



CONVOCATION INFORMATION AND GUIDELINES

1. CONVOCATION DATE & VENUE

Date : 4th October 2018 (Thursday)
Time : Graduation ceremony - 9.00 am – 12.00 pm
Venue : Kingwood Ballroom
Level 6
Kingwood Hotel, Sibul

2. GRADUATES' ATTENDANCE

- 2.1. Degrees will be officially conferred to graduates who participates in convocation ceremony.
- 2.2. Graduates are required to furnish and return the **attendance confirmation slip (ACS)** attached, to the address printed on the confirmation slip. All ACS must reach UCTS not later than 5th September 2018.
- 2.3. Graduates are not allowed to defer convocation ceremony or nominate others to attend on their behalf.
- 2.4. Confirmation of attendance is subject to receipt of graduation fee payment and all other dues (tuition fees/charges/fines – if any) by the University. Please check your dues with the bursary, library or related schools/departments.

3. GRADUATION FEES

- 3.1. All graduates are required to pay a **graduation fee of RM250.00**. Payment can be made via the following methods;
 - i. Cash deposit/online banking/PBB counter to;
Edusar Resources Sdn. Bhd.
Public Bank Acc. No: 3986851823
Note: Make a copy of your bank-in slip/payment receipt. Write your name, ID number and hand phone number, scan, upload and email to payment@ucts.edu.my (cc.: evelyntoh@ucts.edu.my).
 - ii. Cash Payment - Payment in cash can be made at the bursary counter, ground level, administration block, UCTS.
 - iii. Deduction from academic deposit.
- 3.2. Graduation fee must be paid NOT later than 13th September 2018.
- 3.3. For graduates NOT attending the convocation ceremony, their scrolls/transcripts will only be released, after the convocation and after graduation fee and other dues (if any) are paid.
- 3.4. Graduates are required to keep the original receipt or bank in slip and present at convocation's registration counter as proof of payment.
- 3.5. In the event of failure to attend the convocation ceremony, the graduation fee will not be refunded.
- 3.6. Graduates attending the convocation ceremony are also required to pay RM150.00 as deposit for graduation attire. The deposit can be made in cash or credit card when they come to collect the graduation attire (other forms of payment will not be accepted). The amount will be refunded upon return of attire.



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- 3.7. Graduates will be penalized for any late returns as follows;
 - 3.7.1. 4th day after convocation – RM50.00
 - 3.7.2. 5th day onwards – additional RM10.00/day
- 3.8. The penalty will be deducted from the rental deposit and any shortage or excess after the penalty will be charged/returned.
- 3.9. The certificate/transcripts will be withheld until payment is made.
- 3.10. Graduates are not allowed to make any alteration or modification to any part of the attire loaned to them. Penalties for lost or damaged items are as follows;
 - 3.10.1. Robe - RM600.00
 - 3.10.2. Hood - RM100.00
 - 3.10.3. Mortar Board - RM 70.00

4. GRADUATION ATTIRE

- 4.1. Graduation attire consists of;
 - 4.1.1. Robe
 - a. Doctorate (dark brown)
 - b. Masters (light brown)
 - c. Bachelors (dark blue)
 - 4.1.2. Hood (color according to School)
 - 4.1.3. Bonnet (black)
 - 4.1.4. Mortar Board (black)
- 4.2. Graduates must indicate/confirm robe's size in the ACS attached. Please take note that graduates will receive the attire based on the sizes available.
- 4.3. Graduates conferred with doctorate degrees will be attired in a dark-brown robe and black colored bonnet.
- 4.4. Graduates conferred with masters degrees will be attired in a light-brown robe and black colored mortar board.
- 4.5. Graduates conferred with bachelor degrees will be attired in a dark-blue robe, a black colored mortar board, and a hood, colored according to the official school color as tabled below;

SCHOOL	HOOD COLOR
<i>School of Engineering & Technology</i>	<i>Maroon</i>
<i>School of Business & Management</i>	<i>Blue</i>
<i>School of Built Environment</i>	<i>Green</i>
<i>School of Computing</i>	<i>Orange</i>

