

Shaw College
Photo Day for Class of 2023
Notice

Date: 31 March 2023 (Friday)

Time: please refer to the enclosed schedule (tentative)

Venue: Shaw College Lecture Theatre and Fu Zung Centre

Points to Note

(1) Registration for Academic Gown Rental, Departmental and Individual Photo-taking Activities

- No class representatives were recruited for 2023. Graduating students are required to register [online](#) individually on or before 3pm, 30 December 2022 (Friday) for borrowing an academic gown, taking departmental and individual photos.

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 27 and 28 February 2023 (Monday and Tuesday, 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 6 March 2023 (Monday, 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 24 and 25 April 2023 (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 adhesive tape on the gown and 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) Departmental and Individual Photo-taking Activities

- Please invite your teachers to take the departmental photo. ([Tentative 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. ([Tentative 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

- ALL student bodies and societies (including student union and resident associations) planning to hold celebration activities for the graduating class on 31 March 2023 **MUST** register [online](#) on or before 3pm, 22 February 2023 (Wednesday). Please fill in the online application form and pay HK\$1,000 (cash only) at Information Counter (LG1, Wen Lan Tang, Shaw College) as a deposit. The College will return the deposit to the societies' accounts around three weeks after the event.
- Construction of a new student hostel in Shaw College is in progress. Due to venue limitation, celebration booths will be determined on a first-come-first-served basis (according to the order of deposit submission).
- To ensure the safety of the campus, please note the followings:
 - Do not hang up banners from the heights, for example, the walls and windows of the college's premises and student hostels or the shelter of the bus stop, except those students who have successfully applied and have been allocated a banner place.

- Do not carry out dangerous acts, for example, climbing high or stretching your bodies from windows.
- Do not deface or damage public properties.
- 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.
- Do keep places clean and tidy.
- Do act in a safe and orderly manner; take heed of instructions of the staff on-site.

➤ The deposit paid by a society will be retained if it fails to follow the above rules.

(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).
 - 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) Dates of Photo Day of other colleges

Chung Chi College	10 March
New Asia College	24 March
United College	14 April
Lee Woo Sing College	17 March
Morningside College	24 March
S. H. Ho College	17 March
C.W. Chu College	10 March
Wu Yee Sun College	24 March

➤ All students from different colleges will collect their academic gowns from 20 March to 13 April 2023.

(7) Enquiries

For enquiries, please call 3943 7363 or 3943 7355.

7 December 2022