

24 August 2017

BA (Hons) in Bilingual Studies

Dear Graduand

23rd Congregation (Faculty of Humanities) – Third Session
11 November 2017 (Saturday) at 4:00p.m. at PolyU's Jockey Club Auditorium

Congratulations on the successful completion of your studies at The Hong Kong Polytechnic University. The University takes great pleasure in inviting you to the 23rd Congregation (Faculty of Humanities) – Third Session to be held on Saturday, 11 November 2017 at 4:00 p.m. at the Jockey Club Auditorium (JCA) on campus. You will be presented and conferred individually on stage. Light refreshment will be provided for all graduands attending the session and their guests at the podium area of QT Wings afterwards.

There will be video recording of the ceremony for graduates'/public's viewing on University's Congregation webpage. The online video will be uploaded in late December and removed six months after the Congregation. No downloading of the video clips is allowed.

Registration for the Conferment session

If you wish to attend the Congregation, you MUST register online via https://www40.polyu.edu.hk/cpce_grad from 9:00a.m. on 21 August to 11:59p.m. on 24 September 2017.

Ticket arrangement

Please enter 0, 1 or 2 under the “Guest Ticket(s) Required” in the booking tabpage. You may request for additional guest tickets under “Additional Ticket(s)”. Additional tickets will be allocated to graduands if there are spare seats available. Participating graduands shall expect to receive the admission tickets by post to your correspondence address by Saturday, 4 November 2017. Please note that children under six will not be admitted to the JCA as a House Rule.

To facilitate successful delivery of the admission ticket(s) to you by mail, it is your responsibility to ensure that your mailing address is correct in the PolyU system. If necessary, please update your address via my.SPEED (<http://www.speed-polyu.edu.hk/> -> my.SPEED -> my.Links -> e-applications -> change contacts) on or before 30 September 2017. For students whose correspondence address is outside Hong Kong, please collect the admission tickets at the Faculty Office (GH801) during the office hour from 9:00 a.m. to 5:30 p.m. from Monday 6 November to Thursday, 9 November 2017.

Gown hiring arrangement

After registration for the conferment session, a ‘**Gown Information Sheet**’ with information on the colour of gown, colour of hood if applicable, and types of cap if applicable will be generated. Please print it out and present it to Victoria Uniform when you collect your academic gown.

Then, you can hire your academic gown online on Victoria Uniform's website at www.victoriauniform.com. Please follow the instructions as detailed by Victoria Uniform. At the end of the booking procedures, you should print out the “**Gown Rental Form**” in dual copies and present them to Victoria Uniform outlet when collecting the academic gown.

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Booking period: 1 September to 11 November 2017

Collection period: 9 October to 11 November 2017 [please bring along i) Gown Information Sheet; and ii) 2 copies of Gown Rental Form]

University code for online gown hiring service at Victoria Uniform

- Bachelor's Degrees: POLYU-BD2017

Degree of Award

Bachelor of Arts (Blue)

Graduands not wearing academic gowns, or with no caps, will NOT be allowed to go on stage.

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 before 27 October 2017 (Friday).

Inclement Weather Plan

In case Tropical Cyclone Signal No. 8 or a higher signal, or the Black Rainstorm Warning Signal, issued by the Hong Kong Observatory is still in effect at 6:30 a.m. on 11 November 2017, the 23rd Congregation (Faculty of Humanities) will be postponed to Sunday, 12 November 2017.

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.

23rd Congregation (Faculty of Humanities) – Third Session
Important Dates for Graduands

Date	Event
<p><u>9:00 a.m.</u> 21 Aug Monday</p>	<p>Registration for Congregation attendance and gown hiring via the School of Professional Education and Executive Development (CPCE) website https://www40.polyu.edu.hk/cpce_grad</p> <p>(Please print out the ‘Gown Information Sheet’, and also update your correspondence address before 30 September 2017 if necessary)</p>
<p>1 Sep to 11 Nov Friday - Saturday</p>	<p>Online academic gown booking on Victoria Uniform’s website at www.victoriauniform.com. (Please print out the “Gown Rental Form” in dual copies)</p>
<p>11:59 p.m. 24 Sep Sunday</p>	<p>Deadline for graduands to register for attending the Congregation</p>
<p>9 Oct to 11 Nov Monday - Saturday</p>	<p>Collection of academic gown at the Victoria Uniform outlets</p> <p>Please bring along</p> <ul style="list-style-type: none"> i) ‘Gown Information Sheet’; and ii) 2 copies of ‘Gown Rental Form’
<p>4 Nov Saturday</p>	<p>Graduands who will be attending the Congregation will receive the admission tickets and further details from the Faculty Office</p> <p>Graduands should contact the Faculty Office if they have not received the admission tickets by this date</p>
<p>11 Nov Saturday at 4:00p.m.</p>	<p>The 23rd Congregation (Faculty of Humanities) – Third Session</p>

August 2017