



澳門理工學院
INSTITUTO POLITÉCNICO DE MACAU
MACAO POLYTECHNIC INSTITUTE
Tel: 2857 8722 Fax:(853) 2830 8801
P.O. Box: 286 MACAU

通告
2008/2009 學年
畢業典禮活動安排
2008/2009 Graduation Ceremony and related events

招生暨註冊處第 024/DAMIA/2009

致各專科及學士學位補充課程畢業生：

To all graduates,

謹代表本院祝賀各畢業同學順利完成所修讀課程，並將獲頒授學位。
茲通知有關畢業典禮活動之安排，可參閱附件內容。煩請各畢業生適時作出
安排。

如有任何查詢，請於辦公時間內親臨本處或致電 85996101、85996103 或
85996149 查詢。

On behalf of the Macao Polytechnic Institute, we would like to extend our
congratulations to all graduates on the successful completion of your programmes and
the forthcoming award of Degree/Diploma.

Please refer to the enclosed letter for the 2008/2009 Graduation Ceremony and
related events. Meanwhile, we would appreciate all graduates to make the necessary
preparation for this ceremony.

For any queries, please feel free to come or contact us at 85996101, 85996103 or
85996149.

招生暨註冊處處長

Head of Registry



張國榮

Cheong Kuok Weng

13/8/2009



澳門理工學院
INSTITUTO POLITÉCNICO DE MACAU

澳門理工學院
二〇〇八/二〇〇九學年
高等專科學位/學士學位畢業生

來函編號
Sua referência

來函日期
Sua comunicação de

發函編號
Nossa referência

澳門郵政信箱 286 號
C. Postal 286 - Macau

2643/PRE/SAA/DAMIA/2009 11/08/2009

事由：
Assunto

澳門理工學院二〇〇八/二〇〇九學年畢業典禮活動

親愛的同學：

本人謹代表澳門理工學院祝賀各位同學順利完成所修讀的課程，並將獲頒授學位，希望大家日後在事業上同樣取得驕人成就，以回饋社會。

二〇〇八/二〇〇九學年畢業典禮謹定於**2009年9月26日(星期六)**，由澳門特別行政區行政長官何厚錚先生主持，於澳門理工學院體育館舉行。我謹誠意邀請您和您的親友參加，共同慶祝。有關畢業典禮活動安排如下：

1、借還畢業袍/帽

參加拍攝畢業合照或在畢業典禮上台接受學位的畢業生，必須穿著學院指定式樣的畢業袍/帽。畢業生可以向學院借用或自行按照式樣訂造。拍攝畢業合照及畢業典禮現場將不設畢業袍/帽借用服務，請同學按下列日期及時間往指定地點借用畢業袍/帽（費用全免）及領取親友入場券（每人限 2 張）：

課程	日期	時間	地點
所有學士課程畢業生	26/08/2009		澳門理工學院 懷遠樓 (展覽廳)
高等專科課程畢業生： 藝術高等學校 高等衛生學校 管理科學高等學校	27/08/2009	13:00 至	
高等專科課程畢業生： 公共行政高等學校 語言暨翻譯高等學校 體育暨運動高等學校	28/08/2009	19:30	

地址：澳門高美士街
Endereço：Rua de Luís Gonzaga Gomes, Macau

電話：(853) 578722
Tel.：(853) 578722

傳真：(853) 308801
Fax.：(853) 308801



交還畢業袍/帽:

日期: 2009年9月26日(星期六) 即畢業禮完結後

時間: 17:30 至 19:00

地點: 澳門理工學院綜合樓側 - 體育館入口大堂

或

日期: 2009年9月28日(星期一)至2009年9月29日(星期二)

時間: 13:00 至 19:00

地點: 澳門理工學院綜合樓側 - 體育館入口大堂

備註:

