

# LASALLE CONVOCATION 2020/2021

## Information for graduands

### Eligibility to attend

All students who have completed their studies and successfully passed the Diploma, BA(Hons) and MA programmes at the end of Semester 2 of Academic Year 2019/2020 in June 2020 and Academic Year 2020/2021 in June 2021 will be eligible to register for Convocation. If you are unsure about your eligibility to attend Convocation, please email [academic.admin@lasalle.edu.sg](mailto:academic.admin@lasalle.edu.sg)

### Schedule

<u>Date</u>	<u>Activity</u>
18 Aug 2021	Online registration for Convocation opens.
18 Aug – 12 Sep 2021	Registered graduates receive confirmation email with details on gown collection and other information.
15 Sep 2021	Registration for LASALLE Convocation 2020 closes
22 Sep 2021	Registration for LASALLE Convocation 2021 closes
2 Oct 2021	LASALLE Convocation for Class of 2020 at Singapore Expo Hall 3 and on YouTube
9 and 10 Oct 2021	LASALLE Convocation for Class of 2021 at Singapore Expo Hall 3 and on YouTube

### Collection of certificates

Certificates for the Class of 2020 have been mailed to all graduands.

If you have not received yours, please email [academic.admin@lasalle.edu.sg](mailto:academic.admin@lasalle.edu.sg)

Certificates for the Class of 2021 will be mailed to all graduands in September. The College has sent emails to request for updates to your contact details. The College is not responsible for any lost certificates if you do not update your contact information by the deadline.

If you have any queries, please email [academic.admin@lasalle.edu.sg](mailto:academic.admin@lasalle.edu.sg)

All certificates must be collected by 20 December 2021. Beyond this date, the College shall have the discretion to dispose of all uncollected certificates.

There will be no replacement or reprint of certificates. Graduands who request for a reprint or replacement of their certificate will be issued with a certified true copy endorsed by the College.

## Online registration

Registrations for Convocation 2020 and Convocation 2021 are open till 15 September 2021 and 22 September 2021 respectively.

Only graduands who have registered by the deadline will be allowed on stage. If you prefer to attend your Convocation virtually, please respond on the registration form and submit your photo which will be featured during the 'in absentia' segment.

Please take note of the safe management measures and timing of your ceremony, subject to change based on prevailing government guidelines

To be allowed entry into the Convocation venue, graduands must have either:

1. Completed the full COVID-19 vaccination regimen (two doses of any vaccination approved under the WHO Emergency Use Listing (WHO-EUL)) at least two weeks before the Convocation ceremony, or
2. Possess a valid negative COVID-19 Pre-Event Test (PET) result. For unvaccinated graduands attending the Convocation who require PET, LASALLE will cover the full cost of the one-time Antigen Rapid Test (ART). LASALLE has appointed Minmed Group Pte Ltd to provide the ART for graduands attending the in-person Convocation. Graduands will be required to book an appointment online before heading to any of Minmed's clinics. Please key in the unique code 'LASALLExART' under 'Purpose of visit' during registration. Please note that the ART has a validity of 24 hours. Graduands and guests will have to time their ART so that the validity covers up to the end of the ceremony.
3. Recovered from a COVID-19 infection with a valid PET exemption letter.

Due to strict safe management measures, each graduand will only be allowed to bring a maximum of two guests who are fully vaccinated. Unvaccinated guests will have to bear the full cost of the ART. No additional tickets will be made available. For health and safety reasons, guests above the age of 70 will not be admitted into the venue. For more information on PET please refer to the FAQs.

The Convocation ceremonies will be livestreamed on YouTube and details will be made available closer to event dates.

## Confirmation of registration

After you have registered your attendance online, you will receive an email confirmation within three working days.

For those attending the in-person Convocation, the email confirms your attendance, and details the safe management measures that will be implemented on-site. A link and password will be included in the confirmation email for you to reserve your academic gown.

For those who will be attending the online Convocation, the email confirms your photo submission and information on where to access the links to your ceremony.

It is important that you receive this email confirmation. Please contact us at [alumni@lasalle.edu.sg](mailto:alumni@lasalle.edu.sg) if you do not hear from us within three working days of registration.

