



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

2024 年高等學位頒授典禮安排

日期： 2024 年 11 月 23 日（星期六）
時間： 11:00 a.m. – 12:45 p.m.
地點： 澳門大學 N8 綜合體育館

高等學位頒授典禮將安排畢業生進入主場館（N8 綜合體育館）參與典禮，最多兩位親友需持入場券到直播區（N2 大學會堂及 N1 聚賢樓地面層多功能廳）觀看典禮。為了讓未能親臨現場之畢業生及親友觀看典禮，整個典禮過程會於大學網上平台直播。

典禮將分為兩節，於第一節頒授高等學位環節時，畢業生會於台下接受學位頒授；於第二節頒發證書時畢業生將按學院分批上台領取證書，並與校長及院長拍照留念。

入場券將與畢業生座位卡一併於典禮當天派發，每名畢業生將獲發最多兩張典禮直播區入場券，畢業生須於電子表格內登記所需入場券的數量。

— 畢業典禮流程 —

	項目	時間	地點
1.	登記、領取座位卡及入場券。	8:30 a.m.-10:00 a.m.	畢業生登記及租借畢業袍櫃位 (N2 大學會堂大堂)
	租借畢業袍（包括垂布和帽），如適用。		
2.	畢業生必須到典禮主場館就座，主場館大門將關上。	10:00 a.m.	典禮主場館：N8 綜合體育館
3.	學位頒授及領取證書示範	10:00 a.m.-10:30 a.m.	典禮主場館：N8 綜合體育館
4.	第一節：當校監代表和主禮嘉賓進場時，請起立並保持安靜。		
5.	奏唱國歌（必須肅立並把帽除下）		
6.	奏唱校歌（必須肅立並把帽除下）		
7.	校監代表致辭		
8.	校長致辭		
9.	頒授高等學位		
10.	畢業生代表致辭		
11.	第一節結束：當台上嘉賓離場時，請起立並保持安靜。		
12.	第二節：頒發證書（畢業生將按學院分批上台與校長及院長拍照留念）		
	▪ 博士學位		
	▪ 碩士學位		
	▪ 學士後證書／文憑		
13.	禮成		



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◆ 典禮注意事項：

1. 畢業生登記及進場時間：必須先到畢業生登記櫃位（N2 大學會堂大堂）登記並於上午十時前到典禮主場館（N8 綜合體育館）就座。
2. 出席親友：
 - 親友必須憑入場券於上午十時三十分前進入直播區（N2 大學會堂及 N1 聚賢樓地面層多功能廳）就座。觀看典禮直播期間必須保持安靜及留在座位，請勿在場內隨意走動。
 - 六歲以下小童恕不招待。
3. 服飾要求：
 - 典禮當天的衣著為長袖白恤衫、深色西褲或西裙、黑領呔、深色鞋、畢業袍及畢業帽。畢業生必須熨燙畢業袍出席學位頒授典禮，並須自備髮夾及扣針以作固定畢業袍及畢業帽之用。
 - 衣著不合規格者將不獲准上台領取證書。
4. 租用及歸還畢業袍：
 - 於電子表格回覆限期前，已透過高等學位頒授典禮電子表格確認租借畢業袍之畢業生可於典禮當天上午八時三十分起到 N2 大學會堂設置之櫃位租用本校提供之畢業袍。如有需要，亦可於電子表格預約於 11 月 22 日在辦公時間內到研究生院櫃台（N6-G001）租用畢業袍。
 - 租用畢業袍之費用如下：
 - 博士學位：每日租金澳門元 65 及按金澳門元 1,500；
 - 碩士學位：每日租金澳門元 65 及按金澳門元 500；
 - 學士後證書／文憑：每日租金澳門元 65 及按金澳門元 500；
 - 按金只接受現金支付，並於交還畢業袍時發還。
 - 畢業生除可於典禮當天下午一時十五分前於 N2 大學會堂設置之櫃位歸還畢業袍外，亦可於 11 月 25 日至 11 月 28 日期間在辦公時間內（星期一至四：09:00-13:00，14:00-17:45；星期五：09:00-13:00，14:00-17:30），到位於 N6 行政樓的「保安及設施服務處（N6-3012 室）」歸還畢業袍，租金為每日澳門元 65。
 - 如損毀或遺失畢業袍，須向本校作出賠償。賠償金額由本校根據重製該畢業袍所需之實際成本訂定。
5. 拍照安排：本校將安排專責攝影師進行拍攝工作。畢業生將收到關於網上相冊的電郵通知，照片將按學院排序，下載限期為一個月。為尊重他人私隱，同學不應擅自發佈他人的照片。照片版權歸澳門大學所有，若發現任何侵權行為，侵權者須負上法律責任及承擔後果。相關詳情將於研究生院網頁公佈。
6. 交通安排：畢業生及親友可乘坐公共交通工具或自行駕車進入校園。自行駕車者可使用位於 N9 澳大運動場旁的露天訪客停車場 P1A（只接受電子支付繳費），以及校園內其他訪客停車場 P3、P5 及 P6。相關停車場收費為汽車每小時 6 澳門元，摩托車每小時 3 澳門元，而於停車場收費處出示校園證（如學生證或校友證）可獲豁免一半泊車費，但使用無感支付或電子支付者除外。
7. 颱風及暴雨襲澳時之安排：
 - 懸掛一號或三號颱風信號／黃色、紅色或黑色暴雨警告信號時典禮照常舉行。
 - 若典禮中途懸掛八號或以上颱風信號，典禮繼續舉行。
 - 若當天上午七時仍懸掛八號或以上颱風信號，典禮將會另擇日期舉行。詳細安排將以電郵通知。



