

Appendix 1: Notes for Congregation 2018

1. Congregation

1.1 Date, Time & Venue of the event

Date	Time	Venue
June 9, 2018	14:30	Block K Gymnasium

1.2 Schedule

	Items	Time	Venue
1.2.1	Student Registration (Postgraduates and Undergraduates) and receive the Name Card with seat number	11:30-13:00	Multipurpose Room of TIS, Block K
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) 16:00-18:30 (Return)	

1.2.4 Rehearsal for Postgraduates (with the Name Card in hand 15.05 581.47

watch live broadcast in three other venues (Conference Hall, Block D; Room N101, N212 & N214, Library Building, Block N)

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 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, 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.

3. Registration Procedures

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

Date	Procedure
May 7, 10:00 - May 20, 23:59, 2018	Online Registration of the Congregation
May 25, 10:00 - May 30, 23:59, 2018	Reservation of Congregation Admission Ticket (applicable to students who have registered in COES)
June 1, 2018 onwards	Printing out slips - Collection Slip for Congregation Admission Ticket and Collection Slip for Graduation Regalia
June 4 - 9, 2018	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 7 to 23:59 on May 20. 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 2018」

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 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 4 to June 8:
 - For Postgraduates: O507, Block O, School of Graduate Studies
 - For Undergraduates: N109, Block N, Academic Registry s Counter
 - For Undergraduates of the School of Continuing Studies: O204, Block O, School of Continuing Studies
- Complete the collection procedures at the Multipurpose Room of TIS, Block K 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 Potential bachelor graduates who had already registered via Course Online Enrollment System (COES) on March 23 to April 6 (April 11 for SCS students), please note the following:

- 4.1.1 After confirming the registration online, the rental fee will be charged from the student caution fee.
- 4.1.2 For collecting the graduation regalia, please pay attention to related notices from faculties and Student Affairs Office.

- 4.1.3 For returning the graduation regalia, please refer to 4.3.
- 4.2 Postgraduate students and bachelor graduates
- 4.2.1 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 7 to 23:59 on May 20.
- 4.2.2 After completion of registration, students should then log-in and print the Regalia starting from June 1. The following has to be done with the Slip:
- 4.2.2.1 Make payments at either one of the following time slots:
- from June 1 to June 8 at Accounts Office Counter, N109a, Block N
 - from 11:30 to 13:00 at the Regalia Collection Booth on Multipurpose Room of TIS, Block K on the event day (i.e. June 9)
- 4.2.2.2 Collect the Graduation Regalia at the Regalia Collection Booth on Multipurpose Room of TIS, Block K from 11:30 to 13:00 on the event day (i.e. June 9).
- 4.3 Return of Graduation Regalia and Refund of Deposit
- The event day (June 9, 2018)
Time: 16:00 to 18:30
Venue: Multipurpose Room of TIS, Block K
- The first working day following the event (i.e. June 11, 2018)
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 include 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 2018) 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