



澳門旅遊大學
UNIVERSIDADE DE TURISMO DE MACAU
Macao University of Tourism

Electronic Application Services to Staff Recruitments of Macao University of Tourism (UTM) Terms of Use

Last Updated: 16 Sep 2026

Please read these Terms of Use carefully. By accessing and/or using *UTM Administrative Staff Recruitment Management System* and *UTM Academic Staff Recruitment Management System*, you agree to be bound by these Terms as below. This is a translated version for reference only. For any application and necessary clarification, the official Chinese version should be used and referred.

Article 1 Scope of Application

These Terms apply to all applicants using the Systems of Electronic Application Services as above to submit applications, upload documents, view application records and use related electronic services (hereinafter referred to as the “Applicants”).

Article 2 Account and Login Security

1. Applicants using *UTM Administrative Staff Recruitment Management System* for the first time must complete account onboarding and identity verification through the *Macao Public Service One Account* (hereinafter referred to as “Macao One Account”) in advance before they can use the system. Applicants who log into the System through the “Macao One Account” shall be deemed to have consented to the System obtaining their identity information via the “Macao One Account”. If applicants have changed their identity information and found that their identity information from the Macao One Account accessed by the System has not yet been updated, shall personally follow the method designated by Macao One Account service to complete the procedures for updating their personal information in the Macao One Account, before they can proceed with the application.
2. Applicants using the *UTM Academic Staff Recruitment Management System* for the first time must register a system account with an email address and complete the verification procedures before they can use the system. Applicants can directly update their identity information within the System on their own, and must ensure that their identity information in the System are updated and accurate before submitting the application.
3. Applicants shall properly safeguard their login credentials and comply with relevant safety precautions, security measures, and other usage regulations. Applicants are responsible for strictly maintaining the confidentiality of the account activation password, as well as any other passwords or codes related to electronic identification tools, and are also responsible for complying with safety precautions when using such electronic identification tools.



4. Any risks and consequences arising from the breach of security regulations shall be borne solely by the applicants.
5. Users shall not permit others to use the Systems under their identity, nor shall they transfer, lend or share accounts with others. All operations carried out under an account shall be deemed to have been carried out by the account holder himself/herself.

Article 3 Application and Submission of Documents

1. The Systems will guide applicants step by step to complete the process in sequence. The application shall be deemed completed by the applicant when the “Successful Submission” message or any other message indicating that the application has been completed is displayed and a receipt is generated.
2. The period for application by electronic means shall be the same as that for application submitted by paper-based means.
3. Applications through *UTM Administrative Staff Recruitment Management System* shall be limited to a single submission. Within the application period, regardless of whether by paper or electronic means, applicants may only submit their application documents once at the time of application, and such documents shall be submitted together with the application form.
4. The review results of the Recruitment Panel (hereafter referred to as ‘Panel’) shall be published in the Preliminary List of Candidates. Candidates conditionally admitted shall submit the required supplementary documents within the specified period.
5. Within the application period and the supplementary document submission period, applicants may, referring to the relevant recruitment event, use the ‘review’ functions in the System, to review the information and documents they have submitted.
6. Application information and documents that have been submitted, as well as those for supplementary submission, shall not be modified or deleted.
7. When uploading documents, applicants shall correctly select the appropriate document category and provide detailed information to facilitate selection and review process. Applicants shall upload documents in accordance with the format and technical specifications and itemized upload rules as indicated in the Systems. The uploaded documents must be complete and their contents must be clearly legible. Encrypted files or files uploaded in other special formats shall be deemed invalid documents and shall not be reviewed.
8. If an applicant has changed their identity information, resulting indiscrepancies between the submitted documents and the current identity document, the proof of such information changes shall be submitted together for review by the Panel.
9. If an applicant is appointed by the UTM after recruitment evaluations, they shall present the originals of the documents submitted at the time of application for verification as required during the employment procedures.



Article 4 Application Fee (Applicable to recruitments which application fee is payable in accordance with the provisions of the recruitment announcement)

1. Applicants shall pay an application fee of the amount specified in the recruitment announcement.
2. Applicants shall only make payments through the methods provided by the electronic payment platforms designated by the Systems, and such payments shall be settled in Macao Patacas (MOP).
3. The application fee is non-refundable. The application fee may be refunded to applicants only under the circumstance where the recruitment is revoked by the entity authorizing the recruitment.
4. Fee exemption shall be governed by the provisions of the relevant recruitment announcement.

Article 5 Collection and Use of Personal Data

1. The data provided by applicants shall be used solely for the purpose of application and shall not be returned.
2. If the Panel encounters any doubts when examining the applicants' qualifications, it may refer the relevant information to competent authorities for verification or validation.
3. Applicants shall, in accordance with the law, enjoy the rights to information, access, and objection; the exercise of such rights shall be made by submitting a written request to the Panel.
4. The personal data collected shall be processed in accordance with the Privacy Policy of the UTM and the provisions of Law no. 8/2005 (Personal Data Protection Act). The use of the electronic payment platforms to pay the application fee shall be subject to the Terms of Use and Privacy Policy of the relevant payment platforms.

Article 6 Disclaimer and Legal Effect

1. Users of the UTM electronic application systems shall comply with the provisions of laws, regulations and guidelines regarding electronic governance.
2. When using the *UTM Administrative Staff Recruitment Management System*, after an applicant has successfully logged into the System with the "Macao One Account" and completed identity identification in the System, the application submitted shall be deemed to satisfy the statutory requirement of a signed document. Applicants who have completed identity verification through the "Macao One Account" to log into the System, but are unable to use electronic identity identification in the System, may choose to submit the application form via the manual method within the System by uploading a scanned copy of the application form signed by the applicant on each page, provided that the signature is consistent with that on the identity identification document.
3. For applicants using the Systems of Electronic Application Services, after logging into the Systems, the legal effect of the electronic applications submitted shall be equivalent to that of applications submitted by paper-based means.
4. Applicants shall ensure that they meet all the eligibility requirements for the positions applied for and that all information submitted is true. In the event of providing false information or submitting fraudulent



- documents, the applicant shall, in addition to being disqualified or not appointed, the UTM may, as appropriate, report the matter to competent authorities for initiation of disciplinary or criminal proceedings.
5. The UTM shall not be liable for any loss caused to the applicant or any third party arising from the applicant's use of the Electronic Application Services, particularly in any of the following circumstances:
 - a) Disruption, suspension of operation, or failure of the Service systems, the designated electronic payment platform, or the system of the payment provider;
 - b) Delays, failures, omissions, or errors in data being transmitted, received, or processed via the Internet, resulting from the interruption, delay, or disruption of the network communication supporting the services;
 - c) Damage to any other person's networks, computers, or equipment, or to the hardware or software of other devices arising from the use of the Service.
 6. The Electronic Application Services shall be governed by and construed in accordance with the laws of the Macao Special Administrative Region. The UTM reserves the right to amend the terms and conditions of use at any time without prior notice.
 7. For enquiries regarding the terms and conditions of use, or any questions arising from the use of this Service, applicants may contact the UTM's recruitment enquiry line (853-85981345) during office hours, or make enquiries via the dedicated recruitment email (job@utm.edu.mo). For enquiries regarding online payment, applicants shall make enquiries with the relevant issuing bank or payment service provider.
 8. Any circumstance not expressly provided for in the Terms of Use shall be determined by the UTM based on the actual situation, and the UTM reserves the right of final interpretation.

The above terms are formulated in accordance with the 《Internal Regulations on Electronic Application Services to Staff Recruitments of Macao University of Tourism》 (Chinese and English versions only).