



## Appendix 2: Guidelines for Online Registration of Congregation 2017

Key Dates	Procedures
May 8, 10:00 - May 21, 23:59, 2017	Online Registration of the Congregation
May 24, 10:00 - May 30, 23:59, 2017	Reservation of Congregation Admission Ticket (applicable to students who have registered in COES)
June 1, 2017	Final Confirmation E-mail
June 1, 2017 onwards	Printing out Slips - "Collection Slip for Congregation Admission Ticket" and "Collection Slip for Graduation Regalia"
June 5 - 10, 2017	Collection of Admission Ticket

### 1 Online Registration of the Congregation

#### 1.1 Login the COES

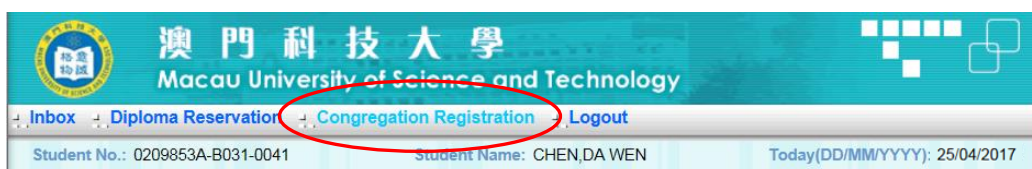
- ◆ Please login the Course Online Enrollment System (COES) (<https://coes-stud.must.edu.mo/coes/login.do>) with your student number and password\*.

\* Password:

1. For potential graduates: please enter your login-password of the COES.
2. For graduates: The password of the COES has been reset to your ID number. Therefore, please enter the complete ID number (e.g. a local student whose ID number is 1234567(8) should enter exactly 1234567(8); a mainland student whose ID number is 12345678912345678X should enter exactly 12345678912345678X.)



- ◆ Please click 『Congregation Registration』 after login.



- ◆ Please read carefully the related notes and click 『Confirm and Next』 .

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Macau University of Science and Technology

Inbox | Diploma Reservation | Congregation Registration | Logout

Student No.: 0209853A-B031-0041      Student Name: CHEN, DA WEN      Today(DD/MM/YYYY): 25/04/2017

### Congregation Registration

#### Notes for Congregation

Welcome to the Congregation Registration System!

Please read the following notes carefully:

#### Notes

- Congregation 2017 will be held on June 10, 2017 in Gymnasium, Block J of the University campus.
- Please read carefully the "Notes for Congregation 2017" and make online registration as well as reservation for admission ticket within the period specified below.
  - **Online Registration: Before 23:59, May 21**  
Late registration is not accepted and such students will be deemed as not attending the Congregation. No corresponding arrangement will then be made by the University.
  - **Reservation for Admission Ticket (applicable to students with confirmed attendance): from 10:00 on May 24 to 23:59 on May 30**  
Owing to limited space, each registered student can reserve no more than two tickets on a first-come first-served basis.
- After the online registration is completed, a confirmation e-mail will be sent to students' e-mail address recorded in the COES within three working days. Change of information can be done through COES till 23:59 on May 21. Then a final confirmation email will be sent within three working days after the deadline of online registration and reservation of admission ticket.
- Students with confirmed attendance and successful reservation of the admission tickets can login the COES to print out the "Collection Slip for Admission Ticket" from June 1. The tickets can be collected in the ways below:
  - Complete the collection procedures in the venues specified below during the service hours from June 5 to 9:  
For Postgraduates: N412, Block N, School of Graduate Studies  
For Undergraduates: N109, Block N, Registry's Counter  
For Undergraduates of the School of Continuing Studies: 11th floor, Service Counter, School of Continuing Studies
  - Complete the collection procedures at the Multipurpose Room of TIS, Block K from 11:30 to 13:00 on the event day.  
\*Please bring along the "Collection Slip for Congregation Admission Ticket" and a copy of your identification documents to collect the tickets.
- Graduates from mainland China can apply for an entry visa at the Bureau of Exit and Entry Administration of the Ministry of Public Security with the "Invitation for Congregation" issued by the University.
- Students who want to rent the graduation regalia from the University should register on the COES before the registration deadline (i.e. 23:59, May 21). Late application will not be considered.
- Only a limited number of each size of graduation regalia is provided on a first-come first-served basis.
- Enquiry:
 

