



# **2024 CONVOCATION GUIDELINES**

Date : 24 November 2024, Sunday

Time : 9.30 am – 3.30 pm (All UNITAR Colleges and KLMUC)

Venue : Putrajaya International Convention Centre (PICC), Putrajaya

## **BEFORE CONVOCAATION**

### **1. Convocation Date & Venue**

#### **1.1. Convocation Ceremony**

We will be holding the year 2024's Convocation Ceremony as follows:

<b>Date</b>	<b>24 November 2024</b>
<b>Day</b>	<b>Sunday</b>
<b>Time</b>	<b>9.30am – 3.30pm</b>
<b>Venue</b>	<b>Plenary Hall, Putrajaya International Convention Centre (PICC), Putrajaya</b>

#### **1.2. Rehearsal**

To ensure smoothness of the event, all Graduands attending the Convocation Ceremony are invited to attend a rehearsal as scheduled below:

<b>Date</b>	<b>22 November 2024</b>
<b>Day</b>	<b>Friday</b>
<b>Time</b>	<b>9.00am – 12.00pm</b>
<b>Venue</b>	<b>Plenary Hall, Putrajaya International Convention Centre (PICC), Putrajaya</b>

For Graduands, attending the rehearsal is **NOT COMPULSORY**. You may decide to attend or not to attend the rehearsal.

### **2. Convocation Registration**

You **MUST** register for the **Convocation Ceremony** to confirm your attendance for the year 2024 by completing and submitting the **Convocation Attendance Reply Form** with your **Payment Receipt/ Slip** via the respective links below:

<b>Centre</b>	<b>Link for Convocation Attendance Reply Form</b>
Kuala Lumpur Metropolitan University College (KLMUC)	<a href="#">Convocation Registration KLMUC</a>
UNITAR College Sungai Petani	<a href="#">Convocation Registration UCSP</a>
UNITAR College Penang	<a href="#">Convocation Registration UCPNG</a>
UNITAR College Ipoh	<a href="#">Convocation Registration UCIPH</a>
UNITAR College Melaka	<a href="#">Convocation Registration UCMLK</a>
UNITAR College Johor Bahru	<a href="#">Convocation Registration UCJB</a>
UNITAR College Kuantan	<a href="#">Convocation Registration UCKTN</a>
UNITAR College Kuala Terengganu	<a href="#">Convocation Registration UCKT</a>
UNITAR College Kota Bharu	<a href="#">Convocation Registration UCKB</a>
UNITAR College Kuching	<a href="#">Convocation Registration UCKCH</a>
UNITAR College Kota Kinabalu	<a href="#">Convocation Registration UCKK</a>

### 3. The Convocation Fees & Payment

- 3.1. To be eligible to attend Convocation Ceremony, the graduands **MUST MAKE FULL SETTLEMENT OF ALL OUTSTANDING PAYMENT** as well as **CONVOCATION FEES**. Graduands who fail to do so will **NOT BE ALLOWED** to attend the Convocation Ceremony.

The convocation fees are as follows:

Payment Date	KLMUC	West Malaysia UC	East Malaysia UC
22 August – 13 October 2024 <i>*Early Bird*</i>	RM 450	RM 450	RM 350
14 October – 10 November 2024	RM 500	RM 500	RM 500

- 3.2. Payment **MUST** be made before or on **10 November 2024 (Sunday)**.  
3.3. Convocation Fees paid are **NON-REFUNDABLE** under any circumstances.  
3.4. Graduands may make necessary payment via **ONLINE TRANSFER OR CASH DEPOSIT** to:

