

TEACHERS' INVESTITURE CEREMONY INSTRUCTIONS TO GRADUANDS

Please read these instructions. It is important that you know what to do on the day of the ceremony.

Ceremony 1 - 11 July 2024 at 9.30 am

Ceremony 2 - 11 July 2024 at 2.30 pm

1. Arrival

Graduands are advised to arrive at the Nanyang Auditorium one and a half hours before the start of the ceremony. Upon arrival, graduands will be ushered to the Registration Counter.

2. Robing

Graduands are to be properly robed before they register their attendance at the Registration Counter.

3. Registration

Your attendance at the Teachers' Investiture Ceremony (TIC) is **compulsory**. To facilitate this, arrangements have been made with your principal to release you from teaching duties to attend the TIC. You may also like to inform your principal and take this opportunity to invite him/her to witness the ceremony.

After robing, please report to the Registration Counter in NTU Nanyang Auditorium. Please join the correct queue at the Registration Counter to have your attendance taken and be issued with an Attendance Card, which serves as your admission ticket into the Auditorium. Documents which are accepted for attendance taking are matriculation card, identity card, passport, driving licence and other photo identification.

Please have your identification documents **ready** when you join the queue. Graduands who are not properly attired **will not** be allowed to register.

We seek for your cooperation to adhere to the following reporting time:

	Reporting Time
Ceremony 1	8.00 am
Ceremony 2	1.00 pm

In order for you to report in a timely manner, you may wish to take into consideration factors such as possible heavy road traffic conditions, MRT disruptions, and others. Do tune in to the media (eg. radio, Twitter) for traffic news updates before you begin your journey.

Please note that the Registration Counter will **close half an hour** before the actual start time of the ceremony as follows:

	Registration Closing Time
Ceremony 1	9.00 am
Ceremony 2	2.00 pm

We seek your understanding that we may not be able to admit latecomers to join the ceremony when it is under way as this causes disruptions. Please refrain from bringing big/bulky bags to the ceremony as they will not be allowed into the auditorium.

4. Major Train Service Disruption

In the event that you are caught in a major train disruption, please approach the SMRT or SBS Transit staff at the station for assistance on alternative means of transport to reach the ceremony venue as quickly as possible. In this instance, graduands who arrive late will be presented if the ceremony has not ended. The marshals will advise those affected on what needs to be done.

5. Seating Arrangement

Once you have registered, please proceed immediately to the Auditorium with your Attendance Card. Your seat number is indicated on the top-left corner of your Attendance Card. There are marshals in the Auditorium to assist you, should you require any assistance.

6. Attendance Card

Please **DO NOT LOSE YOUR ATTENDANCE CARD!** During the ceremony, you are required to hand it over to the marshal on stage standing next to the reader. This card will be used by the reader to call your name. In the event that you have misplaced your Attendance Card, please alert the marshal in-charge of your row immediately.

7. Presentation of Graduands

The presentation of graduands will take place as follows:

Ceremony 1	
11 July 2024, 9.30 am	Bachelor of Arts in Art and Education
	Bachelor of Arts in Chinese Studies and Education
	Bachelor of Arts in English Language & Linguistics and Education
	Bachelor of Arts in English Literature and Education
	Bachelor of Arts in Geography and Education
	Bachelor of Arts in History and Education
	Bachelor of Arts in Malay Studies and Education
	Bachelor of Arts in Music and Education
	Bachelor of Arts in Tamil Studies and Education
	Bachelor of Science in Biology and Education
	Bachelor of Science in Chemistry and Education
	Bachelor of Science in Mathematics & Computational Thinking and Education
	Bachelor of Science in Physics & Energy Studies and Education
	Bachelor of Science in Sport Science and Education
	Diploma in Education
	Diploma in Art Education
	Diploma in Music Education
	Diploma in Physical Education
Diploma in Special Education	
Diploma in School Counselling	
Ceremony 2	
11 July 2024, 2.30 pm	Postgraduate Diploma in Education (Primary)
	Postgraduate Diploma in Education (Secondary)
	Postgraduate Diploma in Education (Junior College)
	Postgraduate Diploma in Education (Physical Education)

In the event that latecomers are allowed to join the ceremony, they will only be presented at the end of the ceremony. If this occurs, please follow the instructions provided by the marshals.

7. Order of Proceedings

During the ceremony, at the appropriate time, the marshals will indicate to you when and where to stand while waiting to be presented. Please do not bring anything with you except your **Attendance Card** when you go up the stage.

The first few graduands will stand behind a horizontal line as indicated on stage. The marshal will indicate to you when and where to stand while waiting to be presented. Position yourself immediately behind the line and move forward to receive your folder when your name is being called.