Type of students	Hotline	E-mail
Postgraduates	(853) 88972262	<a href="mailto:congregation_pgrad@must.edu.mo">congregation_pgrad@must.edu.mo</a>
Undergraduates	(853) 88972300	<a href="mailto:congregation_ugrad@must.edu.mo">congregation_ugrad@must.edu.mo</a>
Undergraduates of the School of Continuing Studies	(853) 87961999	<a href="mailto:scs@must.edu.mo">scs@must.edu.mo</a>
- Please pay attention to the University website: <http://www.must.edu.mo> for the latest news of Congregation 2017.
- Graduates or participants who are indisposed with fever, cough or any symptoms of illness before entering the Congregation hall are advised to seek medical attention as soon as possible and rest at home.
- The University reserves all rights and privileges in revising and interpreting the above notes.

● I declare that I have understood all the relevant notes for Congregation 2017 and the Registration System.  
 ● I declare that the information provided for Congregation is true and correct; I have also acknowledged and understood the [Personal Data Collection Statement of Registry of Macau University of Science and Technology](#).

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- ◆ Please enter 『Contact No.』 and 『E-mail Address』 .

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Student No.: 0309853A-B023-0260      Student Name: HAN, YING FENG      Today(DD/MM/YYYY): 25/04/2017

Registration | Reservation for Admission Ticket

### Congregation Registration

\* 1. Contact No. :  -

\* 2. E-mail Address :  will be only used for receiving notices of the Congregation. To avoid e-mails sent by the University being classified as spam, please add the enquiry e-mail: [congregation\\_pgrad@must.edu.mo](mailto:congregation_pgrad@must.edu.mo) (for postgraduates); [congregation\\_ugrad@must.edu.mo](mailto:congregation_ugrad@must.edu.mo) (for undergraduates of the main campus); [scs@must.edu.mo](mailto:scs@must.edu.mo) (for undergraduates of School of Continuing Studies) to your contact list.

\* 3. Whether or not to participate in the Congregation 2017 :  Yes  No

## 1.2 Confirmation of Attendance

### 1.2.1 Attend the Congregation

- ◆ Please choose 『Yes』 if you want to attend the Congregation 2017.
- ◆ If you choose to prepare the graduation regalia by yourself, please press 『Self-prepare』 and then 『Submit』.

The screenshot shows the 'Congregation Registration' form on the Macau University of Science and Technology website. The form is titled 'Congregation Registration' and includes the following fields and options:


- \* 1. Contact No.: 853 - 88972300
- \* 2. E-mail Address: registry@must.edu.mo will be only used for receiving notices of the Congregation. To avoid e-mails sent by the University being classified as spam, please add the enquiry e-mail: congregation\_pgrad@must.edu.mo (for postgraduates); congregation\_ugrad@must.edu.mo (for undergraduates of the main campus); scs@must.edu.mo (for undergraduates of School of Continuing Studies) to your contact list.
- \* 3. Whether or not to participate in the Congregation 2017:  Yes  No
- \* 4. Graduation regalia:  Self-prepare  Rent

A red circle highlights the 'Submit' button at the bottom right of the form. The page header shows the university logo and name, and the footer contains the copyright notice: 'Copyright © Macau University of Science and Technology. All rights reserved.'

- ◆ 『Submit successful!』 will be shown after submission. Please press 『OK』.

The screenshot shows the same 'Congregation Registration' form as above, but with a 'Message from webpage' dialog box overlaid. The dialog box contains the text 'Submit successful!' and an 'OK' button, which is circled in red. The form fields and options are the same as in the previous screenshot. The page header and footer are also visible.

- ◆ If you choose to 『Rent』 the graduation regalia, please also choose your 『Gown size』 and 『Cap size』 and then 『Submit』.



## 澳門科技大學

### Macau University of Science and Technology

[Inbox](#)
[Diploma Reservation](#)
[Congregation Registration](#)
[Logout](#)

Student No.: 0209853A-B031-0041
Student Name: CHEN,DA WEN
Today(DD/MM/YYYY): 25/04/2017

Registration
Reservation for Admission Ticket

#### Congregation Registration

\* 1. Contact No. :  -

\* 2. E-mail Address :  will be only used for receiving notices of the Congregation. To avoid e-mails sent by the University being classified as spam, please add the enquiry e-mail: [congregation\\_pgrad@must.edu.mo](mailto:congregation_pgrad@must.edu.mo) (for postgraduates); [congregation\\_ugrad@must.edu.mo](mailto:congregation_ugrad@must.edu.mo) (for undergraduates of the main campus); [scs@must.edu.mo](mailto:scs@must.edu.mo) (for undergraduates of School of Continuing Studies)to your contact list.

