

Notes for 2023 MSB Graduation Ceremony

(Applicable for Undergraduate and Master Student)

I. MSB Graduation Ceremony

Date, Time & Venue of the Event

Date	Time	Venue
5 June, 2023	16:00	Grand Auditorium, Block R

Schedule

Items	Time	Venue
Graduation Ceremony Attendance Reservation (Undergraduate and Master Students), Graduation Regalia Rental Registration (Master Students)	3 May (10:00)– 8 May (23:59)	Fill in the registration form at WeMust Student APP>Survey
Download “Admission QR code of Graduation Ceremony for guests”	1 June (15:00)	Download from WeMust Student APP>Event
Rental of Graduation Regalia (applicable to those who have rent the regalia)	5 June 10:00-12:30 (Graduation regalia distribution will not be arranged after the time limit)	Room: O901
Return of Graduation Regalia (applicable to those who have rent the regalia)	5 June (17:30-18:00) 6 June (10:00-12:30, 15:00-18:00)	Room: O901
Registration (Please present your identification documents and Event QR Code)	5 June (14:00-15:00)	Grand Auditorium, Block R
Rehearsal (with Name Card in hand and dressed in graduation regalia)	14:30-15:00 (Seating) 15:00-15:15 (Rehearsal)	Grand Auditorium, Block R
Seating of Guests with the “Admission QR code of Graduation Ceremony for guests”	15:00- 15:30	
Opening of the Ceremony	16:00	
End of the Ceremony	17:00	

II. Notes:

Before the ceremony

1. Undergraduate and Master students who intend to attend the Graduation Ceremony should fill in the registration form at WeMust Student APP>Survey before 23:59 of 8 May 2023 to confirm to attend the ceremony, and master student should fill up the rental of graduation regalia information. Students who do not fill in the registration form on time will be deemed as not attending the Ceremony.
2. Except for graduates, students who have been invited to the Graduation Ceremony will be awarded the degree and graduation certificate only after their eligibility for graduation is approved by the Senate of the University.
3. 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.

Students who wear jeans, sneakers, sandals, slippers, etc. may not be allowed to have the degree conferred onstage. 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 Ceremony hall. Please refer to the University website for details of the graduation regalia.

4. For those students who have registered to attend the ceremony, the University will send an “Guest Admission QR code of Graduation Ceremony” to the students through WeMust Student APP after 15:00, 1 June. Students are suggested to print out or forward the QR code to related guests in advance.
5. The guest enters the venue with the QR code and graduate’s ID card between 15:00-15:30 and those who could not present both documents would not be allowed to enter the venue. There is no seating reservation by name. Late comers will not be admitted.
6. Guests of the students are welcomed to join this great event. However, children under age 6 will not be admitted to the Ceremony.
7. If typhoon signal No. 8 is hoisted at 10:00 a.m. or after on the event day, the ceremony originally scheduled will be cancelled. Please pay attention to the University’s latest announcement at that time.

During Graduation Ceremony

8. Graduates or participants who are indisposed with fever, cough or any symptoms of illness before entering the Ceremony hall are advised to seek medical attention as soon as possible and rest at home.
9. Since active flu season, all participants in the ceremony should wear masks throughout the process.

10. In order to reduce crowd gathering, all people participating in the ceremony must cooperate with the on-site instructions on the day and use the designated routes and entrances and exits to enter and exit.
11. Conferment Procedures:
 - 11.1 Admission and rehearsal:** All students will be conferred the degree onstage during the Ceremony. They must arrive at the Ceremony hall no later 15:00 for the rehearsal. Please follow the staff's instructions for the rehearsal. Late comers will not be admitted.
 - 11.2 Conferment procedures for the students:** Students should give the Name Card to the master of the ceremony to read out, bow to the guests and line up in front of the stage. Students will then go through the procedures for conferment of the degree and take group photo with guests. After that, students should go back to the seat as instructed.
- 12 When the National Anthem is played, all participants must take off their hats and stand upright until the master of ceremony announces their seats.
- 13 Please switch off the mobile phone and any communication devices during the Ceremony. Smoking and eating are forbidden in the hall. All students must not leave their seats or get in /out of the ceremony hall without permission.
- 14 To avoid any interruption of the ceremony, participants must not leave their seats to take photos during the Ceremony. Photographs will be taken by photographers designated by the University. Photos can be downloaded from MSB webpage after the ceremony.
- 15 After the ceremony, please wait for the officiating guests and VIPs to leave the Ceremony Hall first.

III. Rental and Return of the Graduation Regalia

Please refer to 2023 Rental and Return of the Graduation Regalia

- IV. The information of Graduation Ceremony is subject to the latest announcements by the School. Please pay attention to the University website (<http://www.must.edu.mo> >> MSB>>Graduation Ceremony) for updates.