

Notice of Shaw College Graduation Ceremony

1. Graduation Activities

<u>Time</u>	<u>Activity</u>	<u>Venue</u>
12:00 – 2:00pm	Distribution of Souvenir <i>Each attending graduate will receive a complimentary graduation certificate holder. Drinks will also be available at the venue.</i>	Fu Zung Centre, 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 & LT 5, Lee Shau Kee Building
4:00 – 6:30pm	Shaw College Graduation Ceremony [#]	Sir Run Run Shaw Hall
	Live streaming of the Ceremony	LT 5, Lee Shau Kee Building

*A copy of the group photo will be provided to all participating graduates as a souvenir.

2. #Order of Ceremony

- (1) Graduates please be seated **by 3:45pm**. A demonstration of the stage presentation procedures will be given at 3:45 pm. To avoid disruption to the Ceremony, latecomers will not be admitted once the Ceremony has commenced.
- (2) All participants must present an admission ticket to enter the venue.
- (3) All graduates must be properly dressed in CUHK graduation gowns before entering the venue.
- (4) Please bring your colour name card to the Ceremony. The card will be used for the announcement of your name during the stage presentation.
- (5) Seating arrangements will be made according to faculties and the colour name cards.
- (6) 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.
- (7) Do not bring your cap to ascend the stage.
- (8) On stage, please present your name card to the announcer, bow, and have your individual photo taken. Then return to your seat via the designated route for your faculty.
- (9) The College has arranged photography service to take individual photos on stage and the group photo at Central Steps. Photos will be available for download after the ceremony. Graduates will be notified via email.
- (10) The Ceremony will last approximately 2 hours and 30 minutes. **Please DO NOT leave the venue until the Ceremony concludes.**

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

Due to the limited capacity of the Sir Run Run Shaw Hall, guests holding green tickets will be arranged to watch the live broadcast of the Ceremony at LT 5, 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. Please refer to **Appendix 2** for route details. 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 those in need. Please make an advance reservation for this service or call the Transport Office at 3943-7992 between 8:45am and 5:30pm upon arrival at the University to arrange transportation.

5. Collection of Degree Certificates

Please refer to the notices posted at the website of Registration and Examinations Section, Registry (RES). For further enquiries, please contact RES at 3943-9888 or send e-mail to ugadmin@cuhk.edu.hk.

6. Information Counter

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