

## **Appendix 1: Notes for Congregation 2016**

### 1. Congregation

#### 1.1 Date, Time & Venue of the event

| Date          | Time  | Venue              |
|---------------|-------|--------------------|
| June 11, 2016 | 14:30 | Block J, Gymnasium |

#### 1.2 Schedule

|       | Items                                                                                           | Time                                             | Venue                          |
|-------|-------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------|
| 1.2.1 | Student Registration (Postgraduates and Undergraduates)                                         | 11:30-13:00                                      | 1 <sup>st</sup> floor, Block P |
| 1.2.2 | Collection of Admission Ticket (applicable to those who have successfully reserved the tickets) | 11:30-13:00                                      |                                |
| 1.2.3 | Rental and Return of Graduation Regalia (applicable to those who have rent the regalia)         | 11:30-13:00 (Rental)<br>16:00-17:00 (Return)     |                                |
| 1.2.4 | Rehearsal for Postgraduates (dressed in graduation regalia)                                     | 13:00-13:30 (Seating)<br>13:30-14:00 (Rehearsal) | Gymnasium,<br>Block J          |
| 1.2.5 | Seating of Undergraduates (dressed in graduation regalia)                                       | 13:00-14:00                                      |                                |
| 1.2.6 | Seating of Guests                                                                               |                                                  |                                |
| 1.2.7 | Opening of the Ceremony                                                                         | 14:30                                            |                                |
| 1.2.8 | End of the Ceremony                                                                             | 15:45                                            |                                |

### 2. Notes

- 2.1 Except for graduates, students who have been invited to the Congregation will be awarded the degree and graduation certificate only after their eligibility for graduation is approved by the Senate of the University.
- 2.2 Postgraduates who have registered to attend the Congregation must pass the thesis defense on or before May 18 (not including the result of *PASS but need significant modification*) and meet the graduation requirements in order to be eligible to participate in the event.
- 2.3 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.
- 2.4 Owing to limited space, family/friends of the students must enter the Congregation hall with the admission ticket before 14:00. Late comers and those who failed to reserve the

ticket can watch live broadcast in three other venues (Conference Hall, Block D; Room N101, Library Building, Block N; Lobby of Administration Building, Block A)

## 2.5 Conferment Procedures

2.5.1 Postgraduates will be conferred the degree onstage during the Congregation. They must arrive at the congregation hall between 13:00 and 13:30 for the rehearsal. Late comers will not be admitted.

2.5.2 Conferment procedures for Undergraduates: Students should stand up when the name of the faculty to which they belong is read out by the master of the ceremony. After the President of the University finishes reading out the degree conferring statement, students should flip the tassel from right to left, and make interaction with the audiences according to the characteristics of each faculty before sitting down. Undergraduates do not need to attend the rehearsal, but they must complete the registration procedures before 13:00 and be seated before 14:00. Late comers will not be admitted to the congregation hall.

2.6 Attire should be decent and tidy. Male graduates should wear a shirt, trousers and leather shoes and female graduates should wear a suit or skirt. No jeans, sneakers or sandal is allowed to the congregation hall. Students are advised to prepare pins for wearing the graduation regalia in good shape. Students not dressed in graduation regalia, or whose regalia do not fit the standards, or not in proper attire will not be allowed to enter the congregation hall. Please refer to the University website for details of the graduation regalia.

2.7 Family/friends of the students are welcomed to join this great event. Yet children under age 6 will not be admitted to the Congregation.

2.8 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.

2.9 Please switch off the mobile phone and any communication devices during the Congregation. Smoking and eating are forbidden in the hall. All students must not leave their seats or get in/out of the congregation hall without permission.

2.10 To avoid any interruption of the ceremony, participants must not leave their seats to take photos during the Congregation. Photographs will be taken by photographers designated by the University. For details about photographic printing of the ceremony, please pay attention to the latest announcements of the University.

