



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

Appendix 2: Guidelines for Online Registration of Congregation 2016

Key Dates	Procedures
May 10 - 22	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	Final Confirmation E-mail
June 1 onwards	Printing out Slips - "Collection Slip for Congregation Admission Ticket" and "Collection Slip for Graduation Regalia"
June 3 - 11	Collection of Admission Ticket

1 Online Registration of the Congregation

1.1 Login the COES

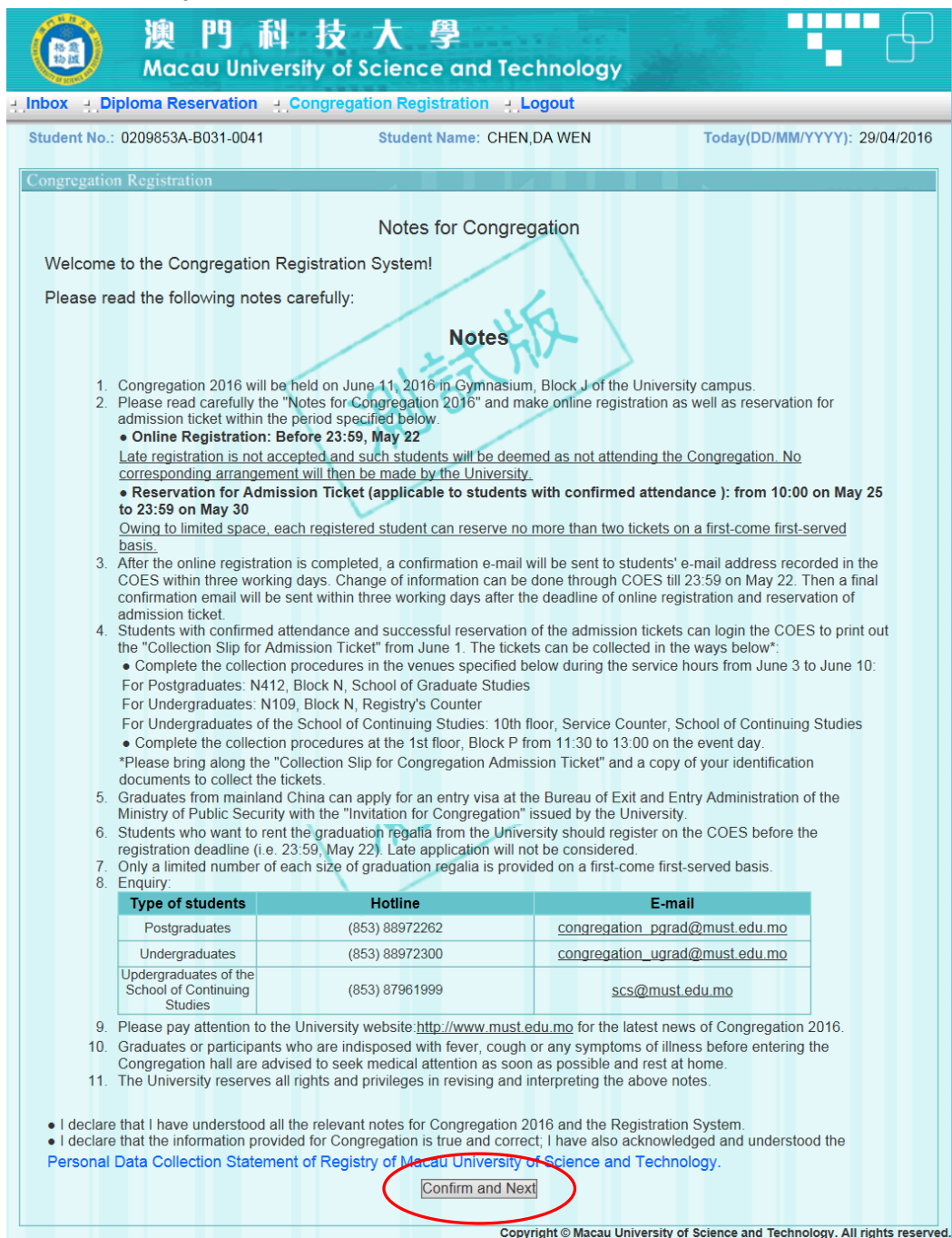
- ◆ Please login the Course Online Enrollment System (COES) (<https://coes-stud.must.edu.mo/coes/login.do>) with your student number and password*.