\* 3. Whether or not to participate in the Congregation 2017 :  Yes  No

\* 4. Graduation Regalia :  Self-prepare  Rent

\* 4.1 Gown size (Height) :  XS (under 154cm)  S (154~163cm)  M (164~173cm)  
 L (174~183cm)  XL (184cm or above)

\* 4.2 Cap size (Head girth) :  XS (under 54cm)  S (54~56cm)  M (57~59cm)  
 L (60~62cm)  XL (63cm or above)

\* 4.3 Graduation regalia:

4.3.1 Make payments with a printout of the Collection Slip at any of the following time slots:  
a)Within office hour from June 2 to 9 Location: Accounts Office Counter N109a, Block N.  
b)From 11:30 to 13:00 on June 10 (event day) Location: Regalia Collection Booth on Multipurpose Room of TIS, Block K.

4.3.2 Collect the Graduation regalia with a printout of the Collection Slip:  
at the Regalia Collection Booth on Multipurpose Room of TIS, Block K from 11:30 to 13:00 on June 10 (event day).

4.3.3 Return of Graduation regalia and Refund of Deposit:  
a)The Event Day (June 10, 2017)  
Time: 16:00 to 17:00  
Venue: Multipurpose Room of TIS, Block K.  
b)The first working day following the Event Day (i.e. June 12, 2017)  
Time: from 9:00 to 12:30, 14:30 to 18:20  
Venue: J108, Block J, Student Affairs Office (For returning the regalia); N109a, Block N, Accounts Office Counter (For deposit refund).

Notes:

- The registration above is just for postgraduate students and bachelor graduates.
- If you are potential bachelor graduates, you should have applied to rent the graduate regalia via Course Online Enrollment System (COES) within the period of March 30 to April 10 according to notice ref. No. MUST/17/015/SA/N. If you currently need to rent the graduation regalia, please note that the University will have to check the inventory based on your registration information before confirmation.

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◆ 『Submit successful!』 will be shown after your submission. Please press 『OK』.

澳門科技大學  
Macau University of Science and Technology

Inbox | Diploma Reservation | Congregation Registration | Logout

Student No.: 0209853A-B031-0041 Student Name: CHEN,DA WEN Today(DD/MM/YYYY): 25/04/2017

Registration | Reservation for Admission Ticket

Congregation Registration

\* 1. Contact No. : 853 - 88972300

\* 2. E-mail Address : registry@must.edu.mo will be only used for receiving notices of the Congregation. To avoid e-mails sent by the University being classified as spam, please add the enquiry e-mail: congregation\_pgrad@must.edu.mo (for postgraduates); congregation\_ugrad@must.edu.mo (for undergraduates of the main campus); scs@must.edu.mo (for undergraduates of School of Continuing Studies)to your contact list.

\* 3. Whether or not to participate in the Congregation 2017 :  Yes  No

\* 4. Graduation regalia :

\* 4.1 Gown size (Height) :  S (163cm)  M (164~173cm)  L (174cm or above)

\* 4.2 Cap size (Head girth) :  S (56cm)  M (57~59cm)  L (60cm or above)

\* 4.3 Graduation regalia:

4.3.1 Make payments with a printout of the Collection Slip at any of the following time slots:  
a) Within office hour from June 2 to 9 Location: Accounts Office Counter N109a, Block N.  
b) From 11:30 to 13:00 on June 10 (event day) Location: Regalia Collection Booth on Multipurpose Room of TIS, Block K.

4.3.2 Collect the Graduation regalia with a printout of the Collection Slip:  
at the Regalia Collection Booth on Multipurpose Room of TIS, Block K from 11:30 to 13:00 on June 10 (event day).

4.3.3 Return of Graduation regalia and Refund of Deposit:  
a) The Event Day (June 10, 2017)  
Time: 16:00 to 17:00  
Venue: Multipurpose Room of TIS, Block K.  
b) The first working day following the Event Day (i.e. June 12, 2017)  
Time: from 9:00 to 12:30, 14:30 to 18:20  
Venue: J108, Block J, Student Affairs Office (For returning the regalia); N109a, Block N, Accounts Office Counter (For deposit refund).