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UNIVERSITY OF MACAU

Arrangement for the Ceremony for the Conferment of Higher Degrees 2024

Date: 23 November 2024 (Saturday)
Time: 11:00 a.m. – 12:45 p.m.
Venue: Sports Complex (N8), University of Macau

Graduates will attend the Ceremony on-site in the ceremony hall (N8 Sports Complex), whilst a maximum of two companions could watch the live stream of the ceremony in the live stream viewing areas (N2 University Hall and G/F Multi-Function Hall at N1 UM Guest House) by presenting admission tickets. In order to let 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 Ceremony will consist of two sessions. Graduates will have their degrees conferred off stage during the Conferment of Higher Degrees in Session I while they will be presented with certificates and take photos with the Rector and the respective deans/directors on stage in batch by academic units during Session II.

Each graduate is entitled to at most **TWO** live stream viewing area admission tickets and graduates should indicate the quantity of admission tickets they preferred in the E-form. The admission tickets will be distributed with the seat card on the day of the Ceremony.

— Ceremony Proceedings —

	Items	Time	Venue
1.	Registration, collection of seat card and admission tickets	8:30 a.m. – 10:00 a.m.	Graduates’ registration counter and gown rental counter (N2 University Hall Lobby)
	Rental of graduation gown (including hood and cap), if applicable		
2.	Graduates should arrive at the ceremony hall, and the entrances of the ceremony hall will be closed.	10:00 a.m.	Ceremony Hall: N8 Sports Complex
3.	Demonstration on receiving degree and certificates	10:00 a.m. – 10:30 a.m.	Ceremony Hall: N8 Sports Complex
4.	Session I: Please rise and keep silent when the Representative of 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 Representative of Chancellor		
8.	Speech by the Rector		
9.	Conferment of Higher Degrees		
10.	Speech by the representative of the graduates		
11.	End of Session I: Please stand up and keep silent when the procession on stage is leaving the ceremony hall.		
12.	Session II: Award of certificates (Rector and Dean/Director will take photos with graduates on stage in batch by academic units)		
	<ul style="list-style-type: none"> ▪ Doctoral degrees ▪ Master’s degrees ▪ Postgraduate certificates/diplomas 		
13.	Closing of the Ceremony		



澳門大學

UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

◆ **Notes for Ceremony:**

1. Registration and Arriving Time for Graduates: Please first register at the Graduate's registration counter in the lobby of the University Hall (N2) and arrive at the ceremony hall (N8 Sports Complex) **before 10:00 a.m.**
2. Companions:
 - Companions should present the admission tickets for entering the live stream viewing areas (N2 University Hall and G/F Multi-Function Hall at N1 UM Guest House) **by 10:30 a.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 E-form before the submission deadline can rent a gown provided by the University at the rental counter (N2 University Hall Lobby) on the day of the ceremony from 8:30 a.m. Upon reservation made in the E-form, graduates may rent a gown at the Graduate School office (N6-G001) on 22 November 2024 during office hours.
 - 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;Deposit 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 (N2 University Hall Lobby) **before 1:15 p.m.** on the day of the ceremony or return the gown to the Security and Facilities Services Section at N6 Administration Building (Room N6-3012) from 25 to 28 November 2024 during office hours (Mondays to Thursdays: 09:00-13:00, 14:00-17:45; Fridays: 09:00-13:00, 14:00-17:30) 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. Photo Taking Arrangement: The University will arrange photographers to take photos. Graduates will receive an email notification regarding the online photo album. The photos will be sorted in the sequence of academic units and the download period is one month. 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. Details will be announced on the Graduate School's webpage.
6. Transportation Arrangement: Graduates and companions can go to the campus by public transportation or drive by themselves. Outdoor visitor car park P1A (accept E-payment only) located next to N9, as well as other visitor car parks P3, P5 and P6, will be opened for use. The parking fees for light vehicle is MOP 6/hour while that for motorcycle is MOP 3/hour. Half parking fees could be waived by presenting the campus card (e.g. Student ID Card or Alumni Card) at the shroff office, except for contactless or electronic payment.



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7. Ceremony
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.