- i) 各畢業生請親身到上址借用畢業袍/帽，或以書面授權委託他人代為借用畢業袍/帽（基於公平原則，每一受委託人只可代借一套畢業袍/帽），委託書必須由畢業生簽署，並連同畢業生本人身份證明文件影印本及受委託人身份證明文件影印本一齊遞交，以核實畢業生的簽名及身份。
- ii) 交還畢業袍/帽時將由招生暨註冊處人員檢查畢業袍/帽是否完好無損，損壞的畢業袍/帽應由畢業生自行安排修復並於上述交還日期內交回，否則按畢業生逾期歸還畢業袍/帽之方式處理並須繳交費用。
- iii) 逾期未還的畢業袍/帽，將須繳付逾期歸還畢業袍/帽之費用，每件學士袍或專科袍為MOP\$450.00，帽為MOP\$100.00。逾期未清繳有關款項的同學，學院除記錄在案外，亦將循法律途徑追討
- iv) 畢業袍/帽不設認購服務，畢業生如欲購買，可自行按照式樣訂造。以下為本院訂造畢業袍/帽之店舖，以茲參考：
學士畢業袍/帽：業興洋服（地址：香港中環士丹利街34號6樓 / 電話：852-25229823）
專科畢業袍：鴻發洋服行（地址：澳門飛能便度圍3號A1地下 / 電話：853-28216613）

2、畢業合照

拍攝日期: 2009年9月13日(星期日) 上午

拍攝地點: 理工學院體育館內

拍攝時間: 按以下安排(逾時不候)(如已發出8號颱風或暴雨警告信號，本院將透過電話短訊形式通知改動安排。)

體育暨運動高等學校	學士學位畢業生	09:00開始排位	09:05準時拍攝
	高等專科學位畢業生	09:05開始排位	09:10準時拍攝
管理科學高等學校	學士學位畢業生	09:10開始排位	09:25準時拍攝
	高等專科學位畢業生	09:25開始排位	09:40準時拍攝
藝術高等學校	學士學位畢業生	09:40開始排位	09:55準時拍攝
	高等專科學位畢業生	09:55開始排位	10:10準時拍攝
公共行政高等學校	學士學位畢業生	10:10開始排位	10:25準時拍攝
	高等專科學位畢業生	10:25開始排位	10:40準時拍攝
高等衛生學校	學士學位畢業生	10:40開始排位	10:50準時拍攝
	高等專科學位畢業生	10:50開始排位	11:00準時拍攝
語言暨翻譯高等學校	學士學位畢業生	11:00開始排位	11:10準時拍攝
	高等專科學位畢業生	11:10開始排位	11:20準時拍攝

備註: 畢業生分組拍攝後以電腦技術處理成大合照。



3、為方便同學、親友與師生拍攝畢業照留念，學院將於2009年8月21日至9月6日，以及2009年9月13日至27日期間，於總部設置畢業典禮背板，供畢業同學們自行拍照之用。

4、畢業典禮

日期：2009年9月26日(星期六)

地點：澳門理工學院體育館

畢業生入座時間：14:00 開始入場及就座 (15:00後將不予安排入場)

畢業生綵排時間：15:00 準時開始

親友入座時間：14:30 開始入場 (憑券入場，15:00後將不予安排入場)

備註：

- i) 畢業生請於2009年9月23日開始瀏覽理工網頁查閱座位編號，以確認座位安排。
- ii) 畢業典禮上各畢業生座位椅背上將貼有畢業生的姓名咭，畢業生必須手持該姓名咭以備交予工作人員，如有遺失，必須即時向工作人員報告，以茲補發，否則，將不獲安排上台領取證書，請畢業同學注意。
- iii) 為了典禮的最佳效果，讓畢業生留下人生美好回憶，請畢業生準時參加綵排，提前熟習典禮儀式。
- iv) 每位畢業生將獲發親友入場券兩張，如欲申領更多入場券者，請由2009年8月31日起到招生暨註冊處登記申請（每人限取2張），入場券將以先到先得形式發放，派完即止。
- v) 6歲以下的親友恕不招待。工作人員可能要求入場者出示能顯示年齡的身份證明文件以茲核實，敬請配合。
- vi) 由於典禮場地所限，將不設停車位予畢業生及親友。
- vii) 畢業典禮舉行當天下午所有學位課程的課堂將予取消（晚上上課安排不變），以便師生們參加典禮，補課安排請留意學院網頁2009/2010學年校曆表 http://www.ipm.edu.mo/cweb/student/info_calendar.html。
- viii) 為使畢業禮更順利進行，請各畢業生注意畢業典禮各項儀式的安排。