## 3. Registration Procedures

3.1 Students must complete the following procedures within the period specified below.

| Date                          | Procedure                                                                                         |
|-------------------------------|---------------------------------------------------------------------------------------------------|
| May 10-22, 2016               | Online Registration of the Congregation                                                           |
| May 25, 10:00 - May 30, 23:59 | Reservation of Congregation Admission Ticket (applicable to students who have registered in COES) |

|                 |                                                                                                                       |
|-----------------|-----------------------------------------------------------------------------------------------------------------------|
| June 1, 2016    | Printing out slips - “Collection Slip for Congregation Admission Ticket” and “Collection Slip for Graduation Regalia” |
| June 3-11, 2016 | Collection of Admission Ticket                                                                                        |

- 3.2 Students should make registration of the Congregation via Course Online Enrollment System (COES) within the period of May 10 to May 22. Late registration will not be accepted and no corresponding arrangement will be made for these students. For details of the procedures, please refer to 「Guidelines for Online Registration of Congregation 2016」
- 3.3 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.
- 3.4 Students who have registered to attend the congregation can reserve admission tickets via the COES during the period from 10:00 on May 25 to 23:59 on May 30. Each student can reserve no more than two tickets on a first-come first-served basis. Students who have made successful reservation should print out the 「Collection Slip for Congregation Admission Ticket」 from the COES. The tickets can be collected in the ways below:
- Complete the collection procedures in the venues specified below during the service hours from June 3 to June 10:
    - 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: 10th floor, Service Counter, School of Continuing Studies
  - Complete the collection procedures at the 1<sup>st</sup> floor, Block P 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.
- 3.5 The University will send out a final confirmation e-mail on June 1 to students who are eligible to attend the Congregation.

#### 4. Rental and return of the Graduation Regalia

- 4.1 Students who would like to rent the graduation regalia should register via Course Online Enrollment System (COES) within the period from May 10 to May 22.
- 4.2 After completion of registration, students should then log-in and print the “Collection Slip for Graduation Regalia” starting from June 1. The following has to be done with the Slip:
- 4.2.1 Make payments at either one of the following time slots:
- from June 2 to June 10 at Accounts Office Counter, N109a, Block N
  - from 11:30 to 13:00 at the Regalia Collection Booth on 1/F, Block P on the event day (i.e. June 11)
- 4.2.2 Collect the Graduation Regalia at the Regalia Collection Booth on 1/F, Block P from 11:30 to 13:00 on the event day (i.e. June 11).

#### 4.3 Return of Graduation Regalia and Refund of Deposit

##### The event day (June 11, 2016)

Time: 16:00 to 17:00

Venue: The 1st floor, Block P

##### The first working day following the event (i.e. June 13, 2016)

Time: 9:00 to 12:30, 14:30 to 18:20

Venue: J108, Block J, Student Affairs Office (return the regalia first)

N109a, Block N, Accounts Office Counter (refund the deposit then)

#### 4.4 Important Notes

4.4.1 The graduation regalia includes the gown, cap and hood.

4.4.2 The rental fee of the regalia is MOP/HKD 180 with a deposit of MOP/HKD 300.

4.4.3 The Deposit Refund Slip must be presented to refund the deposit when the graduation regalia is returned (Students will receive the Deposit Refund Slip upon payment. Please keep it safe as the deposit will not be refunded if the slip is lost.).

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

4.4.5 The paid rental is neither refundable nor transferable

4.4.6 For any enquires regarding to Graduation regalia rental, please contact the Student Affairs Office at (853) 88972277.

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

5. The Congregation information is subject to the latest announcements by the University. Please pay attention to the University website (<http://www.must.edu.mo> >> Congregation 2016) for updates.

#### 6. Congregation Enquiries:

| Type of students                               | Hotline        | E-mail                         |
|------------------------------------------------|----------------|--------------------------------|
| Postgraduates                                  | (853) 88972262 | congregation_pgrad@must.edu.mo |
| Undergraduates of the Main Campus              | (853) 88972300 | congregation_ugrad@must.edu.mo |
| Undergraduates of School of Continuing Studies | (853) 87961999 | scs@must.edu.mo                |