



## **Universiti Teknologi MARA CONVOCATION CEREMONY**



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### **NOTICE**

**The information in this booklet is valid whilst in prepared.  
The University has the right to amend its content without prior notice**

## **GUIDELINES FOR CONVOCATION CEREMONY UNIVERSITI TEKNOLOGI MARA**

*Assalamualaikum wrt. wbt and Selamat Sejahtera*

**Dear Graduates**

### **CONVOCATION CEREMONY OF UNIVERSITI TEKNOLOGI MARA**

We would like to congratulate all of you on your success. The Convocation Ceremony of Universiti Teknologi MARA will be held at Dewan Agung Tuanku Canselor (DATC), Universiti Teknologi MARA, Shah Alam, Selangor Darul Ehsan.

#### **1.0 BRIEF OF CEREMONY PROCESS**

Guidelines for the **Convocation Ceremony**

- 1.1 You are required to gather in complete attire of the academic robe in the lobby of the Dewan Dewan Agung Tuanku Canselor (DATC), on the stipulated time. It is reminded that you are there on time for the gathering.
- 1.2 During the arrangement process, a call number will be announced. The call number is derived during the registration for the robe, via web site or telephone the Secretariat office (page 10) 2 weeks before Convocation Ceremony . During the queue, a **NAME CARD** will be distributed to you. **PLEASE KEEP THE CARD AND BRING IT ALONG WITH YOU TO THE STAGE.**
- 1.3 During the ceremony, your name will be announced to receive the degree or diploma. When your name is called, you are requested to move straight towards the Seri Paduka Baginda Tuanku Chancellor / Pro Chancellor / Vice Chancellor, bow as a sign of respect and receive the scroll with both hands and to express **"Menjunjung Kasih Tuanku"** to the Tuanku Chancellor or **"Terima Kasih"** to the Pro Chancellor / Vice Chancellor.

#### **2.0 RENTALS OF THE ACADEMIC GRADUATE ROBE**

- 2.1 BEFORE collecting your graduate academic robe, please be reminded of the followings:
  - 2.1.1 All outstanding fees have to be settled (including fees and fines). It is your responsibility to check the outstanding amount and settle the fees. Present your receipt as proof of payment.
  - 2.1.2 The Graduate Tracer Study questionnaire has to be completed prior to the collection of the graduate academic robe. The questionnaire can be accessed at <http://graduat.mohe.gov.my> which will be available one month from the date of the Convocation Ceremony (Refer 20.0). Make a printout as proof of completion of online questionnaire above to collect the graduate academic robe.
  - 2.1.3 Bring the Graduate Academic Robe Form that can be printed out from the link given at <http://konvokesyen.uitm.edu.my>.

- 2.2 Please be informed that all graduates are required to settle all fees due to Universiti Teknologi MARA before they are allowed to collect the Academic Graduate Robe.
- 2.3 All graduates need to register at the robe registration counter located at the foyer of Dewan Agung Tuanku Canselor (DATC). (Please refer the schedule for the collection of graduate academic robe)
- 2.4 The graduate academic robe may be collected at Bilik Jubah, Level 1, Dewan Agung Tuanku Canselor (DATC), after the registration process.  
Note : Please bring along the payment slip duly paid via Bank Islam Malaysia Berhad (BIMB) when collecting the robe.
- 2.5 Failure to return the graduate academic robe can result in the **NON-ISSUANCE** of the degree or diploma to the graduate. Graduate will be asked to pay a penalty of additional rental and fine (Please refer to 4.3).

### 3.0 RETURNING OF GRADUATE ACADEMIC ROBE, MORTAR BOARD AND HOOD

- 3.1 Graduate academic robe, mortar board and hood **MUST** be returned at Bilik Jubah, Level 1, Dewan Agung Tuanku Canselor (DATC), immediately after the session/ degree/diploma conferment ceremony ends.
- 3.2 Scroll and transcript will be issued as soon as the graduate academic robe is returned.
- 3.3 Graduates who **FAIL** to return the graduate academic robes on the same day will be charged additional rental fee/ fined as stipulated below:
- ❖ Additional rental fee of RM 2.00 when the return is made 1 day after the your Convocation Ceremony.
  - ❖ A fine of RM 30.00 if you return it 2 days after your Convocation Ceremony and an additional rental charge of RM 2.00 for each day delayed.