畢業生服飾要求

畢業生拍攝畢業合照及出席畢業典禮必須(根據第106/2003號社會文化司司長批示)穿著學院指定式樣的畢業袍/帽，並且須配著長袖白色襯衫、黑色西褲或裙(女士)及黑色皮鞋（由於拍攝畢業合照及上台接受學位將需上落階梯，為著畢業生的安全及典禮的順暢，建議鞋跟不宜過高）。服飾不合符要求者將不予安排拍攝畢業合照及不予安排在畢業典禮上台接受學位。為著保持儀式/合照的最佳效果，請畢業生確保畢業袍整齊得體，倘有需要請自行安排熨洗。



畢業典禮期間注意事項

- a. 典禮進行中必須關上手提電話、傳呼機或其他響鬧裝置;
- b. 典禮場館內禁止吸煙或飲食;
- c. 典禮進行中不得自行進出典禮場地;
- d. 主禮嘉賓進場、退場及奏國歌時，全體出席典禮學生、親友及嘉賓必須脫帽肅立，直至司儀宣佈就座;
- e. 學位頒授期間，司儀將朗讀畢業生名單，畢業生須按工作人員安排逐批順序上台排列。台上將設專人指揮畢業生一齊向台上主禮嘉賓鞠躬，再轉身向台下全體觀禮親友及嘉賓鞠躬;
- f. 畢業典禮期間，學院將有指定攝影師負責攝影工作。為免影響典禮的順利進行，儀式進行期間請遵照工作人員指示，切勿自行離座拍攝;
- g. 典禮完畢後，工作人員將安排各學校畢業生在台上拍照留念。亦歡迎畢業生聯同親友前往設置於學院總部的畢業典禮背板前拍照留念(2009年8月21日至2009年9月6日，以及2009年9月13日至27日期間)。

5、曬相地點(畢業大合照及畢業典禮照片)

美心攝影器材

地址：澳門水坑尾街301至303號地下

電話：28376850, 28335628

曬相日期：2009年10月15日至2009年12月31日

6、畢業聚餐(以午餐形式進行)

日期：2009年9月13日(星期六)

時間：13:00準時開始(12:00開始配位)

地點：萬豪軒(澳門新口岸長崎街新華大廈2樓)

由於學院資助畢業聚餐的部份費用，因此只限畢業生本人出席。畢業聚餐費每位MOP\$80.00。欲參加畢業聚餐的同學請於借用畢業袍/帽期間，以現金往高美士街澳門理工學院總部行政樓一樓會計及出納部繳費。為方便同學繳費，會計及出納部於2009年8月26日至8月28日的辦公時間為09:00-19:30，而有關聚餐費用可以委託他人憑學生證號碼代為繳付，無需委託書。請切記保留繳費收據作為畢業聚餐入場之用。

出席畢業聚餐同學需憑收據入場，工作人員將收回收據並在出席畢業生手上加蓋螢光印，之後進出畢業聚餐場地請主動配合工作人員檢查螢光印，以核實身份。對於未能提交收據或出示該螢光印者，恕不招待。

畢業聚餐的座位將以先到先得配位形式分配，不按學校/課程分區，畢業同學如欲與其他畢業同學共處一席就餐，可帶備用餐收據到萬豪軒登記入座(配位登記可託人代辦，自由組合)。每位畢業生分配一個座位，對號入座，不得佔用他人座位。對於未有畢業生就座的座位，工作人員可安排其他畢業生入座，敬請合作。



