



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

管理及專業發展學院
Institute of Executive and Professional Development (IEPD)
Instituto de Desenvolvimento Executivo e Profissional

Institute of Executive and Professional Development (IEPD) Student Notice

管理及專業發展學院學生須知

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Equal Opportunities Policy **平等機會政策**

Macao University of Tourism (UTM) 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. UTM 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.

澳門旅遊大學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。澳門旅遊大學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 Institute of Executive and Professional Development (IEPD) 管理及專業發展學院課程

1 Regulations Governing Courses offered by Institute of Executive and Professional Development (IEPD) 課程規章

- a. IEPD offers several courses to the public and customizes training programmes to companies and institutions.
管理及專業發展學院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 IEPD student shall be awarded a certificate provided that s/he has
符合以下條件的學生可獲頒發課程證書：
 - i. undertaken a programme of study according to the duration stated in the course outline
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 institute's regulations 遵守學院的規章制度

1.1 Admission Requirements 入學要求

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

Passport holder could only apply for courses with their valid stay in Macao covering the full course duration. Otherwise, the enrolment would be CANCELLED and NO REFUND of all fees or part thereof would be made.

持護照人士只可報讀其合法逗留期可覆蓋上課日期之課程。否則，學額將被取消，而所繳納之學費將不獲全部或部份退回。

1.2 Duration of the courses 修讀時間

The duration of each course is specified in the course outline.
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. Learning outcomes 學習結果
- 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 system.

導師將於課程記錄冊或系統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 Pedagogic Affairs Department.

學生必須繳交所有費用及提供有關資料予教務部以完成註冊手續。

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 IEPD unless otherwise specified.

除特別訂明外，科目豁免不適用於管理及專業發展學院課程。

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、不及格	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.
導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及格成績。
- c. A student who is absent from a course or subject for more than 30% will receive a fail grade.
學生如缺席多於課程或每科上課時數的30%，當不及格論。
- 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。導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 IEPD.

休學制度不適用於管理及專業發展學院課程。

1.11 Withdrawal 退學

A student may withdraw from the University by written document or email to Pedagogic Affairs Department for request. The withdrawal is official only after it is accepted by the Dean of IEPD.

要求退學的學生必須以書面方式或電郵到教務部。所有退學的申請必須經管理及專業發展學院院長接納後，方可生效。

1.12 Release of Certificate 課程證書

When all course grades are received and approved by the Dean of IEPD, certificates will be issued by Pedagogic Affairs Department and the students will be notified for collection.

當管理及專業發展學院院長審核所有學生成績後，教務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 Pedagogic Affairs Department 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教務部提交覆核要求。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 University mailed to the last address provided by the student to Pedagogic Affairs Department will discharge all the University's responsibility for notification. Students must notify Pedagogic Affairs Department of any change of their personal contacts (address and contact numbers).

教務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教務部。

2 Evaluation/Assessment 評核

2.1 Evaluation Components 評核方法

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

澳門旅遊大學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.

導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 Pedagogic Affairs Department 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，須立即通知教務部。

- 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 Pedagogic Affairs Department.

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，並將事件向教務部報告。

- (ii). When a report is made under such circumstances, Pedagogic Affairs Department 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，教務部將進行調查並跟進，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.

學生必須遵守每科導師訂下的考核制度。

- 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 University 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 University. 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、補充頁或其他由本大學提供之材料上作答。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 University 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本大學提供的物品。

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 University 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 University, subject to the decision of the UTM Academic Council.

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及格，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 Pedagogic Affairs Department within 7 calendar days (including holidays), of the completion of the evaluation.

所有導師必須於考試結束後7天內（包括星期六、日及公眾假期）將分數表交回教務部。

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 Pedagogic Affairs Department 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 University 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，將經教務部與相關導師商討後再作決定。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 Pedagogic Affairs Department 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教務部，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) 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. 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”（即為及格的分數）。
- 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 University 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 IEPD Pedagogic Council for consideration.
評量/考核的時間表由大學審批，學生與導師的私下安排是不被接受的。如導師同意學生的要求，導師必須要求學生向學校呈交請求書以表明要求的內容。該請求書將由管理及專業發展學院學術委員會批核。

- 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 University, Pedagogic Affairs Department 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，教務部將重新安排評量/考核日期。

- ii. In the event of extraordinary cause, it will be considered by the IEPD 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 IEPD 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 IEPD Pedagogic Council that an extraordinary reason exists.

