Notice to Graduands

The 31st Graduation Ceremony

3:00pm - Thursday 22 June 2017 - Lyric Theatre

1. Graduands (Final year students who are expected to graduate in June 2017 subject to fulfilment of graduation requirements and the approval of the Academic Board) and their guests are invited to attend the 31st Graduation Ceremony.

2. Attendance

   2.1 All graduands must indicate your attendance and the number of your invited guests (maximum two) to the Ceremony by returning the completed “Proforma Reply of Attendance at the 31st Graduation Ceremony” to the Academic Services Office (ASO) in the Administration Block by 5 May 2017. Late return will not be entertained.

   2.2 Those who do NOT return the Form by the deadline will NOT be allowed to attend the Ceremony.

   2.3 Graduands who do NOT attend the Graduation Ceremony would not be distributed any tickets.

3. Graduation Ceremony

   3.1 Rehearsal

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 June</td>
<td>9:00am-12:00noon</td>
<td>Lyric Theatre</td>
</tr>
</tbody>
</table>

   Graduands who will attend the ceremony must attend the rehearsal. Proper attire and Academic Dress are required for the rehearsal. Please report to the Executive Officers of the respective Schools and be seated as soon as you arrive at the Theatre.

   ALL GRADUATING STUDENTS MUST BE PUNCTUAL!

   3.2 Photo Taking

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Photo</td>
<td>22 June</td>
<td>12:00noon</td>
<td>Atrium</td>
</tr>
</tbody>
</table>

   Proper attire and Academic Dress are required for taking Group Photo.

   Photo-taking during the Ceremony is strictly forbidden. The Academy’s contract photographer will take individual photographs when graduands are receiving their awards. Arrangements for ordering such photographs will be announced by the Communications Office in a separate memo. Graduands are free to take photographs in the Atrium.

   3.3 Graduation Ceremony (22 June 2017)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:30pm</td>
<td>All graduands must report to the Executive Officers of the respective Schools in the Lyric Theatre and be seated in the auditorium.</td>
</tr>
<tr>
<td>3:00pm</td>
<td>Ceremony begins.</td>
</tr>
</tbody>
</table>

   3.4 Reception

   Graduands and their guests are welcome to a tea reception at the 1st Floor Foyer after the Ceremony.
3.5 Collection of Guest tickets

Graduands will be notified of the collection of the guest tickets via Academy email by the Academic Services Office (ASO) in due course. Any extra/uncollected tickets, if any, will be made available to students at ASO on the date of the graduation ceremony and allocated from 8:30am onwards on first come first served basis.

4. Attires

Suggested attire for rehearsal and ceremony:

<table>
<thead>
<tr>
<th>Gentlemen</th>
<th>long-sleeved white shirt, necktie, black (or dark-coloured) trousers, black socks, black shoes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ladies</td>
<td>long-sleeved white blouse (preferably with a high collar), black skirt, black (or dark-coloured)</td>
</tr>
<tr>
<td></td>
<td>stockings, black shoes.</td>
</tr>
</tbody>
</table>

5. Parking Facilities

No parking facilities are available at the Academy. Graduands’ guests are advised to travel to the Academy by means of public transport. There are however public car parks in nearby locations such as the Convention Centre, Shui On Centre and the Admiralty.

6. Rental of Academic Dress

6.1 Graduands are advised to collect your Academic Dress at Victoria Uniform, 8/F, Bonham Centre, 79-85 Bonham Strand, Sheung Wan, Hong Kong from 5 June 2017 onwards. Please refer to the attached map for directions to Victoria Uniform.

<table>
<thead>
<tr>
<th>Rental Period:</th>
<th>20 days.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Fee:</td>
<td>HK$150 for 20 days inclusive.</td>
</tr>
<tr>
<td>Deposit:</td>
<td>$720 per set (Deposit will be refunded to graduands when the Academic Dress is returned to</td>
</tr>
<tr>
<td></td>
<td>Victoria Uniform. If any of the rental items is found broken, damaged or permanently stained,</td>
</tr>
<tr>
<td></td>
<td>replacement cost of the items will be deducted from the deposit).</td>
</tr>
<tr>
<td>Extension fee</td>
<td>HK$150 for 7 days.</td>
</tr>
</tbody>
</table>

6.2 Graduands may pre-register at Victoria Uniform website (http://victoriauniform.com/) for rental of Academic Dress from 5 June to 22 June 2017 and you must print out the rental & deposit forms for hiring the gown. The guide for online gown rental system and the sizes chart are attached. (College Code: HKAPA2017)

7. Collection of Award Certificates

7.1 Graduands can collect their Award Certificates in person at the Academic Services Office during office hours, the latest, by 31 October 2017. The office will extend its service until 6:30pm on 22 June 2017. The Academy is not responsible for the safe custody of any uncollected certificates after the deadline. Please note that the award certificates cannot be re-issued.

