

UNIVERSITI ISLAM MALAYSIA

GRADUATION INFORMATION GUIDE

CONTENTS

1. Convocation Date
2. Graduand's Attendance
3. Graduation Fees
4. Graduation Attire
5. Graduand's Dress Code
6. Invitation
7. Briefing and Rehearsal
8. Procession of Graduands
9. Instructions for Parents/Guardians and Guests
10. Process Flow of Conferment and Receiving Scrolls
11. Collection of Certificate

1. Convocation Date

The 1st Convocation Ceremony will be held at the Auditorium, 7th Floor, Universiti Islam Malaysia, Cyberjaya on:

Date : 7 December 2019 (Saturday)

Venue : Auditorium Level 7, Universiti Islam Malaysia

Time : 8.00 a.m. – 12.30 p.m.

2. Graduand Attendance

- 2.1) Doctor of Philosophy and Masters will only be conferred to graduands who are present on the day of the Convocation as written/stated in the Universiti Islam Malaysia Academic Regulation, unless the Senate can or under special circumstances allow any Doctor of Philosophy and Master be conferred without attendance.
- 2.2) As such, it is important for the University to know the exact number of graduands attending the ceremony or otherwise. All graduands are advised to confirm the attendance via online at <http://konvokesyen.uim.edu.my/> . Please reply by **15th – 22nd November 2019**.
- 2.3) **Graduands are not allowed to defer the Convocation Ceremony or nominate others to attend the Convocation Ceremony on their behalf.**
- 2.4) Attendance is confirmed subject to the settlement of all Fees/Fines with the University, (please check with the Finance, Library or relevant Cluster).

3. Graduation Fees

3.1) All graduands attending the Convocation Ceremony are required to pay the **Graduation fee of RM400.00 (attending) and RM200.00 (not attending)**

3.2) Payment can be made by either one of the following:

- a) Cash at the Finance Dept.
- b) Online Bill Payment Services (**print out the proof payment**)

Payee : UNIVERSITI ISLAM MALAYSIA

Account No : 16018010017689

Swift Code : BIMBMYKL

Bank : Bank Islam Malaysia Berhad

3.2.1 The Graduation Fee must be paid not later than **29 November 2019**.

3.3) For graduands who are not attending the Convocation Ceremony, they can make the payment anytime during office hours at the Finance Department, 3rd Floor of the Universiti Islam Malaysia. Scrolls/Transcripts for graduands will only be released after the convocation and after all the necessary fees including the graduation fee and other debts (if any) are paid.

4. Graduation Attire

4.1) Graduands will have to pay their Graduation Fee before they are allowed to borrow the Graduation Attire.

4.2) In addition, **graduands are also required to pay RM200.00 (a deposit of robes rental, which is refundable)** in cash or credit card upon collection of the robes (other forms of payment will not be accepted).

4.3) Graduands conferred with

4.4.1 Ph.D. Degree during the Convocation Ceremony will be attired in a black gown, a hood (coloured according to the official Cluster colour) and a round black bonnet.

4.4.2 Master Degrees will be attired in a black robe, a hood (coloured according to the official Cluster colour), and a square black mortar board.

Cluster	Hood Colour
Islamic Leadership & Management	Turquoise
Islamic Economic, Business & Entrepreneurship	Light Blue
Islamic Accounting, Finance & Banking	Grey
Quranic Hadith & Islamic Education	Ivory (Cream)
New Media, Communication & Digital Technology	Yellow
Islamic Heritage and Civilization	Brown
Sharia and Law	Lime (Light Green)
Major Languages & General Studies	Dark Yellow

4.4) Graduands are to ensure that:

- (a) the academic regalia received is in good condition; and
- (b) the correct regalia is received i.e. Postgraduate, Bachelor or Diploma.

4.5) For the 1st Convocation, the Graduation Attire will be on loan as follows:

4.5.1 **Schedule to collect the Graduation Attire**

- a) Date : 3 - 6 December 2019
(Tuesday till Friday)
- Time : 10:00am – 5:00pm
- Venue : Academic Division, 2nd Floor, UIM

4.5.2 **Schedule to return the Graduation Attire:**

- a) Date : 7 December 2019 (Saturday)
- Time : 1:00pm – 5:00pm
- Venue : MA Rauf Hall, 1st Floor, UIM

- b) Date : 10th - 13th December 2019
(Tuesday till Friday)
- Time : 10:00 am – 5.00 pm
- Venue : Academic Division, 2nd Floor, UIM

- c) Date : **14th December 2019 ONWARDS WITH PENALTY.**
- Time : 10:00 am – 5.00 pm
- Venue : Academic Division, 2nd Floor, UIM

4.6) Robes must be collected by the graduands in person.

