



澳門旅遊學院

INSTITUTO DE FORMAÇÃO TURÍSTICA DE MACAU

Macao Institute for Tourism Studies

Information Guide for Non-Local Students

非本地生資訊指南

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Welcome note 歡迎詞

WELCOME to the Macao Institute for Tourism Studies!

Being a student member of this Institute, you may be eager to know more about it, to get acquainted with other students, to participate in students'/Institute's activities and to make good use of the learning opportunities and available facilities.

This Information Guide for Non-local students serves as an information directory to answer the questions you may have before your departure to Macao.

歡迎蒞臨澳門旅遊學院！

作為學院的一份子，您或許希望多了解學院一點、認識多些同學、參與學生或學院活動、爭取學習機會以及善用學院設施。

非本地生資訊指南冀為您們可能想到的問題提供答案。



About IFTM 學院簡介

Macao Institute for Tourism Studies (IFTM), established in 1995, is a public institution of higher education that falls under the governance of the Secretary for Social Affairs and Culture of the Macao Special Administrative Region Government, People's Republic of China. IFTM offers degree and professional programmes in a wide range of tourism-related disciplines such as hospitality, tourism business, heritage, events, retail and marketing, leisure and entertainment, sports and recreation, creative and cultural studies, and culinary arts. IFTM also delivers various programmes at the executive level in partnership with leading tourism schools in the world. The Institute is entrusted by the local authorities to conduct policy level research related to tourism planning and development.

澳門旅遊學院於1995年成立，是一所隸屬於澳門特別行政區政府社會文化司的公立高等教育機構，提供一系列旅遊範疇的學位課程和專業培訓，包括酒店、旅遊、文化遺產、會展、零售及市場推廣、休閒娛樂、康體活動、文化創意及廚藝等。此外，學院亦與國際知名院校合作開辦高級管理課程。在調研方面，學院受特區政府及其他機構委託作旅遊規劃及發展的政策研究。



Recognitions

成就及肯定

Mission Statement

使命

IFTM Corporate Video

學院宣傳片

Mission 使命

The mission of IFTM is to become an international tertiary institution of choice for tourism and service industry studies. Not only for the benefits of Macao, but also for the Asia Pacific region, it will equip students with professional knowledge and technical competence in preparation for their future leadership responsibilities in the industry. In order to fulfil the above mission, the Institute has the following three characteristics:

1. Unique Identity - The Institute operates independently, specialising in providing higher education and professional training in tourism and service industry management.
2. Integration - It blends the best approaches of academic development and professional training.
3. Internationalisation - It seeks mutually beneficial cooperation with similar institutions abroad, actively promoting international learning experience among faculty and students.

學院使命是成為提供國際化旅遊及服務業課程的首選高等教育機構，不僅為澳門，更為亞太區域培養具有專業知識和技能的學生，在業界擔任領導角色。為了實踐使命，學院擁有以下三個特性：

1. 獨特性 - 獨立運作，專注提供旅遊及服務業管理方面的高等教育及專業培訓。
2. 融合性 - 將學術發展及專業培訓各自的優點和特質合而為一。
3. 國際性 - 與外地相關院校及機構發展互利合作關係，積極推廣學術及國際交流活動。



Pedagogic Affairs Department (PA) 教務部

PA is dedicated to providing administrative services and support for academic, students' and alumni's affairs, with two divisions and six teams as listed in the table below:

教務部為學術、學生和校友事務提供行政服務和支援, 如下表包括兩個處級部門及六個小組。

Admission and Registration Division 招生及註冊處

Admission Affairs Team

招生事務小組

Tel 電話：(853) 8598-1495

Email 電子郵件：

admission@iftm.edu.mo

Academic Support Team

學術支援小組

Tel 電話：(853) 8598-1512

Email 電子郵件：

enrolment@iftm.edu.mo

Student Affairs Division 學生事務處

Student Development and Counselling Team

學生發展及輔導小組

Tel 電話：(853) 8598-1545

Email 電子郵件：

sdcc@iftm.edu.mo

Student and Alumni Services Team

學生及校友服務小組

Tel 電話：(853) 8598-1472 /3018

Email 電子郵件：

sas@iftm.edu.mo

Other Team 其他小組

Public Services Team

公眾服務範疇小組

Tel 電話：(853) 85983016

Email 電子郵件：

frontline@iftm.edu.mo

Global Affairs Team

全球事務範疇小組

Tel 電話：(853) 8598-1279
/3038

Email 電子郵件：

ga@iftm.edu.mo

Staffs of Student Affairs Division assist exchange students in going through all the formalities, from application to completion of their exchange programme at IFTM.