- 4.6. Graduates must ensure that;
 - 4.6.1. the graduation attire received is in good condition; and
 - 4.6.2. the correct attire is received



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- 4.7. Graduation Attire will be on loan as follows;
- 4.7.1. Collection schedule
- Date : 1st October 2018 (Monday)
 - Time : 9:00 am - 4:00 pm
 - Venue : Level 1, Administration Building, UCTS
- 4.7.2. Return schedule
- Date : 4th October 2018 (Thursday)
 - Time : 3:00 – 5:00 pm
 - Venue : Rinwood Hall, Level 5, Kingwood Hotel, Sibul
- 4.7.3. If the students want to keep the attire for photo taking or other personal reasons, they are allowed to do so for three (3) consecutive days after convocation. The attire must then be returned on the **4th day** after the convocation ceremony as follows;
- Date : 8th October 2018 (Monday)
 - Time : 9:00 am - 4:00 pm
 - Venue : Level 1, Administration Building, UCTS

5. GRADUATION DRESS CODE

- 5.1. Graduates attending the Convocation ceremony should dress according to the guidelines stated below;

- Female:** Long dress/skirt covering the ankles.
Long-sleeve blouse covered to the neck. (Any color)
Proper shoes with heels.
(Mini skirt, short pants, jeans, denims, sandals or slippers are strictly prohibited.)
- Male:** 'Lounge Suit' (dark colored)
Shoes (black)
Shorts, t-shirts, jeans, denims, sandals, sport shoes or slippers are strictly prohibited.

- 5.2. Graduates should be in complete and decent attire and neatly groomed.
- 5.3. The convocation ceremony is an official ceremony. Graduates are strongly advised to adhere to the prescribed dress code. Graduates who do not conform to the dress code will not be allowed to attend the ceremony.

6. INVITATION

- 6.1. All graduates will receive invitation letter for the convocation. Announcement will also be posted via the UCTS website.
- 6.2. Each graduate will receive an invitation card which allows free entry for TWO (2) persons (parent/guardian) to enter the hall for the ceremony. The entry passes will be provided upon collection of attire.
- 6.3. Extra entries will be charged RM50 per person, to cover goodies and refreshments.



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7. BRIEFING AND REHEARSAL

- 7.1. A briefing and rehearsal session will be held on 3rd October 2018 (Wednesday), 9:00 am at the Grand Ballroom, Level 6, Kingwood Hotel, Sibü.
- 7.2. All graduates are strongly encouraged to attend the briefing and rehearsal to have a better understanding of the flow of event and protocol involved during the ceremony.

8. PROCESSION OF GRADUATES

- 8.1. Graduates attending the convocation should assemble at Rinwood Hall, Level 5, Kingwood Hotel, Sibü on graduation day (7.30 am, 4th October 2018). Please obey orders and instructions given by the officers-in-charge from time to time.
- 8.2. Graduates are advised not to bring their bags or other personal/valuable possessions during the graduation ceremony for security reasons.
- 8.3. Graduates who are late will not be allowed to take part in the convocation ceremony.
- 8.4. Graduates with special needs (pregnant, disabled or injured) requiring equipment such as a wheel chair or assistance, must inform the University at least 2 weeks before the convocation day.
- 8.5. During the ceremony, graduates are required to listen and adhere to instructions and guidelines from the officers in charge.
- 8.6. Graduates and / or guests are not allowed to leave the hall until the ceremony is over.

