

Activities Arrangements for 2007/2008 Graduation

1. Graduates' Group Photograph-taking Session

Graduates must wear their graduation gowns/hats for the degree/certificate conferral on the stage at the Graduation Ceremony as well as at the photograph-taking session. The 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.

Schedules for Borrowing Graduation Gowns/Hats:

Courses	Date	Time	Venue
Graduates of Bachelor Degree Programme	10/09/2008		
Graduates of Higher Diploma Programme: School of Arts School of Health Sciences School of Business	11/09/2008	13:00	Exhibition Gallery MPI Headquarters
Graduates of Higher Diploma Programme: School of Public Administration School of Translation and Interpretation School of Sports and Physical Education	12/09/2008	19:30	

Returning Graduation Gowns/Hats:

Date: 27th September 2008 (Saturday) (After Graduation Ceremony)

Time: 17:30 to 19:00

Venue: Entrance of MPI Multisport Pavilion opposite the MPI Complex

or

Date: 29th September 2008 (Monday) to 30th September 2008 (Tuesday)

Time: 13:00 to 19:00

Venue: Entrance of MPI Multisport Pavilion opposite the MPI Complex

Notes:

- i) A graduate may collect the gown/hat in person or may delegate in writing for another person to collect for him/her (Each delegated person can only collect one set of gown/hat at one time). 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 Registry 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, 1st floor of MPI Headquarters at Rua de Luis Gonzaga Gomes, between 10 September 2008 and 12 September 2008, from 09:00 to 19:30. Payment of MOP\$100.00 or above can be made with credit cards.
- v) The Institute shall record and resort to legal procedures to pursue any overdue payment.

2. Graduates' Group Photograph-Taking

Date: 21st September, 2008 (Sunday)

Venue: MPI Multisport Pavilion

Time: Board of Management, School Directors, Heads of Units	09:00 ~ 09:10
Academic staff of all schools	09:15 ~ 09:30
Graduates of School of Health Sciences	09:30 ~ 09:50
Graduates of School of Languages and Translation	09:50 ~ 10:10
Graduates of School of Physical Education and Sports	10:10 ~ 10:20
Graduates of School of Business	10:20 ~ 10:50
Graduates of School of Public Administration	10:50 ~ 11:20
Graduates of School of Arts	11:20 ~ 11:50

Notes:

- i) Only in the cases when number 8 typhoon or heavy rain signal is issued by the Metereology Bureau will the above-mentioned photograpah-taking arrangements be changed. Changes will be announced on the institute website.
- ii) The group photograph will be assembled using computer software.

- 3. For copies of the graduates' group photographs and the Graduation Ceremony photographs, please contact **“Loja Fotográfica Maxim”**
Address: Rua do Campo, N° 301-303
Telephone: 28376850 / 28335628
Date: 13th October 2008 to 27th December 2008

4. Graduation Ceremony

Date: 27th September 2008 (Saturday)

Venue: MPI Multisport Pavilion

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

Academic staff should arrive and be seated at 14:30~15:30 (admission will stop by 15:30).
Ceremony will start at 16:00.

Notes:

- i. Graduates should visit the MPI website to check their seat numbers, starting from 24th September 2008.
- ii. There will be a name card provided for each graduate and labelled on the back of the seat at the ceremony venue. During the ceremony, graduate must hold his/her name card for handing to the Mistress of Ceremonies as requested. Please

immediately inform the staff for any missing name card, 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, and for those who would like to apply for more tickets should apply at the Registry (DAMIA). Tickets will be distributed on a first-come-first-serve basis.
- 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 2008/2009 Academic Calendar (http://www.ipm.edu.mo/cweb/student/info_calendar.html).
- viii. To ensure the smooth running of the Graduation Ceremony, graduates are encouraged to familiarize themselves in advance with arrangements of the ceremony.

Attire Requirements:

According to the Approval No. 106/2003 by the Secretary for Culture and Social Affairs, graduates attending the Graduation Ceremony or the Graduate Group Photograph-taking must wear a white, long sleeve shirt, black trousers/skirt, and black leather shoes with the designated 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.** For maintaining the best effect in the Ceremony / photograph-taking, graduates should wear the graduation gown/hat neatly and tidily, please arrange washing or ironing when needed.

During the ceremony:

- i) All mobile phones, pagers and other beeping devices must be switched off during the Graduation Ceremony.
- ii) No food, drinks or smoking will be allowed inside the ceremony venue.
- iii) Admission to and exit from the venue will not be allowed during the ceremony.
- iv) 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.
- v) 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.
- vi) 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.
- vii) 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 17th September 2008 to 28th September 2008.

5. Graduation Dinner

Date: 27th September 2008 (Saturday)

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

Venue: Grand Hall, 4th floor, Macao Tower Convention and Entertainment Centre

Fee: - Free-of-charge for all full-time academic/administrative staff. Academic staff please register and collect tickets at the Division for Pedagogical Affairs during office hours from 16th to 19th September 2008.

- Part-time academic staff is welcome. Fee per head of MOP\$80.00 shall apply. Please register, settle payment and collect tickets at the Division for Pedagogical Affairs during office hours from 16th to 19th September 2008.

The Graduation Dinner is partially subsidized by the Institute and 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 10th September 2008 to 12th September 2008, from 09:00 to 19:30, in cash at the Finance Department, 1st floor of MPI Headquarters at Rua de Luis Gonzaga Gomes. **Please retain the payment receipt for admission to the Graduation Dinner.** Payment of MOP\$100.00 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.

6. Collection of Graduation Diploma/Certificate

Date: 8th September 2008 to 14th November 2008

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

Venue: Registry, 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.

Enquiries:

Graduates please contact the: Registry (tel: 85996103/111/149)

Academic staff please contact: Division for Pedagogical Affairs (tel: 85996343/345).