學生事務處人員為交換生提供行政支援，協助他們順利完成交換生課程及準備所需文件。

Visa 簽註及簽證



Entry visa and student visa 入境簽註及學生簽證

Entry visas are NOT required by most nationals who could stay visa free in Macao from 30 to 90 days (see details [here](#)). Hong Kong residents are entitled to remain in Macao visa-free for up to one year. Updated visa information is at

持大多數國家和地區有效護照或證件人士入境都無需簽證，並獲准予在澳門合法逗留30至90天（按此了解）。香港居民則可獲一年合法逗留期。有關資訊可瀏覽以下連結：

www.fsm.gov.mo/psp/eng/psp_top5_4_1.html.

IFTM assists non-local students in applying for a temporary resident permit (*student visa*) soon after their arrival in Macao. The processing time can be around 45 days.

澳門旅遊學院安排非本地生在抵步後儘快前往辦理“逗留的特別許可”（學生簽證）申請。上述許可一般可於申請日起計45天內發出。



Non-local students can assist in academic activities only at IFTM with maximum weekly hours of 15. However, holders of student visa are prohibited by law to engage in any paid or unpaid job in Macao.

非本地學生只能在澳門旅遊學院內協助不多於15週時之學術相關工作。
持學生簽證不容許在澳門從事任何有薪或無薪工作。



Visa to Hong Kong S.A.R. 赴港簽註

Applicable for Mainland China students

內地生適用



This visa can be applied at [China Travel Service \(Macao\) Ltd.](#) A testimonial for the purpose of visa application to Hong Kong could be required. This document is available upon students' individual application at [siweb.iftm.edu.mo](#). Please refer to the [Student Handbook](#) for handling time and per-copy fee.

在校內地生可前往 [中國旅行社 \(澳門\) 有限公司](#) 辦理赴香港簽註申請。申請人或須向上述機構遞交用以辦理赴香港簽註申請的在學證明書，學生可自行於 [siweb.iftm.edu.mo](#) 向本學院申請 此文件，處理時間及收費標準 已登載於 [學生手冊](#)。



Visa to Mainland China 中國內地簽證

Applicable for non-Mainland students If you intend to visit Mainland China during your study period in Macao, it is recommended that you apply for your Mainland China visa at the nearest P. R. China Embassy / Consulate **in your home country** before departure to Macao.

非內地生適用非本地生如欲於修讀課程期間前往中國內地，建議在抵澳前先行於其所屬國家或地區的中國大使館/領事館辦理有關簽證。



Those who only wish to apply for Mainland China visa in Macao (after your Macao student visa is finally ready), you may check out the following sources:

如打算在本澳（領取其學生簽證後）才辦理赴中國內地簽證申請，可選擇以下渠道：

Department of Consular Affairs, Office of the Commissioner of the Ministry of Foreign Affairs in the Macao SAR 中華人民共和國外交部駐澳門特別行政區特派員公署的領事業務部 (www.fmcoprc.gov.mo/eng)

China Travel Service (Macao) Ltd. 中國旅行社（澳門）有限公司 (www.cts.com.mo)



Studying at IFTM 於澳門旅遊學院學習

Student Handbook 學生手冊

All students studying at IFTM are required to comply with and abide by the Institute rules and regulations per detailed in the Student Handbook. Please make sure that you go through the content carefully.

所有在校學生都必須遵守登載於學生手冊的學生守則和規章制度，請務必細閱有關內容。



Dress code 衣著守則



All students of the Institute are obliged to comply with this Code of Student Discipline whilst on campus and/or when acting in a capacity of representative of the Institute. Please refer to the [Student Handbook](#) for details.

所有學生在校內或代表學院時必須遵守此守則，詳情已登載於[學生手冊](#)，敬請細閱。



For non-local students, it is recommended to bring along your business attire for specific events required by some courses.