Notes:

- The registration above is just for postgraduate students and bachelor graduates.
- If you are potential bachelor graduates, you should have applied to rent the graduate regalia via Course Online Enrollment System (COES) within the period of March 30 to April 10 according to notice ref. No. MUST/17/015/SA/N. If you currently need to rent the graduation regalia, please note that the University will have to check the inventory based on your registration information before confirmation.

Edit

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## 1.2.2 Not to Attend the Congregation

◆ Please choose 『No』 if you have decided not to attend the Congregation and then 『Submit』.

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Inbox | Diploma Reservation | Congregation Registration | Logout

Student No.: 0209853A-B031-0041 Student Name: CHEN,DA WEN Today(DD/MM/YYYY): 25/04/2017

Registration | Reservation for Admission Ticket

Congregation Registration

\* 1. Contact No. : 853 - 88972300

\* 2. E-mail Address : registry@must.edu.mo will be only used for receiving notices of the Congregation. To avoid e-mails sent by the University being classified as spam, please add the enquiry e-mail: congregation\_pgrad@must.edu.mo (for postgraduates); congregation\_ugrad@must.edu.mo (for undergraduates of the main campus); scs@must.edu.mo (for undergraduates of School of Continuing Studies)to your contact list.

\* 3. Whether or not to participate in the Congregation 2017 :  Yes  No

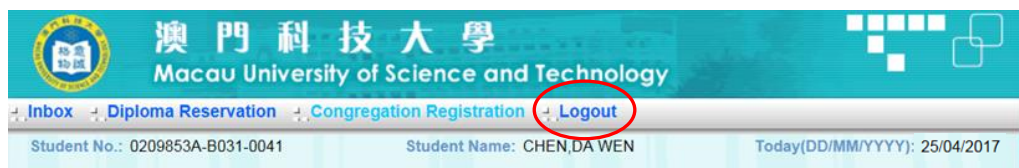
Submit

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- ◆ 『Submit successful!』 will be shown after your submission. Please press 『OK』 .



- ◆ Please log out from the COES after registration of the Congregation.



### 1.3 Notes

- ◆ After the online registration is completed, a confirmation e-mail will be sent to students' e-mail address recorded in the COES within three working days. Change of information can be done through COES during the registration period (i.e. 10:00 on May 8 to 23:59 on May 21).
- ◆ Students who would like to invite family/friends to attend the congregation should reserve admission tickets during the reservation period (from 10:00 on May 24 to 23:59 on May 30). The tickets will be reserved on a first-come first-served basis.

## 2 Reservation for Admission Ticket

- ◆ Please login the COES within designated period. Please press 『Confirm and Next』 on the page of 『Congregation Registration』 , and then press 『Reservation for Admission Ticket』 .
- ◆ Please choose the number of your guests attending the Congregation, and then 『Submit』 .



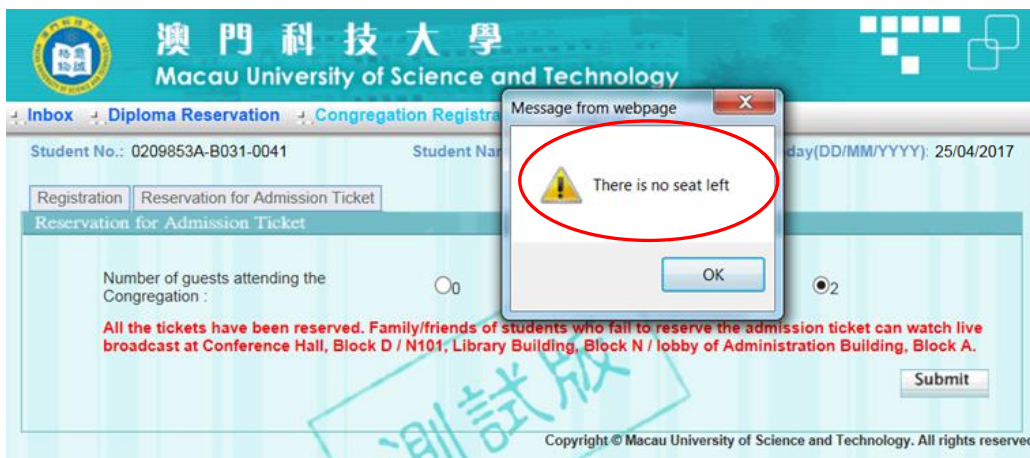
## 2.1 Successful Reservation

- ◆ A pop-up window of 『Submit successful!』 will be shown after submission. Please press 『OK』.