7.2 To collect the Award Certificates, graduands must:

- have settled all outstanding matters (such as return of library books, lockers, borrowed items and equipment, other penalties, etc.) with the departments concerned;
- present their Hong Kong Identity Card or Passport to the duty officer.

7.3 Produce the following if the Award Certificate will be collected by an authorized person:

- a completed “Authorisation Form for Collection of Award Certificate” (a blank copy is herewith attached for use);
- a copy of the Hong Kong Identity Card or passport of the graduand;
- the authorized person’s own proof of identity (e.g. HKID card) for verification.

8. Enquiries

Graduands of the following Schools, may contact the ASO for their respective programmes as follows:

- CO, FTV, Music 2584 8746
- Dance, Drama, TEA 2584 8559

Academic Services Office
25 April 2017
The Hong Kong Academy for Performing Arts Graduation Ceremony 22 June 2017

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Item</td>
<td>Graduation Gown + Hood / Stole + Bonnet / Mortarboard with tassel</td>
</tr>
<tr>
<td>Online Code</td>
<td>HKAPA2017</td>
</tr>
<tr>
<td>Gown Collection</td>
<td>5 June 2017 – 22 June 2017</td>
</tr>
<tr>
<td>Rental Fee</td>
<td>The rental for the first period is $150/set for 20 calendar days</td>
</tr>
<tr>
<td></td>
<td>For the extra rental period, the charge is $150 for 7 calendar days.</td>
</tr>
<tr>
<td></td>
<td>The unit of extension period of rental is 7 days basis. If it is less than 7</td>
</tr>
<tr>
<td></td>
<td>days, it will be counted as 7 days charge.</td>
</tr>
<tr>
<td>Deposit</td>
<td>Rental fee $150 and a deposit of $720, a total of $870 in cash is required</td>
</tr>
<tr>
<td></td>
<td>at the time of the rental. When the whole set of regalia is returned in</td>
</tr>
<tr>
<td></td>
<td>good condition, deposit $720 will be refunded to the graduate.</td>
</tr>
<tr>
<td>Payment</td>
<td>Payment of rental, deposit and the extension fee (if any) in cash only</td>
</tr>
<tr>
<td></td>
<td>and responsible by graduates.</td>
</tr>
<tr>
<td>Rental Outlet</td>
<td>1 outlet available, please refer to the attached for the addresses</td>
</tr>
<tr>
<td>Business hours:</td>
<td>(June) Monday to Saturday 10:45-19:00 Sun &amp; Labor holidays off</td>
</tr>
<tr>
<td></td>
<td>(July) Monday to Sunday 10:45-19:00 Labor holidays off</td>
</tr>
<tr>
<td></td>
<td>Please simply apply the online registration for the regalia rental in</td>
</tr>
<tr>
<td></td>
<td>advance. Please refer to the attachment for the instruction on regalia</td>
</tr>
<tr>
<td></td>
<td>reservation system.</td>
</tr>
</tbody>
</table>

Terms and conditions:
1. Rental and return must be in the same outlet.
2. The gown must be clean when returning to Victoria Uniform.
3. Do not use iron directly on the rental items (avoid damage, such as burning mark).
4. If the merchandise is found broken, damaged or permanently stained, the following amount will be charged as a compensation: $430 for the Mauve Gown, $250 for the Black Gown, $250 for the Purple Bonnet, $130 for the Mortarboard with tassel, $150 for the Master/Bachelor Hood, $85 Trim with Silver Edge and $75 for the Stole / Trim.
5. Please note that we receive cash for both rental and deposit.

If you have any enquiry regarding of your gown rental, please feel free to send us an email to info@victoriauniform.com or give us a call 3118 4396 / 3105 5009.
For more information please also check out our website www.victoriauniform.com
Sheung Wan Outlet

8/F, Bonham Centre, 79 Bonham Strand, Sheung Wan, H.K.
(near the Sheung Wan MTR Station exit A2)
To facilitate the academic gown rental arrangement for graduates, we have developed an “Online Gown Rental System”. Instead of filling out paper forms and queuing up in our outlets for the gown reservation, graduates can now register online by inputting your “University Code” which provided from your own university. On the other hand, you can now select your preferred date and rental place in your own convenience anytime anywhere through this online system. Upon completion of your registration, you will receive confirmation receipt by email. Please simply print out the form in duplicate and bring these with you on the date of gown rental.

For gown hiring services please visit www.victoriauniform.com and click the button “Press here for gown rental” on the left hand side, after university code submitted please follows the steps.

