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General Information of the Institute

The Institute For Tourism Studies (IFT) is a public institution of higher education, offering tourism and hospitality management education, as well as related professional training. The mission of IFT is to become a destination for tourism and hospitality studies with European characteristics. Not only for the benefits of Macao, but also for the Asia Pacific region, it will produce students with professional knowledge and technical competence in preparation for their future leadership responsibilities in the industry. In order to fulfil the above mission, the Institute has the following three characteristics:

1. Unique Identity —The Institute operates independently, specializing in providing higher education and vocational training in tourism and hospitality management.
2. Integration — It integrates academic courses with vocational training.
3. Internationalization — It seeks mutually beneficial co-operations with similar institutions abroad, promoting actively academic and student exchange activities.

In 1997, IFT was selected as the “training the trainer centre” offering training and advisory services for APETIT members in the Asia Pacific region by the Network of Asia-Pacific Education and Training Institutes in Tourism (APETIT), a body fully supported by the Economic and Social Commission for Asia and the Pacific (ESCAP) of the United Nations. In the same year, IFT was granted,

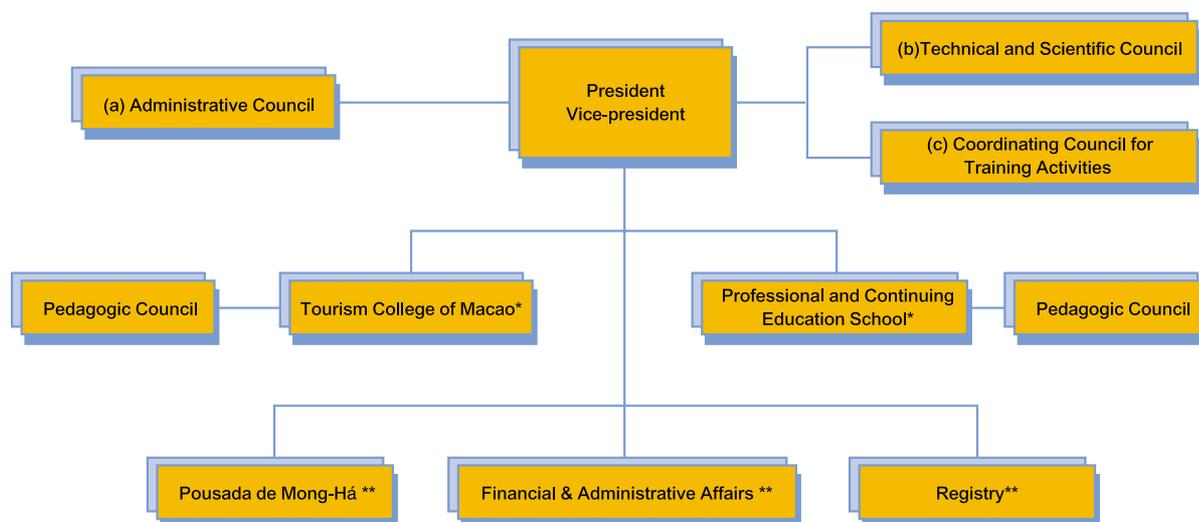
by the Pacific Asia Travel Association (PATA), the Gold Award in “Education and Training”, which acknowledged the content and the quality of IFT’s courses. In 2002, IFT was presented, again, with the same award for having set up the “Macao Occupational skills Recognition System” (MORS) for the local tourism and hospitality industry in collaboration with the European Union (EU).

In 1999, under the co-operation between IFT and the European Union, the Macao-Europe Centre for Advanced Tourism Studies (ME-CATS) was established in the Institute, incorporating new European concepts of tourism and hospitality management into the tourism development of the Asia Pacific region. This centre aims at becoming the base for education and training in the Asia Pacific region. It promotes exchange of knowledge and of experience between institutes of higher learning in Europe and educational institutions in the region.

In 2000, IFT became the first educational institution to be granted the “TedQual Certification” of the World Tourism Organization (WTO) which confirmed the international standard achieved by the quality of IFT’s tourism education and training.

IFT promises to continue to go in quest of learning and educational innovation and to foster professionals, making contributions to the tourism development of Macao and even of the Asia Pacific region.

ORGANIZATIONAL CHART



* Equivalent to Department Level

** Equivalent to Division Level

(a) Administrative Council

The Administrative Council of IFT is composed of the President and the Vice-President of IFT, the Director of the Professional and Continuing Education School, the Vice-Director of the Tourism College of Macao, the Director of Pousada de Mong-Há, the Head of Financial and Administrative Affairs and the representative from the Finance Services Bureau. Its general meeting is held once every week for approving various expenses incurred by IFT.

(b) Technical and Scientific Council

Limits of Authorities

1. The Technical and Scientific Council is a governing body which supervises the technical and scientific areas.
2. The authorities of the Technical and Scientific Council are as follows:
 - i) To propose guiding principles for activities developed by IFT in relation to education and vocational training in the areas of tourism and hospitality, according to the educational and vocational training policies in Macao.
 - ii) To compose proposal for the study plan of every course/programme to be taught in each

educational or training unit of IFT.

- iii) To provide opinions on the employment of academic staff for the Tourism College of Macao.
 - iv) To organize the distribution of the annual teaching workload.
 - v) To approve rules and regulations for class attendance, assessment, promotion, precedence, etc.
 - vi) To give opinions on the equivalence and the recognition of degrees, diplomas, courses and study plans.
 - vii) To provide comments on the acquisition of facilities in the fields of science, pedagogy, bibliography, etc.
 - viii) To express comments upon other matters submitted by the Chairman to the Council.
3. It is necessary to seek advice from the Technical and Scientific Council for all matters pertaining to its limits of authorities.

(c) Coordinating Council for Training Activities

Limits of Authorities

1. The objective of the Coordinating Council for Training Activities is to ensure the contacts between the

government bodies and the economic entities in the tourism sector, establishing a channel for their cooperation.

2. The limits of authorities for the Coordinating Council for Training Activities are as follows:

- i) To give opinions on the guiding principles for activities developed by IFT in relation to tourism education and training.
- ii) To make comments on the coordination between the curriculum offered by each affiliated school and the needs of the tourism and hospitality industry in Macao.

- iii) To provide opinions on the plans of new courses proposed by each affiliated school.
- iv) To give comments on the annual activity plan and report.

In addition to all the organs, educational and training units, and departments shown in the above organizational chart, there are still 6 internal auxiliary teams, namely: Central Services, Public Relations, Information Technology, Engineering, Multimedia Library and Food & Beverage, all of which exist to facilitate the operations of the Institute.