Shake hands with the presenter as you receive your folder. Do **not** bow, take 'selfies' or 'wefies', perform any stunts or cause disruptions while on stage before or after receiving your folder.

Your transcript and (Diploma/PGDE) certificate will be given to you before you return to your seat as directed by the marshals. For BA/BSc Double Major Programme (DMP) graduands, you will receive the degree certificate and transcript at the NTU Convocation (for Semester 2 graduands, and Semester 1 graduands who have not collected from OneStop@SAC).

Graduands who are **prize winners** will receive their folders first and then receive their prizes only at the end from the Guest of Honour after all graduands have received their folders. Prize winners would therefore not return to their original seats after receiving their folders but will be led from the stage area by a marshal to another row of seats reserved for prize winners. As the last few graduands are receiving their folders, the chief marshal will get the prize winners ready and line them in the order that they are supposed to go up the stage to receive their awards/medals.

The Valedictorian will give a Valedictory Speech during the ceremony. In addition, the Valedictorian will, at the appropriate time, invite the Director-General of Education (DGE) to recite the Teachers' Pledge. **All graduands shall rise from their seats to recite the Pledge together with DGE.** Please raise your right hand when you recite the pledge. The Teachers' Pledge will be projected on the screen on stage.

Please note that filming and photography will be taken during the ceremony and will be used for publicity purposes.

8. Code of Conduct

As the ceremony is a solemn and formal occasion to celebrate the academic achievements of all graduands, please conduct yourself in a dignified and professional manner when you proceed up the stage to collect your folder and throughout the proceedings of the ceremony. The following are to be observed:

- You are to wear your graduation gown throughout the ceremony.
- You are to occupy the seat allocated to you so as not to upset the presentation order.
- You are to remain seated throughout the ceremony except when the Academic Procession are marching into or out of the auditorium, the National Anthem is played, while being presented to the Presiding Officer and reciting the Teachers' Pledge.
- Refrain from leaving the Auditorium mid-way through the ceremony even if you have already received your folder. This is to give due respect to your fellow graduands who are still waiting for their turn.
- When your name is announced, walk forward and receive your folder from the Presiding Officer.
- Switch off your mobile phone or turn it to silent mode once you are inside the Auditorium.
- You are to follow the instructions and directions of the marshals during the ceremony.

9. Dress Code

As the Teachers' Investiture Ceremony is a formal event, all graduands must be properly attired to befit the occasion. Academic dress is mandatory for all graduands attending the ceremony, and all graduands are advised to observe the following dress code:

Acceptable Attire for Ladies

- Long sleeve shirt/blouse with collar/Knee-length dress
- Long pants or knee-length skirt
- Covered formal shoes



Acceptable Attire for Men

- Long-sleeved shirt with collar and a tie
- Long pants
- Formal shoes with socks for footwear



Inappropriate Attire to Avoid

- Casual or revealing attire (e.g. T-shirts, polo shirts, casual pants/jeans, shorts, culottes, bermudas, tank tops and attire with inappropriate language and messages, and/or visuals that insinuate druges, political messages/symbols, discrimination, or harassment.)
- Slippers, sneakers, canvas shoes, sports shoes, open-toe sandals and sunglasses.

Graduands are not permitted to layer other clothing over the academic gown, or have any decorations, messages or symbols attached to the gown. Please note that any graduands not dressed according to the dress code **will not** be permitted to attend the ceremony.

Marshals on duty reserve the right to remove all inappropriate materials deemed disruptive, harassing, or determined to pose a safety risk or obstructing the view of other attendees. Graduands unwilling to comply with these guidelines may not participate in the ceremony.

10. Photographs

Arrangements have been made for photographs to be taken of every graduand during the ceremony. Please look slightly to your left when you receive your folder so that the photographer can get a good photograph of you. Details on the charges and collection of photos can be found in the flyer, which will be given to you on the day of the ceremony.

Please inform your guests that they are not to go to the front to take photographs during the ceremony. Our marshals have been instructed to prevent unauthorised photographers from disturbing the ceremony. Please co-operate to avoid embarrassment or unpleasantness.

11. Entrance

The Nanyang Auditorium is located next to the NTU Administration Building. Please put on your academic gown before you enter the Auditorium.

12. Arrival/Parking

A map of NTU is attached (see [Annex 1](#))

Parking lots in NTU are limited and are available on a first-come, first-served basis. Wherever possible, you are advised to carpool or take public transport to the campus. You may take the MRT to Boon Lay or Pioneer station and transfer to bus service 179/199.

For those who are driving, you and your guests may park your vehicle at the car parks listed below. Please park only in white-coloured lots as the red-coloured lots are reserved lots.