某些課堂或會安排學生出席特別活動，建議非本地生帶備正裝衣著。



Academic Report 成績表

All exchange students, upon completion of their programmes at IFTM, are given an academic report free-of-charge for the first issue. This is usually sent one month after the last date of the final examination to their home institutions which are also given a copy.

所有交換生及其所屬院校將於課程結束後約一個月各免費獲發一份成績表，成績表將郵寄至所屬院校。

Should extra copies be needed afterwards, students may contact inbound@iftm.edu.mo for details of application. Please refer to the [Student Handbook](#) for handling time and per-copy fee.

隨後倘需額外份數，學生可聯絡 inbound@iftm.edu.mo 了解申請辦法。處理時間及收費標準已登載於[學生手冊](#)。



Fees and expenses 學費及其他雜費



Tuition fees and other major expenses (e.g. uniforms and accessories, study materials and hostel rental) are detailed in the Institute's Diploma and Degree Programme brochure for your perusal.

有關學費及其他主要雜費（包括校服與配件、學習用品及宿舍租金）的資訊，已登載於學院文憑及學位課程簡章。

Students from institutions with which IFTM have a student exchange agreement are usually required to pay tuition fee to their home institutions only. Uniform purchase is also not required. For those taking practicum courses, please refer to the course offering list regarding the uniform standard remarks.

來自與澳門旅遊學院有協議之院校的學生一般只需向所屬院校繳付學費，亦毋須購買校服，如須上實踐課，請參考課程提供列表中有關制服的備註



Food and other expenses

飲食及其他

Besides cooking their own meals, students can buy meals at the Institute's Windows Cafeteria at reasonable prices of around MOP30 for soup plus main course.

學生可自行煮食，亦可光顧學院內學生及員工餐廳，價格相宜，一份主菜加一份湯大概為澳門元30圓。

Food is charged reasonably here. However, prices of food vary slightly from shop to shop. Some consumer price information can be found at Macao SAR Government [Consumer Council](#).

本地食品以合理價格出售，然而，不同商戶間亦存在價格上差異。部份消費品價格更登載於澳門特別行政區政府[消費者委員會](#)網站。



Accommodation 住宿



Student Hostel

Non-local students requesting our assistance to find accommodation will be placed in Student Hostel. The building is located in Taipa, within a few minutes walking distance from IFTM Taipa campus (Forward Building). Detailed information about the Student Hostel is available at www.iftm.edu.mo/hostel.

Accommodation queries can be addressed to Hostel Management Team at (853) 8598-3044 ifthostelteam@iftm.edu.mo.



學生宿舍

需要學院代為安排住宿的非本地生將被安排入住學生宿舍，宿舍地點位於氹仔，距離氹仔校舍（展望樓）幾分鐘路程。有關學生宿舍的更多詳情已於 www.iftm.edu.mo/hostel 登載，敬請瀏覽細閱，了解最新資訊。住宿查詢可聯繫宿舍管理小組：
(853) 8598-3044

ifthostelteam@iftm.edu.mo





Self-arranged accommodation

自行安排住宿



The rent of a 2-room or 3-room apartment in the city varies from MOP6,000 – 20,000 (Six Thousand – Twenty Thousand) per month. Besides rent, students are required to pay one month's rent as commission to the real estate agent and two months' rent as deposit to the landlord at the beginning of the tenancy. In addition, utilities fees must be paid by the students themselves.

市區兩房或三房單位每月租金由澳門元6,000至20,000圓不等，此外租戶須於租賃開始時向地產代理繳付相等於一個月租金的佣金費用，同時亦須向單位業主繳付相等於兩個月租金的押金。水費、電費、電話費及燃料費皆由租戶自行負責。

FOR RENT

Welcoming Programme 迎新活動



In order for non-local students (including exchange students) to get familiar with the study and the living environment in Macao, a week of Welcoming Programme will be held at semester commencement ([click here](#) for dates).

This programme includes campus tour, teambuilding activities and culinary experience on Macanese cooking. A half-day city tour is arranged too to provide a snapshot of Macao.



