

Manual for Graduate Representatives, Class of 2025

(March, 2025)

Because of the importance of the role as the Representative in the graduation ceremony, to maintain the quality of the ceremony and in respect of the president and teachers, please attend “**the full ceremony**” and follow the rules of roll call and quality maintenance for photo and video shooting. Also, please be arrived and seated by 8:15AM on the day of ceremony for the roll call.

※Rehearsal:

1. Date: 23th May (Friday) at the seats in front of the stage on the third floor of NTU arena. Please be attended in person.
2. Time:
Bachelor representative 14:00~15:00 (check in at 13:40)
Master representative 15:00~16:00 (check in at 14:40)
PhD representative 16:00~17:00 (check in at 15:40)
3. Notes:
 - I. All representatives are kindly requested to take your seat according to the name tags on the chairs. Please inform our staff immediately if there is any mistake on your name tag.
 - II. Content of rehearsal:
 - i 、 watching video of the last year’s graduation ceremony
 - ii 、 going up on stage to rehearse turning the tassel, receiving certificates, taking photographs, movements
 - iii 、 as well as making important announcements
 - III. Please bring your own **from the Property Management Division** academic dress and caps for the rehearsal.
※To ensure the smooth tassel turning of the graduation cap, please borrow the cap from the Property Management Division.

A. Graduation Ceremony:

1. Time : 24th May (Saturday). Be arrived and seated by **8:15AM** for the roll call.
2. **Please be arrived in the ceremony on time so as not to affect your rights going up on stage and the overall progress of the ceremony. The ceremony will start at 8:40AM. Those who are not arrived by the time will be seen as given up the qualification as a representative.**
3. Dress Code

Please wear the formal attire	Academic gowns will not be provided on site.
-------------------------------	----------------------------------------------

borrowed from <u>the Property Management Division</u> , including the complete academic gown and cap.	Please borrow from <u>the Property Management Division</u> in advance. https://reurl.cc/qnyLRE
Corsage worn on your left chest	Please get the corsage at your department office .
The tassel of the graduation cap place on the right side	Please check if the hook on your mortarboard is stable. Do not press it so hard for the convenience of the Dean turning the tassel. You can simulate whether it is smooth to pull the hat fringe from the hook on the right to the hook on the left. If the cap hook is damaged, please contact <u>the Property Management Division</u> as soon as possible.
Attire suggestions for innerwear: 1. Men: white shirt (pair it with a tie is even better), dark suit pants, dark leather shoes. 2. Women: suit, dress or pantsuit, leather shoes.	shorts, jeans, sandals, sneakers, and slippers are forbidden.

Notes: One who looks disheveled is not allowed to go on stage.

4. The precautions for going on stage

- I. **In order to guarantee the accuracy of the ceremony, please pay attention and adhere to the order guided by the staff.**
- II. **After going up on stage, stand on the spot before the Dean and bow → The Dean turns the tassel → bow to the Dean in gratitude → go to the spot next to the president → take the certificate tube from the president, face to the photographer and smile → bow to the president and leave the stage**
- III. Relaxed and keep smiling.
- IV. Please visit the website for the ceremony in the past years. (The film path will be notified to the representative by email)



- B. On the ceremony day, there will be photographers taking pictures of the representatives. Photos will be sent by email at the end of June. Besides, the whole ceremony will be video recorded. It will be available online for watching or downloading later.
URL - <http://www.active.ntu.edu.tw/GC>
- C. Organizer of the graduation ceremony: Student Activity Center Administration Division, Office of Student Affairs
Case Officer: Minhua Chan (Tel: 02-33663247; E-Mail: minhua@ntu.edu.tw)

※If you CANNOT attend the rehearsal or the graduation ceremony, please inform Minhua Chan by both phone (02-33663247) and email (minhua@ntu.edu.tw) by 14th May (Wednesday).