**Step 1**  Input Personal Information

**Step 2**  Input Gown Reservation Details

**Step 3**  Order confirmation

**Step 4**  Order complete / print receipt in duplicate

*Congratulations on your Graduation!*

If you have any enquiry, please feel free to contact us by sending us an email victoria_uniform@yahoo.com.hk or call our services hotline at 3118 4396 / 3105 5009

Victoria Uniform
(1) Enter the **University code** in the textbox (stated in the invitation letter or email from University).
(2) Click “**Submit**” button to proceed to “Step 1 - Enter Your Personal Information”. Do **NOT** click “**Back**” button of your browser during the whole online rental process.
Step 1 – Enter Your Personal Information:
(3) All * fields must be filled in the blank.
(4) Please insert your student ID numbers.
(5) A confirmation letter with login ID and password will be sent to your email (Please set your own password for future login). If you wish to re-print the Gown Rental & Deposit Form, you may re-print from the confirmation email.
(6) Click “Continue” button to proceed to “Step 2- Enter Gown Rental Details”.

INSTRUCTIONS ON ONLINE GOWN RENTAL SYSTEM
Step 2 – Enter Gown Rental Details:

(7) Gown & Cap sizes are measured by staff. If you can’t be presented in the outlet to try on the size, please fill the appropriate size in the blank provided.

(8) Pick Up Date must be **during 05 June – 22 June 2017**

(9) Click “Continue” button to proceed to “Step 3 – Order Confirmation”.

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### 2. Enter Gown Rental Details

- **Gown Size**: Must be filled in the blank.
- **Cap Size**: Must be filled in the blank.
- **Hood / Stole**: Style is defined.
- **Pick Up & Return Outlet**: Shuen Wan Outlet
- **Pick Up Date**: 2017-06-21
- **Return Due Date**: 2017-07-10
- **University / College / School Name**: 香港浸會大學
- **Level**: MSc/AD Dip/AD Cert/Diploma/Cert

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**Fee (Cash Only)**:

- **Deposit**: HK $720 set
- **Rental Fee**: HK $150 set for the first 20 days
- **Extension Fee**: HK $150 set for 7 calendar days after the 20-day rental period

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**Continue**  **Reset**
Step 3 – Order Confirmation:

(10) Make sure all your personal information, gown rental details are correct and read carefully the terms & conditions.

(11) Check the box at the bottom and click “Confirm” button to proceed to “Step 4 – Order Complete And Print Gown Rental & Deposit Form”.

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### 3. Order Confirmation

- **Login ID**: victoria_uniform@yahoo.com.hk
- **Student ID**: HKAPA - 123456
- **Chinese Name**: 蔡永利
- **English Name**: Victoria Uniform
- **Mobile**: 31184396

**University/College/School Name**: Hong Kong Academy for Performing Arts (香港演藝學院)

**Pick Up & Return Outlet**: 上環分店 Sheung Wan Outlet

- **Pick Up Date**: 2017-06-21 (The first rental period will be counted from the date of gown pick up)
- **Return Date**: On or Before 2017-07-10 (The full rental period must be for 20 days. Return date specified in “Char Use Only” must prevail)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Size</th>
<th>Deposit</th>
<th>Rental Fee</th>
<th>Extension Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gown</td>
<td>1</td>
<td></td>
<td>HK$220</td>
<td>HK$150</td>
<td></td>
</tr>
<tr>
<td>Cap with tassel</td>
<td>1</td>
<td></td>
<td></td>
<td>HK$150/sel for the first 20 days</td>
<td>HK$150/sel for 7 calendar days</td>
</tr>
<tr>
<td>Hood</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coat</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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10
Terms and Conditions:
1. The first rental period must be on a 20 days basis that will be counted from the date of gown pick up.
2. The rental fee for the first period is HK$150 and deposit is HK$770 for whole set. Deposit for gown, hood/stole and cap with tassel are HK$770, HK$60, HK$60 respectively.
3. The extended rental period is counted on 7 days basis and the extension fee is HK$150/set. If it is less than 7 days, it will be counted as a 7 days period.
4. No change for size and models are available for all rented items.
5. All rented items should be returned on or before the specified return due date during the opening hours of the specified outlet. After the specified return due date, it would be considered as late and the gown rental would be renewed automatically.
6. The extension fee will be deducted from the deposit, if necessary, when the rented items are returned.
7. Gown pick up and return must be executed at the same outlet.
8. All return items should be in the same condition as they were rented. Deposit is refundable when the rented items are returned in good condition and before due date.
9. Never use iron directly, apply ironing or adhesive paper on gown and/or hood/stole. To avoid damage, such as burning mark, running yarn and pinholes or other damage.
10. Never fold the cap. To avoid damage, such as broken corner.
11. If any returned item is confirmed to be damaged or stained by the hirer after rental, hirer is required to purchase the damaged items. The schedules of charge will vary on the items hired according to point #2 of this "Terms & Conditions".
12. The definition of "damage": gown and hood/stole with burning mark, running yarn, pinholes and adhesive paper mark, the corner of the cap broken. (Please refer to sample display in outlet or Victoria Uniform website).
Step 4 – Order Complete And Print Gown Rental & Deposit Form:
(12) Click the button “Print Dual Copies” to generate the Gown Rental & Deposit Form.
(13) For environmental friendly, please print the form in one page.
(14) Please remember to print TWO copies of the form and bring BOTH of the forms to collect your gown at the specified outlet on the preferred date.

