

Notes for Faculty Graduation Ceremony 2023

1. Faculty Graduation Ceremony

1.1 Date, Time & Venue of the Event

Date	Time	Venue
June 6 th , 2023	15:30	R109

1.2 Schedule

Items	Time	Venue
Guests Attendance Reservation	May 19 th , 18:00 - May 25 th , 23:59	Fill in the registration form at WeMust Student APP>Survey
Download Admission QR code of Graduation Ceremony	June 5 th , 11:00	Download from WeMust Student APP>Even
Renting of Graduation Regalia (applicable to those who have rent the regalia)	June 2 nd , 15:00-17:30 June 5 th , 15:00-17:30	R413
	June 6 th , 11:00-13:00	R328
Return of Graduation Regalia	June 6 th , 17:00-18:00 June 7 th , 10:00-12:30	R328
Student Registration and receive the Name Card with seat number (Please present your identification documents at registration.)	June 6 th , 11:00-13:00	R327
Rehearsal for Students (with Name Card in hand and dressed in graduation regalia)	14:00-15:00 (Seating) 14:30-15:00 (Rehearsal)	R109
Seating of Guests	14:00-15:00	
Opening of the Ceremony	15:30	
End of the Ceremony	17:00	

2. Notes

Before Faculty Graduation Ceremony

2.1 Except for graduates, students who have been invited to the Faculty Graduation Ceremony will be awarded the degree and graduation certificate only after their eligibility for graduation is approved by the Senate of the University.

2.2 Attire should be decent and tidy, the dress code should be:

- Male students: white shirt, dark neck tie or bow tie, dark trousers, dark leather shoes and graduation regalia.
- Female students: white shirt, dark neck tie or bow tie, dark trousers or skirt, dark leather shoes and graduation regalia.

No jeans, sneakers, sandals, slippers, etc. are allowed to the Faculty Graduation

Ceremony hall. Students are advised to prepare pins for wearing the graduation regalia in good shape. Students who are not dressed in graduation regalia, or whose regalia do not meet the standards, or are not in proper attire will not be allowed to enter the Faculty Graduation Ceremony hall. Please refer to the University website for details of the graduation regalia.

- 2.3 For those who have registered to attend with their relatives and friends, the Faculty will send an “Admission QR code of Faculty Graduation Ceremony for guests” to the students through WeMust Student APP between 5th and 6th of June.
- 2.4 Family /friends of the students must enter the Faculty Graduation Ceremony hall with the “Admission QR code of Faculty Graduation Ceremony for guests” between 14:00 and 15:00. There is no seating reservation by name. Late comers will not be admitted.
- 2.5 Family/friends of the students are welcomed to join this great event. Yet children under age 6 will not be admitted to the Faculty Graduation Ceremony.
- 2.6 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.
- 2.7 If typhoon signal No. 8 is hoisted at 10:00 a.m. or after on the event day, the-Faculty Graduation Ceremony originally scheduled will be cancelled. Please pay attention to the University’s latest announcement at that time.

During Faculty Graduation Ceremony

- 2.8 Certificate Award Procedures:
 - 2.8.1 All students will be awarded the certificate onstage during the Faculty Graduation Ceremony. They must arrive at the Faculty Graduation Ceremony hall between 14:00 and 15:00 for the rehearsal. Please be seated according to the seat number shown on the Name Card and follow the staff’s instructions for the rehearsal. Late comers will not be admitted.
 - 2.8.2 Award procedures for Master & undergraduate students: Students should hold the Graduation Certificates (laying horizontally), with the tassel on the left side, line up on the stage according to the Faculty/Institute, and give the Name Cards to the master of the ceremony for reading out. Students should then go up to the stage, bow to the guests and line up in front of the stage and take the group photo. After that, students should go back to the seat as instructed.
- 2.9 When the National Anthem is played, all participants must take off their hats and stand upright until the master of ceremony announces their seats.
- 2.10 Please switch off the mobile phone and any communication devices during the Faculty Graduation Ceremony. Smoking and eating are forbidden in the hall. All students must not leave their seats or get in /out of the Faculty Graduation Ceremony hall without permission.

2.11 After the ceremony, please wait for the officiating group and VIPs to leave the Faculty Graduation Ceremony Hall first.

3. Rental and Return of the Graduation Regalia

3.1 Payment method:

3.1.1 Potential graduate students:

- After confirming the registration online, the rental fee will be charged from the student caution fee.
- For collection of the Graduation regalia in advance, please pay attention to the notice issued by Student Affairs Office.

3.1.2 Graduated students who can't be charged from the student caution fee, please pay through the following methods:

Payment method	Date
Charged from WeMust App	25-31/5/2023

3.2 Collect and Return the Graduation Regalia

3.2.1 Collect and Return the Graduation Regalia

Please show the Campus Card or identification documents when collecting and returning the Graduation Regalia.

3.2.2 Refund of Deposit (Applicable to those charged from WeMust App)

Students should first return the graduation regalia, deposit will be refund to the “balance” in the MustPay wallet.

3.3 Important Notes

3.3.1 The graduation regalia include the gown, cap and hood. Since quantity of graduation regalia is limited, please note that we may not provide the graduation regalia with all predetermined size students ordered. We will provide the regalia according to time of order confirmed.

3.3.2 The rental fee of the regalia is MOP/HKD 200 with a deposit of MOP/HKD 350.

3.3.3 Failing to return on time will be considered as opting for purchasing the regalia and the deposit will not be refunded.

3.3.4 The paid rental is neither refundable nor transferable.

3.3.5 For any enquires regarding to Graduation regalia rental, please e-mail to Student Affairs Office at sa@must.edu.mo

3.3.6 In case of any disputes regarding the rental of graduation regalia, the University reserves the ultimate right of arbitration.

3.3.7 Please scan the QR code below to download the WeMust App and payment

instructions.



(◀ WeMust App & Payment Instructions)

4. The Faculty Graduation Ceremony information is subject to the latest announcements by the Faculty. Please pay attention to the University website (<http://www.must.edu.mo> >> Congregation 2023) for updates.