Centre	Bank	Account Number	Beneficiary Account	References
KLMUC	Maybank	014299120661	Cosmopoint Sdn Bhd	Ref 1: Student ID/ IC Number Ref 2: Contact Number
UC Sungai Petani	Public Bank	3174427115	Cosmopoint Sdn Bhd	
UC Penang	Maybank	507059113552	Cosmopoint Sdn Bhd	
UC Ipoh	Maybank	508029129704	Cosmopoint Sdn Bhd	
UC Melaka	Maybank	554026100590	Cosmopoint Sdn Bhd	
UC Johor Bahru	Public Bank	3174427115	Cosmopoint Sdn Bhd	
UC Kuantan	CIMB	8005313864	Cosmopoint Sdn Bhd	
UC Kuala Terengganu	Maybank	514299419087	Cosmopoint Sdn Bhd	
UC Kota Bharu	Maybank	503015230633	Cosmopoint Sdn Bhd	
UC Kuching	Maybank	511038034206	Cosmopoint Sdn Bhd	
UC Kota Kinabalu	Maybank	514310104858	Cosmopoint Sdn Bhd	

- 3.5. Save/Screenshot receipt/slip as proof of payment.  
3.6. The Official Receipt will be uploaded to [SharePoint](#) and updated periodically. Please keep the Official Receipt as proof of payment.  
3.7. Late payment after **10 November 2024 (Sunday)** will **NOT BE ACCEPTED**.

### 4. Ministry of Higher Education (MoHE) Graduates Tracer Study

- 4.1. It is **COMPULSORY** for 2024 Graduates to fill up the “Tracer Study on Graduates from Higher Learning Institution” online survey form.  
4.2. The online survey form is available at the Ministry of Higher Education (MoHE) website tentatively **three (3) weeks** (starting **4 November 2024 onwards**) before the convocation week.

Steps:

- Go to <https://graduan.mohe.gov.my/skpg24/>
- Login at the **Login area** column by using your **NRIC** or **Passport** number;
- Follow the instruction until **ALL** questions are completed; and
- Save/print the **MoHE Graduate Tracer Study Confirmation Slip** and present it during robe collection.

**Important Notes:**

- a) **Tracer Study is applicable to 2024 Graduates.** Graduands **MUST answer ALL** the MoHE Graduate Tracer Study questions;
- b) Graduands **MUST** complete the MoHE Graduate Tracer Study and **present the Graduate Tracer Study Confirmation Slip**; and
- c) Graduands will **NOT be allowed** to collect robe if they're unable to present the **MoHE Graduate Tracer Study Confirmation Slip**.

**5. Collection of Robe**

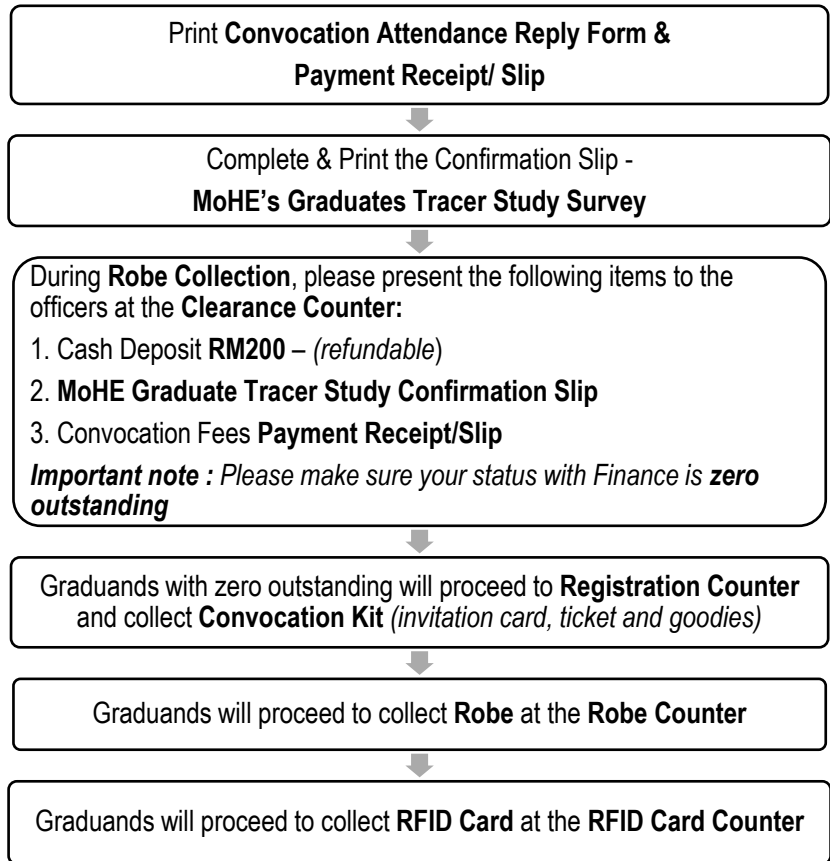
5.1. Collection of Robe can be made according to the schedule below:

Date	Time	Venue
22 November 2024 (Friday) and 23 November 2024 (Saturday)	10 am – 6 pm *Final queue by 5.45 pm	Kuala Lumpur Metropolitan University College Level G & 9, Wisma Hong Leong, No. 18 Jalan Perak, 50450 Kuala Lumpur <a href="https://g.co/kgs/5rchrwf">https://g.co/kgs/5rchrwf</a>

5.2. Deposit for robe **RM 200.00 (CASH or ONLINE TRANSFER)** is applicable during robe collection (refundable after return the robe set).

5.3. Invitation Cards and Ticket will be issued to you during robe collection.

5.4. Robe Collection Procedures:



**Important Note:** Only **TWO (2) guests** are allowed to enter the Convocation Hall during the Ceremony. All guests must present the Convocation Invitation Card and Ticket when entering the Convocation Hall. Children **below 12 years old** are **NOT ALLOWED** to enter the Convocation Hall during the Convocation Ceremony.

## CONVOCATION DAY

### 1. Convocation Session

SESSION	TIME	REMARKS
All UNITAR Colleges and KLMUC	10.30 am – 3.30 pm	Graduands are advised to arrive at 9.30 am

### 2. Guests for Convocation Ceremony

- 2.1. Every graduand is entitled to bring along a **maximum of TWO (2) guests** to sit in the Convocation Hall during the Ceremony. The rest of your accompanying guests may wait at the designated area for the LIVE viewing of the Convocation Ceremony (Location to be determined).
- 2.2. Children **below 12 years old** are **NOT ALLOWED** to enter the Convocation Hall during the Convocation Ceremony.
- 2.3. Guests will **NOT be Allowed** to enter the Hall **without the Convocation Invitation Card and Ticket**.
- 2.4. Graduand with special needs (pregnant, disabilities or injured) requiring assistance are advised to contact us via email at [convo@klmuc.edu.my](mailto:convo@klmuc.edu.my) or 011-1154 8841, Ms. Nurqamarina Jasri.

### 3. Dress Code for Convocation Ceremony

- 3.1. Graduands and guests are required to observe the following dress code:

GRADUANDS / GUEST	DRESS CODE	STRICTLY PROHIBITED
MALE	<ul style="list-style-type: none"> <li>• National outfit (Baju Melayu Cekak Musang with Sampin)</li> <li>• Lounge Suit with neck tie</li> <li>• Appropriate Traditional Dress</li> <li>• Black or Dark shoes and socks</li> </ul>	<ul style="list-style-type: none"> <li>• Casual wear (T-shirts and jeans) and sports shoes are strictly prohibited.</li> <li>• Gowns or dresses that are above the knee short skirt, sleeveless blouse, t-shirt or trousers are not allowed.</li> <li>• Slippers or sandals are strictly prohibited to enter the Convocation Hall.</li> <li>• Heavy accessories are <b>NOT ALLOWED</b>.</li> </ul>
FEMALE	<ul style="list-style-type: none"> <li>• National outfit or Formal Dress (Baju Kurung or Maxi)</li> <li>• Long pants or Long skirt suit</li> <li>• Appropriate Traditional Dress</li> <li>• Clean court shoes or covered shoes</li> </ul>	
GUEST	<ul style="list-style-type: none"> <li>• Male - National outfit/ Lounge Suit/ Long Sleeve or Batik Shirt</li> <li>• Female – National Dress/ Formal Dress</li> <li>• Appropriate Traditional Dress</li> </ul>	

3.2. Examples of the dress code **ALLOWED** for graduands (while attending the convocation).



3.3. Examples of the dress code **ALLOWED** for parents/ guests (while attending the convocation).



**Important Note:** The Convocation Ceremony is a **formal occasion**. Graduands are advised to adhere to the dress code as stated above. The university has the authority to prevent graduands from participating in the ceremony if they do not follow the rules and regulations for the Convocation Ceremony.

