

GRADUATE GUIDELINES

SATURDAY, 1 DECEMBER 2018

**PUTRAJAYA INTERNATIONAL
CONVENTION CENTRE (PICC)**

TABLE OF CONTENTS

- 1.0 CONVOCAATION DATE & VENUE**
 - 1.1 Convocation Ceremony**
 - 1.2 Rehearsal**

- 2.0 CONVOCAATION FEES & PAYMENT**
 - 2.1 Convocation Fees**
 - 2.2 Payment Method**

- 3.0 MINISTRY OF HIGH EDUCATION (MOHE) TRACER STUDY**

- 4.0 GRADUATES' REGISTRATION**
 - 4.1 Pre-Registration Schedule**
 - 4.2 Registration Procedures**

- 5.0 GRADUATES' ACADEMIC ROBES**
 - 5.1 Collection of Academic Robes**
 - 5.2 Returning of Academic Robes**

- 6.0 ACADEMIC SCROLLS & TRANSCRIPTS**

- 7.0 GRADUATES' GUESTS FOR CONVOCAATION CEREMONY**

- 8.0 DRESS CODE FOR CONVOCAATION CEREMONY**

- 9.0 CONVOCAATION CEREMONY ETIQUETTE**

- 10.0 PHOTOGRAPHY SERVICES**
 - 10.1 Collection of Graduates' Photograph**
 - 10.2 Delivery Services**

- 11.0 ENQUIRIES**

1.0 CONVOCAATION DATE & VENUE

1.1 Convocation Ceremony

UNITAR International University (UNITAR) will be holding its sixth (6th) Convocation Ceremony as follows:

Date:	1 December 2018
Day:	Saturday
Time:	7:30 a.m. until 6:00 p.m.
Venue:	Plenary Hall, Putrajaya International Convention Center (PICC), Putrajaya

Important Note:

Graduate is required to arrive half an hour before the session starts.

Morning: 7.30 a.m

Afternoon: 1.30 p.m

1.2 Rehearsal

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

Date:	30 November 2018
Day:	Friday
Time:	9.00 a.m. until 1:00 p.m.
Venue:	Plenary Hall, Putrajaya International Convention Center (PICC), Putrajaya

Important Notes:

- i. Attendance for the rehearsal is **COMPULSORY**;
- ii. Graduates are required to arrive at the venue no later than 8.45 a.m. for the rehearsal; and
- iii. Graduates are required to dress appropriately for the occasion, preferably smart casual (short skirt, round neck t-shirt, sportswear, jeans, open-toed footwear, sports shoes, slippers and sandals are **NOT ALLOWED**).

2.0 CONVOCAATION FEES & PAYMENT

2.1 Convocation Fees

To be eligible to attend the Convocation Ceremony, the graduate **MUST MAKE FULL SETTLEMENT OF ALL OUTSTANDING PAYMENT** due to the University (e.g. tuition fees, library charges etc.) as well as **CONVOCAATION FEE BY FRIDAY, 9 NOVEMBER 2018**. Graduates who fail to do so will **NOT BE ALLOWED** to attend the Convocation Ceremony.

Graduations as well as Convocation Ceremony fees are differentiated by level of study as listed below:

GRADUATION FEE				
* Graduation fees as per table below, is to be imposed on students who have been endorsed by Senate to have fulfilled the graduation requirements				
Level of Study	PhD	Masters	Bachelors	Diploma
Fee (RM)	600	450	350	300
CONVOCAATION FEE				
* Convocation Fees as per table below, is to be imposed to eligible graduates who wish to attend the Convocation Ceremony				
Level of Study	PhD	Masters	Bachelors	Diploma
Fee (RM)	400	400	400	400

Important Note:

The Convocation Fee is including basic photography packages. For additional photo package, students need to liaise directly with the official photography hired by university.

