

## Arrangements for Graduation Ceremony of Academic Year 2006/2007

### 1. Graduation Gowns/Hats

Graduates must wear their graduation gowns/hats for the degree conferral on the stage at the Graduation Ceremony as well as at the photograph-taking session. Graduation gowns/hats are available for loan or for sale to graduates. Graduates may also tailor-make their own gowns/hats, but strictly according to the style specified by the Institute. Graduates should borrow/buy their gowns/hats on the below mentioned dates. Gowns/hats will not be available for loan to graduates on the Graduation day or photograph-taking day.

#### Borrowing Graduation Gowns/Hats:

Date: 6<sup>th</sup> November 2007 (Tuesday) to 9<sup>th</sup> November 2007 (Friday)

Time: 13:00 to 19:30

Charge: Nil

Venue: Exhibition Gallery, MPI Headquarters

#### Returning Graduation Gowns/Hats:

Date: 24<sup>th</sup> November 2007 (Saturday) (After Graduation Ceremony)

Time: 17:30 to 19:00

Venue: Entrance of MPI Multisport Pavilion opposite the MPI Complex

Date: 26<sup>th</sup> November 2007 (Monday) to 27<sup>th</sup> November 2007 (Tuesday)

Time: 13:00 to 19:00

Venue: Entrance of MPI Multisport Pavilion opposite the MPI Complex

#### Notes:

- i. A graduate may delegate in writing for another person to collect the gown/hat for him/her. An ID card copy of the graduate must be enclosed with the written authorization to identify the graduate and the delegated person must present his/her ID card in order to confirm the signatures.
- ii. Staff of the Division for Student Affairs will check if the returned gown/hat is in good shape. The graduate has to arrange for the mending of a damaged gown/hat and return the gown/hat in good shape by the above-mentioned deadline, otherwise it will be assumed that the graduate has chosen to purchase the gown/hat.
- iii. If the gown/hat is not returned in good shape by the deadline, it will be assumed that the graduate has chosen to purchase the gown/hat.
- iv. Any graduate choosing to purchase the gown/hat should pay the cost of MOP\$450.00 (gown) and MOP\$100.00 (hat) respectively for each set, in cash, at the MPI Finance Department, 1<sup>st</sup> floor of MPI Headquarters at Rua de Luis Gonzaga Gomes, by 14<sup>th</sup> December 2007 (Friday) at the latest. To facilitate payment, the MPI Finance Department will be opened during lunch hours for such payment (Monday to Thursday 09:00~17:45 or Friday 09:00~17:30, close on Saturdays/Sundays/public holidays). Payment of MOP\$500.00 or above can be made with credit cards. The Institute shall record and resort to legal procedures to pursue any overdue payment.

## 2. Graduates' Group Photograph-Taking

Date: 11<sup>th</sup> November 2007 (Sunday)

Location: Stairway outside the Cultural Centre (facing the Mandarin Oriental Hotel)

The following sequence was drawn at random by the representatives of Schools.  
Please be punctual.

	Graduates start to assemble at	Photograph taken at
School of Arts		
Bachelor (Licenciatura)	10:00	10:10
Higher Diploma (Bacharelato)	10:10	10:20
School of Languages and Translation		
Bachelor (Licenciatura)	10:20	10:35
Higher Diploma (Bacharelato)	10:35	10:45
School of Physical Education & Sports		
Bachelor (Licenciatura)	10:45	10:50
Higher Diploma (Bacharelato)	10:50	10:55
School of Business		
Bachelor (Licenciatura)	10:55	11:10
Higher Diploma (Bacharelato)	11:10	11:25
School of Public Administration		
Bachelor (Licenciatura)	11:25	11:35
Higher Diploma (Bacharelato)	11:35	11:50
School of Health Sciences		
Bachelor (Licenciatura)	11:50	12:00
Higher Diploma (Bacharelato)	12:00	12:10

### Notes:

- i. The group photograph will be assembled using computer software.
  - ii. **In case of adverse weather condition on 11<sup>th</sup> November 2007 (Sunday), announcement will be made on the MPI website as well as via SMS by the mobile phone numbers provided by the graduates. The group photograph-taking will then be made in the MPI Pavillion on the same day at the same timeslots as arranged.**
3. To facilitate graduates to take photographs with their families and friends, a back-drop for graduation will be set up at the MPI Headquarters from 11<sup>th</sup> November 2007 (Sunday) to 25<sup>th</sup> November 2006(Sunday).

#### 4. Graduation Ceremony

Date: 24<sup>th</sup> November 2006 (Saturday)

Venue: MPI Multisport Pavilion

Graduate admission will start at 14:00 (Late arrivals after 15:00 will NOT be entertained)

Rehearsal will start at 15:00

Families/friends admission will start at 14:30, all families/friends should be seated by 15:00 (admission by ticket only, late arrivals after 15:00 will NOT be entertained)

