



Internal Regulation for IFTM Scholarships and Fellowships

Article 1 Purpose

1. This Internal Regulation governs the awarding of IFTM scholarships and fellowships.
2. It is to award outstanding students and to encourage students to apply for IFTM's degree programmes.

Article 2 Applicability

This Internal Regulation applies to all IFTM registered students.

Article 3 Types of scholarships and fellowships

IFTM awards the following:

1. IFTM Scholarship
2. Scholarship award for greatest student contribution
3. IFTM Fellowship

Article 4 IFTM Scholarship

1. The target scholarship recipients are those applying for degree programmes.
2. The Scholarship Panel will select undergraduate programme recipients by referring to high school performance and admission results.
3. The Scholarship Panel will select postgraduate programme recipients by referring to their submitted documents.
4. Scholarship recipients will be waived the annual tuition fee (100%) for the shortest duration of the programme.



5. Scholarship will be terminated with respect to any of the following conditions:
 - i) Deferral (Except for health or force majeure cases which can be approved by Administrative Council after hearing comments from Scholarship Panel) or withdrawal;
 - ii) The annual GPA is lower than the requirement set by the Scholarship Panel;
 - iii) Failure record of any course in the academic year;
 - iv) Demerit record in the academic year.
6. Scholarship quota for No. 2 and No. 3 above should not be more than 20% of the maximum intake of each class or 20% of the total intake number of each level (Bachelor degree, Master degree, Doctoral degree).
7. Scholarship quota is proposed by the Scholarship Panel and is approved by the Administrative Council.

Article 5

Scholarship award for greatest student contribution

1. The target recipient is bachelor's degree graduate.
2. The Scholarship Panel will select the recipient based on the candidate's participation in Institute activities and his/her contribution to the Institute's reputation.
3. The amount is equivalent to 100% tuition fee.
4. The quota for each year is one.

Article 6

IFTM Fellowship

1. The target recipients are the Mainland China undergraduate programme freshmen who have financial concern.
2. Candidates should be referred by Mainland recruitment offices, Action Oasis or high school principals. The Scholarship Panel will select recipients based on



their national examination score.

3. The IFTM Fellowship includes:
 - i) Application fee;
 - ii) 100% tuition fee;
 - iii) 100% hostel fee;
 - iv) 10-month living allowance;
 - v) Formal uniform (full set and shoes), practicum uniform and learning materials.
4. The fellowship is awarded upon admission and lasts till the shortest duration of the programme.
5. Scholarship will be terminated with respect to any of the following conditions:
 - i) Deferral (Except for health or force majeure cases which can be approved by Administrative Council after hearing comments from Scholarship Panel) or withdrawal;
 - ii) The annual GPA is lower than the requirement set by the Scholarship and Fellowship Panel;
 - iii) Demerit record in the academic year.
6. 3(4) refers to the minimum per capita subsistence index set by the Macao SAR Government. The actual amount is determined by the Administrative Council based on the actual living standard and the Institute's financial status.
7. The maximum quota for each year is five.
8. Scholarship quota is proposed by the Scholarship Panel and is approved by the Administrative Council.

Article 7

Scholarship Panel

1. The Scholarship Panel is to select the scholarship and fellowship recipients and is the working group to handle scholarship and fellowship related matters.
2. Duties of Scholarship Panel are:
 - i) To set criteria for scholarship and fellowship recipients;



- ii) To select recipients based on this Internal Regulation and the recipient list will be approved by the Administrative Council;
 - iii) To exercise any due diligence as given by this Internal Regulation.
3. The composition of the Scholarship Panel is:
 - i) Registrar or Head of Admission and Registration Division;
 - ii) Not less than 4 academic staff from School of Tourism Management or School of Hospitality Management.
4. The President will appoint the Panel Members based on the recommendation of the Academic Council. Each term of service is 2 years and can be renewed.

Article 8 Accumulation

1. In order to comply with this Internal Regulation, scholarship and fellowship recipients must declare if they have received any scholarships or fellowships within 30 days from the date of enrollment, if they are granted by other public entities in Macao. The Administrative Council will decide whether or not to approve the accumulation, upon the advice of the Scholarship Panel.
2. Failure to comply with the obligations stipulated in the previous paragraph may result in disqualification of the scholarship and fellowship and the awardees shall return all received amount.

Article 9 Announcement of Scholarships and Fellowships

1. The scholarships and fellowships will be awarded at Graduation Ceremony, Orientation or on other occasions deemed appropriate.
2. The annual recipient list will be announced via IFTM webpage.