



## 導遊證書課程規章

### 入學資格

- 持有有效的澳門旅遊學院「澳門歷史及旅遊證書」

### 學習科目

- 導遊技巧 60小時
- 急救課程 15小時

總課時為 75 小時

### 導遊證書修讀規則

- 出席率:
  - 出席率達70%或以上，才能參加該科的考試。否則必須重讀。
  - 「急救課程」的出席率，是根據澳門紅十字會或澳門鏡湖護理學院之規定，要達90%或以上才能參加考試。否則必須重讀。
  - 若持有有效的急救課程證書（課程時數不少於15小時及須提交有效證明文件），可申請免修「急救課程」。
- 重讀及重考
  - 任何科目成績不及格者，但得分於 40 分或以上，可於公布成績後的 14 天內申請重考，並在申請重考期結束後的 14 天內進行考試。每科只可重考一次。
  - 任何科目成績不及格者，但得分低於 40 分，不得重考，必須重讀。
  - 任何科目成績不及格者，在修讀期限內，可申請重讀。
- 修讀期限
  - 此證書課程修讀期限為2年。



## Regulations for Certificate in Tour Guiding course

### Admission Requirements

- Holders of valid “Certificate of Macao History and Tourism” issued by the IFTM

### Courses

- Tour Guiding Techniques 60 hours
- First Aid Course 15 hours

Course duration: 75 hours

### Regulations for the Certificate in Tour Guiding

- Attendance
  - Only students who meet an attendance rate of 70% are eligible to take the examination. Students who cannot meet the attendance rate and participate in the examination must retake the course.
  - According to the regulations of the Macau Red Cross or the Kiang Wu Nursing College of Macau, only students who meet an attendance of 90% of the class sessions are eligible to take the examination for the “First Aid Course”. Those who have not shall retake the course.
  - Holders of a valid first aid course certificate (with a minimum duration of 15 hours and a copy of the certificate is required to be submitted) can apply for course exemption.
- Re-sit examinations
  - A student who fails any examinations but receives a final result of 40% and above may apply for a re-sit examination within a period of 14 days after announcement of the final result. The re-sit examination shall be arranged within 14 days after the period of application. A student is allowed to take a re-sit examination for a failed course only once.
  - A student who fails any examinations but receives a final result of below 40% cannot take a re-sit examination and must re-take the course.
  - Students who fail any examinations can retake the course within the duration of study.
- Duration of Study
  - The maximum duration of study for the Certificate in Tour Guiding is 2 years.

獲以下認證:  
Certificado pela:

Certified by:



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