* 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』.



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): 29/04/2016

Congregation Registration

Notes for Congregation

Welcome to the Congregation Registration System!

Please read the following notes carefully:

Notes

- Congregation 2016 will be held on June 11, 2016 in Gymnasium, Block J of the University campus.
- Please read carefully the "Notes for Congregation 2016" and make online registration as well as reservation for admission ticket within the period specified below.
 - Online Registration: Before 23:59, May 22**
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 25 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 22. 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 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 1st floor, Block P from 11:30 to 13:00 on the event day.
- 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 22). 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	congregation_pgrad@must.edu.mo
Undergraduates	(853) 88972300	congregation_ugrad@must.edu.mo
Undergraduates of the School of Continuing Studies	(853) 87961999	scs@must.edu.mo
- Please pay attention to the University website <http://www.must.edu.mo> for the latest news of Congregation 2016.
- 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 2016 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](#).

Confirm and Next

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



澳門科技大學
Macau University of Science and Technology

Inbox Diploma Reservation Congregation Registration Logout

Student No.: 0309853A-B023-0260 Student Name: HAN, YING FENG Today(DD/MM/YYYY): 29/04/2016

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 (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 2016: ☐ Yes ☐ No

Submit

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1.2 Confirmation of Attendance

1.2.1 Attend the Congregation

- ◆ Please choose 『Yes』 if you want to attend the Congregation 2016.
- ◆ 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 includes fields for Contact No. (853 - 88972300), E-mail Address (registry@must.edu.mo), and a section for participation and regalia preparation. The 'Yes' radio button for participation and the 'Self-prepare' radio button for regalia are circled in red. The 'Submit' button is also circled in red.

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): 29/04/2016

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 2016 : ☒ Yes ☐ No

* 4. Graduation regalia : ☒ Self-prepare ☐ Rent

Submit

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- ◆ 『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.

