Notice of Shaw College Graduation Ceremony

1. **Graduation Activities**

Time	Activity	Venue
12:00 – 12:15pm	To be seated	Sir Run Run Shaw Hall & Lee Shau Kee Building
12:30 – 2:45pm	Shaw College Graduation Ceremony#	Sir Run Run Shaw Hall
	Live streaming of the Ceremony	Lee Shau Kee Building
3:00 – 3:05pm	Group Photo-taking*	Central Steps (next to the University Library)
3:15 – 3:30 pm	The Alumni Plaque Unveiling Ceremony	Multi-Purpose Learning Centre, Huen Wing Ming Building, Shaw College
2:30 – 5:30pm	Distribution of Souvenir Each graduate could get a complimentary College pin at the souvenir counter	Podium, Kuo Mou Hall, Shaw College

*   *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 12:15pm**. 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 green tickets)**
    Due to the limited capacity of the Sir Run Run Shaw Hall, guests who hold the green tickets will be arranged to view a live streaming of the ceremony at Lecture Theatre 3 to 5 of Lee Shau Kee Building.

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. 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.

    Shuttle buses

Service hours	Routes
2:45pm-3:30pm	University Library Complex (The Forum) → Shaw College
3:00pm-5:30pm	Shaw College → The University MTR Station
8:00am – 6:30pm	(Running between the University MTR station and Main Campus) Fong Shu Chuen Building → Sui Loong Pao Building → University Administration Building → The University MTR Station (Exit D)

5. **Information Counter**

An information counter will be located at G01, Y C Liang Hall from 11:30 am.

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 25 October 2023. 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 25 October 2023 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.