The ceremony will start at 16:00

#### Notes:

- i. Graduates should make sure to visit the MPI website for seat number starting from 21<sup>st</sup> November 2007.
- ii. **There will be a name card provided for each graduate and labelled on the back of the seat at the ceremony. Graduate must hold his/her name card for handing to the Mistress of Ceremonies to read. Please immediately inform the staff for any missing, otherwise, the graduate will not be admitted to the Degree/certificate conferral on the stage.**
- iii. To enhance the smooth running of the Graduation Ceremony, graduates are strongly encouraged to be *punctual* and participate in the rehearsal to familiarize themselves with the proceedings.
- iv. Every graduate will be issued with two tickets for families/friends which are enclosed with this letter. Graduates who would like to apply for more tickets should go to the Division for Student Affairs (DAE) for registration. Tickets will be distributed whenever available.
- v. Families/friends under the age of 6 will not be admitted. Staff may request families/friends to produce identification documents showing the age for verification purposes. Cooperation will be much appreciated.
- vi. No parking space will be allocated for graduates or families/friends.
- vii. All afternoon and evening classes of Degree programmes will be cancelled on the day of the graduation ceremony. For make-up class arrangements, please refer to notices on campus.
- viii. To ensure the smooth running of the Graduation Ceremony, graduates are encouraged to preview every arrangements of the ceremony. Graduates may view the film of the past graduation ceremony from the MPI website.

#### Attire Requirements:

Graduates attending the Graduation Ceremony or the Graduate Group Photograph-taking must wear a white, long sleeve shirt, black trousers/skirt, and black shoes with their graduation gowns/hats. Graduates not complying with these attire requirements will not be admitted to the Degree/certificate conferral on the stage or the graduate group photograph-taking.

#### During the ceremony:

1. All mobile phones, pagers and other beeping devices must be switched off during the Graduation Ceremony.
2. No food, drinks or smoking will be allowed inside the ceremony venue.
3. Admission to and exit from the venue will not be allowed during the ceremony.
4. When the officiating Assembly marches into the venue and leaves the venue, and during the playing of the national anthem, all graduates and guests must stand in

silence and with solemnness until a further announcement by the Mistress of Ceremonies is made.

5. During the conferral of degrees/certificates, graduates should proceed to the stage in batches as instructed by the ceremony stewards. The Mistress of Ceremonies will read aloud the list of graduates. Graduates on the stage should follow the signals of the ceremony steward to bow together to the officiating Assembly and to official guests.
6. Official photographers will photograph the entire Graduation Ceremony. To allow for a smooth proceeding, graduates and guests should follow the instructions of the ceremony steward and not leave their seats for photograph-taking.
7. After the Graduation Ceremony, graduates will have their photographs taken on the stage in the same sequence as the graduates' group photograph-taking. Graduates may also take photographs with their families/friends at the graduation backdrop to be set up at the MPI Headquarters from 11<sup>th</sup> November 2007 (Sunday) to 25<sup>th</sup> November 2007 (Sunday).

5. For copies of the graduates' group photographs and the Graduation Ceremony photographs, please contact **Panoramic Images Studio**

Address: Rua Padre António N° 16, Edf. Kou Wa, Basement

Telephone: 28970219

Date: 15<sup>th</sup> December 2007 to 29<sup>th</sup> December 2007

#### 6. Graduation Dinner

Date: 24<sup>th</sup> November 2007 (Saturday)

Time: 19:30 sharp (Seat allocation will start at 18:00)

Venue: Grand Hall, 4<sup>th</sup> floor, Macao Tower Convention and Entertainment Centre

The Graduation Dinner is partially subsidized by the Institute. Only graduates may apply for attending the Graduation Dinner. Each graduate attending the Graduation Dinner has to pay MOP\$80.00. Payment should be made during the period for collection of gowns/hats, i.e. from 6<sup>th</sup> November 2007 (Tuesday) to 9<sup>th</sup> November 2007 (Friday), in cash at the Finance Department, 1<sup>st</sup> floor of MPI Headquarters at Rua de Luis Gonzaga Gomes. **Please retain the payment receipt for admission to the Graduation Dinner.** To facilitate payment, the MPI Finance Department will be open during lunch hours for such payment (Monday to Thursday 09:00~17:45 or Friday 09:00~17:30, closed on Saturdays/Sundays/public holidays). Payment of MOP\$500.00 or above can be made with credit cards. Graduates may authorize others to make the Graduation Dinner payment for them.

The payment receipt will be collected and a fluorescent stamp will be made on the hand of each graduate admitted to the Graduation Dinner. Subsequent entry to the Graduation Dinner will be subject to verification of the fluorescent stamp. Those who cannot submit a payment receipt or produce the fluorescent stamp will not be admitted to the Graduation Dinner.

Seats at the Graduation Dinner will be assigned on a first-come-first-serve basis, and not according to the programmes/schools (Seat allocation can be done by delegated person). Each graduate will be assigned one seat only. Please do not occupy seats for others. Empty seats will be assigned to other graduates according to coming sequence. Your cooperation will be greatly appreciated.

7. Collection of Graduation Diploma/Certificate

Date: With immediate effect until 28<sup>th</sup> December 2007 (Friday)

Time: Monday to Friday 09:00 to 13:00 and 14:30 to 19:30,  
closed on Saturdays/Sundays/public holidays

Venue: Division for Student Affairs, Room A101, MPI Headquarters

Please present your personal identification document for verification. A graduate may authorize, in writing, for others to collect the graduation certificate for him/her. An ID card copy of the graduate must be enclosed with the written authorization to identify the graduate and of whom is authorized should present his/her ID card to confirm the signature.

If you have any queries about any of the above, please feel free to contact the Division for Student Affairs (5996103, 5996111, 5996149). The Graduation Ceremony, graduates' photograph-taking and the graduation dinner will be memorable moments to be cherished forever. You are strongly encouraged to participate.