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): 29/04/2016

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 2016 : ☐ Yes ☒ No

Edit

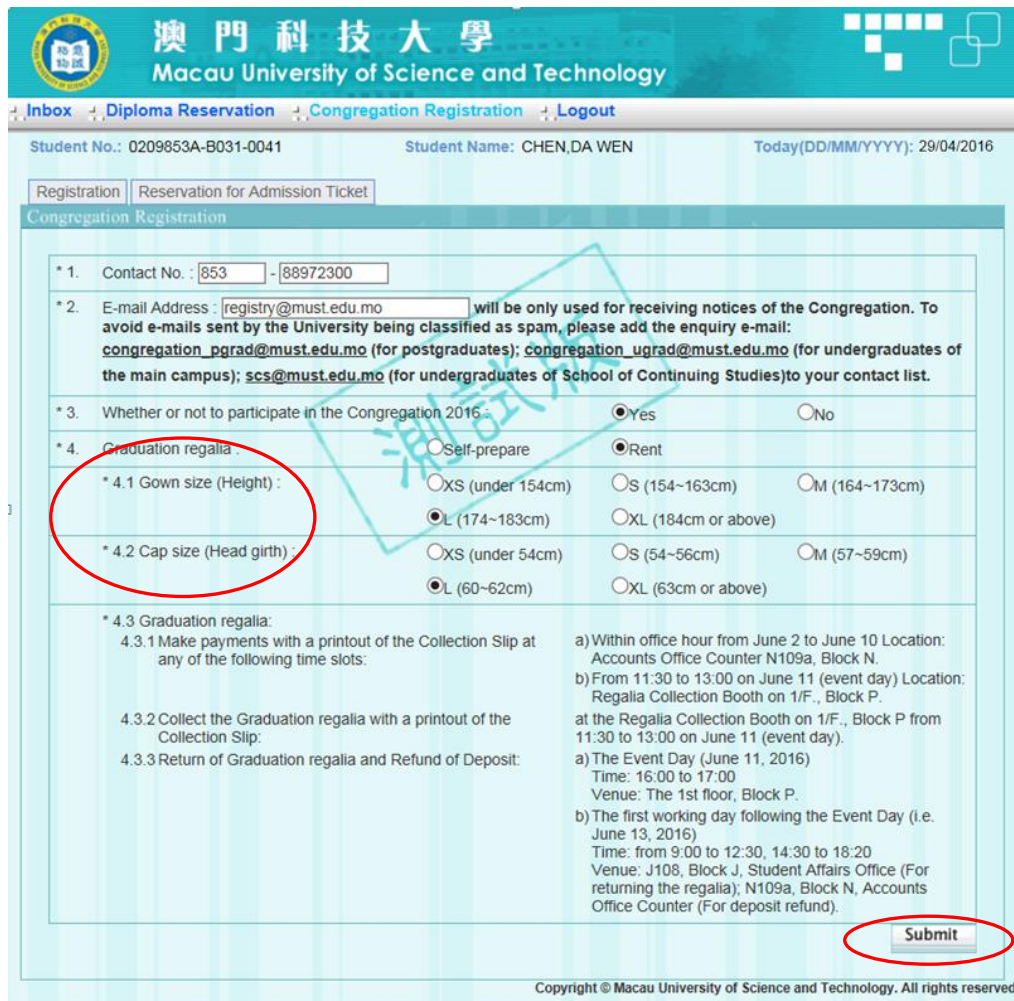
Message from webpage

Submit successful!

OK

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- ◆ 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): 29/04/2016

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 2016: ☒ 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)

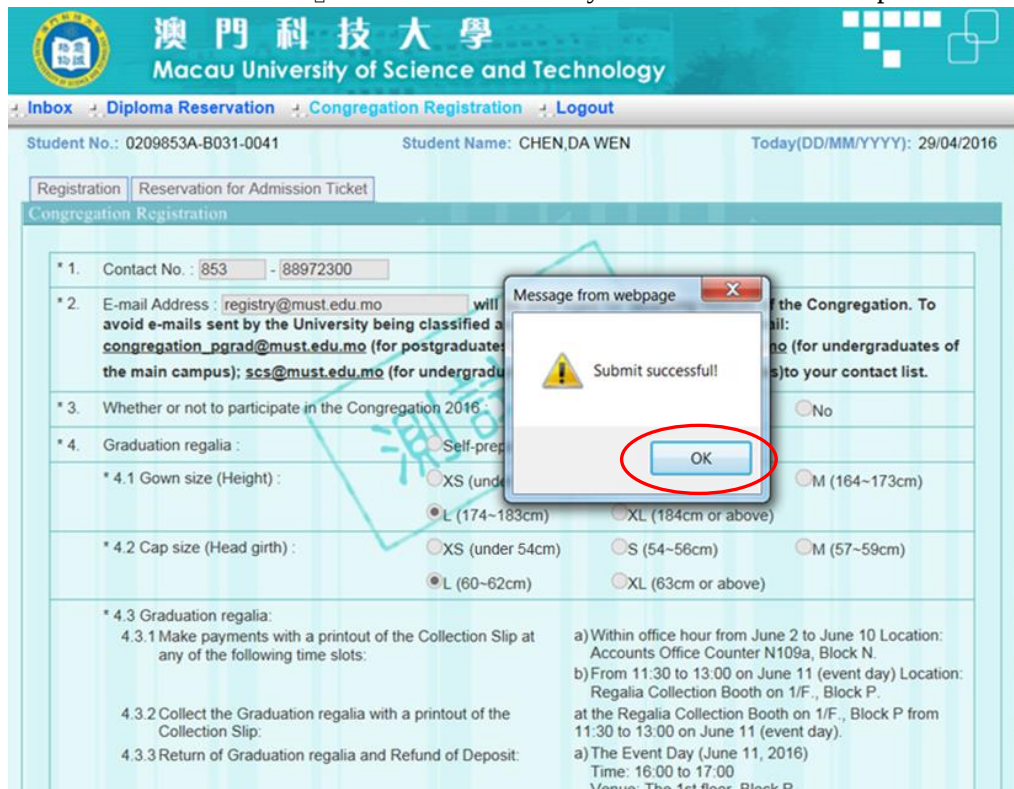
* 4.2 Cap size (Head girth): ☐ XS (under 54cm) ☐ S (54~56cm) ☐ M (57~59cm)
☒ L (60~62cm) ☐ XL (63cm or above)

