

本通告由 澳門大學學生會 畢業生委員會製作、學生發展處代傳。  
This bulletin is produced by UMSU, Graduation Committee and posted  
by Student Development Section.

2022/2023 年度  
澳門大學學生會畢業生委員會  
第 4/2022 號畢業生委員會通告  
關於畢業相拍攝通知

各位準學士畢業生：

2022/2023 年度澳門大學之應屆學士畢業生之畢業照拍攝將於二零二三年三月二十五及二十六日進行，詳情如下：

日期	時間	地點	內容
3 月 25 及 26 日  *學系團體拍 攝	3 月 25 日 [9:00-18:00] ; 3 月 26 日 [9:00-16:00]	大學會堂 (N2)	價錢：MOP 200  ● 8*10 吋 (8R) 專業照一 張  ● 10*15 吋 學院照一張  ● 12*18 吋 全校照一張  ● 高解像度光碟一張
3 月 29 日及 4 月 1 日  *個人補拍	3 月 29 日 [9:00-18:00] ; 4 月 1 日 [9:00-16:00]	學生活動中心 E31-1001	另須繳交後期電腦製作費用 MOP30

\*以上方案已包括攝影師、協助人員及後期電腦製作費用。

\*專業所選擇之方式請跟據畢業照時間表(詳見附件 2)。

\*如未能於已報名時間出席拍攝，同學需自行負擔因補拍而產生的額外費用。

\*所有報名費繳交後不設退款。

另外，為了能讓畢業生留下美好回憶，畢委會另設沙龍照時段，同學可自行報名參加。

日期	時間	地點	內容
3月29日、 4月1日 *沙龍照	9:00- 18:00	3月29日: 學生活動中心 E31-1001； 4月1日: 學生活動中心 E31-1013	價錢：MOP 170  ● 4*5 吋 照片一張  ● 6*8 吋 照片一張  ● 8*10 吋 照片一張  ● 高解像度光碟一張

攝影公司：美心攝影器材

網上報名日期：3月1日~3月8日



**繳費方式:**

1. 中國網上銀行轉帳：

**帳戶持有人：吳\*\*\*\*妮，帳號：185000130750746。**

網上申請期間完成網上繳費程序。轉帳時需要備註上本人的姓名、學號及聯絡電話，並截圖轉帳收據以便日後上傳。

2. 中國銀行自動櫃員機轉帳：

於中國銀行自動櫃員機進行轉帳。請保留轉帳收據，並於收據上寫上本人的姓名、學號及聯絡電話，截圖轉帳收據以便日後上傳。

3. 沙龍照排照當天現場現金付款，期間不設找續，敬請留意。

備註：

- • 各畢業生請準時按集合時間到達拍攝場地，無合理理由缺席者將不獲補影。
- • 各畢業生需憑當天入場券方可進場拍攝。
- • 入場券於拍攝當天由學系代表派發。
- • 入場券只供一次出入拍攝場地。一旦離開拍攝場地，將不接受再次入場。
- • 各畢業生須按照官方衣著要求，才可參加畢業照拍攝。
- • 每個專業都已安排適當時間拍攝，各畢業生請提早 20~30 分鐘到達拍攝場地準備，如專業因遲到人數過多將不獲補時拍攝。
- • 為保障現場秩序，攝影當天親友不可進入 N2 大學會堂，請親友在校內其餘地方自由拍攝。
- • 照片預計會在六月製作完成，畢委會於收到照片後，安排兩天時間供領取。若無法親自領取，可委託他人憑收據領取。超過規定時間來領取將收取 MOP20 行政費，保管期限為自領照公告發佈之日起兩個月內，逾期未領取的照片將作銷毀處理。
- • 付款相關文件亦作領取照片之用，請妥善保管相關文件。

## 畢業生拍攝衣著要求

- 準畢業生們必須穿著白色長袖襯衫，純黑色的西褲，黑色領帶，黑色鞋，畢業袍（連同所屬學系的披肩及方帽）。女生則可穿著黑裙，配黑色長襪或絲襪，請避免穿著太高的黑色高跟鞋。
- 拍攝畢業照時，流蘇須留在右邊。
- 只有衣著符合者，才能參加當日的畢業照拍攝。

關於更多畢業袍衣著要求詳情，可瀏覽以下網址：

[https://docs.google.com/forms/d/e/1FAIpQLSeu50-A1kB2JvpV7PtTTHdYQL6XZWrf5Xz\\_Xi5DylrkysUFgw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeu50-A1kB2JvpV7PtTTHdYQL6XZWrf5Xz_Xi5DylrkysUFgw/viewform?usp=sf_link)

## 相關巴士及泊車資訊

所有參與畢業照拍攝活動之人士能乘坐 71，71S，72，73，73S 號巴士前往本校園。若自行駕駛至本校園，可停泊於以下公眾停車場：P1，P3，P5 及 P6。詳細位置可以參考以下網址：

<https://sts.cmdo.um.edu.mo/>

如有任何垂詢，請詢問各畢業生代表或者電郵至 [umsu.gradcom@connect.um.edu.mo](mailto:umsu.gradcom@connect.um.edu.mo) 查詢。