Please refer to the sample of calculation on additional rental fee and fines for the delay in the return of the graduate academic robe :

Total Day(s) Delayed	Additional Rental Charges	RM30.00 (Fine for delay) + additional rental charges		
		2 day x RM 2.00 = RM 4.00	3 day x RM 2.00 = RM 6.00	4 day x RM 2.00 = RM 8.00
1 day delay	<b>RM 2.00</b>			
2 days delay		<b>RM 34.00</b>		
3 days delay			<b>RM 36.00</b>	
4 days delay				<b>RM 38.00</b>

Attention :

Fine for delayed return remains at RM 30.00. However, the calculation for additional rental charge will increase by RM 2.00 for every delayed day until the robe is returned.

#### 4.0 REHEARSAL

- 4.1 To ensure that the Convocation Ceremony runs smoothly, all graduates **MUST** attend the rehearsal.

#### 5.0 INVITATION CARD AND CAR STICKER

- 5.1 You will be given an invitation card of two (2) guests in attendance for the Convocation Ceremony. It will be given during the registration of robe collection. Guests who **do not bring along the invitation card ARE NOT ALLOWED** to enter to the hall.

- 5.2 A car sticker will also be given together with the invitation card. The sticker must be posted on the windscreen of your car that is driven to the convocation ceremony. Only cars with the sticker is allowed into the campus ground.

#### 6.0 ENTRANCE AND PARKING SPACE FOR GRADUATES

##### 6.1 Entrance for Vehicles of Graduate and Guest into Campus

Entrance into the UiTM Shah Alam campus for graduates and parents is via Gate 2 (via Section 7/ Padang Jawa, Klang). Meanwhile Gate 1 (Section 2, Shah Alam) is for VVIP, VIP and UiTM staff only.

##### 6.2 Car Parking for Graduate, Parents/guest of Graduates

Please follow the direction of the Auxiliary Police on duty to ensure the smooth running of the vehicle parking. UiTM buses are provided to transport graduates and guests to /from the Dewan Agung Tuanku Canselor (DATC), from the stipulated parking areas.

MORNING SESSION	AFTERNOON SESSION
UiTM Marching Field (Padang Kawad UiTM)	PKNS Multi Level Parking, Section 7, Shah Alam

##### 6.3 Graduates/ Guests on Public Buses to UiTM

For those who arrive on public buses to UiTM, they can board the bus provided to go into UiTM next to Jati College, Section 2, Shah Alam. The bus has a signage "**CONVOCATION**". To return to Section 2, please board the same bus at the back of the Dewan Agung Tuanku Canselor (DATC).

##### SCHEDULE FOR UiTM BUS SERVICES

MORNING SESSION	AFTERNOON SESSION
7.00 a.m. – 2.30 p.m.	11.00 a.m. – 7.00 p.m.

#### 7.0 Dress Code for All Guests

Guests (including children above 12) are required to adhere to the following dress code:

##### 7.1 Male Dress Code

- 7.1.1 National, or
- 7.1.2 Batik, or
- 7.1.3 Lounge Suit, or
- 7.1.4 Any official attire (Jeans and t-shirts are not allowed)

##### 7.2 Female Dress Code

- 7.2.1 National dress, or
- 7.2.2 Official dress or decent attire (dress or above knee skirt, sleeveless blouse, T-shirt and pants **ARE NOT ALLOWED**).

### 7.3 IMPORTANT

- 7.3.1 Children below 12 **ARE NOT ALLOWED** into the hall.
- 7.3.2 The secretariat reserve the authority to stop any guests from entering the hall if they do not adhere to the above mentioned dress codes.