## 2.2 All the Admission Tickets Have Been Reserved

- ◆ A reminder shown as below after submission indicates that all the tickets have been reserved.



- ◆ Family/friends of students who fail to reserve the Congregation Admission Ticket can watch the live broadcast at Conference Hall, Block D / N101, Library Building, Block N / lobby of Administration Building, Block A.

## 3 Printing out slips - 『Collection Slip for Congregation Admission Ticket』 and 『Collection Slip for Graduation Regalia』

- ◆ The University will send out a final confirmation e-mail on June 1 to students who are eligible to attend the Congregation.
- ◆ Students should login the COES and press 『Confirm and Next』 on the page of 『Congregation Registration』
  - For graduates who have confirmed to attend the Congregation and reserved the admission ticket, please press button (1) 『Print out “Collection Slip for Congregation Admission Ticket”』.
  - For graduates who have confirmed to attend the Congregation and rent the graduation regalia, please press button (2) 『Print out “Collection Slip for Graduation Regalia”』. Please bring along this slip to make the payment and collect the graduation regalia on the event day.

- ◆ When you click button (1) and (2), a pop-up window will appear on screen. Please 『Print』 the Slip.

澳門科技大學  
Macau University of Science and Technology

Inbox
Diploma Reservation
Congregation Registration
Logout

Student No.: 0209853A-B031-0041      Student Name: CHEN,DA WEN      Today(DD/MM/YYYY) 25/04/2017

Registration

Reservation for Admission Ticket

Congregation Registration

\* 1. Contact No. :  -

\* 2. E-mail Address :  will be only used for receiving notices of the Congregation. To avoid e-mails sent by the University being classified as spam, please add the enquiry e-mail: [congregation\\_pgrad@must.edu.mo](mailto:congregation_pgrad@must.edu.mo) (for postgraduates); [congregation\\_ugrad@must.edu.mo](mailto:congregation_ugrad@must.edu.mo) (for undergraduates of the main campus); [scs@must.edu.mo](mailto:scs@must.edu.mo) (for undergraduates of School of Continuing Studies)to your contact list.

\* 3. Whether or not to participate in the Congregation 2017 :       Yes       No

\* 4. Graduation regalia :       Self-prepare       Rent

\* 4.1 Gown size (Height) :       XS (under 154cm)       S (154~163cm)       M (164~173cm)  
 L (174~183cm)       XL (184cm or above)

\* 4.2 Cap size (Head girth) :       XS (under 54cm)       S (54~56cm)       M (57~59cm)  
 L (60~62cm)       XL (63cm or above)

\* 4.3 Graduation regalia:

4.3.1 Make payments with a printout of the Collection Slip at any of the following time slots:  
a) Within office hour from June 2 to 9 Location: Accounts Office Counter N109a, Block N.  
b) From 11:30 to 13:00 on June 10 (event day) Location: Regalia Collection Booth on Multipurpose Room of TIS, Block K.

4.3.2 Collect the Graduation regalia with a printout of the Collection Slip:  
at the Regalia Collection Booth on Multipurpose Room of TIS, Block K from 11:30 to 13:00 on June 10 (event day).

4.3.3 Return of Graduation regalia and Refund of Deposit:  
a) The Event Day (June 10, 2017)  
Time: 16:00 to 17:00  
Venue: Multipurpose Room of TIS, Block K.  
b) The first working day following the Event Day (i.e. June 12, 2017)  
Time: from 9:00 to 12:30, 14:30 to 18:20  
Venue: J108, Block J, Student Affairs Office (For returning the regalia); N109a, Block N, Accounts Office Counter (For deposit refund).

Notes:  
1. The registration above is just for postgraduate students and bachelor graduates.  
2. If you are potential bachelor graduates, you should have applied to rent the graduate regalia via Course Online Enrollment System (COES) within the period of March 30 to April 10 according to notice ref. No. MUST/17/015/SAN. If you currently need to rent the graduation regalia, please note that the University will have to check the inventory based on your registration information before confirmation.