如因特殊理由，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 IEPD 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 University are obligated to comply with this Code of Student Discipline whilst on campus and/or when acting in a capacity of representative of the University.
所有學生在校園內或代表大學身份時必須遵守此守則。
- b. Students must abide by all the rules and regulations stipulated in this Notice.
學生必須接受本須知的所有規定。
- 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，導師會在課程大綱中重申。
- d. Attire on campus, is to be smart casual and befitting an individual. For occupational safety and food hygiene reasons, participants of culinary courses are not allowed to enter the training kitchen without proper uniform. Participants should wear long sleeves chef suite (or white gown), kitchen safety shoes, UTM apron and kitchen hat.
在校內必須穿著得體的衣著。基於職業安全及食物衛生的考量，烹飪課程學員必須穿著合規格的長袖廚師服(或白袍)、廚房防滑安全鞋、本大學提供的圍裙及廚帽作課堂制服，否則不可進入廚房教室上課。
- 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 or other areas requiring quietness, such as multimedia libraries. 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 University must first obtain written permission from the Rector. Without this written permission, no student may claim to represent the University in any matter whatsoever, including correspondence with the press or public.

學生如需以大學名義進行任何形式的活動，必須事先取得校長的書面批准。任何學生不得在未經大學批准下與傳媒或公眾以大學名義聯絡。

- h. Students who wish to arrange activities open to members of the public must obtain prior permission from the University. 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大學的批准。相關學生有責任維持其訪客的秩序。

- i. All University property and installations must not be defaced, damaged or removed. If University 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、破壞及拆除大學的任何財產及裝置。如任何人損毀或遺失大學財物，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 University clean and tidy by utilizing the rubbish receptacles provided.

學生應保持學院清潔及整齊，善用大學設置的垃圾箱。

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

學生只可在校園管理處批准後，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 Rector; information can be obtained from Pedagogic Affairs Department.
校園在校長同意的指定時間及日子開放。有關開放時間可在教務部查詢。
- 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 University.
各科目導師派發予學生的筆記或堂上資料等只供學生的學習用途，其版權屬澳門旅遊大學所有。
- p. No audio or video recording within the premises of the University is allowed, except with the permission of the Dean of IEPD.
不得在大學校園內使用任何攝錄影音器材，獲管理及專業發展學院院長批准者除外。
- 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 University.
導師有權要求擾亂課堂秩序或不遵守大學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.
如導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 Rector 校長
- ii. The Vice-Rector 副校長
- iii. The Dean of IEPD 管理及專業發展學院院長
- iv. The Academic Coordinator; and/or 課程主任, 及/或
- v. The Registrar of Pedagogic Affairs Department 教務部教務長

c. In the case of minor offences as defined in 4.2a, jurisdiction shall be exercised by one of the authorised officers of the University 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）將由大學授權的人員（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 Rector 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，則由校長按適當的機制（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，移取大學內的財物，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.
非蓄意但對大學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 University but which stops short of damaging property or causing injury.

任何妨礙大學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 Rector 校長
- ii. The Vice-Rector 副校長
- iii. The Dean of the IEPD 管理及專業發展學院院長
- iv. The Academic Coordinator; and/or 課程主任, 及/或
- v. such other officers as the Rector may designate from time to time 由校長委任之其他人員

c. Procedure 程序

- i. In every case, the student concerned will be specifically informed by the University 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）大學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 Pedagogic Affairs Department.

如違規學生承認過失或違規行為為得以證實，除了口頭警告外，有關處罰及自辯記錄將由教務部存檔。

- iii. When guilt is denied, and the University officer has found the student guilty after considering the evidence, the student has the right to appeal to the Panel through Pedagogic Affairs Department. 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，而大學人員就證據判以有罪者，學生有權透過教務部向小組上訴，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，或

ii) a material irregularity of proceedings in the University 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 Pedagogic Affairs Department.

小組將在教務部收到該上訴的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 Pedagogic Affairs Department 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個工作天向教務部提出。

- 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. Pedagogic Affairs Department shall keep a written record of the proceedings of all cases of appeal to the Panel.
教務部會就所有的上訴作出書面紀錄。

d. Penalties 處罰

The penalties which a University officer may impose in respect of minor offences include:

大學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 Pedagogic Affairs Department Office for a period to be determined in each case.
正式的書面譴責聲明將存放於教務部一段時間，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 University 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 University.
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大學內設施。
- 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 University or used by the University.
除執行以上的處分外，大學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 University assessments;
有關大學評核的過失冒犯；
- ii. falsification or misuse of University documents and records;