祝各位同學畢業快樂！

2022/2023 年度

澳門大學學生會畢業生委員會



吳嘉棟

吳嘉棟

二零二三年三月一日

2022/2023

University of Macau Student Union Graduate Committee  
Graduate Committee Notice No. 4/2022

## Notice about the Graduation Photo Shoot

Dear Potential Graduates:

The graduation photo shoot of the 2022/2023 graduates of the University of Macau will be held on March **25 and 26, 2023**. Details are as follows:

<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Options</b>
March 25 – 26  *Photographed by Faculty	March 25 [9:00-18:00]; March 26 [9:00-16:00]	University Hall (N2)	Price: MOP 200  <ul style="list-style-type: none"><li>• • 8*10 inch (8R) professional photo</li><li>• • 10*15 inch college photo</li><li>• • 12*18 inch full school photo</li><li>• • One high-resolution disc</li></ul>
March 29 & April 1  *Personal supplementary photos and additional personal photos	March 29 [9:00-18:00]; April 1 [9:00-16:00]	Student Activity Centre E 31-1001	Addition fee MOP30 for the extra photo editing cost

\*The above three options already include the photographer, assistants and photo editing costs.

\* Please follow the graduation photo schedule (see Annex 2 for details ).

\* All registration fees are non- refundable.

\* Students who are unable to attend the filming at the registered time will be responsible for the additional costs incurred for the make-up filming.

Further, Graduation Committee has arranged the studio shooting session for individual

March 29, April 1 *Studio Shooting	9:00- 18:00	March 29: Student Activity Centre E 31 – 1001; April 1: Student Activity Centre E 31 – 1013	Price: MOP 170  <ul style="list-style-type: none"> <li>• 4*5 inch photo</li> <li>• 6*8 inch photo</li> <li>• 8*10 inch photo</li> <li>• One high-resolution disc</li> </ul>
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**Photography Company: Maxim's Photographic Equipment**

**Online Application Period: March 1 - 8, 2023.**



**Payment instruction:**

**1. Online transfer (BOC):**

**Account: 185000130750746 ; Account Holder: 吳\*\*\*\*\*妮.**

The online payment procedure must be completed during the online application period. Please screenshot the receipt and note your **Name, Student ID and Phone Number.**

**2. BOC ATM transfer:**

- Payment must be made at E31-1013 during the period of graduation gown distribution. Overdue payment will be regarded as invalid.
- Please keep the receipt ,and note your **Name, Student ID and Phone Number** on the receipt.

3. The payment of Studio Shooting **MUST** be pay by cash on March 25 – 26. Please bring your own patacas and change. There will be no refills on site.

**Remark:**

- • All graduates please arrive at the shooting venue on time at the meeting time. Those who are absent without a reasonable reason will not be given a supplementary photo.
- • Graduates must have the admission ticket to enter the venue for filming.
- • The admission ticket will be distributed by the major representative on the day of shooting.
- The admission tickets are valid for one entry and exit to the shooting venue only. Once you left the shooting location, re-entry will not be accepted.
- • Graduates must follow the official dress code before participating in the graduation photo shoot.
- • Each faculty will be arranged appropriate time for filming, graduates should arrive the shooting venue 20~30 minutes in advance to prepare. If the faulty has too many late students, it will not be given additional time for filming.
- • In order to ensure the order on site, relatives and friends are not allowed to enter the N2 – University Hall on the day of the shooting. Relatives and friends are welcomed to take pictures in other areas of the campus.
- • The photos are expected to be completed in June. After receiving the photos, the graduation committee will arrange two days for picture collection. If you cannot pick up the photo in person, you can appoint someone to pick it up with the receipt. MOP20 administration fee will be charged for the late collection. There are two months for storage period from the date of the issuance of the license announcement. Photos that are not picked up within the storage period will be destroyed.
- • The evidence of payment will be used to collect the photos. Please keep the relevant documents for further reference.

## Dress Code for Graduates

- Potential graduates must wear a white long-sleeved shirt, black pants, black tie, black shoes, and graduation gown (along with their department's hood and square hat). Women may wear a black dress with black stockings or pantyhose. Please avoid wearing black high heels that are too high.
- The tassel should be on the right side when taking graduation photos.
- Only those who wear according to the dress code can participate in the graduation photo shoot.
- For more information about the dress code for graduation gown, please visit the following website.  
[https://docs.google.com/forms/d/e/1FAIpQLSeu50-A1kB2JvpV7PtTTHdYQL6XZWrf5Xz\\_Xi5DylrkysUFgw/viewform?usp=sf\\_l ink](https://docs.google.com/forms/d/e/1FAIpQLSeu50-A1kB2JvpV7PtTTHdYQL6XZWrf5Xz_Xi5DylrkysUFgw/viewform?usp=sf_l ink)

2022/2023

UMSU

President of Graduation Committee



Ng Ka Tong

Ng Ka Tong

01/03/2023