## Special assistance

Please inform us if you require any assistance going on and off the Convocation stage. Graduands with mobility challenges (e.g. wheelchair, crutches, walking aids), or hearing or visual impairment may notify us in your online registration or email [alumni@lasalle.edu.sg](mailto:alumni@lasalle.edu.sg) so that the necessary arrangements can be made.

Depending on the layout of the venue, graduands with mobility challenges may not be seated with their programme mates during the Convocation ceremony.

## Full-time national servicemen

Full-time national servicemen (NSF) may approach the Division of Advancement for an official Convocation letter. However, the decision as to whether you can be released from camp to attend the Convocation lies with MINDEF. The release of NSF is subject to exigencies of services and each unit's training schedule.

The official Convocation letter can be shown to your officer, as MINDEF units would require evidence of the Convocation before releasing the NSF from their units for the day. To request your Convocation letter, please email [alumni@lasalle.edu.sg](mailto:alumni@lasalle.edu.sg)

## Academic gown

After registering your attendance for the Convocation, you will receive a confirmation email within three working days with a link and password to reserve your academic gown.

Please contact [alumni@lasalle.edu.sg](mailto:alumni@lasalle.edu.sg) if you do not receive an email confirmation within three working days.

All graduates attending the Convocation are required to wear academic gowns. Only those who have registered their attendance for the in-person Convocation and reserved an academic gown will be issued one.

Creative District Pte Ltd is the appointed gown hirer and official photographer for LASALLE Convocation 2020 and 2021.

### Gown deposit and rental charges

Please pay the gown deposit and rental **in cash** to Creative District when you collect your academic gown.

#### Gown rental

\$53.50 (non-refundable, includes 7% GST)

#### Deposit (Diploma)

\$150.00 (Cash only, fully refunded upon return of gown in good condition)

#### Deposit (BA(Hons) & MA)

\$200.00 (cash only, fully refunded upon return of gown in good condition)

Please WhatsApp any queries about the academic gown to **8337 1948**, Mondays to Fridays, 10:00am – 7:00pm or you may email [enquiry@creativedistrict.com.sg](mailto:enquiry@creativedistrict.com.sg)

#### Creative District

20 Jalan Kilang  
Autobahn  
#06-01  
Singapore 159418  
Tel: +65 6471 2788

Nearest MRT station: Redhill  
Buses: 14, 123, 147, 153, 196, 197, 198, 855, 961

Please collect your academic gown according to the schedule provided below. Graduates who did not register or missed the registration deadline for the in-person Convocation will not be issued an academic gown.

### Schedule for gown rental

#### Class of 2020

##### Rental dates

23 – 24 Sep 2021

27 – 30 Sep 2021

##### Time

11:00am – 7:00pm

#### Class of 2021

##### Rental dates

5 – 8 Oct 2021

##### Time

11:00am – 7:00pm

Please adhere to safe management measures when collecting your gown at the Creative District studio. Do not congregate in groups at the premises.

You will be required to book an appointment to collect your gown in person as you will need a fitting. No proxies will be allowed to collect your gown on your behalf.

### Schedule for gown return

#### Class of 2020

##### Dates and location

Immediately after your Convocation ceremony at the Creative District booth within Singapore Expo Hall 3

##### Time

11:00am, 2:45pm, 6:30pm

#### Class of 2021

##### Dates of return

11 – 15 Oct 2021

Creative District studio

##### Time

11:00am – 7:00pm

Please ensure that you return a complete set which includes an academic gown, mortar board, sash and gown bag. Any gown set unreturned by the deadline or returned incomplete or damaged will result in the deposit being forfeited.

