



Rules and Regulations of Campus

Smart Card

1. Introduction

All students undertaking Diploma or Bachelor Degree Programmes as well as full-time academic and administrative staff will be issued a multi-function IFTM Smart Card (hereafter named as Smart Card) for identification purpose, access control to designated areas and attendance management.

2. Functions Offered by Smart Cards

Smart Card serves as:

- Student Card;
- Library Card;
- Access control card to various campus facilities such as Laboratories and Car Park; and
- Punch card for attendance management.

3. Use of Smart Cards

- 3.1 All operations are done by simply placing Smart Cards on card readers installed on campus.
- 3.2 Do not put two cards on to the card reader at the same time.
- 3.3 Cardholders are kindly requested to take good care of the cards and prevent them from being scratched, written on or bent. Do not put them in wallets or bags next to coins, studs or zippers.
- 3.4 Make sure that the card is not being sat on in the back pocket to avoid damaging the microchip inside.
- 3.5 If the card is not working properly, cardholder should immediately report the problem to Administrative and Financial Division (for staff) or to Pedagogic Affairs Department (for students) respectively.

獲以下認證:
Certificado pela:

Certified by:



澳門望廈山
電話: (853) 8598 1458/8598 1457
傳真: (853) 8598 3184
www.iftm.edu.mo

Colina de Mong-Há, Macau
Tel: (853) 8598 1458/8598 1457
Fax: (853) 8598 3184
www.iftm.edu.mo



4. Regulations on the Use of Smart Cards

All cardholders should be well aware of the following:

- 4.1 All Smart Cards remain the property of the Institute and they are not transferable.
- 4.2 First and all subsequent renewal card issuances by IFTM are free of charge. However, MOP100 will be charged to the cardholder for card replacement due to loss, damage and theft.
- 4.3 Cardholders are liable to any and all negative consequences arising from the loss or theft of your card.
- 4.4 If Smart Card is lost or stolen, cardholder should immediately report the problem to Administrative and Financial Division (for staff) or to Pedagogic Affairs Department (for students) respectively. The respective department should immediately take steps to deactivate Smart Card as soon as it receives the message of loss or stolen.
- 4.5 The Institute reserves and retains all the rights pertaining to the use of Smart Cards, including the right to suspend any suspect or defective card and request cardholder's assistance in any investigation.
- 4.6 Use of Smart Card constitutes acceptance of all the terms and conditions stated in these rules and regulations governing the use of Smart Cards. IFTM reserves the right to alter these regulations when necessary and such amendment will be posted on IFTM website.
- 4.7 The validity of Smart Cards is the normal duration of study of the cardholder at IFTM (for students).

You are always welcome to approach our Service Desk for assistance
(Email: it-servicedesk@iftm.edu.mo, Mong-Há Campus Tel: 8598-3120, Taipa Campus Tel: 8598-2072).

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