



澳門理工學院  
INSTITUTO POLITÉCNICO DE MACAU  
MACAO POLYTECHNIC INSTITUTE  
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通告  
2010/2011 學年  
畢業典禮活動安排  
2010/2011 Graduation Ceremony and related events

招生暨註冊處第 028/DAMIA/2011 號  
Registry No. 028/DAMIA/2011

致各專科及學士學位補充課程畢業生：  
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 2010/2011 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

09-08-2011



澳門理工學院  
INSTITUTO POLITÉCNICO DE MACAU

**All Macao Polytechnic Institute  
Graduates of Bachelor  
and Higher Diploma Programmes  
of Academic Year 2010/2011**

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

**2645/PRE/SAA/DAMIA/2011 05/08/2011**

事由：  
Assunto

**2010/2011 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. I wish you well in your quest for prosperity and achievements in your career and in making a contribution to society.

The 2010/2011 Graduation Ceremony will be held on **17<sup>th</sup> September 2011 (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	17/08/2011	13:00	Exhibition Gallery MPI Headquarters
Higher Diploma Programmes	18/08/2011	to 19:00	

Returning Graduation Gowns/Hoods/Mortarboards:

Date: 17<sup>th</sup> September 2011 (Saturday) (After Graduation Ceremony)

Time: 17:30 to 19:00

Venue: Entrance of MPI Multisport Pavilion opposite the Wui Chi Building, MPI

or

Date: 19<sup>th</sup> September 2011 (Monday) to 20<sup>th</sup> September 2011 (Tuesday)

Time: 13:00 to 19:00

Venue: Entrance of MPI Multisport Pavilion opposite the Wui Chi Building, MPI

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/mortarboard 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 for a fee as follows, **MOPS450.00** for gown and hood; **MOPS100.00** 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: **10<sup>th</sup> September 2011** (Saturday) in the afternoon

Location: MPI Multisport Pavilion

Time: The schedule below is to be followed. Please be punctual

(Should the typhoon signal n.º. 8 is hoisted or heavy rain signal on, the photo session will be postponed to **24<sup>th</sup> September 2011**)

		Assemble of Graduates	Photo Session
School of Health Sciences (ESS)	Bachelor (Licenciatura)	14:30	14:40
	Higher Diploma (Bacharelato)	14:45	14:55
School of Languages and Translation (ESLT)	<b>Bachelor (Licenciatura)</b>	<b>14:55</b>	<b>15:05</b>
	<b>Higher Diploma (Bacharelato)</b>	<b>15:10</b>	<b>15:20</b>
School of Physical Education & Sports (ESEFD)	Bachelor (Licenciatura)	15:20	15:25
	Higher Diploma (Bacharelato)	15:30	15:35
School of Business (ESCE)	<b>Bachelor (Licenciatura)</b>	<b>15:35</b>	<b>15:50</b>
	<b>Higher Diploma (Bacharelato)</b>	<b>15:55</b>	<b>16:10</b>
School of Arts (ESA)	Bachelor (Licenciatura)	16:10	16:25
	Higher Diploma (Bacharelato)	16:30	16:45
School of Public Administration (ESAP)	<b>Bachelor (Licenciatura)</b>	<b>16:45</b>	<b>17:00</b>
	<b>Higher Diploma (Bacharelato)</b>	<b>17:05</b>	<b>17:20</b>

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 **29<sup>th</sup> August 2011 to 24<sup>th</sup> September 2011**.

4. Graduation Ceremony

Date: **17<sup>th</sup> September 2011** (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 **14<sup>th</sup> September 2011** 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 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 Registry (DAMIA) from **31<sup>st</sup> August 2011** 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 “Class Cancellations & Make-up Classes Timetable Enquiry (<https://csc.ipm.edu.mo/srms/eng/others/cms/reports/cmnotice.asp>) in due course.
- viii. To ensure the smooth running of the Graduation Ceremony, graduates are encouraged to preview every arrangements of the ceremony.

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/hoods/mortarboards. **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/hoods/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.

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 **29<sup>th</sup> August 2011 to 24<sup>th</sup> September 2011**, in order for the graduates to have their photos taken with family/friends.





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公函編號  
OF. n.º 05 08 2011  
日期: / /  
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5. For copies of photos taken by the official photographers, please contact **“Maxim’s Photo Supplies”**  
Address: Rua do Campo, Nº 301-303, Macau  
Telephone: 28376850 / 28335628  
Date: **10<sup>th</sup> October 2011 to 31<sup>st</sup> December 2011**
6. Graduation Dinner  
Date: **17<sup>th</sup> September 2011 (Saturday)**  
Time: 19:00 sharp (seat allocation will start at 18:00)  
Venue: **Grand Hall, 4<sup>th</sup> floor, Macao Tower Convention and Entertainment Centre**

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/hoods/mortarboards collection period, i.e. from **17<sup>th</sup> August 2011 to 18<sup>th</sup> August 2011**, 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.

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 select 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: **17<sup>th</sup> August 2011 to 14<sup>th</sup> October 2011**  
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. If doing so, an authorization letter will be needed, as well as the ID photocopies of the graduate and the delegated person.

For any queries, please feel free to contact the 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,  
Lei Heong Lok, President.