* If you have any queries about the Online Gown Rental System, Please feel free to contact Victoria Uniform Hotline at 3118-4396.
Academic Regalia Sizes Chart

Mortarboard / Bonnet:

<table>
<thead>
<tr>
<th>sizes</th>
<th>22</th>
<th>22.5</th>
<th>23</th>
<th>23.5</th>
<th>24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Diameter (inches)</td>
<td>22”</td>
<td>22.5”</td>
<td>23”</td>
<td>23.5”</td>
<td>24”</td>
</tr>
</tbody>
</table>

Bachelor Gown / Master Gown: (suggested sizes)
Length of the gown should be hanging just 13 inches above the ground

<table>
<thead>
<tr>
<th>sizes</th>
<th>43”</th>
<th>45”</th>
<th>47.5”</th>
<th>50”</th>
<th>52.5”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height</td>
<td>5 ft. 3 inches or below</td>
<td>5 ft. 4 inches to 5 ft. 6 inches</td>
<td>5 ft. 7 inches to 5 ft. 9 inches</td>
<td>5 ft. 10 inches to 6 ft.</td>
<td>6 ft. or above</td>
</tr>
<tr>
<td>Chest</td>
<td>41 inches</td>
<td>43 inches</td>
<td>45 inches</td>
<td>47 inches</td>
<td>49 inches</td>
</tr>
</tbody>
</table>
免登記！即可加入香港演藝學院校友會！
Registration Free! Become a Member of the Alumni Association!

香港演藝學院校友會成立於 2004 年，旨在促進演藝校友之間的溝通和聯繫。校友會經常舉辦各項會員活動，會員更可加入「藝人廊」資料庫登記。詳情可瀏覽演藝校友會網頁：
http://hkapa.edu/tch/alumni-association/alumni-association

為簡化入會程序，現所有畢業同學均可 自動成為校友會會員！假若你不想加入校友會，請填妥以下回條於 2017 年 5 月 31 日前交回教務處。日後你仍可選擇加入我們這個大家庭。自動成為校友會會員後，你將會定期收到演藝快訊、校友快訊及校友專享優惠。如果不想收到我們的通訊或不加入「藝人廊」，亦請於 2017 年 5 月 31 日前填妥以下回條交到教務處。

The Hong Kong Academy for Performing Arts Alumni Association was established in 2004, aims to maintain links among alumni of the Academy, and between the Academy and alumni. The Alumni Association consistently conducts many activities for our members. Members can also register in the “Hire a Talent”. For details, please visit the Academy’s Alumni Association website http://hkapa.edu/alumni-association/alumni-association

In order to simply the registration process, all graduating students will become Alumni Association’s member automatically now! In case you don’t want to join the Alumni Association now, please complete the following reply and return to the ASO on or before 31 May 2017, you can still join us later. Automatically registered alumni will receive Academy eNews, alumni eNews and enjoy other alumni membership privileges. If you don’t want to receive our newsletter or don’t want to join the “Talent Search”, please complete the reply slip below and return to us on or before 31 May 2017.

□ 我要加入校友會，但 I want to join the Alumni Association, but :
  □ 我不參加「藝人廊」 - 提供職業介紹資料
       I don’t want to join "Hire a Talent" - Connecting Academy graduates with potential employers
  □ 我不預訂校友快訊 - 介紹校友活動之刊物
       I am not interested to subscribe the Alumni eNews - publication of Alumni Association
  □ 我不預訂演藝快訊 - 介紹演藝學院最新消息之月刊
       I am not interested to subscribe Academy eNews - Monthly publication about Academy events

□ 我暫時不想加入校友會。I don’t want to join the Alumni Association now.

姓名 Name
(英文 English)
(中文 Chinese)

學生編號 Student No
School 學院

如果你想加入校友會，或已加入校友會，則不用交回此表格。
If you want to join the Alumni Association, or you are already a member, then you don’t need to return this form.

Enquiry: Ms Janice Sin   T: 2584 8729   Email: alumni@hkapa.edu
Collection of Award Certificates

領取畢業證書

The ASO will extend its service until 6:30pm on 22 June 2017 for graduands to collect their Award Certificates. Graduands are advised to collect their Award Certificates after the Graduation Ceremony.

教務處將於二○一七年六月二十二日延長服務時間至下午六時三十分以供同學領取畢業證書。畢業同學可於畢業典禮後到教務處領取畢業證書。