7、領取畢業證書

日期：由2009年9月14日至2009年10月15日

時間：星期一至星期五 09:00-13:00 及 14:30-19:00，週末及公眾假期除外

地點：招生暨註冊處（高美士街澳門理工學院總部A101室）

畢業生領取畢業證書須出示身份證明文件/學生證以作核實。畢業生可以書面授權委託他人代為領取，委託書必須由畢業生簽署並連同畢業生本人身份證明文件影印本及受委託人身份證明文件影印本，以核實畢業生的簽名及身份。

如對上述活動有任何查詢，請致電招生暨註冊處(85996103、85996111或85996149)。畢業典禮活動意義重大，盼積極參與，以留人生美好回憶！

祝前程錦繡！

澳門理工學院署理院長

殷磊



澳門理工學院
INSTITUTO POLITÉCNICO DE MACAU

**All Macao Polytechnic Institute
Graduates of Bachelor
and Higher Diploma Programmes
of Academic Year 2008/2009**

來函編號
Sua referência

來函日期
Sua comunicação de

發函編號
Nossa referência

澳門郵政信箱 286 號
C. Postal 286 – Macau

2643/PRE/SAA/DAMIA/2009 11/08/2009

事由：
Assunto

2008/2009 Graduation Ceremony and related events

Dear Graduate,

On behalf of the Macao Polytechnic Institute, I would like to extend my congratulations to you on the successful completion of your programme of study and the forthcoming award of a Degree/Diploma. I wish you well in your quest for prosperity and achievements in your career and in making a contribution to society.

The 2008/2009 Graduation Ceremony will be held on **26th September 2009 (Saturday)** at the MPI Multisport Pavilion, and will be officiated by Mr. Edmund Ho, Chief Executive of MacaoS.A.R.. Your family and friends are cordially invited to celebrate this event with you. Please note the following arrangements for the graduation ceremony and related events.

1. Graduation Gowns/Hats

Graduates must wear their graduation gowns/hats for the degree/certificate conferral on the stage at the Graduation Ceremony as well as at the photo session. The gowns/hats are available for loan. Graduates may also have them tailor-make, but strictly according to the style specified by MPI. These gowns/hats can only be borrowed on the below mentioned dates. All other days, besides the stipulated ones will not be considered. Please note that the admission tickets (2 p/person) will also be issued on the same dates.



Schedules for Borrowing Graduation Gowns/Hats and Admission Ticket Collection:

Courses	Date	Time	Venue
Bachelor Degree Programme	26/08/2009		
<u>Higher Diploma Programme:</u> School of Arts School of Health Sciences School of Business	27/08/2009	13h00	Exhibition Gallery MPI Headquarters
<u>Higher Diploma Programme:</u> School of Public Administration School of Languages and Translation School of Physical Education and Sports	28/08/2009	to 19h30	

Returning Graduation Gowns/Hats:

Date: 26th September 2009 (Saturday) (After Graduation Ceremony)

Time: 17h30 to 19h00

Venue: Entrance of MPI Multisport Pavilion opposite the MPI Complex

or

Date: 28th September 2009 (Monday) to 29th September 2009 (Tuesday)

Time: 13h00 to 19h00

Venue: Entrance of MPI Multisport Pavilion opposite the MPI Complex

Notes:

- i. A graduate may collect the gown/hat in person or may delegate it to someone else. In doing so, an authorization letter is needed as well as a photocopy of the graduate's ID and original ID of the delegated person. Please note that each delegated person can only collect one set per time.
- ii. Registry's staff 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 it in good shape by the above-mentioned deadline; otherwise gown/hat will be considered as overdue and graduates will be charged for a fee..
- iii. For overdue gown/hat, graduates will be charged for a fee, MOP\$450.00 for gown and MOP\$100.00 for hat. MPI will resort to legal procedures for any overdue payment.
- iv. Gown/Hat is not for sale. Graduates may tailor-make their own gown/hat, but strictly according to the style specified by MPI. Below is the shop for reference:
Bachelor Gown/Hat: Ah Yau Tailor (Address: 34 Stanley Street, Central, Hong Kong / Tel: 852-25229823
Higher Diploma Gown: Alfaiataria Hong Fat (Address: Pátio de Fernão Mendes Pinto, No.3, R/C, A1, Macau / Tel: 853-28216613)



2. Graduates' Group Photo Session

Date: 13th September 2009 (Sunday) in the morning

Location: MPI Multisport Pavilion

Time: The schedule below is to be followed. Please be punctual (whenever the typhoon signal n^o.: 8 is hoisted or heavy rain signal is on, arrangements will be announced via SMS)

		Assemble of Graduates	Photo Session
School of Physical Education & Sports (ESEFD)	Bachelor (Licenciatura)	09h00	09h05
	Higher Diploma (Bacharelato)	09h05	09h10
School of Business (ESCE)	Bachelor (Licenciatura)	09h10	09h25
	Higher Diploma (Bacharelato)	09h25	09h40
School of Arts (ESA)	Bachelor (Licenciatura)	09h40	09h55
	Higher Diploma (Bacharelato)	09h55	10h10
School of Public Administration (ESAP)	Bachelor (Licenciatura)	10h10	10h25
	Higher Diploma (Bacharelato)	10h25	10h40
School of Health Sciences (ESS)	Bachelor (Licenciatura)	10h40	10h50
	Higher Diploma (Bacharelato)	10h50	11h00
School of Languages and Translation (ESLT)	Bachelor (Licenciatura)	11h00	11h10
	Higher Diploma (Bacharelato)	11h10	11h20

Notes: The group photograph will be digitally assembled.

3. In order for the graduates to have their photos taken with their family/friends, a backdrop of the graduation will be set up at MPI Headquarters from 21st August 2009 to 6th September 2009 and from 13th September 2009 to 27th September 2009.

4. Graduation Ceremony

Date: 26th September 2009 (Saturday)

Venue: MPI Multisport Pavilion

Graduate admission will start at 14h00. (Arrivals after 15h00 will NOT be entertained)

Rehearsal will start at 15h00

Family/friends admission will start at 14h30 and by 15h00 all should be seated. (Please note that admission are by ticket only and arrivals after 15h00 will NOT be entertained)

Notes:

- i. Graduates should visit MPI website for their seat number, from 23rd September 2009 onwards.
- ii. **The card (attached to the back of the seat) with the graduates' name should be handed over to MPI staff; these staff should be immediately alerted of any missing or misplaced card, for all those without the name card will NOT be admitted on stage for the Degree/Certificate Conferral.**
- 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 two tickets for family/friends; all those who wish to have extra tickets (maximum of 2), must apply at Registry (DAMIA) from 31st August 2009 onwards. Tickets will be distributed on a first-come-first-serve basis.
- v. Children under the age of 6 will not be admitted. MPI staff may request identification documents for verification purposes. Cooperation will be highly appreciated.
- vi. No parking space will be allocated to graduates or family/friends.
- vii. All Degree programmes afternoon classes will be cancelled on the day of the graduation ceremony (Evening classes will remain as usual). For make-up class arrangements, please refer to 2009/2010 Academic Calendar (http://www.ipm.edu.mo/cweb/student/info_calendar.html).

Attire Requirements:

According to the Despacho do SASC No. 106/2003, graduates attending the Graduation Ceremony or the Graduate Group Photo Session must wear a white, long sleeve shirt/blouse, black trousers/skirt, and black leather shoes, with the designated graduation gowns/hats. **Those who do not abide by this clause will not be admitted to the Degree/Certificate conferral on stage and/or to the Graduate Group Photo Session.**

In order for the ceremony and the photo session to have the dignity it deserve, graduates must be presentable (i.e. all gowns/hats must be neat and tidy).