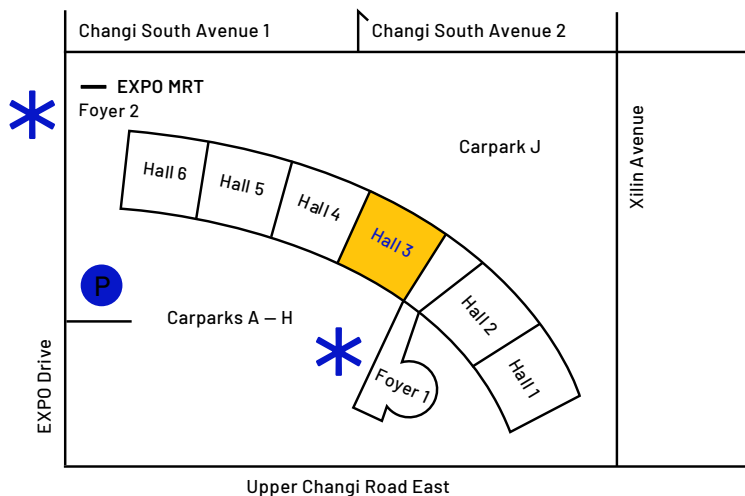
## Stage photography

LASALLE has engaged Creative District as the official event photographer for Convocation. Each graduate may pre-order a copy of their on-stage photograph when renting your gown.

## Safe management measures

We are committed to creating a safe and meaningful Convocation experience for you. For the health and safety of all graduands and guests, and in line with recommendations and guidelines from the Ministry of Health (MOH) and Ministry of Education (MOE), the following safe management measures will be implemented at the Convocation ceremonies:

- Singapore Expo has installed the SafeEntry Gateway which allows check-ins by scanning a TT app or token.
- Mandatory SafeEntry check-in to the venue at designated entry points via the TraceTogether (TT) app or token. Please refer to the location map below:



- \* Controlled points of entry into Singapore EXPO at Foyer 1 and Foyer 2

- Sanitation of high touch point surfaces including door handles and escalator handrails as well as cleaning of common areas is conducted regularly with SGClean guidelines.
- A holding room is available outside the venue for any suspected COVID-19 cases.
- For health and safety reasons, guests below the age of 5 and above the age of 70 are discouraged from attending the in-person Convocation.
- Kindly refrain from attending the in-person Convocation if you are experiencing symptoms of COVID-19 including but not limited to fever, runny nose, sore throat, loss of taste and smell, etc. You may still attend Convocation online.

## Registration for graduands and guests

While queuing to register, please remember the following:

- Keep a distance of 1 metre apart.
- Get ready your NRIC/FIN to be scanned when you arrive at the counter.
- Get ready your vaccination status, valid negative ART result or valid PET exemption letter.

In compliance with the Personal Data Protection Act, you will be deemed to have provided consent to the collection of your personal data for the purpose of attending this event. Your personal data will only be used to verify your vaccination status against your personal identification number, and this data will be expunged immediately after the event.

## During the ceremony

The following measures must be strictly observed all the times during registration and the ceremonies:

- Face masks must be worn throughout.
- Graduands must be seated at assigned seats or rows only. Strictly no movement within the hall is allowed unless going up on stage to receive the certificate.
- Staff from our appointed vendor Creative District will check that your gown is in order. Concurrently, LASALLE staff will check to make sure that you are standing in the correct position and that your name card tallies with the conferment list.
- At the appropriate time, marshals will invite you to quietly stand and move to the right side of the hall (facing stage) to queue. Please remember to keep a distance of 1 metre.
- You will be presented to the Presiding Officer in the order as listed in the e-programme booklet.
- You will be ushered to wait at the foot of the stairs. When cued please head up the stage and stop. Hand your card to the emcee for your name to be read out.
- You will be ushered to wait at the foot of the stairs. Follow the instructions of the marshals before moving on stage to have your photo taken with the Presiding Officer.
- There will be no handshakes. Please pose for your photo to be taken, after which please proceed off stage. A marshal will direct you on the route to return to your seat.
- There will not be any collection of certificates and transcripts on stage during the ceremony.
- Clapping is encouraged but please refrain from cheering.
- Graduands and guests must remain seated throughout the ceremony. Please do not exit the hall as no re-entry is allowed.

- Guests can take photographs and/or videos from their seats but no standing, cheering or leaving of seats to take photographs or videos is allowed throughout the ceremony.
- Graduands and guests must vacate the premises immediately at the end of the ceremony as the venue will be cleaned and sanitised for the next session. To ensure the smooth ingress of the next sessions' attendees, please do not loiter or hang around outside the venue and around the registration areas.

## Useful contacts

If you have any queries regarding Convocation, please contact:

Division of Advancement

Tel: +(65) 6496 5152 / +(65) 6496 5151 / +(65) 6496 5227

Email: [alumni@lasalle.edu.sg](mailto:alumni@lasalle.edu.sg)