

GENERAL GUIDE FOR CONVOCATION CEREMONY

1. CEREMONY DATE.

- UMS 21st Convocation Ceremony will be held at the Chancellor Hall, Universiti Malaysia Sabah on :

Date	: 23 rd , 24 th & 25 th November 2019
Day	: Saturday, Sunday and Monday

- Graduands may refer to our website <http://bpa.ums.edu.my/> for more information about the ceremony.

2. FEE.

- All graduands must pay a total fee of **RM185.00** regardless of their attendance to the ceremony.
- Graduands who do not attend the ceremony can pay the fee before or after the ceremony (office hours only) at the Bursar's Office Customer Service Counter, North Block, Chancellory Building or through UMS FPX (<https://fpx.ums.edu.my/>). **However, Academic Certificate & Transcripts will only be released after the ceremony and all fees including the convocation fee and any outstanding debts to the university has been settled.**
- Payment of the convocation fee or other debts (if any) must be paid **two (2) weeks before the ceremony**. Payment made later than that may result in late update of payment status in the system.
- Graduands may check for any debts via <https://konvo.ums.edu.my/>

BEFORE THE CONVOCATION CEREMONY

1. COLLECTION OF CONVOCATION ATTIRE

- Collection date of convocation attire is as follows :

Date	: 16-22 November 2019 (Sat - Fri)
Location	: Dewan Kuliah Pusat Ke-2 (DKP2), UMS
Time	: 9.00 am – 5.00 pm
	Dewan Canselor (Grd. Floor)
	23-25 November 2019 (Sat-Mon)
	8.00 am – 5.00 pm

- Graduands who assign representatives to collect the convocation attire must present a **letter of authority signed by the graduand stating their full name, identity card number/passport number and student matric number and full name and identity card/passport number of the representative with attaching a copy of the graduand's identity card or student card. Incomplete application will not be considered.**

- Representatives are only allowed to represent **not more than two (2) graduands** for loaning of convocation attire.
- Graduands must print the *Loaners Sheet* through the convocation checking website : <http://bpa.ums.edu.my/semakankonvo/>
- Graduands must ensure:
 1. All debts to the university has been paid in full upon collection of the convocation attire.
 2. Robes, hood and mortarboard are in perfect condition with no damages before leaving the counter. Any damages detected upon return of the convocation attire will be charged according to the type of damage.
 3. Hood received according to the study programme.
 4. Package received is complete – convocation attire, invitation card and Alumni Card / Touch n Go.
 5. After collecting the convocation attire, the Alumni card/Touch n Go is tested at the Touch n Go Counter.
 6. **Graduands or guests facing health issues/disabilities/pregnancy must be reported during collection of convocation attire.**

2. INVITATION CARD AND CAR STICKER.

- All graduands will receive an invitation card for **three (3) guests** to attend the ceremony. Invitation cards will be handed out when collecting the convocation attire. **Guests without invitation cards will not be allowed to enter the convocation ceremony hall.**
- The invitation cards are used as the car sticker when entering the campus. The car stickers must be placed on the front vehicle window.
- The University will not be responsible for any loss of invitations cards and no replacement will be issued.

3. GRADUATION REHEARSAL AND BRIEFING.

- Graduation Rehearsal and Briefing will be held as follows:

Date	: 21st November 2019 (Thursday)
Time	: 10.00am – 12.00noon
Tempat	: Chancellor Hall

**Subject to changes*

4. DRESS CODE AND PERSONAL APPEARANCE.

- All graduands attending the Convocation Ceremony must adhere to the following dress code and personal appearance:

A. Male

Dress Code	<ul style="list-style-type: none"> ▪ Formal attire. ▪ Dark Lounge Suit with light-coloured long-sleeved shirt and neck tie. ▪ Long pants and shirt with long sleeves that should cover until the neck area (jeans and sport clothes are not allowed). ▪ Dark colored shoes (sneakers/sandals/slippers and shoes with striking colours are not allowed).
Appearance	Neat and short hair (above the shirt collar).

B. Female

Dress Code	<ul style="list-style-type: none"> ▪ Formal attire. ▪ Shirt/blouse with long sleeves and should cover until the neck area. ▪ Length of the skirt/gown/dress is below the knee. ▪ Female graduands are encouraged to wear 'baju kurung' (any colours). ▪ Dark colored shoes (sneakers/sandals/slippers and shoes with striking colours are not allowed). <u>Avoid wearing high heels and slippery shoes.</u> ▪ Dresses must not be too flashy and transparent.
Appearance	<ul style="list-style-type: none"> ▪ If wearing headscarf (tudung), must be pinned neatly and not covering any part of the face. ▪ If not wearing headscarf, hair must be tied (for those with long hair) and comb neatly.