Print out "Collection Slip for Admission Ticket"

Print out "Collection Slip for Graduation Regalia"

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(1)

(2)





2017年度畢業典禮觀禮券領取憑條 Collection Slip for Congregation Admission Ticket

中文姓名 : 陳大文  
Name in Chinese : 陳大文  
英文姓名 : CHEN, DA WEN  
Name in English : CHEN, DA WEN  
課程 : 管理學博士學位 (DPM)  
Program : 管理學博士學位 (DPM)  
學生編號 : 0209853A-B031-0041  
Student Number : 0209853A-B031-0041

已確認參加2017年6月10日舉行之畢業典禮, 出席觀禮人數為 2 人。  
You have confirmed to attend the Congregation 2017 held on June 10 together with 2 of your family members/friends.

注意事項:

- 學生或親友可選擇下列任一方式領取觀禮券
  - ◆ 6月5日至9日辦公時間內以下地點辦理手續:
    - 研究生 (N座四樓) N412室 - 研究院
    - 校本部本科生: N109室 - 註冊處櫃檯
    - 持續教育學系本科生: 持續教育學院十一樓服務櫃檯
  - ◆ 6月10日典禮當天11:30至13:00, 到K座澳門國際學校多功能廳的領券處辦理手續。
- \*領取觀禮券時, 必須帶同觀禮券領取憑條及學生身份證明文件副本。
- 由於場地所限, 學生親友必須於當天下午二時前憑觀禮券進入會場。逾時者將不獲安排進場。
- 大學歡迎學生親友蒞臨觀禮, 但請注意6歲以下的小童恕不招待。
- 參加畢業典禮的學生或其親友進場前, 若發現有發熱或咳嗽等不適徵狀, 應儘快求醫並留在家中休息。
- 對學生預留之觀禮券, 此憑條僅作一次性領取, 如有任何重覆換領情況, 均視為無效, 不得異議。
- 學生如授權親友領取觀禮券, 必須親自填妥下方之『領取畢業典禮觀禮券授權書』。
- 所有資料將以大學最新記錄為準。
- 大學保留修訂及闡釋上述規定之一切權利。

Notes:

- Students or their family/friends can collect the admission tickets in the following ways:
  - ◆ Complete the collection procedures in the venues specified below during the service hours from June 5 to June 9:
    - For Postgraduates: N412, Block N, School of Graduate Studies
    - For Undergraduates: N109, Block N, Registry's Counter
    - For Undergraduates of the School of Continuing Studies: 11th floor, Service Counter, School of Continuing Studies
  - ◆ Complete the collection procedures at the Ticket Collection Booth on Multipurpose Room of TIS, Block K from 11:30 to 13:00 on the event day.
- \*Please bring along a printout of the "Collection Slip for Congregation Admission Ticket" and a copy of your student identification documents when you collect the tickets.
- Owing to limited space, family/friends of the students must enter the Congregation Hall with the admission ticket before 14:00. Late comers will not be admitted.
- The University welcomes family and friends of our students to attend this great event, but children under age 6 will not be admitted to the Congregation.
- Graduates or participants who are indisposed with fever, cough or any symptoms of illness before entering the Congregation hall are advised to seek medical attention as soon as possible and rest at home.
- Each collection slip can be used to redeem the reserved admission tickets once only. The slip reused shall be deemed to be invalid without any objection.
- For collection on behalf, student must fill in the "Authorization for Congregation Admission Ticket Collection" stated below.
- All information is subject to the latest records of the University.
- The University reserves all rights and privileges in revising and interpreting the above notes.

已領取觀禮券(張) Tickets collected(quantity): _____	簽收 Received by: _____	日期 Date: _____
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領取畢業典禮觀禮券授權書 Authorization for Congregation Admission Ticket Collection			
學生姓名 Name of Student : _____	學生身份證編號 ID No. of Student : _____	_____	_____
被授權人姓名 Name of Authorized Person : _____	被授權人身份證編號 ID No. of Authorized Person : _____	_____	_____
學生簽署 Signature of Student : _____	日期 Date : _____	_____	_____



2017年度畢業典禮畢業袍領取憑條 Collection Slip for Graduation Regalia

訂單編號 Ref. No. : 409

學生姓名 StudentName : (中文 Chinese)陳大文

(英文 English) : CHEN,DA WEN

學號 Student No. : 0209853A-B031-0041

課程 Program : 管理學博士學位 (DPM)