#### 4. CONVOCATION CEREMONY ETIQUETTE

Graduands and guests are required to adhere to the following etiquette during the Convocation Ceremony:

- 4.1. The seating time for graduands and guests will commence **one (1) hour** prior to the official start time of each ceremony.
- 4.2. Graduands and guests are expected to respect and to **NOT** disrupt the event. Usage of mobile phone is **STRICTLY PROHIBITED** during the convocation ceremony. Please keep your mobile phones off, or turn on silent mode at all times.
- 4.3. Guests may take shots with cameras or video cameras *in your seated position only*. Please **DO NOT STAND UP**, move from your seat, or block the aisles and passageways while taking the shots. Graduands are to advice their guests prior to this ceremony.

## POST CONVOCATION CEREMONY

### 1. Returning of Convocation Robe, Mortarboard and Hood (if any)

1.1. Robe, mortarboard and hood shall be returned as scheduled below:

Date	Day & Time	Venue
24 November 2024	Sunday 2.30 pm – 7.00 pm	Putrajaya International Convention Centre (PICC), Putrajaya
25 November 2024 onwards	Monday – Friday 11 am – 5pm Saturday 11am – 3pm (By appointments only)	Lakaran Tuah Sdn Bhd. No7-G, Jalan 5/91, Taman Shamelin Perkasa, 56100 Kuala Lumpur

1.2. Graduates are advised to return their robes immediately after the convocation ceremony concludes.

1.3. **A fine or penalty of RM 50.00 per day will be imposed upon the graduates who returns after 24 November 2024.**

1.4. A penalty fee will be imposed to the graduates in the event of loss or damage of the convocation robe.

### 2. Photography Services

2.1. Official photographers appointed are responsible for taking photographs of Graduands during the Convocation Ceremony.

2.2. Graduates may collect their photographs in **6-8 weeks** after the convocation ceremony at photographer's studio.

2.3. For graduates who opted for the delivery/postage option, the delivery/postage cost will be borne by the graduates and payable directly to Lakaran Tuah Sdn. Bhd.

2.4. Graduates will receive **ONE (1)** copy each of an 8R photograph (full and half – portrait and landscape).

2.5. Any enquiries or issues pertaining to the graduate's photographs are to be addressed directly to the official photographer as per details below:

Photography	Contact Number	Address	Email Address
Mr. Eric	+6017-667 5571	Lakaran Tuah Sdn Bhd. No7-G, Jalan 5/91, Taman Shamelin Perkasa, 56100 Kuala Lumpur <a href="https://q.co/kgs/4pXhKXc">https://q.co/kgs/4pXhKXc</a>	<a href="mailto:lakarantuah@gmail.com">lakarantuah@gmail.com</a>
Puan Ida	+6019-290 7211		
Mr. Thomas	+6012-217 8813		

### 3. Enquiries

For further enquiries or assistance regarding Convocation Ceremony 2024 kindly contact the Convocation Secretariat as follows:

Centre	Convo Registration	Student Finance (Outstanding)
KLMUC	Ms Qamarina (011-1154 8841) Ms Ain Nabilah (014-503 9987) <a href="mailto:convo@klmuc.edu.my">convo@klmuc.edu.my</a>	Ms Ummi Hazira/ Ms Wafa 03-2603 1522/ 011-7013 9772 <a href="mailto:ummihazira.sofian@unitar.my">ummihazira.sofian@unitar.my</a> <a href="mailto:sharifah.wafa@unitar.my">sharifah.wafa@unitar.my</a>
UC Sungai Petani	Noor Hafizah Abu Hassan 017-5754945 <a href="mailto:noorhafizah.hassan@unitar.my">noorhafizah.hassan@unitar.my</a>	Siti Norhijjah Jabar 012-5884253 <a href="mailto:hijjah.jabar@unitar.my">hijjah.jabar@unitar.my</a>
UC Penang	Ms. Siti Nurhasliza Binti Shamsudin 04-6110658/ 013-4527399 <a href="mailto:nurhasliza.shamsudin@unitar.my">nurhasliza.shamsudin@unitar.my</a>	Ms. Nurul Hidayah Binti Pawanchek 04-6110658/ 019-4982895 <a href="mailto:hidayah.pawanchek@unitar.my">hidayah.pawanchek@unitar.my</a>
UC Ipoh	Pn Ain 011-37856039 <a href="mailto:ain.jumain@unitar.my">ain.jumain@unitar.my</a>	Pn Ain 011-3785 6039 <a href="mailto:ain.jumain@unitar.my">ain.jumain@unitar.my</a>
UC Melaka	Ielmie Binti Sabtu 016-7387531 <a href="mailto:ielmie.sabtu@unitar.my">ielmie.sabtu@unitar.my</a>	Rohana Binti Ahamad 012-6190454 <a href="mailto:rohana.ahamad@unitar.my">rohana.ahamad@unitar.my</a>
UC Johor Bahru	Ms. Nur Shahira binti Yusoff 011-37351821 <a href="mailto:shahira.yusoff@unitar.my">shahira.yusoff@unitar.my</a>	Ms. Julizaa binti Jaafar 012-7301752 <a href="mailto:julizaa.jaafar@unitar.my">julizaa.jaafar@unitar.my</a>
UC Kuantan	Nik Nureqmaezayu Nik Soh 014-8448502 <a href="mailto:nureqmaezayu.soh@unitar.my">nureqmaezayu.soh@unitar.my</a>	Mimi Noor Aisha Kassim 019-7387107 <a href="mailto:aisha.kassim@unitar.my">aisha.kassim@unitar.my</a>
UC Kuala Terengganu	Mr. Othman A Wahab 013-2460906 <a href="mailto:othman.wahab@unitar.my">othman.wahab@unitar.my</a>	Mr. Othman A Wahab 013-2460906 <a href="mailto:othman.wahab@unitar.my">othman.wahab@unitar.my</a>
UC Kota Bharu	Ainul Asma Binti Kamaruzaman 019-9255285 <a href="mailto:ainul.kamaruzaman@unitar.my">ainul.kamaruzaman@unitar.my</a>	Aida Marliani Binti Che Abdullah 011-50205029 <a href="mailto:aida.abdullah@unitar.my">aida.abdullah@unitar.my</a>
UC Kuching	Francesca Anak George Banyang 013-8355960 <a href="mailto:francesca.george@unitar.my">francesca.george@unitar.my</a>	Francesca Anak George Banyang 013-8355960 <a href="mailto:francesca.george@unitar.my">francesca.george@unitar.my</a>
UC Kota Kinabalu	Chris Hendrus 013-5851063 <a href="mailto:chris.hendrus@unitar.my">chris.hendrus@unitar.my</a>	Marlina Syamsuri 011-26211373 <a href="mailto:marlina.syamsuri@unitar.my">marlina.syamsuri@unitar.my</a>



#### 4. Other Information

Details of Event venue and Accommodation (for those who require accommodation during convocation ceremony, please make your own booking arrangement)

- 4.1. Venue : Putrajaya International Convention Centre (PICC), Putrajaya  
Address : Precinct 5, 62000 Putrajaya Wilayah Persekutuan Putrajaya  
Contact Number : 03-8887 6000  
Website : <https://www.picc.com.my/>  
Location : <https://g.co/kgs/KLk76cL>

**Note:** All car park under PICC, Putrajaya is **FREE OF CHARGE**.

#### 4.2. Accommodation

Hotel: Pulse Grande Hotel

Address: Taman Putra Perdana, Jalan Putra Perdana, Presint 1, 62000 Putrajaya

Contact Number : [03-8887 8888](tel:03-88878888)

Website Link: <https://system.idb.com.my/rev/booking/promotion/PULS/0C4MkcoYMPbYn2JKAgq4g>

**Note:** This promotion applicable for the entire **UNITAR Education Group**