

**THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES**

Faculty of Social Sciences Graduation Ceremony 2007

Important Notes to All Graduates

- 1 **Date:** December 5, 2007 (Wednesday)
Venue: Grand Hall, Level 5, Hong Kong Convention and Exhibition Centre
1 Expo Drive, Wanchai, Hong Kong
Your arrival time: 08:30 (dressing, briefing & rehearsal)
- 2 To ensure a smooth and enjoyable ceremony, briefing and rehearsal before the Ceremony are important and necessary. You are requested to **arrive at the Grand Hall at 08:30** for registration.
- 3 **Rundown:**
08:30
- a) Present your namecard to the registration desk at the entrance of the Hall upon your arrival;
 - b) Put on your academic dress. You may refer to the website www.hku.hk/eroesite/cong/adloan.htm for the proper way to wear academic dress; and
 - c) Be seated in accordance to the seat number printed on your namecard.
- 09:00 - 10:05 Briefing and Rehearsal
[** Please refer to the following Proceedings for the arrangement in the Ceremony.]
- Guests will be allowed to enter the Hall from 10:10 and must be seated before 10:30. No guest will be allowed to enter the Hall between 10:30 to 10:50.]
- *** Please return to your assigned seat and **do not leave after 10:10.**
- 10:30 - 12:00 Graduation Ceremony Proceedings:
- a) Procession music will begin shortly after 10:30. The Congregation will stand during the entry of the Procession.
 - b) The Procession will enter the Hall, ascend the stage and stand. National Anthem will be played.

The Procession members and the Congregation will be seated after music ends.
 - c) Professor Ian Holliday, Dean, will deliver the speech.
 - d) The Master of Ceremony will declare the opening of the Graduation Ceremony.
 - e) All **PhD and MPhil** graduates should stand up **QUIETLY** and line up according to the sequence of your number printed on the namecard, in ascending order, along the designated aisle (please refer to the attached seating plan).
 - f) The Associate Dean (Postgraduate Education) will be invited to the stage and present individual graduate to the Vice-Chancellor.
 - g) Each **PhD and MPhil** graduate, wearing hood and cap, will mount to the stage by the **left steps**. Halt in front of the Associate Dean, and hand the namecard to her. When the Associate Dean calls your name, please proceed and stop in front of the Vice-Chancellor. Shake hands with him and bow to the audience. Then proceed and stop before the Dean, and shake hands with him. Descend the stage by the right steps, and return to your seat and be seated.
 - h) When the Associate Dean is presenting the PhD and MPhil graduates, all *Taught Postgraduate (including PDipJ and PCPsych) graduates and Bachelor graduates* should follow the on-site instructions and proceed **QUIETLY** to the designated aisle and line up after the last graduate of previous degree.
- Taught Postgraduate & Bachelor Graduates**
- i) Each *Taught Postgraduate and Bachelor graduate*, wearing hood and cap, will mount to the stage by the left steps. Halt before the Associate Dean/Head/Director and hand the namecard to him/her. When he/she calls your name, please proceed and stop in front of the Vice-Chancellor, and bow to him. Then face to the audience and bow again. Please proceed and stop before the Dean, and shake hands with him. Descend the stage by the right steps and return to your seat and be seated.

PDipJ & PCPsych Graduates

- j) For PDipJ and PCPsych graduates, please also mount to the stage by the left steps. Halt before the Head/Director and hand the namecard to him/her. When he/she calls your name, please proceed and stand in front of the Vice-Chancellor, and bow to him. Then face to the audience and bow again. Please proceed and stop before the Dean, and shake hands with him. Descend the stage by the right steps and return to your seat and be seated.
- k) Having presented all the graduates to the Vice-Chancellor, Master of Ceremony will invite the student representatives to deliver a vote of thanks.
- l) The Master of Ceremony will announce the end of the Ceremony.
- m) When the Procession music begins, the Congregation will rise. The Vice-Chancellor will lead the Procession to descend the stage and be seated.

12:05 – 12:15 Musical Performance by The Hong Kong Police Silver Band.

12:15 - 12:30 Group Photo Session

[The research postgraduate graduates (PhD and MPhil) will take the group photo first, followed by the taught postgraduate graduates (including PDipJ and PCPsych), and then the undergraduate graduates. Procession members will also be invited to take the photos together with the graduates.]

**** All graduates should line up along the designated aisle according to your assigned number in ascending order and follow on-site instructions.*

- 4 Admission tickets for your guests are enclosed. No admission will be allowed without tickets. Please ensure that full attention is given to children throughout the entire ceremony. Disturbance to the Ceremony is strictly unacceptable.
- 5 Smoking, drinking and eating ARE NOT permitted in the Hall. Please ensure that you have switched off all sound-emitting devices, such as mobile phones and pagers, during the Ceremony.
- 6 Please **bring along your NAMECARD** which is printed with your name and seat number. The namecard will also be used for your presentation on stage.
- 7 You are required to **bring your own ACADEMIC DRESS**. No academic dress will be provided on-site and you will not be allowed to be presented on stage if you are not in full academic dress.
- 8 Please remind your family member(s) and guest(s) NOT to arrive the Hall before 10:00am. Please also note that NO guest will be allowed to enter the Hall between 10:30 to 10:50.
- 9 Professional photographers will take photos for each graduate when he/she is on the stage. Photos can be downloaded from the website <http://www.hku.hk/socsc/grad/2007/> during the period from December 21, 2007 to January 21, 2008. Please save the photos for your own retention, whenever necessary. Photo files will not be available thereafter. Individual request for photos will also not be entertained. The Faculty shall not be responsible for unsatisfactory photographs in any case.
- 10 As all graduates attending the Ceremony will be presented individually, please try your best effort to come and be **PUNCTUAL**. Late comers may not be able to be presented on stage as this may cause serious disruption to the order of the Ceremony.
- 11 Please note that you should NOT linger in the Hall anytime before and during the Ceremony. Your relatives/friends will be guided to the seating area by the ushers and you can take photographs with them **after the Ceremony**.
- 12 Please contact Ms. Harrietta Lo at 2859 1183 if you have any enquiry.
- 13 Suggested Dress Code: Gentlemen: Suit, Tie and Leather Shoes
Ladies: Suit and Leather Shoes

November 15, 2007