



## Class Timetable for School of Continuing Education

**Course:** EV001 - Introduction to Public Relations Event Planning

**Date:** 05/09/2019 - 10/10/2019

**Hours:** 30.00 Hours

### Detail Schedule:

#### U0391903 - Introduction to Public Relations Event Planning (Teacher: TANG TEIXEIRA SANTOS CHENG U)

Date	Day Of Week	Time	Venue
05/09/2019	THU	19:00 - 22:00	2nd Floor I-210 (Inspiration Building Classroom at Mong-Ha Campus)
10/09/2019	TUE	19:00 - 22:00	2nd Floor I-210 (Inspiration Building Classroom at Mong-Ha Campus)
12/09/2019	THU	19:00 - 22:00	2nd Floor I-210 (Inspiration Building Classroom at Mong-Ha Campus)
17/09/2019	TUE	19:00 - 22:00	2nd Floor I-210 (Inspiration Building Classroom at Mong-Ha Campus)
19/09/2019	THU	19:00 - 22:00	2nd Floor I-210 (Inspiration Building Classroom at Mong-Ha Campus)
24/09/2019	TUE	19:00 - 22:00	2nd Floor I-210 (Inspiration Building Classroom at Mong-Ha Campus)
26/09/2019	THU	19:00 - 22:00	2nd Floor I-210 (Inspiration Building Classroom at Mong-Ha Campus)
03/10/2019	THU	19:00 - 22:00	2nd Floor I-210 (Inspiration Building Classroom at Mong-Ha Campus)
08/10/2019	TUE	19:00 - 22:00	2nd Floor I-210 (Inspiration Building Classroom at Mong-Ha Campus)
10/10/2019	THU	19:00 - 22:00	2nd Floor I-210 (Inspiration Building Classroom at Mong-Ha Campus)

獲以下認證:  
Certificado pela:

Certified by:



澳門望廈山  
電話: (853) 2856 1252  
傳真: (853) 2851 9058  
www.utm.edu.mo

Colina de Mong-Há, Macau  
Tel: (853) 2856 1252  
Fax: (853) 2851 9058  
www.utm.edu.mo



### Things to note:

#### 1. Attendance

- Students should attend classes on time while tardiness will be counted as absence.
- Students whose attendance is less than 70% per subject is not allowed to take the final examination and no certificate will be awarded.
- Final examination will be carried out in the last class unless otherwise stated.
- Students wishing to withdraw from a free course should submit a withdrawal application before the course ends and their registration for other free courses would not be accepted for two months counting from the following day when the withdrawal application is approved. Students dropping out from a free course without withdrawal application would not be eligible for registering all free courses for one year counting from the course end date.
- If students could not get a final passing mark for the course, they could enroll in the same course for one more time.
- Students should not re-enroll in any free course that they have already completed.
- Deferral policy is not applicable to School of Continuing Education courses, except Tour Guide & Diploma Courses.

#### 2. Bad Weather Arrangements (please refer QR code for details)



#### 3. Student Card

- UTM does not issue student cards. Students can print (if necessary) the student cards at the kiosks next to our Pedagogic Affairs Department.

#### 4. Certificate

- Students who have successfully passed the course will be given a certificate within 2.5 months upon completion (excluding International Qualification Courses). SMS and email notification will be sent for collection procedure.
- The certificate needs to be collected within 180 days (Counting from the SMS and email notification date). Authorisation Form with ID copies of both parties are needed if the student cannot come in person. Re-application of certificate collection is needed if it is not collected in due course.

獲以下認證:  
Certificado pela:

Certified by:



澳門望廈山  
電話: (853) 2856 1252  
傳真: (853) 2851 9058  
www.utm.edu.mo

Colina de Mong-Há, Macau  
Tel: (853) 2856 1252  
Fax: (853) 2851 9058  
www.utm.edu.mo