



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

通告
2015-2016 學年
畢業典禮活動安排
2015-2016 Graduation Ceremony and related events

招生暨註冊處第 019/DAMIA/2016 號
Registry No. 019/DAMIA/2016

致各學位課程畢業生：

To all graduates of degree programmes,

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 2015-2016 學年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 programme and the forthcoming award of Degree/Diploma.

Please refer to the enclosed letter for the 2015-2016 Graduation Ceremony and related events. Meanwhile, we would appreciate all graduates to make the necessary preparation for this ceremony.

For further enquiries, please feel free contact us at 85996101, 85996103 or 85996149.

招生暨註冊處處長

Head of Registry



張國榮

Cheong Kuok Weng

10-06-2016



澳門理工學院
INSTITUTO POLITÉCNICO DE MACAU

**Macao Polytechnic Institute
Graduates of Degree Programmes
of Academic Year 2015-2016**

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

1986/PRE/2016

08/06/2016

事由：
Assunto

2015-2016 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 your Degree. I wish you well in your quest for prosperity and achievements in your career and in making a contribution to society.

The 2015-2016 Graduation Ceremony will be held on 28th June 2016 (Tuesday) at the MPI Multisport Pavilion and will be presided over by Mr Chui Sai On, Chief Executive of the Macao Special Administrative Region. 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 / Hoods / Mortarboards

Graduates must wear their graduation gowns, hoods and mortarboards as appropriate for the degree conferral on the stage at the Graduation Ceremony. Graduates may also have them tailor-made, but strictly according to the style specified by MPI. No rental service will be available at the graduation venue.

Return of Graduation Gowns, Hoods and Mortarboards:

Date: 28th June 2016 (Tuesday) (After Graduation Ceremony)

Time: 17:30 to 19:00

Venue: Lam Kan Exhibition Gallery, MPI Headquarters

or

Date: 29th June 2016 (Wednesday) and 30th June 2016 (Thursday)

Time: 13:00 to 19:00

Venue: Lam Kan Exhibition Gallery, MPI Headquarters

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

電話 : (853) 2857 8722
Tel. : (853) 2857 8722

傳真 : (853) 2830 8801
Fax. : (853) 2830 8801



Notes:

- i. Registry staff will check if the returned gown, hood and mortarboard are in good condition. Graduates must arrange for the making good of any damage and return items in good condition by the above-mentioned deadline, otherwise the gown, hood or mortarboard will be considered to be overdue and an appropriate fee will be levied.
- ii. For an overdue gown, hood or mortarboard, graduates will be charged as follows: MOP\$450.00 for gown and hood; MOP\$100.00 for mortarboard. Please note that MPI will resort to legal procedures in the event of any overdue payment as necessary.
- iii. Gowns, hoods and mortarboards are not for sale. Graduates may tailor-make their own but strictly according to the style specified by MPI. Below are the shops for reference:
 - Bachelor gown, hood and mortarboard: 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. Graduation Ceremony

Date: 28th June 2016 (Tuesday)

Venue: MPI Multisport Pavilion

Graduates may enter the venue at 14:00. **(Arrivals after 15:00 will NOT be entertained)**

Rehearsal will start at 15:00 sharp.

Family and friends may enter the venue at 14:00 **(Please note that admission is by ticket only and arrivals after 15:15 will NOT be entertained).**

Notes:

- i. Graduates should visit the MPI website to identify their seat number from 23rd June 2016 (afternoon) onwards.
- ii. The card (attached to the back of the seat) with the graduates' name should be handed over to MPI staff; staff members should be immediately alerted concerning any missing or misplaced card, as those without a name card will NOT be admitted on stage for Degree Conferral.
- iii. To ensure the smooth running of the Graduation Ceremony, graduates are urged to be *punctual* and to participate in the rehearsal to familiarise themselves with the proceedings.
- iv. Children under the age of six will not be admitted. MPI staff may request identification documents for verification purposes. Your cooperation will be highly appreciated.
- v. No parking space will be allocated to graduates or their family and friends due to capacity restrictions.
- vi. Anyone who has fallen ill is advised to seek medical attention immediately and should take rest at home. We apologise that we will be unable to admit those with symptoms of illnesses.
- vii. To ensure the smooth running of the Graduation Ceremony, graduates are urged to take note of all the arrangements for the ceremony. Graduates should remain seated until the end of the Ceremony.



澳門理工學院
INSTITUTO POLITÉCNICO DE MACAU

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Pág. n.º 1986/PRE/2016
公函編號 _____
OF. n.º 08 06 2016
日期: / /
DATA

Dress Requirements of Graduates:

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 gown, hood and mortarboard. Those who do not abide by this clause will not be admitted to the Degree Conferral on stage. In order for the ceremony and the photo session to maintain the dignity it deserves, graduates must be presentable (i.e. all gowns, hoods and mortarboards must be neat and tidy).