2.2 Payment Method

All payments are to be made in the form of Banker's Cheque/Bankers' Draft/Money Order payable to **UNITAR CAPITAL SDN. BHD.** Graduates who paid through online method are required to inform Finance staff (*refer to Enquiries Table*) **not later than 9 NOVEMBER 2018** (Friday). Failure to do so, graduates are not eligible to attend the Convocation Ceremony.

Any cash/credit card payment can be made at the following counter:

ONE STOP CENTRE UNITAR International University 3-01A, Level 3, Tierra Crest Jalan SS6/3, Kelana Jaya 47301 Petaling Jaya Selangor Darul Ehsan	OR	FINANCE COUNTER AT REGIONAL CENTRE
HONG LEONG ISLAMIC BANK BERHAD Acc name : Unitar Capital Sdn. Bhd. (Unitar-Revenue a/c) Acc. no : 36201010295		
MAYBANK (over the counter only) Acc name: Unitar Capital Sdn. Bhd. Acc. no : 562302012217		

INTERNET BANKING

- www.maybank2u.com.my
Billpayment/Education
UNITAR International University (UNITAR)
- **JOMPAY (From any bank in Malaysia)**
Billcode – 6312 (UNITAR International University)

Student MUST present the bank in slip or evidence of payment to Finance Counter at Main Campus/Regional Centre or directly email to us together with below details:

1. Student Name
2. Matric Number
3. Contact Number
4. Payment Description i.e Graduation and Convocation Fee

Email to: sfsd@unitar.my

Important Notes:

- i. Late payment **after 9 NOVEMBER 2018 will NOT be accepted;**
- ii. Payment Counter will **NOT be opened** on the Registration Day, Rehearsal Day and Convocation Day

3.0 MINISTRY OF EDUCATION (MOHE) GRADUATE TRACER STUDY

It is **COMPULSORY** for Graduates to fill up a “**Tracer Study on Graduates from Higher Learning Institution**” online survey form.

The online survey form is available at the Ministry of Higher Education (MOHE) website tentatively **one (1) month** before the convocation week.

Steps:

- a. Go to <http://graduan.moe.gov.my/v/>
- b. Click **Graduate Login at Login Area User Guide** ;
- c. Login at the **Login area** column by using your **NRIC** or **Passport** number;
- d. Follow the instruction until ALL questions are completed; and
- e. Print the **MOHE Graduate Tracer Study Confirmation Slip** and present it to the Convocation Registration Counter during registration.

Important Notes:

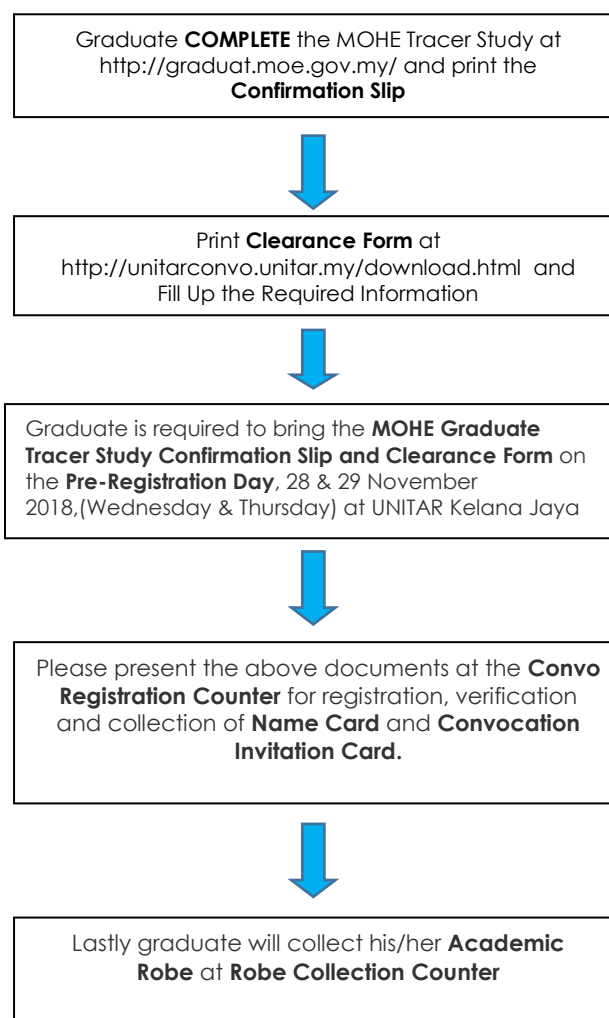
- a. Graduates **MUST answer ALL** the MOHE Graduate Tracer Study questions;
- b. Graduates **MUST complete** the MOHE Graduate Tracer Study and print the **MOHE Graduate Tracer Study Confirmation Slip** prior to registering for the convocation; and
- c. Graduates will **NOT be allowed** to register **WITHOUT** the **MOHE Graduate Tracer Study Confirmation Slip**.