4.7) All robes **MUST** be returned not later than **13th December 2019 (FRIDAY)** as a **PENALTY** shall be imposed on those who fail to return the robes on time.

- 4.8) Penalty will be imposed for any late return, damage or loss of robes. The Graduation Certificate/Transcripts will be withheld until payment is made.
- 4.9) **Graduands will be charged a late fee penalty for any late returns starting 14th December 2019 (RM50.00 for the first day after the last date for returning the items and additional RM10.00 for each additional day).** The penalty will be deducted from the rental deposit and any shortage or excess after the penalty will be charged/returned back. The Graduation Certificate/Transcripts will be withheld until the payment is made.
- 4.10) Graduands are not allowed to make any alteration or modification to any part of the robe loaned to them.
- 4.11) The University will not be responsible for any lost or damaged items.

In the event of lost or damaged items, a charge will be incurred and no academic scroll or transcript would be released until all payments have been made. Penalties are as follows:

	Robe	Hood	Mortar Board
Doctor of Philosophy (Ph.D.)	RM700.00	RM90.00	RM100.00
Master	RM600.00	RM90.00	RM70.00
Bachelor	RM600.00	RM90.00	RM70.00
Diploma	RM600.00	RM90.00	-

- 4.12) Graduation Attire consists of:
 1 piece of Robe
 1 piece of Hood (Colour according to the Cluster)
 1 piece of Mortar Board (for Master & Bachelor Degree only)
 1 piece of square bonnet (for Ph.D. only)

5. Graduands' Dress Code

- 5.1) All graduands attending the Convocation Ceremony should dress as stated in the guidelines below:

Female: Kurung dress/ Jubah dress/ Tudung / Hijab (Muslim)
 Long dress / skirt covering the ankles.
 Long-sleeve blouse covered to the neck. (Any colour)
 Proper shoes with heels (1cm).

REMINDER:

Mini skirt or short pants are **STRICTLY PROHIBITED**.
 Sandals or slippers are **STRICTLY PROHIBITED**.
 Jeans or any forms of denim are **STRICTLY PROHIBITED**

Male: 'Lounge Suit' (Black) or Baju Kebangsaan (Black).
 Black Shoes.
 Shorts and T-Shirts are **STRICTLY PROHIBITED**.

REMINDER:

Sandal, Sport Shoes or Slippers are **STRICTLY PROHIBITED**.
 Jeans or any forms of denim are **STRICTLY PROHIBITED**.

- 5.2) Graduands should be in neat, complete and decent attire. Your hair should be neatly groomed.
- 5.3) The Convocation Ceremony is an official ceremony. **Graduands are advised to adhere to the dress code prescribed. GRADUANDS WHO DO NOT CONFORM TO THE PRESCRIBED DRESS CODE WILL NOT BE ALLOWED TO ATTEND THE CEREMONY OR TO BE CONFERRED.**

6. Invitation

- 6.1) All graduands will receive an invitation letter / email / official WhatsApps and announcement via the UIM website.
- 6.2) The link for online reply slip link and Convocation Guidelines are available at the UIM website.
- 6.3) The University will not be responsible for the loss of the invitation card through the website.
- 6.4) Each graduand will be given **three entry passes** which allows entry for **THREE (3)** parents / guardians to enter the hall for the ceremony. The entry passes will be provided upon collection of robes.

7. Briefing and Rehearsal

- 7.1) A briefing and rehearsal session will be held on the **6th December 2019 (Friday), 3:00pm** at the **Auditorium, 7th Floor, UIM Cyberjaya.**
- 7.2) All graduands are strongly encouraged to attend the briefing and rehearsal to have a better understanding of the flow of the event and protocol involved during the ceremony.

8. Procession of Graduands

- 8.1) Graduands attending the Convocation should assemble at the UIM Auditorium.
- 8.2) Graduands are reminded to assemble according to the respective Clusters at the place mentioned above. To avoid any difficulties in finding the right group, graduands are advised to obey all instructions and orders given by the officers-incharge from time to time.
- 8.3) Graduands are reminded not to bring their bags or other personal and valuable possessions during the graduation ceremony. This is to avoid missing personal items and other mishaps during the ceremony.
- 8.4) **Graduands must be arrived on 8.00 a.m. to avoid who are late that will not be allowed in and be a part of the Convocation Ceremony.**
- 8.5) Graduands with special needs (pregnant, disabled or injured) requiring equipment such as a wheel chair or an assistant need to inform the University by phone at 0383246666 or email (convocation@uim.edu.my) at least 2 weeks before the convocation day.