Note: It is strongly recommended that ladies do not wear “extreme” high heels due to the flight of stairs they must ascend and descend whilst entering and exiting the stage.

Please take note of the following details regarding the Graduation Ceremony:

- a. All mobile phones and other beeping devices must be either switched off or in silent mode.
 - b. Eating, drinking and smoking are strictly prohibited.
 - c. Admission to and exit from the venue will not be allowed during the ceremony.
 - d. All present must stand (take off mortarboard/hat/cap) and observe silence while those officiating enter and exit the venue and during the playing of the National Anthem; they must only be seated after having been invited to do so by the Master / Mistress of Ceremonies.
 - e. During the conferral of degrees and certificates, graduates should proceed to the stage according to the ushers' instructions.
 - 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 to take photographs.
 - g. Following the Ceremony, graduates will have a group photo session on stage. A graduation backdrop will be set up at MPI Headquarters, from now onwards to 30th June 2016, in order for graduates to have their photos taken with family and friends.
3. For copies of photos taken by the official photographers, please contact “Foto Princesa”
Address: No. 59, Avenida Infante D. Henrique, Macau
Telephone: 28575959, 28555959
Date: 15th July 2016 to 31st December 2016
 4. Graduation Banquet
Date: 28th June 2016 (Tuesday)
Time: 19:30 sharp (seat allocation will start at 18:30)
Venue: Grand Hall, 4th floor, Macao Tower Convention and Entertainment Centre

The Graduation Banquet is co-organised by MPI Student Union and the Institute. The banquet is strictly for graduates only and the cost is MOP\$120.00 per head. At the entrance of the banquet venue, graduates are required to present their student card and ticket at the entrance of the banquet venue, and a fluorescent stamp will be chopped on the hand of each graduate. Subsequent entries will be subject to verification of the fluorescent stamp. Those unable to present their student card or the fluorescent stamp will not be allowed in the dinner venue.



Seats at the Graduation Banquet will be assigned on a first-come-first-served basis and allocated according to the respective Schools. Graduates who would like to sit at the same table in the banquet are welcome to arrive earlier together. Do not occupy seats allocated to others. Vacant seats will be assigned to other graduates according to arrival time. Your cooperation will be highly appreciated.

5. Collection of Graduation Diplomas

Date: 15th July 2016 to 31st August 2016

Time: Mondays to Thursdays 09:00 to 17:45

Fridays 09:00 to 17:30 (closed on Saturdays, Sundays and public holidays)

Venue: Registry, Room A101, MPI Headquarters

A personal identification document (original copy of I.D. card or student card) must be presented. The graduate may delegate someone else to collect the diploma. If doing so, an authorisation letter will be needed, as well as the ID photocopies of the graduate and the delegate.

6. Alumni Network

The Institute is committed to build and maintain the connections with graduates and alumni through the launch of our Facebook page (“MPI Alumni Network”) and website (alumni.ipm.edu.mo), to provide you with the latest updates of your fellow alumni and the Institute. Please “Like” our Facebook page and visit the alumni website to stay connected with us.



Facebook



Website

For any queries, please feel free to contact the Registry (85996103/85996111/85996149).

This series of graduation events will be memorable moments to be cherished forever. You are strongly encouraged to participate.

Best wishes for a prosperous future to all of you.



Professor Lei Heong Iok
President
Macao Polytechnic Institute





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通告 2015/2016 學年畢業合照之安排

招生暨註冊處第 017/DAMIA/2016 號

致各專科及學士學位課程準畢業生：

茲通知本院之 2015/2016 學年畢業合照將於下列日期及時間進行，現誠邀各準畢業生踴躍參加。

畢業合照

拍攝日期：**2016 年 6 月 11 日(星期六)** 下午

拍攝地點：澳門理工學院禮堂

拍攝時間：按以下安排（逾時不候）（如 8 號或以上的熱帶氣旋信號於中午 12:30 後繼續懸掛，畢業合照將延至 2016 年 6 月 18 日下午同一時段進行。否則，畢業合照如常進行。）

		排位時間	拍攝時間
藝術高等學校	學士學位畢業生	14:30 開始排位	14:40 準時拍攝
體育暨運動 高等學校	學士學位畢業生	14:55 開始排位	15:00 準時拍攝
公共行政 高等學校	學士學位畢業生	15:15 開始排位	15:25 準時拍攝
	高等專科學位畢業生	15:30 開始排位	15:35 準時拍攝
高等衛生學校	學士學位畢業生	15:45 開始排位	15:55 準時拍攝
管理科學 高等學校	學士學位畢業生	16:10 開始排位	16:25 準時拍攝
語言暨翻譯 高等學校	學士學位畢業生	16:40 開始排位	16:50 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。

