

**Shaw College**  
**College Photo Day for Class of 2022**  
**Notice**

Date: 24 May 2022 (Tuesday)

Time: please refer to the enclosed schedule

Venue: Shaw College Lecture Theatre and Fu Zung Centre

**(1) Re-Register for Academic Gown Rental, Free Departmental and Individual Photo-taking Activities**

- No class representatives were recruited for 2022. Graduating students are required to **re-register online** on or before 12noon, 6 May 2022 (Friday) for borrowing an academic gown, taking departmental and individual photos for free.

Remarks:

- Graduating students must register in advance to take departmental and individual photos.
- Digital photos will be sent to registered students via CUHK webmail.
- The College will closely monitor the development of the pandemic situation and will contact you through emails for the latest arrangements.

**(2) Academic Gown Rental**

- You may come to the College (LG 403, Wen Lan Tang) to collect the gowns on 11 and 12 May 2022 (Wednesday and Thursday, 9:30am to 12:30pm and 2:30pm to 4:30pm). You are required to submit the completed undertaking on the day you collect the gown.
- If the size of the gown does not fit you, please come to the College (LG 403, Wen Lan Tang) on 13 May 2022 (Friday, 9:30am to 12:30pm and 2:30pm to 4:30pm) to change it.
- We only have limited sizes for the gowns, the College will try to provide you with the most suitable one.
- You have to return the gown to Shaw College (LG 403, Wen Lan Tang) on 4 and 5 July 2022 (Monday and Tuesday, 9:30am to 12:30pm and 2:30pm to 4:30pm). You can either return it by yourself or your delegate.
- The penalty for late return is \$40 per day (excluding Saturdays, Sundays and public holidays). If the gown is damaged or lost, you will also have to pay a penalty (\$360 for the gown, \$160 for the hood, \$160 for the mortar-board, and \$680 for the whole set). Do not alter the size and style of the graduation gown. All pins on the gown shall be removed before returning it to the College. Do not put pins and/or adhesive tape on the gown and/or the hood. Irremovable tapes found on the gown will be regarded as damage. The fabric can only be dry-cleaned. Wet marks or stains found on the gown will be regarded as damage.

- Students who are not going to graduate in the current year cannot borrow academic gowns from College office.
- If you wish to have a tailor-made gown or you wish to buy a new one, you may contact Ah Yau Tailor (Room 602, Conwell House, 34-38 Stanley Street, Central; Tel: 2522 9823) or Victoria Uniform (Room 801-803, 8/F, Kai Wong Commercial Bldg, 222 Queen's Road, Central; Tel: 2815 2983).

### **(3) Free Departmental and Individual Photo-taking Activities**

- Please invite your teachers to take the departmental photo. ([Schedule of Departmental Photo-taking](#))
- Please arrive at the Lecture Theatre 10 minutes before the departmental photo-taking session starts.
- The College will arrange FREE individual photo-taking service for registered students. Please arrive at Fu Zung Centre in the assigned session. ([Schedule of Individual Photo-taking](#))
- Eating and drinking is not allowed in the photo-taking venue. Meanwhile, you are unable to bring any belongings in the venue. To avoid disturbing, only students in graduating class are allowed to enter the venue.

### **(4) Celebration Activities**

- No celebration booths will be set up by student societies. The College will return the deposit to the societies' accounts.
- Props will be provided by the College and Class Society in the campus of Shaw College for graduating students to take photos from 24 May (Tuesday) to 24 June 2022 (Friday).
- To ensure the safety and cleanness of the campus, please note the followings:
  - Do not set up any decorations, including banners, pull-up banners, balloon arches, posters, backdrops, etc. in the campus without the written permission of the College. If there is a breach of regulations, the College will clean up the unauthorized items instantly.
  - Do not carry out dangerous acts, for example, climbing high or stretching your bodies from windows.
  - Do not deface or damage public properties.
  - Eating and drinking are not allowed in the venue.
  - Do not bring any alcoholic beverages into the venue.
  - Do not pop sparkling drinks in public places.
  - Do not make a fire or bring any flammable substances or similar dangerous items.
  - Take heed of instructions of the staff on-site.

## **(5) Infection Prevention Measures**

- In order to maintain public health and avoid any spreading of the virus, participants are requested to pay attention to the followings:
  - Wearing surgical masks at all times (including photo-taking).
  - Conducting a rapid antigen test (RAT) in the morning of Photo Day. Only those who have obtained a negative result will be allowed to take part in the photo-taking activity.
  - Using the LeaveHomeSafe mobile app before entering the premises.
  - Washing hands or using hand sanitizers frequently to keep you free from the virus.
  - Eating and drinking are not allowed in the venue.
  - Taking heed of instructions of the staff on-site and maintain proper social distancing.
  - If you have any respiratory symptoms, you should seek medical advice, stay home and avoid attending the activity.

## **(6) Enquiries**

For enquiries, please call 3943 7363 or 3943 7355.

26 April 2022