## 8.0 A) EMERGENCY TREATMENT SERVICES

Emergency treatment services are provided to graduates and their guests. Doctors and University Medical staff are on duty from 8 a.m. to 5.30 p.m. throughout the Convocation Ceremony. The University Health Medical centre is located near the Dewan Agung Tuanku Canselor (DATC). Please contact the secretariat on-duty if you need such services. It is advisable that you take your meals before entering the Hall if you are suffering from gastric.

## B) HEALTH PROBLEMS (Disabled/Pregnant Graduates)

If you have difficulty in queuing up during the procession, for example unable to walk or if you are pregnant, or if you are still in confinement period after giving birth or even if you are on a wheelchair, you may either report to the Secretariat on duty at the lobby Dewan Agung Tuanku Canselor (DATC). Those graduates or guests on wheel chairs, you are advised to be dropped right in front of the Dewan Agung Tuanku Canselor (DATC), and the chauffeur needs to park the car at the parking area provided at UiTM stadium. UiTM buses are transporting all guests from the parking area to Dewan Agung Tuanku Canselor (DATC).

## 9.0 GRADUATE ACADEMIC ROBE / ATTIRE

### 9.1 Male Graduates

- 10.1.1 Graduate Academic Robe (provided by the university)
- 10.1.2 A piece of five buttoned black *Baju Melayu* and golden thread black *songket* and worn with cummerband, or
- 10.1.3 Lounge suit including black slack, or
- 10.1.4 Long-sleeved shirt (any colour) with tie and black slack.
- 10.1.5 Black leather shoes and black socks
- 10.1.6 Head-gear (*songkok*) is not needed

### 9.2 Female Graduates

- 10.2.1 Graduate Academic Robe (provided by the university)
- 10.2.2 Modern *long baju kurung/ long kebaya bandung*.
- 10.2.3 Graduates who are pregnant are advised to wear decent maternity clothes.
- 10.2.4 *Kebaya sarung* without side slit but front pleated sarung can be worn
- 10.2.5 Lace clothes with lining
- 10.2.6 Head gear (*selendang/mini telekung*) can be worn with free choice of colours
- 10.2.7 Court shoes with 1.5 inches are allowed to be worn
- 10.2.8 Black or skin coloured gloves **must be worn** on both hands and NOT only on one hand
- 10.2.9 Pant-suits are not permitted

## 10.0 PERSONAL APPEARANCE

### 10.1 Male Graduates

Hair must be short and tidy. Must NOT reaching the collar of the shirt.

## 10.2 Female Graduates

The design of the clothes should be decent.

**THE COMMITTEE / CONVOCATION SECRETARIAT RESERVE THE AUTHORITY NOT TO ALLOW GRADUATES TO JOIN THE CONVOCATION PROCESSION, IF THEY DO NOT ADHERE TO THE UNIVERSITY DRESS CODE AND APPEARANCE.**

### 11.0 Graduate Academic Robes

11.1	Doctor of Philosophy (PhD)	Dark blue robe with <b>three</b> gold stripes on the sleeve, bonnet and hood
11.2	Master	Dark blue robe with <b>two</b> gold stripes on the sleeve, mortar board and hood
11.3	Post Graduate Diploma/ Bachelor/ Professional Programme that are equivalent to Bachelor	Dark blue robe with <b>one</b> gold stripe on the sleeve, mortar board and hood
11.4	Diploma/CAT150	Dark blue robe <b>without</b> any gold stripe on the sleeve and mortar board

Graduate academic robe can be purchased at the following prices:

No.	Description	Price (RM)*
1.	Robes, Bonnet and Hood Doctor of Philosophy (PhD)	RM 752.00
2.	Robes, Mortar Board and Hood (Master's Degree)	RM 368.00
3.	Robes, Mortar Board and Hood (Post Graduate Diploma/ Bachelor Degree/ Professional Programme that are equivalent to Bachelor)	RM 358.00
4.	Robes and Mortar Board (Diploma/ CAT150)	RM 300.00