Drivers should not queue and wait at the car park entrances that display the 'FULL' sign. You are encouraged to download the GoParkin mobile app for a convenient and hassle-free parking experience in NTU. For more information on GoParking, please refer to [Annex 2](#).

Carparks (chargeable)

Covered Carparks	Open Carparks
<ul style="list-style-type: none">• Carpark B• Carpark at Research Techno Plaza	<ul style="list-style-type: none">• Zone 2B Carparks: C, G, P, Q S, Hall 7 & SPMS• Zone 2B Carparks: D, E, F & ADM

Please note that the open carparks are further away from Nanyang Auditorium. Kindly refer to [Annex 1](#) for the exact locations of the carparks.

For information on the carpark zone charges, you may refer to this [link](#).

Reserved Carpark

Please note that Carpark A beside Nanyang Auditorium and, the School of Biological Sciences (SBS) Carpark are **closed** to graduands and their guests.

13. Designated Drop-off Point

Please use the designated drop-off point located in front of the Tan Chin Tuan Lecture Theatre for drop-offs and pick-ups. Please note that this area should be used only for its intended purpose and not for parking or waiting.

14. Wheelchair Access

Graduands with guests who require wheelchair access are advised to take the back entrance leading to the foyer of Nanyang Auditorium. The drop-off point is accessible via a small road off Nanyang Drive, in between the School of Biological Sciences and the Research Techno Plaza. Please refer to [Annex 3](#) for a map indicating the drop-off point, represented with a star.

14. End of Ceremony

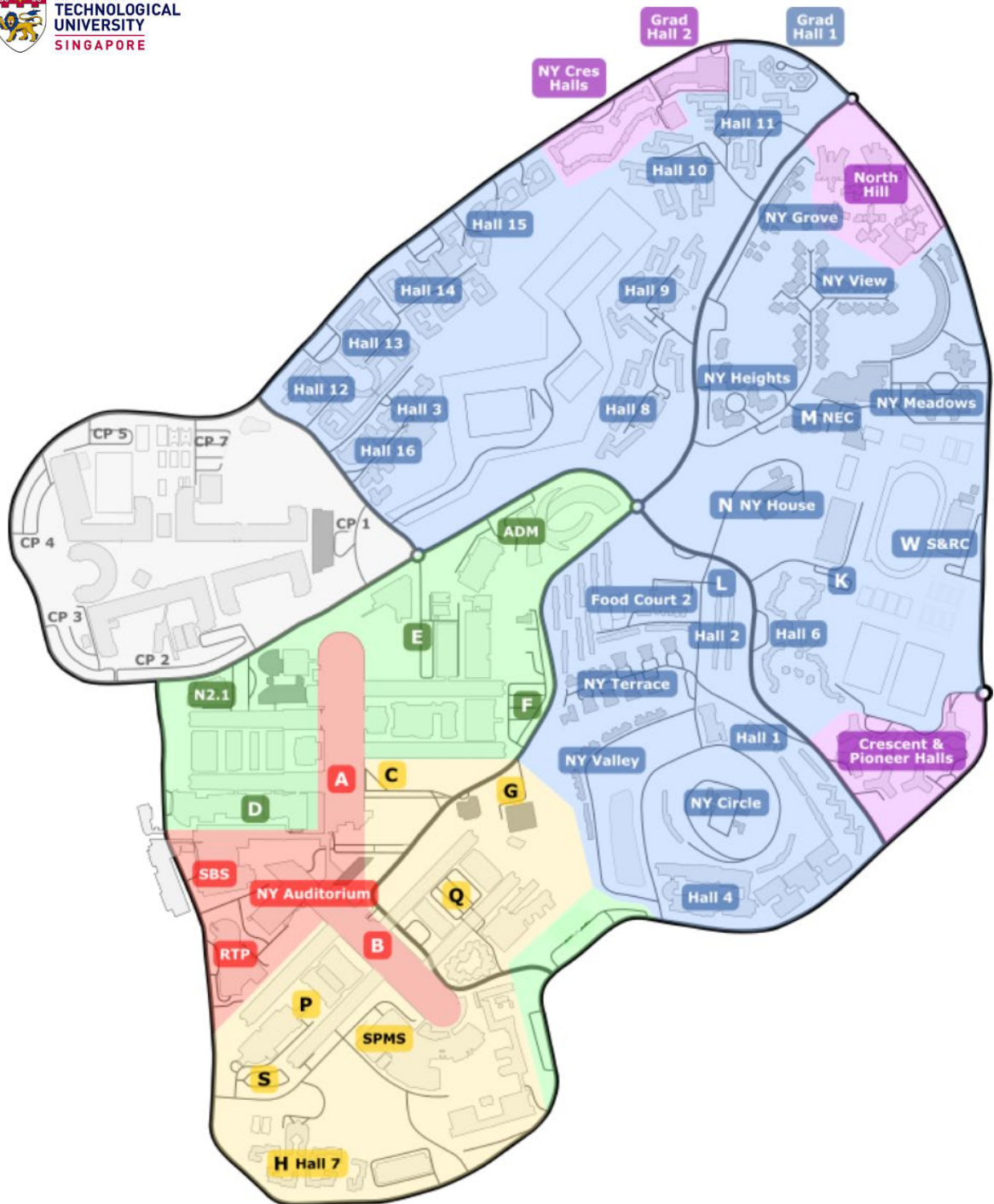
At the end of the ceremony, the National Anthem will be played, after which the academic procession will begin. Remain standing as the official procession, led by the Council Chairperson and VIP guests, leaves the auditorium. The marshals will then notify you know when you can leave the Auditorium.