- 8.6) During the ceremony, graduands are required to follow all the rules and instructions from the officers in charge.
- 8.7) **Graduands 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 **STRICTLY PROHIBITED**.
- 9.2) Children below 12 years old are **NOT ALLOWED** into the Auditorium.
- 9.3) Mobile phones must be switched off or set in silent mode.
- 9.4) The use of flash lights is strictly 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 be seated **30 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 or lunch 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

Graduands will receive their folders / scrolls individually one-by-one on the stage from the VVIP. The certificate will be given according to the rules and regulations stated in item 11.

11. Collection of Certificate

- 11.1) Graduates can collect the certificates beginning from **10 December 2019 until 13 December 2019** after fulfilling all the requirements listed below:
- i. *Graduates must present the original receipt as a proof of payment for all fees.*
 - ii. *Graduates must present the 1st UIM Invitation Card, University Clearance Form and also Tracer Study.*
 - iii. *Graduates who had borrowed and returned their Graduation Attire must also present the receipt as proof of the graduation attire being returned.*
 - iv. *If the graduate is not able to collect the certificate personally, he / she may send a representative to collect on his / her behalf. The Graduate must fill in an authorization form to allow the representative to collect the certificate.*

Note: *You are known as a graduate after you have been conferred the Ph.D. and Master. Prior to conferment you are called a graduand.*

Graduands' cooperation in adhering to the specified rules and regulations of the 1st UIM Convocation Ceremony is deeply appreciated. For further enquiries please contact 03-83246666 or E-mail: convocation@uim.edu.my

**Rules and regulations are subject to changes without prior notice.*

THE 1ST UIM CONVOCATION CEREMONY

IMPORTANT DATES

Date	Activity
22th November 2019	Confirm the attendance and graduate Tracer Study Slip via online at http://konvokesyen.uim.edu.my/
29th November 2019	The Graduation Fee must be paid. All graduands attending the Convocation Ceremony are required to pay the Graduands who have collected the certificate and wish to attend the convocation ceremony need to pay a deposit of RM400.00 (attending deposit for) , RM200.00 (not attending) and RM 200 (a deposit for robe rental) .
3rd – 6th December 2019 (Tuesday– Friday)	Dates for the collection of the robe at the Academic Division, 2 nd Floor, UIM Cyberjaya.
6th December 2019 (Friday, 3.00 pm)	Convocation Briefing and Rehearsal Session at UIM Auditorium, 7 th Floor, UIM Cyberjaya
7th December 2019 (Saturday)	Convocation Ceremony at at UIM Auditorium, UIM Cyberjaya (Graduands to congregate at UIM in accordance with the session and time that has been predetermined).
7th December 2019 (Saturday)	Date to return the robe and to collect the scroll / transcript at the MA Rauf Hall, 1 st Floor, UIM Cyberjaya before 5:00 pm.
10th – 13th December 2019 (Tuesday – Friday)	Dates to return the robe and to collect the scroll / transcripts at the Academic Division, 2 nd Floor, UIM Cyberjaya before 5:00 pm.

THE 1ST UIM CONVOCATION CEREMONY

GRADUAND'S CHECKLIST

Please ensure that you:

No	Please (/)		Remarks
1		Have received, read and understood the information on the 1 st UIM Convocation	
2		Complete the Graduates Tracer Study 2019 and print out the survey slip	
3		Have checked for any outstanding arrears which may include tuition fees and/ or penalties	
5		Present the Invitation Card (printed from website) of 1st UIM Convocation/ University Clearance Form when you pick up the academic regalia at the UIM, on the stated dates.	
6		Fill in robes collection form and pay a deposit of RM200.00 (rental of robes – Refundable)	
7		Attend the Briefing and Rehearsal Ceremony for the 1 st Convocation on 6th December 2019 at 3.00 p.m.	
8		Arrive early before the ceremony begins.	
9		And your guess are attired according to the stated dress code.	
10		Return the academic regalia before 13th December 2019 before 5.00 p.m. Failure to do so (starting 14th December 2019) will result in a late penalty fee as stated.	
11		Bring along the required documents when collecting the academic scroll and transcript.	