



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

### 2009/2010 學年

### 【更改】畢業典禮活動安排

### 【Changes】 on 2009/2010 Graduation Ceremony and related events

招生暨註冊處第 033/DAMIA/2010 號  
Registry No. 033/DAMIA/2010

致各專科及學士學位補充課程畢業生：  
To all graduates of degree programmes,

頃接澳門特別行政區行政長官辦公室的通知，鑒於行政長官的公務安排，未能按原計劃參加我院 2010 年 9 月 25 日（星期六）舉行的畢業典禮。為了爭取行政長官親自主持本院 2009/2010 學年畢業典禮，經協調後，現行政長官表示可於 2010 年 9 月 18 日（星期六）出席並主持有關儀式。

基於上述原因，2009/2010 學年畢業典禮與畢業合照的日期互換（即畢業典禮於 2010 年 9 月 18 日舉行；畢業合照於 2010 年 9 月 25 日舉行），至於詳細的畢業典禮及各項活動安排，請參閱附件之內容。

就上述不得已的改動所帶來之不便，謹向各畢業的同學表示深切的歉意，同時，呼籲全體畢業生踴躍參與屬於您們的畢業典禮、拍攝畢業合照及畢業聚餐。

如有任何疑問，歡迎與本處聯繫（電話：85996111/149/103）。

We have been informed by the Office of the Chief Executive that the Chief Executive is unable to attend the Graduation Ceremony which was to have been held on 25 September 2010 due to official business arrangements. Following our coordinated efforts, the Chief Executive can now arrange to attend the Graduation Ceremony 2009/2010 on 18 September 2010 (Saturday).

Due to the above unexpected situation, the Graduation Ceremony 2009/2010 will now be held on 18 September 2010 instead of 25 September 2010, but on the same schedule; for changes regarding Group Photo Sessions and other related events, please kindly refer to the enclosed information.

We are very sorry for the inconvenience caused and sincerely hope that you will be able to participate in these memorable moments with us.

For further inquiries, please feel free to contact the Registry (85996111/149/103).

院長 President

李向玉 Lei Heong Lok

30-08-2010





## 【Changes】 2009/2010 Graduation Ceremony and related events

The 2009/2010 Graduation Ceremony will be held on **18<sup>th</sup> September 2010 (Saturday)** at the MPI Multisport Pavilion, and will be presided over by Dr. Fernando Chui, 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/mortarboards for the degree conferral on the stage at the Graduation Ceremony as well as at the photo session. The gowns/hoods/mortarboards are available for loan. Graduates may also have them tailor-made, but strictly according to the style specified by MPI. These gowns/hoods/mortarboards can only be borrowed on the dates mentioned below. All other days apart from the stipulated ones will not be considered. Please note that the admission tickets (two per person) will also be issued on the same dates.

Schedules for Borrowing Graduation Gowns/Hoods/Mortarboards and Admission Tickets Collection:

Courses	Date	Time	Venue
Bachelor Degree Programmes	24/08/2010		
<u>Higher Diploma Programmes:</u> School of Public Administration School of Languages and Translation School of Physical Education and Sports	25/08/2010	13:00  to	Exhibition Gallery MPI Headquarters
<u>Higher Diploma Programmes:</u> School of Arts School of Health Sciences School of Business	26/08/2010	19:00	

Returning Graduation Gowns/Hoods/Mortarboards:

Date: **18<sup>th</sup> September 2010 (Saturday) (After Graduation Ceremony)**

Time: 17:30 to 19:00

Venue: Entrance of MPI Multisport Pavilion opposite the MPI Complex

or





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

Date: 25<sup>th</sup> September 2010 (Saturday) (After Group Photo Session)  
Time: 14:30 to 18:30  
Venue: Entrance of MPI Multisport Pavilion opposite the MPI Complex

or

Date: 27<sup>th</sup> September 2010 (Monday) to 28<sup>th</sup> September 2010 (Tuesday)  
Time: 13:00 to 19:00  
Venue: Entrance of MPI Multisport Pavilion opposite the MPI Complex

Notes:

- i. A graduate may collect the gown/hood/mortarboard in person or may delegate it 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.
- ii. Registry staff will check if the returned gown/hood/mortarboard is in good condition. The graduate must arrange for the mending of a damaged gown/hood/hat and return it in good condition by the above-mentioned deadline, otherwise the gown/hood/mortarboard will be considered as overdue and graduates will be charged the appropriate fee.
- iii. For an overdue gown/hood/mortarboard, graduates will be charged a fee as follows: MOP\$450.00 for gown and hood; MOP\$100.00 for mortarboard. Please note that MPI will resort to legal procedures for any overdue payment if necessary.
- iv. Gowns/Hoods/Mortarboards are not for sale. Graduates may tailor-make their own gown/hood/mortarboard, but strictly according to the style specified by MPI. Below is the shop for reference:

Bachelor Gown/Hood/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. Graduates' Group Photo Session

Date: 25<sup>th</sup> September 2010 (Saturday) in the afternoon

Location: MPI Multisport Pavilion

Time: The schedule below is to be followed. Please be punctual (should the typhoon signal n°. 8 be hoisted or heavy rain signal on, the photo session will be announced later)

