



澳門理工學院  
INSTITUTO POLITÉCNICO DE MACAU

**Macao Polytechnic Institute  
Graduands of Degree Programmes  
of Academic Year 2016-2017**

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

**1687/PRE/2017**

**17/05/2017**

事由：  
Assunto

**Graduation Ceremony 2016-2017 and Related Events**


Dear Graduands,

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 2016-2017 Graduation Ceremony will be held on 19 June 2017 (Monday) 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. The detailed arrangements of the ceremony and related events are as enclosed. For further enquiries, please contact the Registry at 8599 6111 / 8599 6103 / 8599 6149.

We look forward to your support and participation in the series of graduation events, where memorable moments reside.

Best wishes for a prosperous future to all of you.

  
Professor Lei Heong Lok  
President  
Macao Polytechnic Institute



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## MACAO POLYTECHNIC INSTITUTE GRADUATION CEREMONY 2016-2017 AND RELATED EVENTS

### IMPORTANT DATES

24/05/2017-25/05/2017	Loan of academic dress
03/06/2017	Group photo session
19/06/2017	Graduation ceremony & banquet
19/06/2017-21/06/2017	Return of academic dress
17/07/2017-31/12/2017	Group photo / ceremony photo print service
17/07/2017-31/08/2017	Collection of graduation certificates

### GRADUATION CEREMONY

Date:	19/06/2017
Venue:	MPI Multisport Pavilion

#### Admission Schedule for Graduands: 14:00-14:55 (Rehearsal at 15:00)

- (1) Please check your seat number on the MPI website starting from 15 June 2017 (afternoon).
- (2) Please be seated before 15:00. Late arrivals will NOT be admitted.
- (3) Please keep the card attached to the back of your seat and hand it to the ushers as advised. Please contact the ushers immediately if it is lost. Graduands without this card will NOT be admitted on stage for degree/certificate conferral.
- (4) For a smooth ceremony, please be punctual and participate in the rehearsal, familiarising yourselves with the proceedings.
- (5) A graduation backdrop will be set up at MPI's main campus from 1-19 June 2017 for graduands' taking photos with their family and friends.
- (6) Parking is not available due to capacity restrictions.

#### Admission Schedule for Guests: 14:00-15:15

- (1) Each ticket admits one person. Arrivals after 15:15 will NOT be admitted.
- (2) 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.
- (3) Parking is not available due to capacity restrictions.

#### Notes about the Ceremony proceedings:

- (1) All mobile phones and other beeping devices must be either switched off or in silent mode.
- (2) Eating, drinking and smoking are strictly prohibited.
- (3) Admission to and exit from the venue will not be allowed during the Ceremony.
- (4) All present must stand (take off mortarboard/hat/cap) and observe silence while the officiating guests 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.
- (5) During the conferral of degrees and certificates, graduands should proceed to the stage as instructed by the ushers.
- (6) The entire ceremony will be recorded by official photographers. For a smooth proceeding of the event, graduands and guests are not to leave their seats to take photographs.
- (7) A group photo session for graduates will be arranged on stage following the Ceremony.
- (8) Please remain seated until the end of the Ceremony.
- (9) Guests with symptoms of influenza are advised to seek medical consultation immediately and stay home. We apologize that their admission to the ceremony venue will be restrained.



## GRADUATION BANQUET

(Co-organised by MPI Student Union and the Institute)

Date: 19/06/2017  
 Venue: Grand Hall, 4/F, Macao Tower Convention and Entertainment Centre  
 Seat allocation: 18:30  
 Time: 19:30

### Reminders:

- (1) The banquet is strictly for graduates only and the cost is MOP200.00 per head.
- (2) Please present your student card and ticket for entrance.
- (3) Each participating graduate will receive a hand stamp upon first entry. Please show your stamp for re-entry.
- (4) Those unable to present their student card or the hand stamp will not be allowed in the dinner venue.
- (5) Seating will be arranged by Schools and assigned on a first-come-first served basis. Graduates who wish to sit at the same table are welcome to arrive earlier together. Unoccupied seats will be given to those coming at a later time. Your cooperation will be highly appreciated.