* 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 June 10 Location: Accounts Office Counter N109a, Block N.
 b) From 11:30 to 13:00 on June 11 (event day) Location: Regalia Collection Booth on 1/F., Block P.
 4.3.2 Collect the Graduation regalia with a printout of the Collection Slip:
 at the Regalia Collection Booth on 1/F., Block P from 11:30 to 13:00 on June 11 (event day).
 4.3.3 Return of Graduation regalia and Refund of Deposit:
 a) The Event Day (June 11, 2016)
 Time: 16:00 to 17:00
 Venue: The 1st floor, Block P.
 b) The first working day following the Event Day (i.e. June 13, 2016)
 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).

Submit

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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): 29/04/2016

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 2016: ☐ 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 June 10 Location: Accounts Office Counter N109a, Block N.
 b) From 11:30 to 13:00 on June 11 (event day) Location: Regalia Collection Booth on 1/F., Block P.
 4.3.2 Collect the Graduation regalia with a printout of the Collection Slip:
 at the Regalia Collection Booth on 1/F., Block P from 11:30 to 13:00 on June 11 (event day).
 4.3.3 Return of Graduation regalia and Refund of Deposit:
 a) The Event Day (June 11, 2016)
 Time: 16:00 to 17:00
 Venue: The 1st floor, Block P.

Message from webpage
 Submit successful!
OK

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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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): 29/04/2016

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 2016 : ☐ Yes ☒ No

Submit

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

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Inbox | Diploma Reservation | Congregation Registration | Logout

Student No.: 0209853A-B031-0041 Student Name: CHEN,DA WEN Today(DD/MM/YYYY): 29/04/2016

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 2016 : ☐ Yes ☒ No

Submit

Message from webpage

Submit successful!

OK

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

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): 29/04/2016

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. May 10 to May 22).
- ◆ 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 25 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): 29/04/2016

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 2016 : ☒ 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:

4.3.2 Collect the Graduation regalia with a printout of the Collection Slip:

4.3.3 Return of Graduation regalia and Refund of Deposit:

a) Within office hour from June 2 to June 10 Location: Accounts Office Counter N109a, Block N.
b) From 11:30 to 13:00 on June 11 (event day) Location: Regalia Collection Booth on 1/F., Block P.
at the Regalia Collection Booth on 1/F., Block P from 11:30 to 13:00 on June 11 (event day):
a) The Event Day (June 11, 2016)
Time: 16:00 to 17:00
Venue: The 1st floor, Block P.
b) The first working day following the Event Day (i.e. June 13, 2016)
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).