		Assemble of Graduates	Photo Session
<b>School of Languages and Translation (ESLT)</b>	<b>Bachelor (Licenciatura)</b>	<b>14:30</b>	<b>14:40</b>
	<b>Higher Diploma (Bacharelato)</b>	<b>14:45</b>	<b>14:55</b>
School of Physical Education & Sports (ESEFD)	Bachelor (Licenciatura)	14:55	15:00
	Higher Diploma (Bacharelato)	15:05	15:10
<b>School of Business (ESCE)</b>	<b>Bachelor (Licenciatura)</b>	<b>15:10</b>	<b>15:25</b>
	<b>Higher Diploma (Bacharelato)</b>	<b>15:30</b>	<b>15:45</b>
School of Arts (ESA)	Bachelor (Licenciatura)	15:45	16:00
	Higher Diploma (Bacharelato)	16:05	16:20
<b>School of Public Administration (ESAP)</b>	<b>Bachelor (Licenciatura)</b>	<b>16:20</b>	<b>16:35</b>
	<b>Higher Diploma (Bacharelato)</b>	<b>16:40</b>	<b>16:55</b>
School of Health Sciences (ESS)	Bachelor (Licenciatura)	16:55	17:05
	Higher Diploma (Bacharelato)	17:10	17:20

Notes: The group photograph will be digitally assembled.

3. In order for the graduates to have their photos taken with their family/friends, a back-drop of the graduation will be set up at MPI Headquarters from 15<sup>th</sup> September 2010 to 28<sup>th</sup> September 2010.

4. Graduation Ceremony

Date: 18<sup>th</sup> September 2010 (Saturday)

Venue: MPI Multisport Pavilion

Graduate admission will start at 14:00. (Arrivals after 15:00 will NOT be entertained)

Rehearsal will start at 15:00

Family/friends admission will start at 14:00 and by 15:00 all should be seated. (Please note that admission is by ticket only and arrivals after 15:00 will NOT be entertained)





Notes:

- i. Graduates should visit the MPI website to identify their seat number, from **15<sup>th</sup> September 2010** 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 concerning any missing or misplaced card, as those without a name card will NOT be admitted on stage for the Degree Conferral.**
- iii. To enhance the smooth running of the Graduation Ceremony, graduates are strongly encouraged to be *punctual* and to 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 two per person), must apply at the Registry (DAMIA) from 31<sup>st</sup> August 2010 onwards. Tickets will be distributed on a first-come-first-served basis. Graduates may also write an authorization letter with the student ID photocopies of the graduate and the delegated person.
- v. Children under the age of six 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/evening classes will be cancelled on the day of the graduation ceremony. For make-up class arrangements, please refer to the 2010/2011 Academic Calendar ([http://www.ipm.edu.mo/cweb/student/info\\_calendar.html](http://www.ipm.edu.mo/cweb/student/info_calendar.html)).

Dress 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 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 deserves, graduates must be presentable (i.e. all gowns/mortarboards 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 ascend / descend whilst entering / exiting the stage.





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

During the ceremony:

- a. all mobile phones and other beeping devices must be either switched off or in 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 mortarboard/hat/cap) and observe silence while the Officiating Assembly enter / exit the venue and during the playing of the National Anthem; they must only be seated after the Mistress of Ceremonies announcement.
  - e. During the conferral of degrees/certificates, the Mistress of Ceremonies 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 to take photographs.
  - g. Following the Ceremony, graduates will have a photo session on stage. A graduation backdrop will be set up at MPI Headquarters, from 15<sup>th</sup> September 2010 to 28<sup>th</sup> September 2010, in order for 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<sup>o</sup> 301-303, Macau  
Telephone: 28376850 / 28335628  
Date: 15<sup>th</sup> October 2010 to 31<sup>st</sup> December 2010
6. Graduation Dinner  
Date: 25<sup>th</sup> September 2010 (Saturday)  
Time: 19:00 sharp (seat allocation will start at 18:00)  
Venue: Restaurante Federal, 207 Avenida do Dr. Rodrigo Rodrigues, Macao

The Graduation Banquet is partially subsidized by MPI and is strictly for graduates; the cost is MOP\$80.00. Payment should be made during the gowns/hoods/mortarboards collection period, i.e. from 24<sup>th</sup> August 2010 to 26<sup>th</sup> August 2010, from 09:00 to 19:00, at MPI’s Finance Department (1<sup>st</sup> Fl., MPI Headquarters, Rua de Luís Gonzaga Gomes). **Please retain the payment receipt for admission to the Graduation Banquet.** Payment may be made by credit card. Graduates may authorize others to make the payment for them.





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

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. Those 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-served basis, and not according to programmes/schools; a 'delegate' can be selected for seat allocation, i.e. a group of graduates can delegate to one person the task of allocating seats for them all. 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.

#### 7. Graduation Diploma

Date: 14<sup>th</sup> September 2010 to 15<sup>th</sup> October 2010

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 someone else to collect the diploma. If doing so, an authorization letter will be needed, as well as the ID photocopies of the graduate and the delegated person.

