

## Appendix 1: Notes for Congregation 2019

### 1. Congregation

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

Date	Time	Venue
June 8, 2019	14:30	Block J, Gymnasium

#### 1.2 Schedule

Student Type	Items	Time	Venue
Doctoral students	Rental and Return of Graduation Regalia (applicable to those who have rent the regalia)	12:00-13:30 (Rental) 16:00-18:30 (Return)	Room N108, Library Building, Block N
	Registration and collection of the Name Card and Admission Ticket (applicable to those who have successfully reserved the tickets)	12:00-13:00	Room N416, Library Building, Block N
	Seating and rehearsal (with the Name Card in hand and dressed in graduation regalia)	13:00-13:30 (Seating) 13:30-14:00 (Rehearsal)	Gymnasium, Block J
Master students	Rental and Return of Graduation Regalia (applicable to those who have rent the regalia)	12:00-13:30 (Rental) 16:00-18:30 (Return)	Room N108, Library Building, Block N
	Registration and collection of the Name Card and Admission Ticket (applicable to those who have successfully reserved the tickets)	12:00-13:00	Designated locations for each Faculty/Institute in Block N (refer to the Point 6 for details)
	Seating and rehearsal (with the Name Card in hand and dressed in graduation regalia)	13:00-13:30 (Seating) 13:30-14:00 (Rehearsal)	Gymnasium, Block J
Undergraduates	Rental and Return of Graduation Regalia (applicable to those who have rent the regalia)	12:00-13:30 (Rental) 16:00-18:30 (Return)	Room N108, Library Building, Block N
	Registration and collection of the Name Card and Admission Ticket (applicable to those who have successfully reserved the tickets)	12:30-13:30	Designated locations for each Faculty in Block N (refer to the Point 6 for details)
	Dressed in graduation regalia, attend the rehearsal and line up for admission to the Congregation Hall at the designated locations according to the staff's instructions	Before 14:00	
Seating of Guests		13:00-14:00	Gymnasium, Block J
Opening of the Ceremony		14:30	
End of the Ceremony (estimated time)		17:00	

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 17, 2019 (not including the students with defense result of *PASS and need significant modification*, and the re-assessment was not passed yet) 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. There is no seating assignment on the tickets. Late comers and those who failed to reserve the ticket can watch live broadcast in other venues (Conference Hall, Block D & Room O702, Academic Building, Block O)
- 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. 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.
- 2.5.2 Conferment procedures for Undergraduates: Attending the rehearsal at the designated locations in Block N (refer to Point 6 for details) before 14:00 on the event day and wait in line for admission to the Congregation Hall according to the staff’s instructions. During the waiting period, students may watch the live broadcast of the ceremony. After entering the Congregation hall, students will be arranged to go through the conferment procedures by faculty. Students should flip the tassel from right to left after the President of the University finishes reading out the degree conferring statement, and then go up to the stage for photograph. After that, students should leave the Hall and return to the designated locations to watch the live broadcast of the ceremony.
- 2.6 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 congregation 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 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.
- 2.11 If typhoon signal No. 8 is hoisted at 10:00 a.m. or after on the event day, the Congregation originally scheduled will be cancelled. Please pay attention to the University's latest announcement at that time.

### 3. Registration Procedures

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

Date	Procedure
May 10, 10:00 - May 19, 23:59, 2018	Online Registration of the Congregation
May 23, 10:00 - May 27, 23:59, 2018	Reservation of Congregation Admission Ticket (applicable to students who have registered in COES)
May 30, 2019 onwards	Printing out slips - "Collection Slip for Congregation Admission Ticket" and "Collection Slip for Graduation Regalia"
June 3 – 6 & 8, 2019	Collection of Admission Ticket

- 3.2 Students should make registration of the Congregation via Course Online Enrollment System (COES) within the period of 10:00 on May 10 to 23:59 on May 19. 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 2019」
- 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 within the period of 10:00 on May 23 to 23:59 on May 27. 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. Please bring along a printout of the "Collection Slip for Congregation Admission Ticket" and a copy of the student identification documents when collecting the tickets in the ways below:
  - Complete the collection procedures in the venues specified below during the service hours from June 3 to 6:

- For Doctoral students: O507, Block O, School of Graduate Studies
  - For Master and Undergraduates: The respective Faculty Office/Institute
  - For Undergraduates of the School of Continuing Studies: O204, Block O, School of Continuing Studies
  - Complete the collection procedures in the venues specified below on the event day:
    - For Doctoral students (12:00 to 13:00): N416, Block N
    - For **Master (12:00 to 13:00)** and Undergraduates (12:30 to 13:30): Designated locations for each Faculty/Institute in Block N (refer to the point 6 for details)
- 3.5 The University will send out a final confirmation e-mail on May 30 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 of 10:00 on May 10 to 23:59 on May 19.

4.2 Potential bachelor graduates:

4.2.1 After confirming the registration online, the rental fee will be charged from the student caution fee.

4.2.2 For collection of the Graduation regalia in advance, please pay attention to the notice issued by Student Affairs Office.

4.2.3 For returning the graduation regalia, please refer to 4.4.

4.3 Postgraduate students and bachelor graduates

After completion of registration, students should then log-in and print the “Collection Slip for Graduation Regalia” starting from May 30. The following has to be done with the Slip:

4.3.1 Make payments at either one of the following time slots:

- from June 3 to June 6 at Accounts Office Counter, N109a, Block N
- from 12:00 to 13:30 at N108, Block N on the event day (i.e. June 8)

4.3.2 Collect the Graduation Regalia at the Regalia Collection Booth on N108, Block N from 12:00 to 13:30 on the event day (i.e. June 8).

4.4 Return of Graduation Regalia and Refund of Deposit

The event day (June 8, 2019)

Time: 16:00 to 18:30

Venue: N108, Block N (return the regalia first, and then refund the deposit)

The first working day following the event (i.e. June 10, 2019)

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

Venue: N108, Block N, Student Affairs Office (return the regalia first)

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

4.5 Important Notes

4.5.1 The graduation regalia include the gown, cap and hood.

4.5.2 The rental fee of the regalia is MOP/HKD 180 with a deposit of MOP/HKD 320.

4.5.3 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.).

- 4.5.4 Failing to return on time will be considered as opting for purchasing the regalia and the deposit will not be refunded.
- 4.5.5 The paid rental is neither refundable nor transferable
- 4.5.6 For any enquires regarding to Graduation regalia rental, please contact the Student Affairs Office at (853) 88972277.
- 4.5.7 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 2019) for updates.

6. Designated locations of Registration for Master and Undergraduates

No.	Faculty /Institute	Locations of Registration
1	Faculty of Information Technology	N213, Block N
2	School of Business	1 <sup>st</sup> floor, Block N
3	Faculty of Law	N214, Block N
4	Faculty of Chinese Medicine	N316, Block N
5	Faculty of Hospitality and Tourism Management	N211, Block N
6	Faculty of Humanities and Arts	N317, Block N
7	Faculty of Medicine	N316, Block N
8	University International College	N320, Block N
9	School of Continuing Studies	N220, Block N
10	Space Science Institute	N213, Block N
11	Macau Environmental Research Institute	N213, Block N

※ Doctoral and Master students should finish registration at Block N and arrive at the congregation hall on time (please refer to Point 1.2 for details).

7. 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