\* Prices are subjected to changes

### 12.0 Scroll and Academic Transcript

- 12.1 Graduates who choose not to attend the Convocation Ceremony are required to get their scrolls and transcripts **IMMEDIATELY**. The University will not be responsible for any damage or missing or other related matters regarding the scrolls and academic transcripts if they are not claimed **within 90 days** after the Convocation Ceremony.
- 12.2 Graduates can be represented by their respective representatives to take their scrolls and academic scripts by writing a letter of authorization and enclosing a photocopy of their identity cards with their respective representatives' names and identity cards' number in the letter of authorization including the payment slip of convocation fee.
- 12.3 Scrolls and academic transcripts can also be claimed in writing by enclosing a copy of the identity card and convocation bill payment receipt with the recipient's latest address. No

postage fee is required. However, the University will not be responsible for those missing/damaged scroll and transcript sent through mails.

- 12.4 Graduates who are not attending the Convocation Ceremony, their scrolls and academic transcripts will not be mailed to them unless otherwise they have written-in their application.

### **13.0 Missing Scroll/Transcript**

Please note that the University shall not be held responsible for any loss, non-delivery or damage to the scroll collected by the graduate or graduate's representative. There is no reissuance of the scroll should it be lost or damaged. Therefore, graduates are advised to keep those items safe and secure. It is advisable to make adequate copies of them.

### **14.0 Errors found in Scroll and Academic Transcript**

Once the scroll and academic transcript are collected, graduates are advised to check for errors found in them. If there are errors in the scroll and academic transcript, they have to make a written report within four (4) weeks after the date of their convocation.

### **15.0 Academic Transcript**

Each graduate is only eligible to get one set of the original transcript. This copy will be given to them during the Convocation Ceremony. Other copies can be obtained within a week after the application is made by mail or through transcript application form which is available from the web <http://konvokesyen.uitm.edu.my>.

### **16.0 CONVOCATION CEREMONY PHOTOGRAPHS**

Graduates are not allowed to take any photos or ask other parties to do so during the convocation ceremony in the hall. All photos during the convocation ceremony will be handled by a photographer who is employed by UiTM.

Photos can be claimed a day after the convocation session at the following venue and you are required to bring along the given photo claimed card:-

Photography Studio  
Ground Floor  
Multi Level Parking Building (in front of Seroja College)  
Universiti Teknologi MARA  
40450 Shah Alam  
Selangor

or contact:

Tuan Haji Mohamed Azlan Mohamed Amin : 03-5544 4047/ 5521 1623  
Photography Studio : 03-5544 4078

### **17.0 PHOTOGRAPHY SESSIONS FOR PhD GRADUATES, RECIPIENTS OF UiTM BEST GRADUATE AWARDS/ EXCELLENCE RESEARCH AWARD/ EXCELLENCE MASTER AWARD/ VICE CHANCELLOR'S AWARD**

The photography session will take place in front of the Dewan Agung Tuanku Canselor (DATC), with the Tuanku Chancellor / Pro Chancellor/ Vice Chancellor immediately after the Convocation Ceremony session.

## 18.0 CONVOCATION FEE

Convocation fee is compulsory for all graduates and are charged to all graduates who are present or absent. The rates of convocation fees are as follows:

1.	Doctor of Philosophy (PhD)	RM 220.00
2.	Master's Degree	RM 200.00
3.	Post Graduate Diploma/ Bachelor/ Professional Programme that are equivalent to Bachelor	RM 165.00
4.	(Diploma/CAT150)	RM 140.00

## 19.0 CONVOCATION BILL AND MODE OF PAYMENT

The Convocation bills are no longer printed by the Bursary Department. Therefore, graduates are required to:

1. Access the Bursary website:  
[http://myfinancial.uitm.edu.my/uitm/sso.nsf/login?openform&logintype=student\\_bilpelajar](http://myfinancial.uitm.edu.my/uitm/sso.nsf/login?openform&logintype=student_bilpelajar)
2. Type in your student number
3. Click display and choose bill
4. Print to make payment