For the purchase of banquet tickets, please contact:

### MPI STUDENT UNION

Room M202B, 2/F, Meng Tak Building, MPI  
 8599 3118 (J) | aeipm@ipm.edu.mo  
 13:00-18:00, Mondays to Fridays

## GROUP PHOTO SESSION

Date: 03/06/2017  
 Venue: MPI Auditorium  
 Time: See table below (Late arrivals will not be admitted)

<i>School</i>	<i>Assembling</i>	<i>Photo-taking</i>
School of Languages and Translation (ESLT)	14:30	14:40
School of Arts (ESA)	14:55	15:05
School of Physical Education and Sports (ESEFD)	15:20	15:25
School of Public Administration (ESAP)	15:45	15:55
School of Health Sciences (ESS)	16:10	16:20
School of Business (ESCE)	16:35	16:50

Note: Should the typhoon signal n<sup>o</sup>.8 be hoisted after 12:30pm, the event will be postponed to 10 June 2017. Otherwise, the event will remain as scheduled.

### Reminders:

- (1) The Class of 2017 group photo will be digitally assembled.
- (2) A graduation backdrop will be set up at MPI's main campus from 1-19 June 2017 for graduands' taking photos with their family and friends.
- (3) Academic dress is not available for loan on days other than those specified.



### LOAN & RETURN OF ACADEMIC DRESS

Date: 24/05/2017-25/05/2017 (Loan)  
19/06/2017-21/06/2017 (Return)

Time: 11:00-19:00

Venue: Concierge, Grand Lapa Macau (956-1110 Avenida da Amizade, Macau)

#### Arrangements:

- (1) Please present your student card / identification document in person when borrowing academic dress. You may have someone borrow it for you. Please advise your representative to bring along your student card / identification document as well as his/hers to collect the dress. Please note that one representative can only collect one set per time and the sizes will be provided on a first-come-first served basis.
- (2) The full academic dress consists of a gown, a hood and a mortarboard, along with four admission tickets. Please check if you have all four items once received. Please also bring your own bag for collection.
- (3) Please return the borrowed dress on time. A fee of MOP 450 will be charged for each overdue gown/hood and MOP 100 for each overdue mortarboard. In the event of any overdue payment, legal procedures will be initiated where necessary.
- (4) Please ensure the borrowed items are in good condition when returned. Graduates will be responsible for the mending once damage is identified. Please note that the abovementioned charges will apply for any consequent late returns.
- (5) The academic dress being lent is not for sale. Graduands may have their academic dress tailor-made but should strictly follow the specifications approved by the Institute. The supplier undertaking the production recently is as below for reference:  
**AH YAU TAILOR**  
34 Stanley Street, 6th floor, Central, Hong Kong  
852-25229823 (J)
- (6) Academic dress is not available for loan on days other than those specified.
- (7) For details of the academic dress (e.g. size references etc.), please visit [ipm.mo/graduation](http://ipm.mo/graduation).

### REQUIRED ATTIRE FOR GRADUATION CEREMONY & GROUP PHOTO SESSION

Graduands should be attired as indicated in the table below to attend the graduation ceremony and the group photo session. Those who fail to do so will not be admitted to the stage during degree/certificate conferral.

<i>Male</i>	<i>Female</i>
(1) A white, long-sleeved shirt, a neck tie, and a pair of long black trousers;	(1) A black skirt or a pair of black trousers with a white shirt or blouse with buttons;
(2) Plain black leather shoes; and	(2) Plain black leather shoes with heel of moderate height; and
(3) Academic dress designated by the Institute	(3) Academic dress designated by the Institute

Note: Please mind your outfit and the condition of your academic dress for the solemnity of the events.



### PHOTO PRINTING SERVICE

Date: 17/07/2017-31/12/2017

Graduates may print the photos taken by official photographers during the group photo session and the graduation ceremony at:

**Maxim's Photo Supplies**  
R. Campo No.301-303, Macao  
2837 6850 / 2833 5628 (📞)

### COLLECTION OF GRADUATION CERTIFICATES

Date: 17/07/2017-31/08/2017

Office hours: Mon to Thur 09:00-17:45

Fri 09:00-17:30

(closed on weekends and public holidays)

Reminders:

- (1) Please present your student card / identification document to collect the certificate at the Registry.
- (2) If someone is collecting the certificate for you, an authorisation letter would be needed. Please advise your representative to bring along the authorisation letter, a photocopy of your ID card, and his/her own ID card.

### 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 enquiries on this year's graduation series events, please feel free to contact:

**REGISTRY**

G/F, Chi Un Building

85996111 / 6103 / 6149 (📞)

registry@ipm.edu.mo

or visit:

IPM.MO/GRADUATION