THE CONVOCATION CEREMONY IS A FORMAL OCCASION. GRADUATES ARE ADVISED TO ADHERE TO THE DRESS CODE AS STATED ABOVE. THE UNIVERSITY HAS THE AUTHORITY TO PREVENT GRADUATES FROM PARTICIPATING IN THE CEREMONY IF THEY DO NOT FOLLOW THE RULES AND REGULATIONS FOR THE CONVOCATION CEREMONY

5. DRESS CODE FOR GUESTS.

- Parents/guests (including children aged 12 years and above) are required to dress formally as follows :

A. Male guests

- i. National attire; or
- ii. Batik; or
- iii. Lounge Suit; or
- iv. Appropriate formal attire (Jeans, shorts, t-shirts, slippers are not allowed)

B. Female guests

- i. National attire; or
- ii. Formal and decent attire (Length of dress or skirt above the knee, sleeveless blouse, t-shirts, jeans, shorts and slippers are NOT ALLOWED)

- The ceremony hall is fully air-conditioned. Therefore guests are advised to wear appropriate clothing.
- Guests may enter the Chancellor Hall using the designated doors.

7. PARKING.

- **Entrance for graduands and guests/parents to UMS campus**
 - i. Access to the campus for graduands/guests is through the main entrance.
- **Parking lots for graduands and guests/parents**
 - i. All graduands/guests shall park their vehicles at the parking area of Faculty of Engineering (FKJ) or any other designated parking area provided by the University. Please follow the instruction given by the Campus Security.

8. GRADUATION PHOTOS.

- **Graduands are not allowed to use cameras and video recorders in the hall during the ceremony.** Photos will be taken by photographers appointed by the University.

9. SPECIAL NEEDS.

- Graduands and guests with special needs (health issues, pregnant or disabilities) and in need of assistance are required to inform the officer in charge during the collection of convocation attire.

10. OTHER FACILITIES –PRAYER ROOMS

- Prayer Room is located at the **Chancellor Hall next to the Centre for Curriculum and Student Development Office and 1st Floor, Anjung Siswa (Student Affairs Dept. building) which is located next to the Chancellor Hall building.**

11. BEFORE ENTERING THE CEREMONY HALL.

Please adhere to the following rules before entering the ceremony hall:

- Graduands must assemble at the 'Laman Graduan', Chancellor Hall according to programme and faculty at the following time :

Morning Session : 7.00 am

Afternoon Session : 12.30 pm

***To avoid being late due to the traffic jam that may occur because of road construction in front of the campus, graduands are advised to arrive at the following time:**

Morning Session : 6.00 am

Afternoon Session : 10.00-11.00 am

- Graduands must ensure they attend the correct session according to faculty.
- Convocation attire (academic robe, hood and mortarboard) must be worn properly.
- Graduands must comply with the dress code ethics as stated in item 4. Dress Code.
- Graduands are not allowed to carry bags, flowers, food, drinks and any prohibited objects into the ceremony hall.

- Mobile phones ringtone must be in silent mode.
- Graduands must use the toilet before entering the ceremony hall.
- Graduands must bring along their Alumni Card/Touch n Go.

REMINDER : GRADUANDS ARE NOT ALLOWED TO ASSIGN A REPRESENTATIVE TO RECEIVE THEIR GRADUATION CERTIFICATE DURING THE CEREMONY

12. DURING THE CEREMONY.

- Graduands and guests/parents **are not allowed** to:
 - i. Use mobile phone in the during the ceremony (mobile phones must be in silent/mute mode).
 - ii. Take pictures and record videos in front of the stage.
 - iii. Leave the ceremony hall before the end of each session.
 - iv. Eat and drink inside the ceremony hall.
 - v. Make any loud noises inside the ceremony hall.

12. RESTRICTION TO ATTEND CONVOCATION AND DETENTION OF SCROLL & TRANSCRIPT

Graduands with outstanding debts or have not returned borrowed library books or any other borrowed items from the university and has any unpaid summons/fees must settle all payments and return all borrowed items/books as soon as possible.

If payment or return has been done, please bring along the receipt or proof of return upon collection of convocation attire or when collecting scroll and transcript. Students who fail to do so are **restricted from attending the convocation ceremony and their scroll and transcript will be detained.**

AFTER THE CONVOCATION CEREMONY

1. RETURNING OF CONVOCATION ATTIRE AND COLLECTION OF SCROLL AND TRANSCRIPT.

Convocation attire (robe, hood and mortarboard) **MUST BE RETURNED** to the following locations:

Venue	: Kompleks Dewan Kuliah Pusat Ke-2 (DKP2)
Date	: 23, 24 & 25 November 2019 (Sat, Sun & Mon) 9.00 am until 6.00 pm
	: 26 - 29 November 2019 (Tuesday – Friday) 8.30 am until 5.00 pm
Notes:	a) Collection of scroll and transcript on the 23rd November 2019 starts at 12.30 pm. b) Convocation attire must be returned by 2nd December 2019 (Monday) to avoid being fined. c) Counter for return of convocation attire and collection of scroll and transcripts will be opened at DKP 2 until 6 December 2019 (Friday). Return of convocation attire and collections of scroll and transcript after 6 December 2019 can be done at the Academic Services Division (BPA) Office. d) Graduates from the Postgraduate, PLUMS, Faculty of Medicine & Health Sciences and PPG programmes may collect their scroll and transcript at the respective offices.

