1. CEREMONY DATE.
   - UMS 20\textsuperscript{th} Convocation Ceremony will be held at the Chancellor Hall, Universiti Malaysia Sabah on:
     
     | Date     | 24\textsuperscript{th}, 25\textsuperscript{th}, 26\textsuperscript{th} November 2018 |
     | Day      | Saturday, Sunday and Monday          |
   
   - Graduates may refer to our website http://bpa.ums.edu.my/ for more information about the ceremony.

2. FEE.
   - All graduates must pay a total fee of RM185.00 regardless of their attendance to the ceremony.
   - Graduates 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 FPX (Please refer to the Student Finance Division, UMS for further information on this). 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 must be paid in full.
   - Graduates may check for any debts via https://konvo.ums.edu.my/

3. COLLECTION OF CONVOCATION ATTIRE
   - Collection date of convocation attire is as follows:
     
     | Date     | 19 – 23 November 2018 (Mon - Fri) |
     | Location  | DKP 2, UMS                          |
     | Time      | 9.00 am – 5.00 pm                  |

* Counter will be closed on 20hb. November 2018 (Public Holiday - Maulidur Rasul)

   - Graduates who assign representatives to collect the convocation attire must present a letter of authority signed by the applicant naming the full name, identity card number/passport number and student matric number of the graduate and full name and identity card/passport number of the representative with attaching a copy of the applicant’s identity card and student card. Incomplete application will not be considered.
   - Graduates must ensure:
     1. All debts to the university be paid in full upon collection of the convocation attire.
     2. Robes, hood and mortarboard are in perfect condition with no damages before leaving the collection counter. Any damages detected upon return of the convocation attire will be charged according to the type of damage.
     3. Hood received is according to the study programme.
4. Package received is complete – convocation attire, invitation cards, car sticker, and alumni card / toucn n go.

5. After collecting the convocation attire, the alumni card/touch n go is tested at the respective counter.

6. **Graduates or guests with health issues/disabilities/pregnancy must be reported during collection of convocation attire.**

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**4. INVITATION CARD AND CAR STICKER.**

- All graduates will receive an invitation card for three (3) guests to attend the ceremony. Invitation cards will be handed out during registration when collecting the convocation attire. **Guests without invitation cards will not be allowed to enter the convocation ceremony hall.**
- Car stickers will also be handed out together with the invitation cards. 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.

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**5. GRADUATION REHEARSAL AND BRIEFING.**

- Graduation Rehearsal and Briefing will be held as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>23 November 2018 (Friday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>8.30am – 12.00noon</td>
</tr>
<tr>
<td>Tempat</td>
<td>Chancellor Hall</td>
</tr>
</tbody>
</table>

*Subject to changes*

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**6. DRESS CODE.**

- All graduates attending the Convocation ceremony must wear appropriate attire as follows:

  **A. Male**
  i. Formal attire.
  ii. Dark Lounge Suit with light-coloured long-sleeved shirt and neck tie.
  iii. Long pants and shirt with long sleeves that should cover until the neck area (*jeans and sport clothes are not allowed*).
  iv. Dark colored shoes (*sneakers/sandals/slippers and shoes with striking colours are not allowed*).

  **B. Female**
  i. Formal attire.
  ii. Shirt/blouse with long sleeves and should cover until the neck area.
  iii. Length of the skirt/gown/dress much reach below the knee.
  iv. Dress/Baju kurung (*any colours*).
  v. Dark colored shoes (*sneakers/sandals/slippers and shoes with striking colours are not allowed*). Avoid wearing high heels and slippery shoes.
  vi. Dresses must not be too flashy and transparent.
7. **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 and T-shirts are not allowed)*

  **B. Female guests**
  - i. National attire; or
  - ii. Formal dress *(Dress or skirt above the knee, sleeveless blouse, T shirts, jeans and shorts 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 graduates and guests/parents to UMS campus**
  - i. Access to the campus for graduates/guests is through the main entrance.

- **Parking lots for graduates and guests/parents**
  - i. All graduates/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.**

- **Graduates 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.**

- Graduates and guests with special needs (health issues, pregnant or disabled) 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:

- Graduates must assemble at Laman Graduan, Chancellor Hall according to programme and faculty at the following time:
  
  Morning Session : 7.00 am  
  Afternoon Session : 12.30 pm

- Graduates must ensure they attend the correct session according to faculty.

- Convocation attire (academic robe, hood and mortarboard) is worn properly and neat.