Guests will leave the Auditorium before the graduands. Hence all graduands should remain in their places until all the guests have left the Auditorium.

PLEASE FAMILIARISE YOURSELF WITH ALL THE ABOVE INSTRUCTIONS.

Annex 1

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Parking Charges (Effective from 1 Jan 2024) [#]			
	Mon-Fri 0800-1800hrs (per Minute)	Mon-Fri 1800-0800hrs Sat, Sun & Pub. Holidays	Season Parking* (per Month)
ZONE 1	\$0.034 No cap	Free	\$91.86
ZONE 2A	\$0.025 No cap	Free	\$66.22
ZONE 2B	\$0.020 No cap	Free	\$40.74
ZONE 3 Covered	\$0.020 Cap~ at \$4.34	Free	\$35.65 [^]
ZONE 3	\$0.017 Cap~ at \$4.34	Free	\$25.46

* NTU Staff & Students only
[^] Residents of this Zone only
~ Cap only applies per entry/day
[#] inclusive of 9%, GST, effective from 1 Jan 2024

ZONE 1	Mainly covered lots (academic complexes) Carparks - <u>A</u>, <u>B</u>, <u>Nanyang Auditorium</u>, <u>SBS</u>, <u>RTP</u>
ZONE 2A	Mainly open lots Carparks - <u>C</u>, <u>G</u>, <u>P</u>, <u>Q</u>, <u>S</u>, <u>H (Hall 7)</u>, <u>SPMS</u>, <u>Gaia</u>
ZONE 2B	Mainly open lots Carparks - <u>D</u>, <u>E</u>, <u>F</u>, <u>ADM</u>, <u>N2.1</u>
ZONE 3 Covered	Mainly covered lots (non-academic zone) Carparks - <u>Crescent & Pioneer Halls</u>, <u>North Hill</u>, <u>Nanyang Crescent Halls & Graduate Hall 2 [UC]</u>
ZONE 3	Mainly open lots (non-academic zone) Carparks - <u>K</u>, <u>L</u>, <u>M (NEC)</u>, <u>N (Nanyang House)</u>, <u>W (Sports & Recreation Centre)</u>, <u>Food Court 2</u>, <u>Halls 1, 2, 3, 4, 6, 8, 9, 10, 11, 12, 13, 14, 15 & 16</u>, <u>Graduate Hall 1</u>, <u>Nanyang Circle</u>, <u>Nanyang Grove</u>, <u>Nanyang Heights</u>, <u>Nanyang Meadows</u>, <u>Nanyang Terrace</u>, <u>Nanyang Valley</u>, <u>Nanyang View</u>

Source: <https://www.ntu.edu.sg/life-at-ntu/visiting-ntu/carpark-zones-charges>

Annex 2

Motorists are encouraged to download the GoParkin mobile app for a convenient and hassle-free parking experience in NTU.

Register your vehicle on GoParkin app and you can:

- Find available parking lots on the go
- Find electric vehicle (EV) charging stations and check charging status
- Pay parking and/or EV charging fees using credit and debit cards

Simply download the GoParkin app and get started!



Download on [App Store](#) and [Google Play](#)

Please refer to [this page](#) for more details on the car park zones on NTU campus and the relevant charges.

Kindly take note of the followings:

- Please park only in designated WHITE lots.
- Parking spaces are on a first-come first-served basis, subject to availability. To check for available parking spots, please utilize the GoParkin app.
- NETS/Cash card payment is available at the exit terminals of the car parks.
- During Ceremony 1, car park A will be largely reserved for the University's official guests and staffs who are officiating the event. Please follow the direction of the Campus Wardens during the convocation.

Drop-off Point for Wheelchair Access

