

Executive Development Programme
Service Excellence & Service Leadership
「卓越服務和服務領導力」高級管理課程
16 – 17 December 2021

- REGISTRATION FORM -

A. 個人資料 Personal data			
A.1 中文姓名 Name in Chinese		A.2 性別 Gender	
A.3 外文姓名 Name in English or Portuguese <i>*Base on ID card or Passport</i>		A.4 別名 Nickname	
A.5 國籍 Nationality		A.6 出生日期 Date of birth	
A.7 身份證編號 ID card number		A.8 流動電話 Mobile number	
A.9 公司聯絡電話 Office contact number		A.10 住宅聯絡電話 Home contact number	
A.11 電子郵件 Email			

*備註 Remark:

- 證書將按上述根據身份證明文件之英文或葡文名字發出
Name print on Certificate will be issued according to the Name in English or Portuguese on ID card / Passport as stated above
- 按情況所需，學員或需提交身份證明文件(雙面)副本作記錄
Participant might be required to submit ID card / Passport copy of both sides as record when necessary

B. 學歷 Academic qualification	
B.1 學歷或專業資格 Academic or professional qualification	<input type="checkbox"/> 小學 Primary school <input type="checkbox"/> 初中 Junior school <input type="checkbox"/> 中學 Secondary school <input type="checkbox"/> 中專 Secondary technical school <input type="checkbox"/> 大專/文憑 Junior College / Diploma <input type="checkbox"/> 高級文憑 Higher Diploma <input type="checkbox"/> 學士學位 Bachelor Degree <input type="checkbox"/> 碩士學位 Master Degree <input type="checkbox"/> 博士學位 Doctoral Degree
B.2 學校名稱 Name of school or institution	

C. 現時職業 Current occupation			
C.1 公司名稱 Company name		C.2 職位 Position held	

D. 1 報名費 Registration Fee*	
<input type="checkbox"/> 澳門本地居民 Macao ID cardholders	MOP 5,500
<input type="checkbox"/> 非澳門本地居民 Non-Macao ID cardholders	MOP 7,150
D.2 支付方式 Payment Method	
<input type="checkbox"/> 網上信用卡支付 Online Payment by Credit Card <input type="checkbox"/> 由公司支票或本票支付 Company Sponsor by Company Cheque or Bank Draft <input type="checkbox"/> 個人親臨櫃台支付 Personal Payment at Cashier Counter	
D.3 課程由僱主贊助報讀 Enrolment sponsored by employer: 是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>	

*報名費包括課程資料, 午膳及茶點 Registration fee covers course materials, lunches and refreshments during the programme

E. 學習目標 Learning Goal - To enable the programme instructor to effectively meet participants' expectations, please let us know

what specific learning goals you expect to cover:

F.1 特別飲食安排 Special Dietary Arrangement

請說明是否需要特別飲食安排 Please specify if any special dietary arrangement is required

Vegetarian No Pork No Beef No Seafood Others: _____

G. 如何得知有關課程? How were you informed about this programme?

News ad Email Webpage Human Resources dept. Others: _____

Registration Deadline: 30 November 2021

(Once the course is confirmed, credit card payment can be done online, or debit note/invoice will be issued for other payment methods. Seats are NOT guaranteed without settling the payment before deadline)

Cancellation Policy : No refund will be made in case of participant's withdrawal or no-show.

Disclaimer : We reserve the right to postpone or cancel the course. In the case of cancellation, participants will NOT be subject to any charge or compensation.

1. 本人聲明上述A-G項全屬事實，本人願意遵守課程之規定。

I declare that the information given in Parts A to G in this application form is true. I am aware of all the rules and regulations of the course.

2. 收集個人資料聲明

本人同意和知悉所提供以上的資料予澳門旅遊學院作為報讀相關課程，及期後建立學生資料庫，作為提供學生服務和統計之用；學院以自動化系統或其他人工方式處理及保存本人之個人資料；基於事實所需，學院必要時會把所提供的個人資料及文件轉移至澳門特別行政區政府或澳門以外的政府部門或行政機構之用；本人可申請查閱、更正或更新其存於本校的個人資料。

Personal Data Collection Statement

I hereby agree and acknowledge that I have provided the above information to Macao Institute for Tourism Studies for respective course application. Such personal information is for establishing student record for the purpose of student services and statistic purposes; the Institute will process and store my personal information through automated devices or manual operation; my personal information and document submitted might be forwarded to government departments or administrative bodies within and outside MSAR Government when deemed necessary; I could request the Institute for reviewing and updating my personal information.

3. 按教育及青年發展局之最新防疫指引，自 2021 年 10 月 25 日起，高等院校教職員工及學生進入本學院必須出示已接種至少一劑新冠疫苗證明，或出示七天內新冠病毒核酸檢測陰性結果證明，此防疫要求亦適用於短期課程之學員。

未能出示相關證明的學員：

- i. 將不允許進入學院上課，該課堂亦被視作缺席處理。
- ii. 恕未能接納為申請退款之原因。

According to the latest epidemic prevention guidelines from DSEDJ, starting from 25 October 2021, all staff and students entering IFTM campuses **MUST present a COVID-19 vaccination proof or a valid 7-day NAT (Nucleic Acid Test) negative result**. This epidemic prevention requirement also applies to all students of short courses. Students without such evidence:

- i. Will not be allowed entry to attend classes and the missed classes will be counted as ABSENCE;
- ii. Refund is not accepted with the above reason.

Signature: _____

Date: _____

If you have further query, please feel free to contact:

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Macao Institute for Tourism Studies (IFTM)

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