- Graduates comply with the dress code ethics as stated in paragraph 6. **Dress Code.**

- Graduates are not allowed to bring along handbags, flowers, food and drinks into the ceremony hall.

- Mobile phones ringtone must be in silent mode.

- Graduates use the toilet before entering the ceremony hall.

- Graduates must bring along their Alumni Card/Touch n Go and Identification Card.

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

12. **DURING THE CEREMONY.**

- Graduates and guests/parents are not allowed to:

  i. Use mobile phone in the ceremony hall (mobile phones must be in silent/mute mode).

  ii. Taking pictures and recording videos in front of the stage.

  iii. Leaving the ceremony hall before the session ends.

  iv. Eating and drinking inside the ceremony hall.

  v. Making noise inside the ceremony hall.

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

Students 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 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 will be restricted from attending the convocation ceremony and their scroll and transcript detained.
1. RETURNING OF CONVOCATION ATTIRE AND COLLECTION OF SCROLL AND TRANSCRIPT.

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

<table>
<thead>
<tr>
<th>Venue</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dewan Kuliah Pusat Ke-2</td>
<td>24, 25 &amp; 26 November 2018 (Sat, Sun &amp; Mon)</td>
</tr>
<tr>
<td></td>
<td>9.00 am until 6.00 pm</td>
</tr>
<tr>
<td></td>
<td>27 - 30 November 2018 (Tuesday – Friday)</td>
</tr>
<tr>
<td></td>
<td>8.30 am until 5.00 pm</td>
</tr>
</tbody>
</table>

* Collection of scroll and transcript on 24th November 2018 will start at 12.30 tengahari.

Returning of convocation attire and collection of scroll and transcript after the above dates:

<table>
<thead>
<tr>
<th>Venue</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>
| Academic Services Division Office (BPA) | 3 December 2018 (Monday) and onwards (office hours) | 8.30am until 12.30pm (office hours)
|                                |                          | 2.30pm until 4.30pm                   |

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

Important note:-

i. Convocation attire must be returned by 3rd December 2018 (Monday).

ii. Beginning 4th December 2018 (Tuesday), the following fine will be imposed on late returning of convocation attire:

   1st day (4th Dec) : RM30.00 (one off) + RM5.00 (daily charge) and 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 RECOMMENDED 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. Representatives shall present a letter of authority signed by the applicant naming the full name and identity card of the applicant and the representative with attaching a copy of the applicant’s identity card and student card.
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.
c. A representative can only collect the academic certificate on behalf of not more than two graduates.

4. COLLECTION OF ACADEMIC CERTIFICATE AND TRANSCRIPT FOR THOSE 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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Office/Department</th>
<th>Address</th>
<th>Contact Information</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assistant Registrar (Graduation Unit)&lt;br&gt;Academic Services Division,</td>
<td>Universiti Malaysia Sabah, Jalan UMS, 88400 Kota Kinabalu, Sabah</td>
<td>Tel: 088-320000 ext. 691096/691701/692115 Fax: 088-320090</td>
<td>For full-time Undergraduates only</td>
</tr>
<tr>
<td></td>
<td><strong>Assistant Registrar,</strong>&lt;br&gt;A <strong>Academic Services Division,</strong>&lt;br&gt;Universiti</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Malaysia Sabah, Jalan UMS, 88400 Kota Kinabalu, Sabah</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tel: 088-320000 ext. 691096/691701/692115 Fax: 088-320090</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Registrar, <strong>Centre for Postgraduate Studies,</strong>&lt;br&gt;Universiti Malaysia</td>
<td>Jalan UMS, 88400 Kota Kinabalu, Sabah</td>
<td>Tel: 088-321026 Fax: 088-320233</td>
<td>For Postgraduates only</td>
</tr>
<tr>
<td></td>
<td><strong>Sabah, Jalan UMS, 88400 Kota Kinabalu, Sabah</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tel: 088-321026 Fax: 088-320233</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Assistant Registrar, <strong>Faculty of Medicine and Health Sciences</strong>&lt;br&gt;Universiti</td>
<td>Jalan UMS, 88400 Kota Kinabalu, Sabah</td>
<td>Tel: 088-320000 ext. 611023/611024 Fax: 088-321372</td>
<td>For Medical Graduates and Diploma in Nursing only</td>
</tr>
<tr>
<td></td>
<td><strong>Malaysia Sabah, Jalan UMS, 88400 Kota Kinabalu, Sabah</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tel: 088-320000 ext. 611023/611024 Fax: 088-321372</td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
<td><strong>Director,</strong>&lt;br&gt;<strong>UMS Centre for External Education,</strong>&lt;br&gt;Level 1, Centre for</td>
<td>Universiti Malaysia Sabah, Jalan UMS, 88400 Kota Kinabalu, Sabah</td>
<td>Tel: 088-314600/314601 Fax: 088-314606</td>
<td>For PLUMS graduates only</td>
</tr>
<tr>
<td></td>
<td><strong>Postgraduate Studies,</strong>&lt;br&gt;Universiti Malaysia Sabah, Jalan UMS, 88400 Kota</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Kinabalu, Sabah</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tel: 088-314600/314601 Fax: 088-314606</td>
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</tr>
<tr>
<td>5.</td>
<td>Assistant Registrar, <strong>Faculty of Psychology and Education</strong>&lt;br&gt;Universiti</td>
<td>Jalan UMS, 88400, Kota Kinabalu, Sabah</td>
<td>Tel : 088-320000 ext. 8011 / 2509 Fax : 088-320101</td>
<td>For PPG &amp; PKPBG graduates only</td>
</tr>
<tr>
<td></td>
<td><strong>Malaysia Sabah,</strong> Jalan UMS, 88400, Kota Kinabalu, Sabah</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tel : 088-320000 ext. 8011 / 2509 Fax : 088-320101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Assistant Registrar, <strong>Faculty of Engineering</strong>&lt;br&gt;Universiti Malaysia Sabah,</td>
<td>Jalan UMS, 88400, Kota Kinabalu, Sabah</td>
<td>For Diploma Of Engineering (Oil &amp; Gas) graduates only</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jalan UMS, 88400, Kota Kinabalu, Sabah</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 7/9
Please insert the *PosLaju Prepaid Envelope (Poslaju National Courier) BLUE color* that can be purchased from any post offices throughout Malaysia for RM15.90 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  
Price: RM15.90