4.0 REGISTRATION

4.1 Pre-Registration Schedule

Date	Time	Venue
28 - 29 November 2018 (Wed - Thu)	9:00 a.m. – 5:00 p.m.	Auditorium 1 UNITAR International University Level 2, Tierra Crest Jalan SS6/3, Kelana Jaya 47301 Petaling Jaya Selangor Darul Ehsan

4.2 Registration Procedures



Important Notes:

- i. Graduates can only register **AFTER** payment for all fees due to the University including Convocation Fees has been fully settled;
- ii. Graduates will **NOT be allowed** to register **WITHOUT** the **Clearance Form** and **MOHE Tracer Study Confirmation Slip**;
- iii. Graduates who fail to register are **NOT allowed** to enter the Convocation Hall;
- iv. **Graduate's Name Card MUST** be brought along and presented upon request during Rehearsal and Convocation Ceremony; and
- v. **Convocation Invitation Card MUST** be presented by Graduates' guests upon entering the Convocation Hall. Guests will **NOT be allowed** to enter the Hall **WITHOUT** the **Convocation Invitation Card**.

5.0 ACADEMIC ROBES

Graduates are required to wear a complete set of the Academic Robe as follows:

- Robe
- Hood according to the Faculties/Schools as below:
 - i. Faculty of Business and Technology (Blue)
 - ii. Faculty of Education and Humanities (Yellow)
 - iii. School of Culinary Arts (Orange)
- Mortar Board



5.1 Collection of Academic Robe

The graduate who has made payment for all fees due to University including Convocation Fees and has registered him/herself at the Convocation Registration Counter may proceed to Robe Collection Counter for collection of Academic Robe.

Collection of Academic Robes can be made according to the schedule below:

Date	Time	Venue
28 - 29 November 2018 (Wed - Thu)	9:00 a.m. – 5:00 p.m.	Auditorium 1 UNITAR International University Level 2, Tierra Crest Jalan SS6/3, Kelana Jaya 47301 Petaling Jaya Selangor Darul Ehsan

Important Notes:

- i. The graduate **MUST** collect the Academic Robe according to the given schedule. The last date to collect the Academic Robe is on **29 November 2018 (Thu), before 5:30 p.m.**;
- ii. The graduate **MUST** collect the Academic Robe personally to ensure a size that fits him/her;
- iii. The graduate **MUST** present the **CLEARANCE Form** to the Officer in charge when collecting the Academic Robe;
- iv. Please check for the following before leaving the Robe Collection Counter:
 - having the right set of Academic Robe (according to Faculty);
 - the items are in good condition;

- v. The graduate is **NOT allowed** to make any alteration to the Academic Robe;
- vi. The graduate is held fully liable for any damages or loss of the Academic Robe;
- vii. The graduate **MUST** strictly dress in Academic Robe and observe the dress code as described in item **8.0 Dress Code for Convocation Ceremony**; and
- viii. The Secretariat of Convocation reserves the right to refrain any Graduate from participating in the Convocation Ceremony should he/she fail to comply with the requirements.