Note: it is strongly recommended for the ladies not to wear “extreme” high heels due to the flight of stairs they must go through while entering/exiting the stage.

During the ceremony:

- a. all mobile phones, pagers and other beeping devices must be either switched off or on silent mode;
 - b. eating, drinking and smoking is strictly prohibited;
 - c. admission to and exit from the venue will not be allowed during the ceremony.
 - d. all present must stand (take off hat/cap) and observe silence while the Officiating Assembly enter/exit the venue and during the playing of the National Anthem; and only be seated after the Mistress of Ceremony’s announcement.
 - e. During the conferral of degrees/certificates, the Mistress of Ceremony will read aloud the list of graduates who should proceed to the stage, according to the ushers instructions; while on stage, the graduates should also follow the signals from the “stage” usher on when to bow together to the Officiating Assembly and other official guests.
 - f. The entire Graduation Ceremony will be recorded by official photographers. For a smooth proceeding of the event, graduates and guests should follow the instructions of the ushers and not leave their seats for photograph-taking.
 - g. Following the Ceremony, graduates will have a photo session on stage. A graduation backdrop will be set up at MPI Headquarters, from 21st August 2009 to 6th September 2009 and from 13th September 2009 to 27th September 2009, in order for the graduates to have their photos taken with family/friends.
5. For copies of photos taken by the official photographers, please contact “**Maxim’s Photo Supplies**”
Address: Rua do Campo, N^o 301-303, Macau
Telephone: 28376850 / 28335628
Date: 15th October 2009 to 31st December 2009



6. Graduation Banquet (During Lunch)

Date: 13th September 2009 (Sunday)

Time: 13h00 sharp (seat allocation will start at 12h00)

Venue: Plaza Restaurant, Rua de Nagasaki, Edif. Xin Hua, 2 andar, Macau

The Graduation Banquet is partially subsidized by MPI and is strictly for graduates; and the cost is MOP\$80.00. Payment should be made during the gowns/hats collection period, i.e. from 26th August 2009 to 28th August 2009, from 09h00 to 19h00, at MPI's Finance Department (1st Fl., MPI Headquarters, Rua de Luís Gonzaga Gomes). **Please retain the payment receipt for admission to the Graduation Banquet.** Payment can be made through credit card. Graduates may authorize others to make the payment for them.

At the entrance of the banquet venue, the receipt will be collected and a fluorescent stamp will be chopped on the hand of each graduate. Subsequent entries will be subjected to verification of the fluorescent stamp. All those who are unable to submit the receipt or the fluorescent stamp will not be allowed in.

Seats at the Graduation Banquet will be assigned on a first-come-first-serve basis, and not according to programmes/schools; seat allocation can be delegated, i.e. a group of graduates can delegate to one person the task of allocating seats for them all. Do not occupy the seats destined for someone else. Empty seats will be assigned to other graduates according to coming sequence. Cooperation will be highly appreciated.

7. Graduation Diploma/Certificate

Date: 14th September 2009 to 15th October 2009

Time: Mondays to Fridays 09h00 to 13h00 and 14h30 to 19h00, closed on Saturdays/Sundays/public holidays

Venue: Registry, Room A101, MPI Headquarters

A personal identification document (I.D. card and/or student card) must be presented. The graduate may delegate for someone else to collect the diploma/certificate. In doing so, an authorization letter is needed as well as a photocopy of the graduate's ID and the original ID of the delegated person.

For queries, please feel free to contact Registry (85996103, 85996111, 85996149). The Graduation Ceremony, the photo session and the graduation banquet will be memorable moments to be cherished forever. You are strongly encouraged to participate.

Best wishes for a prosperous future to all of you.

For and on behalf of the Macao Polytechnic Institute,
Yin Lei, Acting President.