



Campus Traffic and Parking Regulations (Evening Course Students Applicable)

1 INTERPRETATION

1.1 Car park area

- Car park area is managed by IFT and refers to the Inspiration Building car park or Forward Building car park only, in which evening course students are allowed to park.
- IFT reserves the right to prohibit access of any vehicle and to control any vehicle activity in the car park.

1.2 Applicants – all IFT evening course students (including short course students, diploma and degree programme students).

1.3 Applicable vehicle type – Light vehicles.

1.4 Valid access card and parking permit

Only vehicles with valid parking permit and smart card which are issued by IFT can access the car park. The parking permit should be displayed clearly on the windscreen of the car for verification.

1.5 Car park usage

Parking spaces are available on a first come, first served basis and they are not guaranteed the availability of parking spaces.

1.6 Speed limit - maximum driving speed within the car park is 10km/h.

1.7 Parking hours

The parking hours are only between 1800 to 2300 within class duration (For short course students, the exact date and time of validity will be shown on the parking permit). Each applicant can only apply the parking permit once for one single course within class duration.

2 APPLICATION OF PARKING PERMIT

2.1 IFT only accepts student applications when the parking quota for students has not been reached.

2.2 Applicants shall approach the Technical and Academic Support Division in Main Campus for application as followings.

- 1) Complete the application form and settle the parking fee.



- 2) A smart card and parking permit with validity will be issued to the qualified applicants.
- 3) The smart card for short course students will be effective on 3 working days after the issue date. Diploma and degree programme students can use their student ID to settle their parking fee at Kiosk in IFT, parking services will be effective in 6 hours after payment.

2.3 Replacement of parking permit / smart card

- Permit / smart card holders who have lost the permit / smart card must immediately report to the Technical and Academic Support Division in Main Campus for replacement. A non-refundable fee of MOP20 is charged for a replacement of permit / smart card.
- Students who need to update their vehicles details also have to approach the Technical and Academic Support Division in Main Campus to submit relevant information.

2.4 False Information

Any applicant who is found providing false information, forging permit or stealing parking permit, IFT shall immediately forfeit his/her right of using the IFT car park and the permit will be invalid. The involved person will no longer be accepted to re-apply any parking permit.

3 RESPONSIBILITIES OF PERMIT HOLDER

- 3.1 The driver must be the permit holder.
- 3.2 The permit holder is responsible for all property damage and/or personal injury caused by his/her driving or managing his/her vehicle on campus.
- 3.3 Vehicle is parked in the IFT car park at the owner's risk. IFT shall not be liable for any loss and/or damage to the vehicle, driver, any passenger or any of their property due to any cause.
- 3.4 All permit holders are only allowed to use the IFT car park within the class duration (Please refer to clause 1.7). Parking longer than the permitted parking time limit will be deemed as abandoned vehicle. IFT has the authority to dispose any abandoned vehicle and the permit holder is responsible for the disposal fees.
- 3.5 Permit holder must park his/her vehicle within the designated parking space and follow the traffic signs and traffic lights at all times. For safety purpose, correct lanes should be taken and head lights should be switched on when entering/leaving the car park.



- 3.6 IFT reserves the right to tow away any vehicle parked in a location deemed to be causing any traffic congestion or creating a safety hazard. Permit holder is responsible for the tow fees.
- 3.7 Use of water supply from IFT to wash vehicle on the campus is strictly prohibited.
- 3.8 Vehicle repair in the car park is prohibited. Please notify Campus Services at 8598 3048 in advance if the permit holder authorizes his/her vehicle to be towed away for maintenance from the car park.
- 3.9 All vehicles must wait for the boom barrier to be in the lowered position and use their own access cards or wait for the security guard to open the boom gate. Anyone who damages the boom gate will be required to pay for the repair cost.

4 CONSEQUENCES FOR OFFENCES

Permit holders who violate any of the above regulations, IFT reserves the right to suspend their use of car park and application.

5 PARKING FEES

- 5.1 The parking fee for diploma and degree programme students are subject to a full monthly basis even if less than one month of service is used. The parking fee for all students undertaking evening bachelor degree and diploma courses is MOP100/month. Payment can be settled at the Kiosk in IFT with the student smart card.
- 5.2 The parking fee for all students undertaking short courses is MOP2/hour at a pro-rata basis which is calculated based on the total hours of course duration, with an additional MOP20 of administration fee. Parking fees should be paid at the Cashier and Enquiry counter located at Inspiration Building.
- 5.3 Parking fee is on a prepaid basis and non-refundable. If parking fees are not settled prior to the parking period, the parking permit will be terminated. Students who wish to resume the parking service are required to submit a new parking permit application to the Technical and Academic Support Division in Main Campus and the approval of application is subject to the parking space availability at the period of application.
- 5.4 For diploma and degree programme students, the parking availability will be released to other applicants if parking fees are not received for three consecutive months. If the user would like to use the parking lot again, a



new application has to be submitted and the approval of application is subject to the parking space availability at that moment.

6 AUTHORITY TO RESERVE CAR PARK SPACES

IFT reserves the right of reserving additional parking lots for business use when necessary.

7 REVISION

- 7.1 The above regulations are subject to revision by IFT without further notice and the updated version will be uploaded on IFT website.
(<http://www.ift.edu.mo/EN/Rules/Home/Index/834>)
- 7.2 Regulations which are not listed in this document "Campus Traffic & Parking Regulations" will be held in compliance with the current Macao Law.
- 7.3 IFT reserves the ultimate right of the explanation of these general regulations.

Updated: 20/09/2016