5.2 Returning of Academic Robes

All Academic Robes must be returned to the Robe Returning Counter as scheduled below:

Date & Day	Time	Venue
1 December 2018	3:00 p.m. – 7:00 p.m.	PICC, Putrajaya
3 until 7 December 2018		STUDENT LOUNGE UNITAR International University 2-01A, Level 3, Tierra Crest Jalan SS6/3, Kelana Jaya 47301 Petaling Jaya Selangor Darul Ehsan
Monday – Thursday	9:00 a.m. – 1:00 p.m. 2:00 p.m. – 5:00 p.m.	
Friday	9:00 a.m. – 12:30 p.m. 2:30 p.m. – 5:00 p.m.	

A fine or penalty of RM10.00 per day will be imposed upon the graduate who returns the Academic Robe after 7 December 2018. The University reserves the right to claim compensation if the Academic Robe is damaged, lost or not returned.

Important Notes:

- i. Last date to return the Academic Robe is on **7 December 2018, before 5:00 p.m.**
- ii. Academic Robe **MUST** be returned in satisfactory condition; and Graduate **MUST** present the **Clearance Form** upon returning the Academic Robe.

6.0 ACADEMIC SCROLLS & TRANSCRIPTS

Graduates can collect their official academic scrolls and final transcripts as scheduled below:

Date & Day	Time	Venue
3 until 7 December 2018		STUDENT LOUNGE UNITAR International University 2-01A, Level 3, Tierra Crest Jalan SS6/3, Kelana Jaya 47301 Petaling Jaya Selangor Darul Ehsan
Monday – Thursday	9:00 a.m. – 1:00 p.m. 2:00 p.m. – 5:00 p.m.	
Friday	9:00 a.m. – 12:30 p.m. 2:30 p.m. – 5:00 p.m.	

Important Notes:

- i. The scroll and academic transcripts can only be collected **AFTER** full settlement of all outstanding items to the University (such as financial charges, library charges, facilities, etc.);
- ii. The scroll and academic transcripts can only be collected at the **Main Campus of UNITAR International University, Kelana Jaya** starting **3rd December 2018** onwards and after the Academic Robe has been returned in satisfactory condition; and
- iii. The graduate **MUST** present the **Clearance Form** after returning of robes for verification purposes.

7.0 GUESTS FOR CONVOCATION CEREMONY

Every Graduate is entitled to bring along **a maximum of two (2) guests** to sit in the Convocation Hall during the Ceremony. All guests must present the **Convocation Invitation Card** when entering the Convocation Hall.

Important Notes:

- i. Guests will **NOT be allowed** to enter the Hall **WITHOUT** the **Convocation Invitation Card**;
- ii. Children **below twelve (12) years old** are **NOT allowed** to enter the Hall during the Convocation Ceremony; and
- iii. For details on distribution of the **Convocation Invitation Card**, please refer to item **4.0 Graduates Registration**.

8.0 DRESS CODE FOR CONVOCATION CEREMONY

Graduates and guests are required to observe the following dress code:

GRADUATES		
	<u>Male</u>	<u>Female</u>
Attire:	Dark coloured "Baju Melayu" with "Samping Songket"; or Dark coloured Lounge Suit with light coloured long sleeved shirt and necktie.	National dress (i.e. Baju Kurung or Kebaya Labuh) or Formal dress. Short skirt are NOT allowed.
Hair:	Short crop above ear and neckline.	Tied back or "sanggul". Tudung in white or cream colored for the Muslims.
Shoes:	Dark coloured shoes and socks. Open-toed footwear, sports shoes, slippers or sandals are NOT allowed.	Dark coloured covered shoes with heels (court or dress shoes). Open-toed footwear, sports shoes, slippers or sandals are NOT allowed.
GUESTS		
	<u>Male</u>	<u>Female</u>
Attire:	National Dress, Lounge Suit or Batik	National Dress or Formal Dress

8.1 Picture examples of the dress code **ALLOWED** for graduates (while attending the convocation).



8.2 Picture examples of the dress code **ALLOWED** for parents / guests (while attending the convocation).



Important Notes:

- i. Convocation Secretariat reserves the right to refrain any Graduate from participating in the Convocation Ceremony should he/she fail to comply with the requirement; and
- ii. Convocation Secretariat reserves the right to refrain any Guest from entering the Hall during the Convocation Ceremony should he/she fail to comply with the requirement.