為方便同學、親友與師生拍攝畢業照留念，學院將於 **2016 年 6 月 6 日至 6 月 30 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。

招生暨註冊處處長



張國榮
 27-05-2016



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通告

2015/2016 學年畢業袍借用之安排 Borrowing of Graduation Gowns for Potential Graduates in the Academic Year 2015/2016

招生暨註冊處第 016/DAMIA/2016 號
Registry No. 016/DAMIA/2016

致各學位課程準畢業生：

Dear Potential Graduates of Degree Programmes,

茲通知本院之 2015/2016 學年借用畢業袍及領取畢業典禮入場券將於 2016 年 5 月 30 日 (星期一) 下午 1 時至晚上 7 時進行，詳情請參閱附件，現誠邀各準畢業生按時前往指定地點辦理手續。

此外，學生會及校友會將於當天設有服務櫃台為畢業生辦理以下手續：

- ◇ 學生會服務專櫃：畢業生可帶備學生證於 2016 年 5 月 30 日到展覽廳購買畢業聚餐餐券，學生會查詢電話：63003931 (吳同學) / 66508442 (胡同學)。
- ◇ 校友會服務專櫃：畢業生可於 2016 年 5 月 30 日及 6 月 11 日到展覽廳登記成為校友會會員及申請校友卡，詳細資料請參閱校友會海報。

Please be informed that the borrowing of 'Graduation Gowns, Hoods and Mortarboards' and 'Admission Ticket Collection' is scheduled to take place on 30 May 2016 (Monday) from 1:00p.m. to 7:00p.m. Please refer to the enclosed for further details. We look forward to your participation.

In addition, service counters are set up for graduates as follows:

- ◇ Student Union Service Counter: Along with the Student ID Card, graduates may purchase vouchers for the 'Graduation Banquet' on 30 May 2016 by the Exhibition Gallery. For enquiries, please contact the Student Union at 63003931 (Mr. Ng) / 66508442 (Ms. Wu).
- ◇ Alumni Association Service Counter: Graduates may apply your membership and alumni card on 30 May 2016 and 11 June 2016 by the Exhibition Gallery. Please refer to the Alumni Association poster for details.

招生暨註冊處處長

Head of Registry



張國榮

Cheong Kuok Weng, LESLIE

06-05-2016



Graduation Gowns / Hoods / Mortarboards for

Academic Year 2015-2016

Graduates must wear their graduation gowns, hoods and mortarboards as appropriate for the degree conferral on the stage at the Graduation Ceremony as well as at the photo session. Gowns, hoods and mortarboards are available for loan. Graduates may also have them tailor-made, but strictly according to the style specified by MPI. Gowns, hoods and mortarboards can only be borrowed on the dates mentioned below. All other days apart from those stipulated will not be considered. Please note that the admission tickets (four per person) will also be issued on the same dates.

Schedules for Borrowing Graduation Gowns, Hoods and Mortarboards and Admission Ticket Collection:

Courses	Date	Time	Venue
Bachelor Degree Programmes (including 4-year Bachelor Degree Programmes, 1-year/1.5-year Supplementary Bachelor Degree Programmes)	30/05/2016	13:00 to 19:00	Exhibition Gallery MPI Headquarters
Higher Diploma Programmes			

Return of Graduation Gowns, Hoods and Mortarboards:

Date: **28th June 2016** (Tuesday) (After Graduation Ceremony)

Time: 17:30 to 19:00

Venue: Exhibition Gallery, MPI Headquarters

or

Date: **29th June 2016** (Wednesday) & **30th June 2016** (Thursday)

Time: 13:00 to 19:00

Venue: Exhibition Gallery, MPI Headquarters

Notes:

1. Graduates may collect their gown, hood and mortarboard in person or may delegate this to someone else. In doing so, an authorization letter is needed as well as the ID photocopies of the graduate and the delegated person. Please note that each delegated person can only collect one set per time.
2. Registry staff will check if the returned gown, hood and mortarboard is in good condition. The graduate must arrange for the mending of any damage and return it in good condition by the above-mentioned deadline, otherwise the gown, hood or mortarboard will be considered to be overdue and an appropriate fee will be levied.
3. For an overdue gown, hood or mortarboard, graduates will be charged as follows: **MOP450.00** for gown and hood; **MOP100.00** for mortarboard. Please note that MPI will resort to legal procedures in the event of any overdue payment as necessary.
4. Gowns, hoods and mortarboards are not for sale. Graduates may tailor-make their own but strictly according to the style specified by MPI. Below is the shop for reference:

Bachelor Gown, hood and mortarboard: Ah Yau Tailor (Address: 34 Stanley Street, 6th floor, Central, Hong Kong / Tel: 852-25229823

Higher Diploma Gown: Alfaiataria Hong Fat (Address: Pátio de Fernão Mendes Pinto, No.3, R/C, Macau / Tel: 853-28216613)