All bills of payment are managed by the Bank Islam Malaysia Berhad (BIMB). The modes of payment are as follows:

- 19.1.1 Bill Presentment at any branch of BIMB  
Detail of student registration number/IC number/passport should be written on the payment slip. All payment must be made to BENDAHARI UiTM.
- 19.1.2 Payment via Bank Islam Malaysia Berhad (BIMB) Automated Teller Machines  
With 3 Easy Steps:
  1. Select Menu> Other> Bill Payments / Fees IPT
  2. Insert> No. Student Identity Card
  3. Select> No. You &> Enter the Right Amount
  4. Please Keep Your Receipt
- 19.1.3 Payment via Internet Banking ([www.bankislam.biz](http://www.bankislam.biz))  
To use this facility, students must be a BIMB account holders and have registered as a user [bankislam.biz](http://www.bankislam.biz).
- 19.1.4 Payment via Financial Process Exchange (FPX)  
<http://fpx.uitm.edu.my/byrnpel/bendahari/DisclaimerNew.asp>

## 20.0 ONLINE STUDY ON IDENTIFICATION OF GRADUATES OF HIGHER LEARNING INSTITUTIONS (IPT)

All Higher Learning Institutions (IPT), including MARA University of Technology, are instructed by the Ministry of Higher Education to carry out a study on the tracking of graduates. This study is to measure the level of employability and marketability as well as to gather information for the purpose of evaluating the quality of programmes offered and the service provided by every Public Institution of Higher Learning (IPTA).

All graduates MUST provide and complete the information required for the study on The Tracking of IPTA Graduates through the website <http://graduat.mohe.gov.my> which will be available about a



month from the date of the Convocation Ceremony. Graduates are required to bring the following document during the collection of the the printed **certified slip** of the study which has been completed earlier upon registration for the collection of the graduate academic robe.

Inquiries can be made by contacting the Centre of Strategic Planning at:

Telephone : 03-55442107 / 2078 / 2082 / 2083/ 2079 / 2255 / 2073/ 2080/  
2074  
Facsimile : 03-55442070  
E-mail : [pps@salam.uitm.edu.my](mailto:pps@salam.uitm.edu.my)

\* Note : To those graduates of Affiliated Colleges, you are also required to fill in the form online. Please choose **INSTITUTION – IPTA and UiTM AFFILIATED COLLEGES**.

## **21.0 REFRESHMENTS**

Refreshments will be served after each session. All graduates and guests are invited.

## **22.0 ACCOMODATION/ HOTEL RESERVATION**

The University (UiTM) does not provide accommodation for graduates and/or their guests. Below are the lists of hotels around Shah Alam for the purpose of accommodation reservation:-

### **22.1 UiTM OWNED HOTEL**

#### **22.1.1 HOTEL UiTM**

Telephone no. : 03-55192069 / 55192075  
(Distance from UiTM HOTEL to Dewan Agung Tuanku Canselor (DATC), is about 3 kilometres).

#### **22.1.2 INTEKMA RESORT & CONVENTION CENTRE**

Telephone no. : 03-55225000 / 55225002  
(Distance from Intekma Resort & Convention Centre to Dewan Agung Tuanku Canselor (DATC) is about 3 kilometres).

### **22.2 HOTELS AROUND SHAH ALAM**

#### **22.2.1 CONCORDE HOTEL SHAH ALAM**

Telephone no. : 03-55122200  
(Distance from hotel to Dewan Agung Tuanku Canselor (DATC) is about 5 kilometres).

#### **22.2.2 DE PALMA INN SHAH ALAM**

Telephone no. : 03-55420492  
(Distance from hotel to Dewan Agung Tuanku Canselor (DATC) is about 10 kilometres).

