



BA (Hons) in Chinese and Bilingual Studies
BA (Hons) in Bilingual Studies
BA in English Studies for the Professions
BA in English for Business and Professional Communication
Double Major in BA(Hons) in English Studies for the Professions and BA(Hons) in Chinese and Bilingual Studies

20 August 2013

Dear Graduand of 2012/13 Cohort

19th Congregation (Faculty of Humanities) – Third Session
16 November 2013 (Saturday) at 4:00p.m. at PolyU's Jockey Club Auditorium

Conferment session

Congratulations on the successful completion of your studies at The Hong Kong Polytechnic University. The University takes great pleasure in inviting you to the 19th Congregation (Faculty of Humanities) – Third Session to be held on Saturday, 16 November 2013 at 4:00p.m. at the Jockey Club Auditorium (JCA) on campus. You will be presented and conferred individually on stage. Light refreshments will be provided for all graduands attending the session and their guests at the podium area of QR and QT Wings afterwards.

Registration for the Conferment session

If you wish to attend the Congregation, you MUST register online at the 'Graduation Services System' (GSS) under the Academic Secretariat's eStudent Page (www.polyu.edu.hk/student) from 9:00a.m. on 5 September to 11:59p.m. on 2 October 2013. You can also hire academic gown online and find all useful information about your graduation arrangements at the same website.

Ticket arrangement

Please enter 0, 1 or 2 under the "Guest Ticket(s) Required" in the GSS. Each graduand attending the Congregation will be provided with two guest tickets unless you indicate 0 or 1. There is absolutely no possibility of obtaining additional tickets for all three sessions. Participating graduands shall expect to receive the admission tickets by post to your correspondence address before Saturday, 9 November 2013. Please note that children under five will not be admitted to the JCA as a House Rule.

It is your responsibility to update, if necessary, your mailing address via form ASI downloadable at <http://www.polyu.edu.hk/as/web/index.php> or eStudent on or before 2 October 2013. We shall not be able to provide you with another set of guest tickets if the original ones cannot reach you by mail since we expect a full house. For students whose correspondence address is outside Hong Kong, please collect the admission tickets at the Faculty Office (GH801) during the office hour before Friday, 8 November 2013.

Information for Persons who are Physically Challenged

It is our mission to provide the best support to facilitate graduands and their guests to participate in the Congregation. Should you or your guests whose physical conditions require any special arrangements, please contact us as soon as possible.

Inclement Weather Plan

In case Tropical Cyclone Signal No. 8 or a higher signal or the Black Rainstorm Signal is hoisted at 6:30a.m. on 16 November 2013, the 19th Congregation (Faculty of Humanities) will be postponed to Sunday, 17 November 2013 at the same time.

Enquiry

A summary table highlighting the important actions and action dates is provided in the enclosed Appendix for your easy reference.

Should you have any further enquiries, please do not hesitate to approach the Faculty Office:

- | | |
|------------|-------------------------------------------------------------------------------------------------------|
| In person: | Room GH801, Wing GH, The Hong Kong Polytechnic University |
| Via web: | Faculty of Humanities Homepage at http://www.polyu.edu.hk/FH |
| By phone: | Ms Mandy Ching at (852) 3400 8212
Miss Candy Wong at (852) 3400 8217 |
| By e-mail: | fh.graduation@polyu.edu.hk |
| By fax: | (852) 2363 8955 |

Thank you.

Yours sincerely



Ms. Cherine Yu
Faculty Secretary
Faculty of Humanities

Encl.

19th Congregation (Faculty of Humanities) – Third Session
Important Dates for Graduands

Date	Event
<u>9:00a.m.</u> 5 Sep 2013 Thursday	Graduands can login to the Graduation Services System (GSS) to register for the Congregation attendance and the gown hiring http://www.polyu.edu.hk/student
19 Sep 2013 Thursday	Deadline for graduands to request courier delivery service of academic gown in the GSS. (<i>Note: after 19 Sep 2013, graduands can ONLY choose to collect the gown in person on PolyU campus</i>)
2 Oct 2013 Wednesday	Deadline for graduands to register for attending the Congregation (Please also update your correspondence address if necessary)
4 - 12 Oct 2013 Friday – Saturday (9a.m. – 5p.m.)	To receive your gown by courier delivery (<i>only for graduands who have chosen this option</i>) Graduands to contact the Academic Secretariat if they have not received their gowns by 15 Oct 2013 (Tuesday)
15 - 16 Oct 2013 Tuesday - Wednesday (1p.m. – 8p.m.)	To collect your gown on PolyU campus (ZB-108, Phase 8) (<i>only for graduands who have chosen this option</i>)
9 Nov 2013 Saturday	Graduands who will be attending the Congregation will receive the admission tickets and further details from the Faculty Office Graduands should contact the Faculty Office if they have not received the admission tickets by this date
16 Nov 2013 Saturday at 4:00p.m.	The 19 th Congregation (Faculty of Humanities) – Third Session
On or before 26 Nov 2013 Tuesday	To return your gown at one of the laundry shops specified at the AS Congregation website
29 Nov – 7 Dec 2013 Friday - Saturday	Collection of academic award parchment at the AS Podium Office at Room AG205 from 1p.m. – 8p.m. (Monday – Friday), 1p.m. – 6p.m. (Saturday)

August 2013