*Please ensure you return the convocation attire in good condition.

FINE IMPOSED FOR LATE RETURN OF CONVOCATION ATTIRE

- i. Convocation attire must be returned by **2nd December 2019 (Monday)**.
- ii. Beginning **3rd December 2019 (Tuesday)**, the following fine will be imposed on late return of convocation attire:

1st day (3rd Dec) : RM30.00 (one off) + RM5.00 (daily charge)

2nd day and onwards : RM5.00 per day until return.

2. COLLECTION OF ACADEMIC CERTIFICATE AND TRANSCRIPT.

Graduates may collect their academic certificate and transcript after the convocation ceremony subject to the following conditions:

- i. Convocation attire has been returned in complete and good condition and present the slip for return of convocation attire.
- ii. All outstanding debts to the university are paid (if any).

3. COLLECTION OF ACADEMIC CERTIFICATE/TRANSCRIPT ON BEHALF OF THE GRADUATE IS NOT ENCOURAGED FOR SAFETY REASON.

In certain circumstances and for any reason that cannot be avoided, collection of academic certificates should only be assigned to the nearest relatives:

- a. Graduates must complete the authority letter template at <http://bpa.ums.edu.my/images/suratkuasa.pdf> and attach a copy of their Identification Card / Passport and a copy of their representatives Identification Card / Passport.
- b. The applicant must ensure all details provided are the same as in the identity card and student card. Academic certificate will not be issued if the particulars required is incomplete or incorrect.
- c. A representative can only collect the academic certificate on behalf of not more than one (1) graduate.

4. COLLECTION OF ACADEMIC CERTIFICATE AND TRANSCRIPT FOR GRADUATES WHO DID NOT ATTEND THE CONVOCATION CEREMONY.

For those who intend to have their scroll/transcript sent via postal service, applications must be submitted to the following address:

1.	Assistant Registrar (Graduation Unit) Academic Services Division, Universiti Malaysia Sabah, Jalan UMS, 88400 Kota Kinabalu, Sabah Tel: 088-320000 ext. 691096/691701/692115 Fax: 088-320090	For full-time Undergraduates only
2.	Assistant Registrar, Centre for Postgraduate Studies, Universiti Malaysia Sabah, Jalan UMS, 88400 Kota Kinabalu, Sabah Tel: 088-321026 Fax: 088-320233	For Postgraduates only
3.	Assistant Registrar, Faculty of Medicine and Health Sciences Universiti Malaysia Sabah, Jalan UMS, 88400 Kota Kinabalu, Sabah Tel: 088-320000 ext. 611023/611024 Fax: 088-321372	For Graduates of Faculty Medicine and Health Sciences
4.	Director, UMS Centre for External Education, Level 1, Centre for Postgraduate Studies, Universiti Malaysia Sabah, Jalan UMS, 88400 Kota Kinabalu, Sabah Tel: 088-314600/314601 Fax: 088-314606	For PLUMS graduates only
5.	Assistant Registrar, Faculty of Psychology and Education Universiti Malaysia Sabah, Jalan UMS, 88400, Kota Kinabalu, Sabah Tel : 088-320000 ext. 8011 / 2509	For PPG & PKPBG graduates only

Fax : 088-320101	
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Please insert the *PosLaju Prepaid Envelope (Poslaju National Courier)* BLUE color that can be purchased from any post offices throughout Malaysia into a normal envelope containing your application letter.

Please indicate the following information in your application letter:

- a) Name as in Identification Card
- b) Identification Card No./Passport No.
- c) Student ID/Matric No.
- d) Programme
- e) Postal address and contact number

Type: Prepaid Envelope L
Sizes: 380mm x 320mm



**Please note that University will not be responsible for any loss, damage, delay, or misdirected mail that may occur during the delivery.*

5. REQUEST FOR CORRECTION OF INFORMATION IN THE ACADEMIC CERTIFICATE/TRANSCRIPT.

Upon collecting the academic certificate/transcript, **graduates must check all information written in the academic certificate/transcript.** Should there be any correction/error due to the mistake by the University, a new certificate will be issued. Graduates may submit a written application to **Convocation and Student Records Management Section, Academic Services Division, Universiti Malaysia Sabah.**

6. REPLACEMENT OF ACADEMIC CERTIFICATE/TRANSCRIPT.

The University's policy that replacement of academic certificate will not be issued due to any loss/damage. Therefore, graduates are advised to ensure that the academic certificate/transcript are to be kept safely and make additional copies. The University will only issue a verification letter for lost/damaged certificates.