#### **22.2.3 GRAND BLUEWAVE SHAH ALAM**

Telephone no. : 03- 50313388  
(Distance from hotel to Dewan Agung Tuanku Canselor (DATC) is about 5 kilometres)

#### **22.2.4 QUALITY HOTEL SHAH ALAM**

Telephone no. : 03- 55103696

(Distance from hotel to Dewan Agung Tuanku Canselor (DATC) is about 5 kilometres)

However, UiTM does not restrict you from making reservation at any hotels other than the ones mentioned above.

### 23.0 ENQUIRIES/ ADDITIONAL INFORMATION

Any enquiries regarding payment of the graduation fees can be forwarded to the Student Financial Management Division, Zone 16 Finance Unit, Bursary Office, Universiti Teknologi MARA, 40450 Shah Alam, Selangor or you may call 03- 55443435/3441/3369/3284, Fax to 03- 5544 33418 or e-mail [kewanganpelajar@salam.uitm.edu.my](mailto:kewanganpelajar@salam.uitm.edu.my).

All enquiries regarding the convocation, scroll and academic transcript can be forwarded to the Convocation Secretariat, Department of Students Record and Convocation, Universiti Teknologi MARA, 40450 Shah Alam, Selangor. Fax 03-55443111 or e-mail to [prpk@salam.uitm.edu.my](mailto:prpk@salam.uitm.edu.my) and the respective referees of faculties and telephone numbers are as follows:

#	Name	In Charge Of	Telephone No.
1	Encik Abdul Manap Mat Saboot	Doctoral (Ph.D) and Masters Degree Programmes	03-5544 3120
2	Encik Nor Azizan bin Omar	Faculty of Architecture, Planning and Surveying	03-5544 3124
3	Encik Zakariah Mohd Yusoff	Faculty of Applied Sciences Faculty of Plantation and Agrotechnology	03-5544 3120
4	Puan Hajah Tumiyati Moin	Faculty of Accountancy (Professional Programmes) Faculty of Business Management - BM112 / BM224 / BM225	03-5544 3129
5	Teh Nurul Shahida Shahperi	Faculty of Business Management - BM117 / BM216 / BM220 / BM221 / BM223 / BM226 / BM551 / BM552	03-5544 3113
6	Encik Md Fazli Ismail	Faculty of Business Management - BM114 / BM115 / BM222 / BM229 / BM230	03-5544 3126
7		Faculty of Business Management - BM111 Faculty of Film, Theatre & Animation Faculty of Dentistry	03-5544 3128
8	Mohd Zulhelmy Zamani	Faculty of Accountancy (Bachelor Degree) Faculty of Business Management - OM221 / OM222 / OM223 / OM224	03-5544 3126
9	Umi Khalsom Othman	Faculty of Accountancy (Diploma) Faculty of Hotel and Tourism Management	03-5544 3123
10	Murniyati Mohd Salleh	Faculty of Art and Design Faculty of Medicine Faculty of Pharmacy	03-5544 3127
11	Norizam Abu Hassan	Faculty of Administrative Science and Policy Studies Faculty of Civil Engineering	03-5544 3128

10	Mohd Shaifulrizan Bin Abdul Halim	Faculty of Electrical Engineering Faculty of Health Sciences Faculty of Law	03-5544 3121
12	Ros Ayuni Izdihar Ab Razak	Faculty of Mechanical Engineering Faculty of Communication and Media Studies Faculty of Sports Science and Recreation	03-5544 3127
13	Norfazeela Surani	Faculty of Computer and Mathematical Sciences Faculty of Music Academy of Language Studies	03-5544 3122
14	Norzuwainah Abd Hamid	Faculty of Education Faculty of Chemical Engineering Faculty of Information Management	03-5544 3116
15	Noraini Arudin	Foundation Programmes	03-5544 3125
16	Counter	-	03-5544 3130

**Attention :**

During the Convocation Ceremony, almost all of the above mentioned staff will not be available in their offices as they are involved directly with the Convocation Ceremony. Hence, all questions can be forwarded using the Counter number **03- 5544 3130** (8:00 am to 5:00 pm). Please use the e-mail facility in communicating with us. Thank you.