



Class Timetable for School of Continuing Education

Course: G213 - Refresher Seminar for Tour Guides (Japanese)

Date: 03/08/2023

Hours: 3.50 Hours

Detail Schedule:

V0152302 - Refresher Seminar for Tour Guides (Japanese) (Teacher: CHEANG KEI TAI)

Date	Day Of Week	Time	Venue
03/08/2023	THU	14:30 - 18:00	TG-19 (Team-Building Auditorium at Mong-Ha Campus)

Remark:

Things to Note:

- Please access to the link below for the seminar topic:
https://www.iftm.edu.mo/sce/filemanager/common/PA_data/Class%20information%20for%20TGR.pdf
- Course materials can be downloaded via the link after 26 July 2023:
<https://www.iftm.edu.mo/refresher-seminar-for-tour-guides/2022a>
- Please attend class according to the class enrolled and bring along with a pen and your personal identification document.
- Students, who failed the examination, will be notified by phone (within 2 weeks after the completion of the course) for joining the re-sit examination.
- Certificate will be issued within 10 weeks after the completion of the course (SMS notification).

獲以下認證:
Certificado pela:

Certified by:



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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.
- 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.

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