



澳門金融學會

MACAU INSTITUTE OF FINANCIAL SERVICES

# **COURSE HANDBOOK**

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# IFS COURSE HANDBOOK

## 1. INSTITUTE PROFILE

The Macau Institute of Financial Services (IFS) was established in March 2002 as a non-profit organization. The objectives of IFS are to promote the overall performance and professional standards of Macao's financial practitioners by providing professional training and qualifying examinations so as to foster the sustainable development of Macao's financial industry.

In line with its objectives, the IFS has devoted to organizing diversified professional training programs, such as training course, seminar, etc. for Macao's financial practitioners. IFS training programs cover a wide range of topics and areas to meet the training needs of Macao's financial sector.

## 2. IFS COURSE REGISTRATION PROCEDURE

The procedure for applying IFS courses is shown below:

- 1) Applicants should first fill out the Course **Enrolment Form** with all the required information, and then submit the completed form to IFS by hand/post/fax/email prior to the enrolment deadline.
- 2) After the deadline for enrolments, IFS will send course confirmation to successful applicants. The admission arrangements are shown below:
  - All applicants may be accepted into IFS courses if the maximum capacity has not been exceeded;
  - In case of over-subscription, IFS members have priority over non-members, and the number of applicants being accepted will be proportional to the number of employees of IFS corporate member;
  - Applications may be accepted on a first-come, first-served basis for some of IFS courses.
- 3) Successful applicants are required to submit the original copy of the **Enrolment Form** (for registration by fax), a copy of the applicant's Identification Document (for the first enrolment only) together with the tuition fee no less than 5 working days prior to the commencement of a particular course to IFS.

## 3. PERSONAL INFORMATION

The IFS will issue course certificates to those students, who have fulfilled IFS

course requirements, and names printed on the certificate are identical to his/her Identification Documents. Therefore, students are required to fill out the personal information required, and provide a copy of his/her Identification Document for the first enrolment. In regard to “Notice relating to the Personal Data Protection Act”, please refer to the Point 9 of this Handbook.

#### **4. COURSE RESULT**

The IFS will specify course evaluation methods in the course leaflet. For short courses, IFS normally requires class attendance only; while for long courses, IFS may require students to complete assignments and pass examinations in addition to class attendance. To ensure fulfilment of course requirements, students should pay attention to the course evaluation method, including weightings of attendance, assignments and examinations for IFS long courses.

For IFS long courses, normally students are required to attain a minimum score of 60% to pass a course. A student, who is absent from the examination of a course, will be regarded as “Fail” for that examination.

The IFS courses are graded as follows:

**PASS:**

- A (90% or above)
- B (80% or above)
- C (70% or above)
- D (60% or above)

**FAIL:** Below 60%

#### **5. COURSE CERTIFICATE**

Students, who have fulfilled IFS course requirements, will be awarded course certificate(s). The detailed requirements for issuing course certificates are shown below:

1. For IFS short courses, normally students must attain an attendance of 100%.
2. For IFS long courses, normally students must pass the course evaluation, and attain a minimum attendance of 70%.

Furthermore, for IFS courses included in the Continuing Professional Development (CPD) programs, students are eligible for a course certificate and CPD hours given that the following strict attendance requirements are met:

- Signing on the attendance sheet at the start and end of every class. Failure to do so will be deemed absent; and
- Being punctual to class, students who are late for over 15 minutes will also be deemed absent from that class.

If IFS cannot issue course certificates immediately after the completion of a course, students can collect their certificate(s) in person or by a representative during office hours **within three months** after the completion of a course. If the certificate is collected by a representative, the representative should present to IFS an authorization letter and a copy of the student's Identification Document. Uncollected certificates will be disposed of three months after the completion of a course. Afterwards, a MOP100 fee is required for re-issuing the certificate.

IFS will **NOT** issue course certificate(s) to a student, who has never provided a copy of their Identification Document to IFS. After one month of the completion of a course, a student is required to pay a fee of MOP100 to apply for a course certificate.

Students who have lost or damaged their certificates may apply for re-issuing their certificates. Students are required to fill out the Application Form, which can be obtained from the IFS office. A fee of MOP 100 is payable to the IFS at the time of application for a re-issued certificate.

## **6. COURSE FEE, WITHDRAWAL AND REFUND POLICY**

IFS members are entitled to take IFS courses at member prices. For IFS corporate members, enrolments should be made by the Personnel Department in order to pay member prices. The tuition fee payment can be made either in cash or by cheque payable to "Macau Institute of Financial Services". No refund or transfer is allowed once the tuition fee is paid.

However, in case a course is cancelled by IFS, all tuition fee paid will be fully refundable. Moreover, a student applying for course withdrawal and refund of the tuition fee under extenuating circumstances, is required to submit proof documents to IFS.

The proof documents should be issued by a third party, such as a letter from the employer/the financial institution of the student, with authorized signature and the company stamp, OR a medical certificate issued by a hospital. Other proof

documents may NOT be accepted in principle, but IFS reserves the right to decide on a case-by-case basis under special circumstances.

Whether a total or partial refund of the tuition fee paid would be subject to the approval of the Chairman of IFS. If a student submits the proof documents **before the course start date**, a total or partial refund of tuition fees may be given to the student. However, no refund will be allowed after the completion of a course, unless IFS has granted a prior approval.

## 7. TYPHOON AND BLACK RAINSTORM ARRANGEMENTS

If in Macao a typhoon signal no. 8 or higher is in force after 7:30 a.m., but before 1:00 p.m., all IFS *DAYTIME* courses will be re-scheduled, and the IFS will notify students of the new course date as soon as possible.

If in Macao a typhoon signal no. 8 or higher is in force after 2:30 p.m., all IFS *NIGHTTIME* courses will be re-scheduled, and the IFS will notify students of the new course date as soon as possible.

However, students are required to sit through the class even if a typhoon signal no. 8 or above or the black rainstorm warning signal is announced after the start of a class.

The IFS reserves the right to change the class schedule or even to cancel the course under special circumstances.

## 8. OFFICE HOURS & ENQUIRIES

The IFS office is open from Monday to Friday, closed on Saturdays, Sundays and public holidays. The office hours of IFS are shown below:

Morning	Office hours: 09:00 – 13:00 Payment of tuition fee: 09:00 – 12:45
Afternoon	Office hours: 14:30 – 17:45 (till 17:30 on Friday) Payment of tuition fee: 14:30 – 17:00

ENQUIRIES: Please call 2856 8280 during office hours.

## **9. NOTICE RELATING TO THE PERSONAL DATA PROTECTION ACT**

In view of the Personal Data Protection Act, this notice is to help students understand their obligations and rights in respect of their personal data provided to IFS and the way in which IFS may use or handle their data.

- (1) Students are required to keep IFS informed of any change of their personal data within 6 months after the completion of a course.
- (2) IFS may use their personal data for the following purposes:
  - a. handle the course issues;
  - b. maintain the student record;
  - c. distribute course results and certificate to students;
  - d. research or statistical analysis;
  - e. any other related purpose.
- (3) IFS will keep the personal data of students confidential.
- (4) Students have right to access and rectify their personal data provided to IFS. When exercising the right, students are required to apply in writing to the Chairman of IFS, and pay an administrative fee.