*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 TO 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 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 to graduates 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.
### IMPORTANT DATES

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>ITEMS</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 - 23 November 2018</td>
<td>9.00am – 5.00pm</td>
<td>Collection of Convocation Attire</td>
<td>Dewan Kuliah Pusat Ke-2</td>
</tr>
<tr>
<td><em>Counter will be closed on 20th Nov (public holiday- Maulidur Rasul)</em></td>
<td></td>
<td></td>
<td>(Next to Academic Services Division (BPA) building)</td>
</tr>
<tr>
<td>24 - 26 November 2018</td>
<td>8.30am – 5.00pm</td>
<td></td>
<td>Starting from 24 November 2018: Ground Floor, Chancellor Hall</td>
</tr>
<tr>
<td>23 November 2018</td>
<td>8.30am – 12.00 noon</td>
<td>Graduates’ Rehearsal and Briefing</td>
<td>Chancellor Hall</td>
</tr>
<tr>
<td>(Friday)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24-26 November 2018</td>
<td>7.00 am (Morning Session)</td>
<td>Convocation Ceremony</td>
<td>Chancellor Hall</td>
</tr>
<tr>
<td></td>
<td>12.30 pm (Afternoon Session)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24-26 November 2018</td>
<td>9.00am – 6.00pm</td>
<td>Return of Convocation Attire and collection of academic certificates/transcript</td>
<td>Dewan Kuliah Pusat Ke-2</td>
</tr>
<tr>
<td>27-30 November 2018</td>
<td>8.30am – 5.00pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 December 2018 and onwards</td>
<td>8.30 am until 12.30 pm</td>
<td>Return of Convocation Attire and collection of academic certificates/transcript</td>
<td>Academic Services Division Counter</td>
</tr>
<tr>
<td></td>
<td>2.30 pm until 4.30 pm</td>
<td></td>
<td>FPSK/PLMS/Postgraduates/PPG/FKJ: Collection of academic certificates/transcript at the Administrative Office of the respective faculties/center</td>
</tr>
<tr>
<td></td>
<td>(Office hours)</td>
<td></td>
<td>(Convocation Attire to be returned at the Academic Services Division (BPA) Office)</td>
</tr>
</tbody>
</table>

**Important note:-**

i. Convocation attire must be returned by **3rd December 2018 (Monday)**.

ii. Beginning **4th December 2018 (Tuesday)**, the following fine will be imposed on late returning of convocation attire:

- **1st day (4th Dec)**: RM30.00 (one off) + RM5.00 (daily charge) and **2nd day and onwards**: RM5.00 per day until return.