



澳門大學

UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

2 April 2024

## Congregation 2024

Dear Potential Graduates,

I have the pleasure of announcing that the Congregation 2024 will be held on Saturday, 1 June 2024, at 11:00 a.m., at the UM Sports Complex, please refer to the attached “Arrangement for Congregation 2024” for the details. All updated information regarding the Congregation will be announced on the Registry’s webpage (<https://reg.um.edu.mo/graduation/congregation/>).

The E-form for Congregation 2024 will be sent to your student mail (UM@Connect). Please complete the E-form **on or before 12 April 2024 (Friday)**. If you do not receive the said e-mail, please contact the Registry by the above-mentioned date (Tel: +853 8822 4007, E-mail: [registry@um.edu.mo](mailto:registry@um.edu.mo)).

Besides, if you would like to join any Alumni Association of University of Macau, you may access the website of the Alumni and Development Office (<https://ado.um.edu.mo/alumni-community/alumni-associations/>) for their contact information.

Thank you for your kind attention.

A handwritten signature in black ink, appearing to read 'Rico LAM', written over a horizontal line.

Prof. Rico LAM  
Registrar

Appendix Arrangement for Congregation 2024



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### Arrangement for Congregation 2024

Date: 1 June 2024 (Saturday)  
Time: 11:00 a.m. – 1:00 p.m.  
Venue: UM Sports Complex

Potential graduates will attend the ceremony on-site in the ceremony hall, whilst a maximum of two companions could watch the live broadcast of the ceremony in the live broadcast areas (N1 Multi-Function Hall, N2 University Hall and N8 Training Hall). In order to let the potential graduates and companions who are unable to attend in person to watch the ceremony, the whole ceremony will also be streamed live on the University's platforms.

The Congregation will consist of two sessions. During the Conferment of Degrees in Session I, potential graduates will participate in the conferment of degrees session off stage, while during the Award of Certificates in Session II, potential graduates will take photos with the Rector and the Deans on stage in batch by academic units.

Each potential graduate is entitled to at most **TWO** live broadcast venue admission tickets, please indicate the quantity of admission tickets preferred in the E-form. The admission tickets will be distributed on the day of the ceremony, and the distribution quantity will be confirmed by the University via email.

#### — Ceremony Proceedings —

|     | Items   | Time                    | Venue  |
|-----|---|-------------------------|--|
| 1.  | <ul style="list-style-type: none"> <li>Registration, collection of seat card and admission tickets</li> <li>Renting of graduation gown (if applicable)</li> </ul> | 9:00 a.m. – 10:00 a.m.  | *Registration Sites:<br>1. N1 UM Guest House – Multi-Function Room (N1-1005)<br>2. N2 University Hall Lobby<br>3. N6 Administration Building Lobby<br>*The respective registration site will be notified by email later. |
| 2.  | The entrances of the ceremony hall will be closed, and potential graduates should arrive at the ceremony hall.  | 10:00 a.m.              | UM Sports Complex  |
| 3.  | Demonstration on receiving degree and certificates  | 10:00 a.m. – 10:45 a.m. | UM Sports Complex  |
| 4.  | <b>Session I:</b> Please rise and keep silent when the Representative of Chancellor and the procession are entering the ceremony hall.                            |                         |  |
| 5.  | Playing of the National Anthem (Please stand as a mark of respect and take off the cap)   |                         |  |
| 6.  | Playing of the University Anthem (Please stand as a mark of respect and take off the cap)   |                         |  |
| 7.  | Speech by the Representative of Chancellor  |                         |  |
| 8.  | Speech by the Rector  |                         |  |
| 9.  | Conferment of degrees   |                         |  |
| 10. | Speech by the student representative  |                         |  |
| 11. | Presentation of the University of Macau Teaching Excellence Award 2023/2024   |                         |  |
| 12. | <b>End of Session I:</b> Please rise and keep silent when the procession on stage is leaving the ceremony hall.   |                         |  |
| 13. | <b>Session II:</b> Award of certificates (Rector and Dean will take photos with potential graduates on stage in batch by academic units)                          |                         |  |
| 14. | <b>Closing of the Ceremony</b>  |                         |  |



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◆ **Notes:**

1. Arriving Time for Potential Graduates: Please arrive at the ceremony hall (N8 UM Sports Complex) **by 10:00 a.m.**
2. Companions:
  - Companions should present the admission tickets for entering the designated live broadcast venue **by 10:30 a.m.** Please remain seated during the ceremony.
  - Children of age below 6 will not be admitted.
3. Dress Code:
  - Potential graduates are required to wear **a long-sleeve white shirt, pure black trousers or skirt, black tie, pure black shoes, the graduation gown and 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.
  - Making decoration or accessory on the graduation gown and cap is prohibited. Students with improper attire will not be allowed to receive the certificate on stage.
4. Gown Rental and Return:
  - Only those who confirmed renting a gown in the E-form can rent a gown provided by the University on the day of the ceremony.
  - The rent of graduation gown: MOP65 per day plus MOP500 deposit. Payment should be made by cash. The deposit will be reimbursed upon your return of the gown.
  - Potential graduates could return their gowns **before 2:00 p.m.** on the day of the ceremony or return the gown to the Security and Facilities Services Section at N6 Administration Building from 3 June to 7 June during office hours with rental fee MOP65 per day charged.
  - 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. Due to the limited number of lockers, potential graduates are recommended to leave the personal belongings with their companions for safekeeping. A MOP5 coin is needed to open the locker, students who plan to use the lockers need to prepare the coin by themselves.
  - Do not bring unnecessary items into the ceremony hall.
6. Photo Taking Arrangement: The University will arrange photographers to take photos. After the ceremony, students could download the photos from cloud storage by designated password and the download period is one month. Details will be announced on the Registry's webpage. Students should respect the privacy of others, posting photos of others in any way without permission is prohibited. The copyright of the photos belongs to the University of Macau. If any infringement is found, the infringer shall bear the legal responsibilities and consequences.
7. Transportation Arrangement:
  - You may go to the campus by public transportation or self-driving.
  - For self-drivers:
    - ❖ Outdoor free parking space P1A in N9 UM Stadium (opening from 8:00 a.m. to 8:00 p.m).
    - ❖ Public parking lots P3, P5 and P6, with parking fees for light vehicle at MOP 6/hour while that for motorcycle at MOP 3/hour. Half parking fees could be waived by presenting campus card (e.g. Student ID Card or Alumni Card).



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8. Congregation Arrangement in case of Typhoons and Rainstorms:
- The ceremony will be held as usual when Tropical Cyclone Signal No. 1 or No. 3/ Yellow, Red or Black Rainstorm Warning Signal is hoisted.
  - The ceremony will carry on when Tropical Cyclone Signal No.8 or above is hoisted during the ceremony.
  - The ceremony will be postponed when Tropical Cyclone Signal No.8 or above is still hoisted at 7:00 a.m. on the day of the ceremony. Detailed arrangement will be informed via email.