聯絡電話 Contact No. : 853 - 88972300

電郵地址 E-mail Address : lxchen@must.edu.mo

畢業袍套裝 Graduation regalia : 租借 Rent

1. 畢業袍尺碼 Graduation Grown Size (身高 Height) : (164~173cm)
2. 畢業帽尺碼 Graduation Cap Size (頭圍 Head girth) : (57~59cm)
3. 大學畢業袍存量有限, 未必能完全按尺碼提供, 敬請留意。Due to limited stocks of Graduation Regalia, some of the sizes may not be provided as requested.
4. 畢業袍套裝 Graduation regalia
  - 4.1 繳費(必須攜同憑條) Payment (must bring along this slip):
    - a) 6月2日至6月9日辦公時間內, 地點: N座109a室會計處櫃檯 June 2 to June 9, within office hours, Location: Accounts Office Counter on N109a, Block N, or
    - b) 6月10日(11:30~13:00), 地點: K座澳門國際學校多功能廳 From 11:30 to 13:00 on June 10, Location: Regalia collection booth on Multipurpose Room of TIS, Block K.
  - 4.2 領取畢業袍(必須攜同憑條) Graduation regalia collection (must bring along this slip):
    - a) 6月10日(11:30~13:00), 地點: K座澳門國際學校多功能廳 From 11:30 to 13:00 on June 10, Location: Regalia collection booth on Multipurpose Room of TIS, Block K.
  - 4.3 退還畢業袍及領回按金(必須攜同憑條) Graduation regalia return and deposit refund (must bring along this slip):
    - a) 6月10日(16:00~17:00), 地點: K座澳門國際學校多功能廳 From 16:00 to 17:00 on June 10, Location: Regalia collection booth on Multipurpose Room of TIS, Block K, or
    - b) 6月12日(9:00~12:30, 14:30~18:20), 地點: J座108室學生事務處(先退袍)及N座109a室會計處櫃檯(後取回按金) From 9:00 to 12:30 and 14:30 to 18:20 on June 12, Location: Student Affairs Office (return the regalia first) J108, Block J, and Accounts Office Counter (refund the deposit later) N109a, Block N.

租借畢業袍套裝 (Rental of Regalia)

租借 租金MOP/HKD180.00 按金MOP/HKD300.00  
To Rent Rental(fee) MOP/HKD180.00 Deposit MOP/HKD300.00

租借注意事項(Important notes for rental)

1. 本“憑條”用作畢業袍(畢業袍套裝包括袍、帽及肩帶)之領取及退還按金之用。  
This “Collection slip” is used for collecting the graduation regalia and refunding the deposit.
2. 租借: 學生必須於指定時間內攜同本憑條領取畢業袍。  
Rental: Students must collect the graduation regalia with this collection slip within the specified period of time.
3. 退還畢業袍及領回按金請出示按金憑條。不按時退還畢業袍者, 即視為買袍處理, 按金將不獲發還。  
For deposit refund, please present the Deposit Refund Slip when you return the graduation regalia. Failing to return on time will be considered as opting for purchasing the regalia and the deposit will not be refunded.
4. 交回之畢業袍必須完整無損, 否則已繳之按金將不獲發還。  
The regalia should remain intact when it is returned; otherwise the deposit will not be refunded.
5. 所有資料將以大學最新記錄為準。  
All information is subject to the latest records of the University.
6. 遇有關租借畢業袍的一切糾紛, 大學擁有最終之仲裁權利。  
In case of any disputes regarding the rental of graduation regalia, the University reserves the ultimate right of arbitration.

工作人員填寫 Staff Use Only

會計處專用 Accounts Office User Only	學生事務處專用 Student Affairs Office Use Only
合共收妥現金: Total Cash Received: <input type="checkbox"/> MOP480.00 <input type="checkbox"/> HKD480.00	學生領袍簽收: Regalia Receipt Signature:
會計處簽章: Accounts Office Signature:	學生事務處簽章: Student Affairs Office Signature:
學生領回按金: Deposit to be refunded: <input type="checkbox"/> MOP300.00 <input type="checkbox"/> HKD300.00	簽收: Student Signature:      日期: Date:

領回按金憑條 Deposit Refund Slip

學生姓名 StudentName : 陳大文      學號 Student No. : 0209853A-B031-0041      訂單編號 Ref. No. : 409			
按金: Deposit: <input type="checkbox"/> MOP300.00 <input type="checkbox"/> HKD300.00	退還畢業袍套裝尺碼: Graduation Regalia to be returned: Size:	帽: Cap:	袍: Gown:
會計處簽名及蓋章: Accounts Office Signature:	學生事務處簽名及蓋章: Student Affairs Office Signature:		