獲發旅遊學院證書：
  - i. completed all courses, including tutorials for the public examinations;  
完成所有學科，包括預備公開考試的課程
  - ii. met the attendance requirement of all courses, including tutorials for the public examinations;  
達到所有學科的出席率要求，包括預備公開考試的課程
  - iii. passed all internal examinations;  
通過所有校內考試
  - iv. paid the prescribed caution fees or other fees; and  
繳交所須保證金或費用
  - v. abided by the School's regulations  
遵守學校的規章制度
  
- b. A student shall be awarded the certificate/s issued by LCCI provided that s/he has passed the concerned public examination/s  
通過各LCCI公開試的學生可獲LCCI頒發該考試的證書。

#### 1.1 Admission Requirements 入學要求

A candidate may apply for admission to any English Certificate programmes provided that s/he 符合以下條件者可報讀此課程：

- a. is a Macau resident and 澳門居民及
- b. has completed an English Certificate programme of a lower level in IFT or has obtained a satisfactory result in the admission examination 旅遊學院完成前一級的英語證書課程或入學考試中取得滿意的分數。

#### 1.2 Duration of Study 學習年期

The duration of each English Certificate is one year. 每項英語證書課程學習年期為一年。

#### 1.3 Registration 註冊

Students have to pay a deposit and submit all supporting documents to Technical and Academic Support Division to complete the registration.

學生必須繳交保證金，完成及交回有關文件予技術暨學術輔助部方完成註冊。

**1.4 to 1.7 Please refer to Regulations Governing Courses offered by THS**

**1.4 至 1.7 請參閱旅業及酒店業學校課程規章**

**1.8 Course Exemption 免修課程**

a. Written requests must be submitted to the Technical and Academic Support Division before the commencement of the programme. The requests are then referred to the Director of THS and course coordinator for evaluation

學生必須於開課前向技術暨學術輔助部提出書面申請。該申請將由旅業及酒店業學校校長及課程主任批核。

b. Exemption may be given to the same course in the programme undertaken and successfully completed

如曾修讀及完成相同課程的相同學科者可得免修。

**1.9 to 1.14 Please refer to Regulations Governing Courses offered by THS**

**1.9 至 1.14 請參閱旅業及酒店業學校課程規章**

**2 Evaluation/Assessment 評核**

**2.1 to 2.6f. Please refer to Regulations Governing Courses offered by THS**

**2.1 至 2.6f 請參閱旅業及酒店業學校課程規章**

**2.6 Supplementary Evaluation 補考**

g. Supplementary examinations can only be made for internal examinations

只有校內考試可安排補考。

**2.7a. to f. Please refer to Regulations Governing Courses offered by THS**

**2.7a. 至 f. 請參閱旅業及酒店業學校課程規章**

**2.7 Re-sit Evaluation 重考**

f. Re-sit evaluations can only be made for internal examinations

只有校內考試可安排重考。

**2.8 to 2.9 Please refer to Regulations Governing Courses offered by THS**

**2.8 至 2.9 請參閱旅業及酒店業學校課程規章**

**3 Code of Student Discipline**

*學生紀律守則*

**4 Scheme of Jurisdiction in Cases of Offence against the Rules Governing Student Behaviour**

*審理違規個案的體制*

**5 Policy on Academic Dishonesty**

*學業不誠實行為的政策*

**Please refer to Regulations Governing Courses offered by THS**

**請參閱旅業及酒店業學校課程規章**

**6 Fees and Charges 收費**

**6.1 to 6.4 Please refer to Regulations Governing Courses offered by THS**

**6.1 至 6.4 請參閱旅業及酒店業學校課程規章**

**6.5 Tuition Fee, Caution Fee and Caution Fee Reimbursement 學費、保證金及保證金退還**

- a. The tuition fee programme is subsidised by the government through Macao Federation of Trade Union  
此課程的學費經澳門工會聯合總會獲政府資助。
- b. Candidates who are accepted to the programme have to deposit a caution fee of MOP5000 into the bank account of Macao Federation of Trade Union before the commencement of the programme. Details will be given to the candidates after the release of the admission results.  
通過入學試的人士需於開課前將澳門幣5,000元保證金存入澳門工會聯合總會的銀行戶口，詳情將於入學試成績公佈後提供。
- c. The caution fee will be reimbursed to students who have met the following criteria within 1 school year  
符合以下條件且於一學年內完成課程的學生可獲發旅遊學院課程證書及取回保證金：
  - i. completed all courses, including tutorials for the public examinations  
完成所有學科，包括預備公開考試的課程
  - ii. met the attendance requirement of all courses, including tutorials for the public examinations  
達到所有學科的出席率要求，包括預備公開考試的課程

- iii. **passed all internal examinations**  
通過所有校內考試
- iv. **paid the prescribed deposit or fees; and**  
繳交所須保證金或費用
- v. **abided by the School's regulations**  
遵守學校的規章制度

Eligible students will be contacted by Macao Federation of Trade Union about details of the reimbursement

澳門工會聯合總會會就有關退回保證金的安排聯絡合資格的學生。

## **7 Miscellaneous 雜項**

**Please refer to Regulations Governing Courses offered by THS**

**請參閱旅業及酒店業學校課程規章**

## Public Holidays 公眾假期

2018年

25 September 九月二十五日	Tue 星期二	Day after Mid-Autumn Festival 中秋節翌日
1 October 十月一日	Mon 星期一	Chinese National Day 中華人民共和國國慶日
2 October 十月二日	Tue 星期二	Day after Chinese National Day 中華人民共和國國慶日翌日
17 October 十月十七日	Wed 星期三	Chung Yeung Festival 重陽節
2 November 十一月二日	Fri 星期五	All Soul's Day 追思節
8 December 十二月八日	Sat 星期六	Immaculate Conception 聖母無原罪瞻禮
20 December 十二月二十日	Thur 星期四	Macao SAR Establishment Day 澳門特別行政區成立紀念日
22 December 十二月二十二日	Sat 星期六	Winter Solstice 冬至
24 December 十二月二十四日	Mon 星期一	Christmas Eve 聖誕節前日
25 December 十二月二十五日	Tue 星期二	Christmas Day 聖誕節

## 2019年

1 January 一月一日	Tue 星期二	New Year's Day 元旦
5 February 二月五日	Tue 星期二	1 <sup>st</sup> day of Lunar New Year 農曆正月初一
6 February 二月六日	Wed 星期三	2nd day of Lunar New Year 農曆正月初二
7 February 二月七日	Thur 星期四	3rd day of Lunar New Year 農曆正月初三
5 April 四月五日	Fri 星期五	Ching Ming Festival 清明節
19 April 四月十九日	Fri 星期五	Good Friday 耶穌受難日
20 April 四月二十日	Sat 星期六	The Day before Easter 復活節前日
1 May 五月一日	Wed 星期三	Labour Day 勞動節
12 May 五月十二日	Sun 星期日	Buddha's Birthday 佛誕節
7 June 六月七日	Fri 星期五	Dragon Boat Festival 端午節