9. INSTRUCTIONS FOR PARENTS/GUARDIANS AND GUESTS.

- 9.1. Parents and Guests should be appropriately attired for the occasion. Short skirts, jeans and slippers are prohibited.
- 9.2. Children below 12 years old are not allowed into the convocation Hall.
- 9.3. Mobile phones must be switched off or set in silent mode during the entire ceremony.
- 9.4. The use of flash lights is also prohibited as it might affect the quality of photos taken by our professional photographers. No one is allowed to come up to the front row to take photographs or capture videos during the convocation ceremony.
- 9.5. Guests are requested to stay seated 20 minutes before the commencement of the ceremony.
- 9.6. Kindly ensure to bring along the entry passes when attending the ceremony.
- 9.7. Parents and guests are advised to have breakfast before entering the hall to ensure their health and wellbeing are taken care of during the proceedings of the convocation ceremony.
- 9.8. Parents and guests are prohibited from bringing bouquets of flowers or souvenirs into the hall as they may disrupt the seating arrangement of other guests.

10. PROCESS FLOW OF CONFERMENT AND RECEIVING SCROLLS

- 10.1. Graduates will receive their folders/scrolls individually one-by-one on the stage from the Chancellor. To hasten process and avoid mistakes, actual certificates will be distributed after the ceremony.



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- 10.2. Graduates can collect the certificates when they return the graduation attire.
- 10.3. Please be reminded that certificates will only be released to students who had fulfilled all requirements listed below:
 - i. *Graduates must present the original receipt as a proof of payment for all fees.*
 - ii. *Graduates who had returned their graduation attire must also present the receipt as proof of return.*
 - iii. *Graduates unable to collect their certificates in person may send representatives to collect on their behalf. Graduates must furnish an attendance confirmation form to allow the representative to collect the certificate.*

11. TRACER STUDY/ ALUMNI REGISTRATION FORM

Graduates are required to register tracer study by log in <http://graduan.mohe.gov.my/v/> from 11th September to 1st October 2018. Alumni registration form and printed tracer study slip is required to be presented upon scroll collection.

12. ENQUIRIES

If you have any queries on convocation please contact the person in charge as follows;

Mdm. Fizzahutiah Taha
Telephone No.: +6(084)-367300 - extension 334

Or

Miss Peony Upang Jelani
Telephone No.: +6(084)-367300 - extension 335

Thank you for your attention and cooperation



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THE 3rd UCTS CONVOCATION CEREMONY IMPORTANT DATES

DATE	ACTIVITY
01 October 2018 (Monday) (9.00 am – 4.00 pm)	Registration & collection of the attire at Level 1, Administration Building, UCTS.
03 October 2018 (Wednesday) (9.00 am – 11.00 am)	Convocation Briefing and Rehearsal Session at Grand Ballroom (Level 6), Kingwood Hotel, Sibü
04 October 2018 (Thursday) (8.00 am – 12.00 pm)	Convocation ceremony at Grand Ballroom (Level 6), Kingwood Hotel, Sibü. (Graduates to congregate in accordance with the session and time that has been predetermined).
04 October 2018 (Thursday) (3.00 pm - 5.00 pm)	Date to return the attire and to collect the scroll / transcript at Rinwood Hall, Level 5, Kingwood Hotel, Sibü
04 October 2018 (Thursday) (7.30 pm - 10.00 pm)	UCTS Convocation Dinner
08 October 2018 (Monday) (9.00 am - 4.00 pm)	Date to return the attire and to collect the scroll / transcript at Level 1, Administration Building, UCTS

GRADUATE'S CHECKLIST

1. () Received, read and understood the information on the Convocation ceremony.
2. () Completed the Graduates Tracer Study and printed out the survey slip.
3. () Furnished and returned the Attendance Confirmation Slip before the due date.
4. () Checked outstanding arrears which may include tuition fees, charges and / or penalties.
5. () Paid graduation fees before due date.
6. () Paid deposit of RM150.00 and collected the graduation attire in good condition.
7. () Attended convocation briefing and rehearsal.
8. () Brought graduate's name card and guest invitation cards for the Convocation ceremony.
9. () Arrived early before the ceremony begins.
10. () Ensured student and guests are attired accordingly.
11. () Returned the graduation attire.
12. () Brought along the required documents when collecting academic scroll and transcript.