為了讓非本地生（包括交換生）認識本澳的學習與生活環境，學院於學期開課前組織了為期約一星期的迎新活動（[按此](#)查閱舉行日期）。活動內容包括參觀校內設施、團體活動及澳葡料理體驗，另外亦設有半天城內導覽，讓學生們對澳門這座小城有所認識。



City guide 城市指南

Time difference 時差

Macao is eight hours ahead of GMT (GMT+8) . It has no daylight saving time.
澳門時間比格林威治標準時間加八小時 (GMT+8) 。不設夏令時。

Electricity 電

Electricity is 220 volts and 50 cycles AC. 交流電電壓220伏特，50赫茲。

Food and dining 飲食

Macao is an ideal place to locate fine restaurants with different types of cuisine – Chinese, Indian, Italian, Japanese, Korean, Macanese, Portuguese, Thai, Vietnamese, etc. Visit www.macautourism.gov.mo for details.

澳門集多國美食佳餚，有中國菜、印度菜、義大利菜、日本菜、韓國菜、澳門菜、葡國菜、泰國菜、越南菜等，各具特式。詳情可瀏覽www.macautourism.gov.mo。





Measures 量度單位

Macao uses metric measurements, although traditional Chinese measures (such as teals of gold, catties of rice) are still in daily use.

澳門以公制作量度標準，傳統中式度量法如斤兩等仍被使用。



Transportation 交通

Latest information on local transportation are available at the website of the [Transport Bureau](#).

前往[交通事務局](#)網頁可了解最新資訊。



Language 語言

Chinese and Portuguese are the two official languages, with Cantonese the most widely spoken. English, the most popular foreign language spoken in Macao, is generally used in trade, tourism and commerce. A few words and phrases in English, Chinese and Portuguese are given in the table [here](#) for your reference.

中文和葡文均為官方語言，而廣東話最為普遍使用。英語在澳門也很通行，尤其用於貿易、旅遊及商業。

[按此](#)可了解一些英文、中文及葡文的常用詞彙和語句。



Weather 天氣

Macao has a typical sub-tropical climate. The climate is moderate to hot, with average annual temperatures of just over 20°C (68°F) and a yearly mean variation between 16°C (50°F) and 25°C (77°F). Humidity is high with an average range between 73% and 90%. Rainfall, measuring a yearly total of 70 inches, is also high. 澳門氣候溫和，平均氣溫約20°C (68°F)，全年溫差變化在16°C (50°F)至25°C (77°F)之間。濕度較高，約73%至90%；全年降雨量較高，為70英吋。

Cotton and light clothing is recommended for summer. Wool clothing and overcoats are required for winter. Sweaters and jackets are sometimes necessary for the cooler evenings in the months of March, April, May, September, October and November.

夏季只需穿棉質輕便衣服；冬季天氣較冷，應備羊毛衣物及外套。三月至五月及九月至十一月晚間稍涼，宜穿毛線衫或夾克。

More weather information (including warnings on rainstorm, thunderstorm and typhoon) can be found at <https://www.smg.gov.mo/en>.

更多天氣資訊（包括暴雨、雷暴及熱帶氣旋警告）可瀏覽www.smg.gov.mo。



地球物理暨氣象局

Direcção dos Serviços Meteorológicos e Geofísicos

Religions 宗教

資料來源：澳門
特別行政區旅遊
局

葡萄牙人四百多年前抵達澳門後，帶來西方的天主教信仰文化，興建不少天主教堂及修道院，其中最著名的聖保祿教堂及學院，更成為歐洲宣教士來華傳教的基地。時至今天，澳門以天主教區劃分，澳門的天主教堂隨處可見，每座教堂的設計皆富有獨特風格，裝潢瑰麗雅緻，而且各自蘊藏歷史故事，到訪不同的教堂可讓您更了解澳門的天主教文化和歷史。

When the Portuguese arrived in Macao more than four and a half centuries ago, they brought Catholicism with them and built many churches and convents. The old College of St. Paul served as the first Western university in Asia and became a significant entry point to China for foreign missionaries. Today, Macao is divided into Catholic dioceses on map, and magnificent Catholic churches can be found everywhere. Visit uniquely designed churches and learn more about their fascinating history.