9.0 CONVOCATION CEREMONY ETIQUETTE

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

- i. Graduates and Guests are required to take their seats in the Convocation Hall at least half (1/2) an hour before the ceremony begins;
- ii. Children **BELOW TWELVE (12) YEARS OLD** are **NOT allowed** to enter the Hall during the Convocation Ceremony;
- iii. Graduates and guests are to remain seated at all times while the Convocation Ceremony is in progress. Please use the restrooms before the ceremony starts or after the ceremony ends;
- iv. No one, except for officially appointed photographers, is allowed to take photographs during the ceremony or make audio-visual recording of the ceremony;
- v. Handphones are to be turned off or put on silent mode. Use of handphone is strictly prohibited while the ceremony is in progress; and
- vi. Please follow instructions given by Officers in charge of the event.
- vii. Guests are not allowed to bring food in the hall.

10.0 PHOTOGRAPHY SERVICES

Official photographers appointed by the University are responsible for taking photographs of Graduates during the Convocation Ceremony.

10.1 Collection of Graduates' Photograph

Graduates may collect the captured photograph as scheduled below:

Date	Time	Venue
3 – 5 December 2018 (Mon – Wed)	9:00 a.m. – 5:00 p.m.	STUDENT LOUNGE UNITAR International University 2-01A, Level 3, Tierra Crest Jalan SS6/3, Kelana Jaya 47301 Petaling Jaya Selangor Darul Ehsan
6 December 2018 onwards	For further enquiries, please contact the Official Photographer directly.	Azam Teguh Trading (002354310-M) Komplek Maluri, 152-1-12 (Level 1), Jalan Jejaka, Taman Maluri 55100 Kuala Lumpur

10.2 Delivery Service

Uncollected photographs **WILL BE DELIVERED** to your mailing address within 4 to 5 weeks **AFTER** the Convocation Ceremony.

Important Notes:

- i. Any enquiries or issues pertaining to the Graduates' photographs are to be addressed directly to the Official Photographer as per details below:

Azam Teguh Trading (002354310-M)
Komplek Maluri,
152-1-12 (Level 1),
Jalan Jejaka, Taman Maluri
55100 Kuala Lumpur

Person In-Charge for Graduate Photograph:

Mr. Thomas Lim / Mr. Eric Lim
Mobile Number: +6012 217 8813
Email: azamteguh1983@gmail.com



- ii. The University is **NOT liable** for any enquiries or issues pertaining to the Graduates' photograph

11.0 ENQUIRIES

For further enquiries or assistance, please contact the relevant Officers in charge as listed below:

Matters	Contact Person	Email Address	Phone Number
Graduate Affairs	Azmaz Irmarina Abdul Aziz Nursalwaty Kamaruddin	azmaz@unitar.my nursalwaty@unitar.my	+603 7627 7351 +603 7627 7351
Graduate Tracer Study	Ainaa Nabilah Zainal Nur Amira Binti Zul Akmal	ainaa@unitar.my nur_amira@unitar.my	+603 7627 7291 +603 7627 7233
One Stop Centre	Wan Rosmaniza Anif Syazrin Abu Salim	wanrosmaniza@unitar.my anif_syazrin@unitar.my	+603 7627 7258 +603 7627 7262
Photography	Mr. Thomas Lim / Mr. Eric Lim	azamteguh1983@gmail.com	+6012 217 8813

Graduates may also get access to the latest information on the 6th Convocation through:

convo.unitar.my or +603 7627 7200

END OF GUIDELINES