



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

8 April 2019

Congregation 2019

Dear Potential Graduates,

I have the pleasure of announcing that the Congregation 2019 will be held on Saturday, 25 May 2019, at 4:00 p.m., at the UM Sports Complex.

The reply E-form for Congregation 2019 will be sent to your personal mail. Please complete the E-form **on or before 18 April 2019 (Thursday)**. If you do not receive the said e-mail, please contact the Registry as soon as possible (Tel: +853 8822 4007, E-mail: registry@um.edu.mo).

Graduates will receive a UM Alumni Card issued by the Alumni and Development Office. For more information about the alumni services and card collection, please visit the website of the Alumni and Development Office (<https://ado.um.edu.mo/>)

All information regarding the Congregation will be announced on the Registry's webpage (<https://reg.um.edu.mo/>).

Attached please find the "Arrangement for Congregation 2019" for your reference.

Thank you for your kind attention.

A handwritten signature in blue ink, appearing to read 'Kelvin Yuen'.

Prof. Kelvin YUEN
Registrar

Appendix Arrangement of Congregation 2019



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Arrangement for Congregation 2019

Date: 25 May 2019 (Saturday)
Time: 4:00 p.m. – 7:00 p.m.
Venue: UM Sports Complex

The Congregation will consist of two sessions. Students will be conferred degrees in group off stage during Session I while they will be presented with certificates on stage one by one during Session II. Please refer to the below Ceremony Proceedings for details. We hope that students can respect the ceremony arrangement, thus, potential graduates who are absent from Session I will not be allowed to attend Session II.

Each potential graduate is entitled to at most **TWO** ceremony admission tickets of either Type A or Type B. Students should indicate the type and quantity of admission tickets they preferred in the E-form. If there is a shortage of a specific type of tickets, the final distribution of tickets will be decided by lot drawing. A final confirmation email on the reservation of tickets will be sent to each student individually.

The types of admission ticket are as follows:

- Type A admission ticket: Companions can attend **Session I and II** of the ceremony by presenting *Type A admission tickets*. The seats will be located on the upper level of the ceremony hall. Companions should arrive at the ceremony hall **by 3:00 p.m.**
- Type B admission ticket: Companions can attend Session II of the ceremony by presenting *Type B admission tickets*. The seats will be located on the ground floor level of the ceremony hall. Companions should arrive at the ceremony hall **by 4:50 p.m.**
- Companions can watch the live broadcast of Session I of the ceremony in the Training Hall, which is near the ceremony hall.

◆ Notes for Congregation:

1. Arriving Time at the Ceremony Hall for Potential Graduates: Please arrive at the ceremony hall **before 3:00 p.m.** and attend the whole ceremony. Please be seated and keep silent after arrival.
2. Companions:
 - Companions should present the ceremony admission tickets for attending the ceremony and remain seated during the ceremony.
 - Children of age below 6 will not be admitted.
3. Dress Code:
 - You are required to wear **a long-sleeve white shirt, pure black trousers or skirt, black tie, pure black shoes, the graduation gown and the square cap**. Please be reminded to maintain the gowns straight and stiff for attending the ceremony, and prepare hair clips and safety pins for wearing the gowns.
 - Students with improper attire will not be allowed to receive the certificate on stage.
4. Gown Rental and Return:
 - Only students who confirmed renting a gown in the reply E-form can rent a gown provided by the University on the day of the ceremony. The rent is MOP65 per day plus a MOP500 deposit. Payment should be made by cash. The deposit will be reimbursed upon your return of the gown.
 - Students could return their gowns to the rental counter before **7:45 p.m.** on the day of the ceremony or return the gown to the Facility Management and Maintenance Section from 27 May to 3 June during office hours with rental fee MOP65 per day will be charged.



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

- If the graduation gown is lost or damaged, restitution must be made to the University. The amount of restitution is to be defined by the University in accordance with the actual cost for replacing such gown.

5. Locker Rental: There are some lockers located at the dressing rooms in the UM Sports Complex. A MOP5 coin is needed to open the locker. Students who plan to use the lockers need to prepare the coin by themselves.
6. Photo Taking Arrangement: The University will arrange photographers to take photos during the ceremony. Students can purchase the photos at the designated photography company. Details will be announced on the Registry's webpage.
7. Transportation Arrangement: Students and companions can go to the campus by public transportation or drive by themselves. Public parking lots P3, P5 and P6 will be opened for use. The parking fees for light vehicle is MOP 6/hour while the parking fees for motorcycle is MOP 3/hour. Half of parking fees could be waived by presenting campus card (e.g. Student ID Card or Alumni Card) at the shroff office.
8. Congregation Arrangement in case of Typhoons and Rainstorms:
- The ceremony will be held as usual when tropical cyclone signal no.3 is hoisted.
 - The ceremony will carry on when tropical cyclone signal no.8 or rainstorm warning signal is hoisted during the ceremony.
 - The ceremony will be postponed when tropical cyclone signal no.8 or rainstorm warning signal is still hoisted at 12:00 n.n. on the day of the ceremony. Detailed arrangement will be informed via email.

— Ceremony Proceedings —

	Items	Time	Venue
1.	Renting of graduation gown (including hood and square cap) and collection of seat card and admission tickets.	2:00 p.m. – 3:00 p.m.	Potential Graduates' Registration Point Training Hall, Sports Complex (entrance near the swimming pool)
2.	Potential graduates and companions holding type A admission ticket should arrive at the ceremony hall, be seated and keep silent. The entrances of the ceremony hall will be closed.	3:00 p.m.	Ceremony Hall
3.	Demonstration on receiving degree and certificates and UM Symphonic Band's performance.	3:00 p.m. – 3:45 p.m.	Ceremony Hall
4.	Session I: Please rise and keep silent when the Chancellor and the procession are entering the ceremony hall.		
5.	Playing of National Anthem (Please take off the square cap)		
6.	Playing of University Anthem (Please take off the square cap)		
7.	Speech by the Chancellor		
8.	Speech by the Rector		
9.	Conferment of degrees		
10.	Speech by the student representative		
11.	Presentation of Teaching Excellence Award 2018/2019		
12.	End of Session I: Please stand up and keep silent when the procession on stage is leaving the ceremony hall.		
13.	Session II: Companions holding type B admission ticket should arrive at the ceremony hall by 4:50 p.m., be seated and keep silent. The entrances of the ceremony hall will be closed at the said time.		
14.	Award of certificates (Rector and Dean will take photos with the potential graduates on stage)		
15.	Blessing ceremony - Fly with hope (All potential graduates will enter the Ceremony Hall again to receive applause)		
16.	End of Ceremony: Please stand up and keep silent when the procession on stage is leaving the ceremony hall.		