Source: Macao
Government
Tourism Office



Religions 宗教

(continued 續)

同時，澳門亦保存了不少中華文化的豐富寶藏，其中廟宇文化根深蒂固，源遠流長。澳門廟宇主要分佛教、道教和民間信仰，祀奉著佛祖、觀音、天后及哪吒等神祇。富有特色的歷史廟宇建築以及供奉的神明，蘊藏了小城的漁村歷史及深厚的中華文化色彩

資料來源：澳門
特別行政區旅遊
局

Source: Macao
Government
Tourism Office

Macao also houses a treasure trove of ancient Chinese temples, which have served as the pivotal places of worship for hundreds of years. Macao temples primarily serve the Buddhist, Taoist and folk faiths. Buddha, Na Tcha, Tin Hau (Goddess of Seafarers) and Kun lam (Goddess of Mercy), etc., are all revered in various temples. By visiting Macao's diverse temples, sightseers can learn more about traditional Chinese beliefs and the city's historical origin as a fishing village.



Monetary Matters 金融資訊

The “Pataca / MOP” (composed of 100 “Avos”) is the official unit of currency in Macao, available both in coins and notes, in denominations of: Coins: 10, 20, 50 Avos & 1, 2, 5, 10 Patacas
Notes: 10, 20, 50, 100, 500 & 1000 Patacas

澳門官方貨幣單位是澳門元 (Pataca)。硬幣有1毫、2毫、5毫、1圓、2圓、5圓和10圓六種；紙幣面額有10圓、20圓、50圓、100圓、500圓及1000圓六種。

Credit cards (VISA, MasterCard, American Express and UnionPay) are accepted by most business whilst debit cards are occasionally accepted. More details on monetary matters in Macao (including information on the local banking sector and other financial institutions) are available at the website of the [Monetary Authority of Macao \(AMCM\)](#).

信用卡 (VISA、MasterCard、American Express和銀聯) 可在澳門大部份商店使用，亦接受扣帳卡。瀏覽[澳門金融管理局](#)網站即可獲得更多儲如本地銀行業務和其他金融機構等的澳門金融資訊。



Health care 健康護理

Description 說明	Website 網址
Clinic 診所	<ul style="list-style-type: none">• www.ssm.gov.mo/pubssmweb/register/frmShowRegister.aspx
Health Centre 衛生中心	<ul style="list-style-type: none">• www.ssm.gov.mo/Portal/content/pt/1769/printfulldetail.aspx?inline=true• www.ssm.gov.mo/Portal/content/ch/1769/printfulldetail.aspx?inline=true
Hospital 醫院	<ul style="list-style-type: none">• Conde S. Januário 仁伯爵綜合醫院 www.ssm.gov.mo/Portal/content/pt/1118/printfulldetail.aspx?inline=true www.ssm.gov.mo/Portal/content/ch/1118/printfulldetail.aspx?inline=true• Kiang Wu Hospital 鏡湖醫院 (www.kwh.org.mo)• University Hospital 科大醫院 (www.uh.org.mo)• Macau Yin Kui Hospital 澳門銀葵醫院 (www.yinkui.com.mo/)
Pharmacy / Drugstore 藥房	<ul style="list-style-type: none">• www.yip.mo/business/藥房/



Regime of Tobacco Prevention and Control

預防及控制吸煙制度



Law no. 5/2011 which amended by law no. 9/2017, Regime of Tobacco Prevention and Control entered into force in Macao on 1st January 2018. Apart from the airport and casinos where smoking rooms can be set up, smoking is prohibited in all public indoor places such as hospitals, food and beverage establishments, hotels, ports, shops, museums, karaoke establishments and lifts. Smoking is also prohibited in public outdoor areas such as parks, beaches, public swimming pools, escalators, footbridges and subways as well as on public transportation. In addition, within 10 meters of any bus stop and taxi station, smoking is not allowed too. Please note that it is an offence for any person to smoke or carry a lighted tobacco product in a designated no-smoking area, with offenders subject to a maximum fine of **MOP1,500**. For details of statutory no-smoking areas, please refer to the Regime of Tobacco Prevention and Control Office.

