澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Arrangement for Congregation 2020

Date: 28 November 2020 (Saturday)
Time: 4:00 p.m. – 6:00 p.m.
Venue: UM Sports Complex

To facilitate the implementation of precautionary measures of the Macao SAR Government to prevent the outbreak of coronavirus, graduates will attend the ceremony on-site in the ceremony hall, whilst maximum of two companions could watch the live broadcast of the ceremony in the live broadcast areas (N8 Training Hall, N2 University Hall and N1 Multi-Function Room) by presenting admission tickets. The ceremony will also be streamed live on the University's platforms so that graduates and companions who are unable to attend the ceremony could also participate in the live broadcast.

The Congregation will consist of two sessions. Graduates will be conferred degrees in group off stage during Session I while they will be presented with certificates on stage in batch during Session II. Please refer to the below Ceremony Proceedings for details.

Each graduate is entitled to **TWO** live broadcast venue admission tickets only and graduates should indicate the quantity of admission tickets they preferred in the E-form. A final confirmation email on the reservation of admission tickets and the venue for watching live broadcast will be sent to each graduate individually.

— Ceremony Proceedings —

	Items	Time	Venue
1.	• Renting of graduation gown (including hood and cap), if applicable • Collection of seat card and admission tickets.	2:00 p.m.— 3:00 p.m.	Graduates' Registration Site Training Hall, Sports Complex (entrance near the swimming pool)
2.	Graduates should arrive at the ceremony hall, and the entrances of the ceremony hall will be closed.	3:00 p.m.	Ceremony Hall: UM Sports Complex
3.	Demonstration on receiving degree and certificates	3:00 p.m.— 3:45 p.m.	Ceremony Hall: UM Sports Complex
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 stand as a mark of respect and take off the cap)		
6.	Playing of University Anthem (Please stand as a mark of respect and take off the cap)		
7.	Speech by the Chancellor		
8.	Speech by the Rector		
9.	Conferment of degrees		
10.	Speeches by the graduate representatives		
11.	**End of Session I:** Please rise and keep silent when the procession on stage is leaving the ceremony hall.		
12.	**Session II:** Award of certificates (Rector and Dean will take photos with graduates on stage in batch) ▪ Doctoral degrees ▪ Master's degrees ▪ Postgraduate certificates/diplomas ▪ Bachelor's degrees		
13.	**End of Ceremony**		

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◆ Notes for Congregation:

1. Arriving Time for Graduates: Please arrive at the ceremony hall **before 3:00 p.m.**

2. Companions with admission tickets:
   - Companions should present the admission tickets for entering the live broadcast venue by 3:30 p.m. and remain seated during the ceremony.
   - Children of age below 6 will not be admitted.

3. Dress Code:
   - 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.
   - Graduates with improper attire will not be allowed to receive the certificate on stage.

4. Gown Rental and Return:
   - Only graduates 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 of graduation gowns are as follows:
     - Doctoral degrees: MOP65 per day plus MOP1,500 deposit;
     - Master's degrees: MOP65 per day plus MOP500 deposit;
     - Postgraduate certificates/diplomas: MOP65 per day plus MOP500 deposit;
     - Bachelor's degrees: MOP65 per day plus MOP500 deposit.
   - Payment should be made by cash. The deposit will be reimbursed upon your return of the gown.
   - Graduates could return their gowns to the rental counter before 7:00 p.m. on the day of the ceremony or return the gown to the Facility Management and Maintenance Section from 30 November to 7 December during office hours with rental fee MOP65 per day will be 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. 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 and the Graduate School's webpage.

7. Transportation Arrangement: Graduates 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. 1 or No. 3/ Yellow or Red Rainstorm Warning Signal is hoisted.
   - The ceremony will carry on when Tropical Cyclone Signal No.8 (or above)/Black Rainstorm Warning Signal is hoisted during the ceremony.
   - The ceremony will be postponed when Tropical Cyclone Signal No.8 (or above)/Black Rainstorm Warning Signal is still hoisted at 12:00 n.n. on the day of the ceremony. Detailed arrangement will be informed via email.