偽造或不正當使用大學的文件或紀錄；

- iii. false pretences or impersonation of others within or outside the University;
在大學內或外冒充他人身份；
- iv. theft, fraud, misapplication of, or gross negligence in connection with, University funds or property of any kind;
行竊、欺騙、濫用、疏忽管理大學的資金或財產；
- v. riotous or violent conduct causing damage to or on University property, or on property being used by the University, or seriously affecting good order within the University;
暴亂或暴力行為引起大學財物的損壞，或嚴重影響大學的秩序；
- vi. offences against the criminal law, where these offences involve other students or staff of the University or directly affect the interests of the University;
涉及大學內其他學生或員工，或直接影響大學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 University 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 University
實際違反或不依從大學之學生紀律守則

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 Pedagogic Affairs Department within 10 working days from the date when the alleged offence takes place;
若大學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個工作天內向教務部提交書面報告；

- ii. Any case instigated as a major offence by Pedagogic Affairs Department, including cases relating to offence in connection with University examinations, shall prima facie be a case of major offence and shall be dealt with by the Panel.

任何教務部視為嚴重過失的事件，包括違反大學考試條例者，將被初步視為嚴重過失，並交由大學小組處理。

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 Pedagogic Affairs Department, 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，教務部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。如大學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 Pedagogic Affairs Department. 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教務部。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 Pedagogic Affairs Department within 10 working days from the date of the written notice, and may choose to appear before the Panel in person; 必須以書面方式於通知書發出10個工作天內通知教務部，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 Pedagogic Affairs Department is informed of their names at least three working days before the meeting;
如學生選擇出席或被大學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個工作天通知教務部；
- 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. Pedagogic Affairs Department shall keep a written record of the proceedings;
教務部將把有關的審判作紀錄；
- x. The University 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 Pedagogic Affairs Department Office;
正式的譴責聲明書將存放於教務部；

- ii. suspension as a student of the University for a specified period;
停學一段指定時間；
- iii. expulsion as a student of the University together with the determination of a period during which the student will not be considered for re-admission to studies at the University;
開除學籍並在指定時間內不得重考入學；
- 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 University.
除執行以上的處分外，大學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 Pedagogic Affairs Department to the Rector;
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教務部處長向校長提出上訴；
- 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；或
 - * 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 Rector shall take such action as deemed fit in considering the appeal;
收到上訴申請時，校長將實際考慮是否接受上訴的理據；
- f. The decision of the Rector on the appeal shall be made within 10 working days of the appeal being lodged with Pedagogic Affairs Department and shall be notified to the student by Pedagogic Affairs Department forthwith;
校長將於教務部收到上訴後10個工作日內決定是否接受上訴，並由教務部通知學生；
- g. The Rector may either uphold or reject the appeal, and may set aside, vary or confirm the penalty already imposed. The decision of the Rector shall be final and not subject to review by any other body.
校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，校長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 University vehemently opposes the commission of dishonest acts and, through the UTM 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.

大學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;
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。導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 IEPD 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，相關的導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 IEPD unless otherwise stated.

除課程大綱訂明外，管理及專業發展學院課程不需報名費用。

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50澳門元。

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 MOP150 for each subject.

重考／補考的學生須繳付每科150澳門元的考試費。

Other changes may apply for **international qualification examinations, Certificate in Macao History and Tourism, Certificate in Tour Guiding**. Please check with the Pedagogic Affairs Department.

重考／補考**國際認證、澳門歷史及旅遊證書、導遊證書**將有額外費用，詳情請向教務部查詢。

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50澳門元，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 Written or practical exam checking 查核筆試及實習試

MOP50 is charged for written or practical exam checking.

查核筆試及實習試收費為50澳門元。

6.6 Admission exam checking (each subject) 查核入學考試成績 (每科)

MOP50 is charged for admission exam checking.

查核入學試成績收費為50澳門元。

6.7 Tuition Fee 學費

Tuition fee of each course/programme is specified in the promotional brochures and on the IEPD website.

各科或課程費用載於課程宣傳小冊子及學院網頁。

6.8 Tuition Fee Refund Policy 學費退款

Request for tuition fee refund is not accepted.

不接受學費退款申請。

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 Pedagogic Affairs Department 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，需立即通知教務部。

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 Pedagogic Affairs Department immediately.

如有緊急情況，如嚴重意外或火災，應立即通知教務部或附近的員工。

c. UTM Newsletter 大學季刊

This is a quarterly bulletin which highlights the most important activities at UTM. The E-version is available at www.utm.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 UTM.

大學季刊報導大學最重要的活動，每期季刊的電子版載於 www.utm.edu.mo。大學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，讓他們了解大學最新情報。

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教務部或學生輔導員，學生可自行決定是否需要報警。

f. Student Insurance 學生保險

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

大學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。