Print out "Collection Slip for Admission Ticket" Print out "Collection Slip for Graduation Regalia"

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(1)

(2)



澳門科技大學

Macau University of Science and Technology

列印日期: 03/05/2016(DD/MM/YYYY)



SAMPLE

2016年度畢業典禮觀禮券領取憑條

Collection Slip for Congregation Admission Ticket

中文姓名
Name in Chinese: 陳大文

學生編號
Student Number: 0209853A-B031-0041

課程
Program: 管理學博士學位 (DPM)

學院
Faculty: 商學院 (MSB)

英文姓名
Name in English: CHEN, DA WEN

聯絡電話
Contact Number: 853 - 88972300

電郵地址
E-mail: registry@must.edu.mo

已確認參加2016年6月11日舉行之畢業典禮，出席觀禮人數為 2 人。

You have confirmed to attend the Congregation 2016 held on June 11 together with 2 of your family members/friends.

注 意 事 項:

1. 學生或親友可選擇下列任一方式領取觀禮券*:

◆ 6月3日至10日辦公時間內到以下地點辦理手續:

研究生: N座四樓N412室 - 研究生院

校本部本科生: N座一樓N109室 - 註冊處櫃檯

持續教育學院本科生: 持續教育學院十樓服務櫃檯

◆ 6月11日典禮當天11:30至13:00, 到P座一樓的領券處辦理手續。

*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。

2. 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。
3. 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。
4. 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。
5. 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。
6. 所有資料將以大學最新記錄為準。
7. 大學保留修訂及闡釋上述規定之一切權利。

Notes:

1. 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 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 Ticket Collection Booth on 1/F., Block P 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.

2. 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.
3. The University welcomes family and friends of our students to attend this great event, yet children under age 6 will not be admitted to the Congregation.
4. 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.
5. 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.
6. All information is subject to the latest records of the University.
7. 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: _____



澳門科技大學

Macau University of Science and Technology

列印日期: 03/05/2016(DD/MM/YYYY)

2016年度畢業典禮畢業袍領取憑條 Collection Slip for Graduation Regalia

SAMPLE

訂單編號 Ref. No. : 357

學生姓名 StudentName : (中文 Chinese)陳大文

學號 Student No. : 0209853A-B031-0041

聯絡電話 Contact No. : 853 - 88972300

(英文 English) : CHEN,DA WEN

課程 Program : 管理學博士學位 (DPM)

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

畢業袍套裝 Graduation regalia : 租借 Rent

- 畢業袍尺碼 Graduation Gown Size (身高 Height) : L (174~183cm)
- 畢業帽尺碼 Graduation Cap Size (頭圍 Head girth) : L (60~62cm)
- 畢業袍套裝 Graduation regalia:
 - 繳費(必須攜同憑條) Payment(must bring along this slip):
 - 6月2日至6月10日辦公時間內, 地點: N座109a室會計處櫃檯 June 2 to June 10, within office hours, Location: Accounts Office Counter in N109a, Block N, or
 - 6月11日(11:30~13:00), 地點: P座一樓領袍處 From 11:30 to 13:00 on June 11, Location: Regalia collection booth on 1/F., Block P.
 - 領取畢業袍(必須攜同憑條) Graduation regalia collection (must bring along this slip):
 - 6月11日(11:30~13:00), 地點: P座一樓領袍處 From 11:30 to 13:00 on June 11, Location: Regalia collection booth on 1/F., Block P.
 - 退還畢業袍及領回按金 Graduation regalia return and deposit refund:
 - 6月11日(16:00~17:00), 地點: P座一樓領袍處 From 16:00 to 17:00 on June 11, Location: Regalia collection booth on the 1/F., Block P, or
 - 6月13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 13, 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)

- 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.
- 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.
- 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.
- 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.
- 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.
- 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: ☐ MOP480.00 ☐ 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: ☐ MOP300.00 ☐ 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. : 357
按金: Deposit: ☐ MOP300.00 ☐ HKD300.00	退還畢業袍套裝尺碼: Graduation Regalia to be returned: Size:	帽: Cap:
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:	袍: Gown: