

Notice of Shaw College Graduation Ceremony

1. Graduation Activities

<u>Time</u>	<u>Activity</u>	<u>Venue</u>
12:00 – 2:30pm	Distribution of Souvenir <i>Each graduate could get a complimentary College pin at the souvenir counter</i>	Podium of Kuo Mou Hall, Shaw College
3:00 – 3:10pm	Group Photo-taking*	Central Steps (next to the University Library)
3:30 – 3:45pm	To be seated	Sir Run Run Shaw Hall & Y C Liang Hall Classroom 103 & 104
4:00 – 6:30pm	Shaw College Graduation Ceremony [#]	Sir Run Run Shaw Hall
	Live streaming of the Ceremony	Y C Liang Hall Classroom 103 & 104

* *The College would send all participating graduates this group photo as a souvenir.*

2. #Order of Ceremony

- (1) Graduates please attend the ceremony punctually and being seated **before 3:45pm**. To avoid disturbance, latecomers will not be admitted once the ceremony begins.
- (2) Participants must enter the venue with an admission ticket. All graduates must wear neat and tidy graduation gowns of CUHK before entering the venue.
- (3) Please bring the colour card to attend the ceremony, and write down your Chinese and English names clearly on the colour card (on the colour side).
- (4) Seating arrangements will be made according to faculties and the colour cards.
- (5) When the announcer announces your faculty, please bring along your colour name card to line up and wait for ascending the stage, following the instructions of the staff members.
- (6) Do not bring your cap to ascend the stage.
- (7) When you are on the stage, please present your name card to the announcer to announce your name, bow and take an individual photo on stage, then return to your seat following the route of your faculty.
- (8) All graduates are allowed to leave the venue only after the ceremony ends.

3. Live Streaming of Ceremony (Guests with grey tickets)

Due to the limited capacity of the Sir Run Run Shaw Hall, guests who hold the grey tickets will be arranged to view a live streaming of the ceremony at Y C Liang Hall Classroom 103 and 104.

4. Transport Arrangement

There will be special shuttle buses running between the University MTR Station, the ceremonial grounds and live webcasting venues, from 8:00am to 6:30pm. Route details please refer to **Appendix 2**. Due to limited parking space on campus, please avoid driving your own car to the University. A rehabilitation bus service will also be available in the car park near Exit A of the University MTR Station for persons in need. Please call the Transport Office at 3943-7992 for the service upon arrival at the University.

5. Information Counter

An information counter will be located at G01, Y C Liang Hall from 3:00 pm.

6. Collection of Degree Certificates

Graduates may collect the degree certificates in person or by authorization at the office of Registration and Examinations Section starting from 23 October 2024. Graduates are required to present their original HKID card (not scanned copy on mobile device) in collecting the certificates.

Graduates may also authorize another person to collect on their behalf by completing the “Authorization Form for the Collection of Degree Certificate of Undergraduate Programmes” and present the relevant identification documents.

Date	Time	Venue
From 23 October 2024 onwards*	9:00 am - 5:30 pm (Mon - Fri) (1:00 - 2:00pm lunch break)	Registration and Examinations Section, 10/F, Yasumoto International Academic Park (YIA)

**Saturdays, Sundays and Public Holidays: Closed*

Please refer to the website of Registration and Examinations Section for details.