Source: [Tobacco Prevention and Control Office, Health Bureau](#)

經第9/2017號法律修改的第5/2011號法律《預防及控制吸煙制度》由2018年1月1日起正式生效。除機場及娛樂場可設吸煙室外，所有室內公眾場所如醫院、飲食場所、酒店、碼頭及機場、商舖、博物館、卡拉OK以及升降機等，以及室外公共地方包括公園、泳灘、公共泳池、扶手電梯、行人天橋和隧道、公共交通工具等均全面禁煙；此外，巴士站及的士站十米範圍內亦不准吸煙。任何人只要在法定禁煙範圍內吸食或持有燃著的任何煙草製品即屬違法，最高會被罰款澳門元**1,500**。

資料來源：[衛生局預防及控制吸煙辦公室](#)





Prohibition of illegal production, sale and use of narcotic drugs and psychotropic substances 禁止不法生產、販賣和吸食麻醉藥品及精神藥物

According to the Law no. 17/2009, it is illegal to produce, sell and use narcotic drugs and psychotropic substances in Macao.

根據第17/2009號法律規定，禁止在澳門不法生產、販賣和吸食麻醉藥品及精神藥物。

Marijuana/ THC/ Cannabis is illegal drug in Macao, offender would be **ARRESTED** according to the Law!

在澳門，不法吸食大麻，將處徒刑及罰金。

Please protect yourself from any illegal behaviour!

請遠離任何不法行為，切勿以身試法！



Telecommunication 電訊

International calls 國際長途電話

Type 類別	Method 方式
Collect call 對方付費電話	0800862 / 0800861 (Mainland China 中國內地) 191 (Other overseas countries 其他海外國家)
Direct call 直撥電話	International Code + Country Code + Area Code + Phone Number 長途電話編號 + 國家編號 + 地區編號 + 電話號碼

Postal services 郵政服務



- There are post offices located on the peninsular and the two islands. Mail boxes with/without stamp vending machines and postal service stations are also available. Visit <http://www.ctt.gov.mo/en/> for details.

澳門區及離島區均設有郵政局，還有郵箱、自動售郵票機及郵政服務站，詳情可瀏覽www.ctt.gov.mo

Telecommunication 電訊

(continued 續)

Industry Information 業界資訊



There are four main suppliers:

- CTM  澳門電訊
- 3Macau  Thr :com hk
- China Telecom (Macau)  中國電信 | 澳門
CHINA TELECOM | MACAU
- Smartone **Smartone**

[Click here](#) for details.

這裏有4個主要電訊供應商：

- 澳門電訊  澳門電訊
- 3澳門  Thr :com hk
- 中國電訊(澳門)  中國電信 | 澳門
CHINA TELECOM | MACAU
- 數碼通 **Smartone**

[按此](#) 了解詳情。

Getting to Macao 前往澳門

Visitors can travel to Macao by land, sea and air. You may take a direct or connecting flight to Macau International Airport or transfer to other city routes; in addition, a helicopter service flies directly from Hong Kong and Shenzhen to Macao. Many visitors travel to Macao by sea via Shun Tak Centre (Sheung Wan, Hong Kong), Hong Kong International Airport, China (HK) Ferry Terminal (Tsim Sha Tsui, Kowloon, Hong Kong), Tuen Mun Ferry Terminal (New Territories, Hong Kong), Shekou (Shenzhen), and Fu Yong Ferry Terminal (Shenzhen Airport). Land crossings from Mainland China are made through the Border Gate on Macao Peninsula and the Lotus Bridge in Cotai. Visitors can also travel to Macao from Hong Kong or Zhuhai through the Hong Kong-Zhuhai-Macao Bridge. Source: [Macao Government Tourism Office](#)

來澳門旅遊十分便捷，旅客可乘搭海陸空交通工具抵達澳門。航空方面，澳門設有國際機場，旅客可乘坐直航或轉乘班機到達澳門，或經澳門機場轉往其他城市；亦可由香港或深圳乘搭直昇機到澳門。海路更是四通八達，旅客分別可由香港上環信德中心的港澳碼頭、香港國際機場、香港九龍尖沙咀中國客運碼頭、香港新界屯門客運碼頭、深圳蛇口、深圳機場福永碼頭乘船到達澳門。陸路方面，可經關閘及路氹城蓮花大橋口岸自中國內地到澳門旅遊；亦可經港珠澳大橋由香港或珠海來澳。

資料來源：[澳門旅遊局](#)

By Air
航空

By Land
陸路