

**2019 CONVOCATION CEREMONY TERMS & CONDITIONS
UNIVERSITI TENAGA NASIONAL (UNITEN)**

Assalamualaikum wrt. wbt and Selamat Sejahtera,

Dear Graduates,

UNITEN CONVOCATION CEREMONY

Congratulations on your success. On behalf of the University, we cordially invite you to attend the Convocation Ceremony and the activities organised in conjunction with the Ceremony.

The Convocation Ceremony will be held from Saturday until Monday, **3 August 2019- 5 August 2019 with Three (3) sessions (morning only)**). The details will be finalised according to your programmes (please check the latest information at the 2019 Convocation website <http://convocation.UNITEN.edu.my>)

- Session 1 – 3 August 2019 (Morning)
- Session 2 – 4 August 2019 (Morning)
- Session 3 – 5 August 2019 (Morning)

Instructions on graduate procession

Graduates are required to gather at **Dewan Seri Sarjana**:

- Session 1: 7.00 a.m
- Session 2: 7.00 a.m
- Session 3: 7.00 a.m

1. GRADUATE PARTICIPATION

- 1.1 Participation for the Universiti Tenaga Nasional 2019 Convocation Ceremony must be made by submitting the **Convocation Attendance Reply Form**. Forms can be accessed from **UNITEN Info Online** at <http://info.uniten.edu.my/info>. Graduates are required to check their status at UNITEN website.
- 1.2 The form is in two (2) copies; the first copy is to be sent to the Registrar's Office whilst the second copy is to be retained by the graduate.
- 1.3 The completed form must reach the Registrar Office, Universiti Tenaga Nasional, Putrajaya Campus by 4.30 p.m., **12 July 2019 (Friday)**, together with the proof of payment. Forms received after this deadline will not be processed.
- 1.4 Graduates not attending the convocation ceremony can obtain their academic Certificates after the ceremony. A charge of RM50.00 will be imposed (for album and certificate) and not including delivery charges.

2. PAYMENT

- 2.1 Convocation fee for the ceremony is RM255
- 2.2 Payment can be made in the name of "Universiti Tenaga Nasional" through 'CIMBClicks', 'Maybank2U' or 'Bank Islam' internet banking. For example; Maybank2u; Choose payment Education, and follow the instructions given.
- 2.3 Cash payments can be made at the Payment Counter, Ground floor, UNITEN Customer Counter, Administration Building, Universiti Tenaga Nasional Putrajaya Campus by giving the completed Convocation Attendance Reply Form.
- 2.4 Please retain a copy of the payment slip as proof for the collection and return of the Academic attire.
**No refunds will be made to graduates who fail to attend the convocation ceremony*

3. COLLECTION AND RETURNING OF THE CONVOCATION ATTIRE (ROBE, MORTAR BOARD AND HOOD)

3.1. Collection

- 3.1.1 Sizes of the academic attire are limited. Thus, the distribution of the academic attire is based on 'first come, first serve' basis.
- 3.1.2 Graduate will get convocation access card. It is compulsory to bring this card during rehearsal and on the Convocation day.
- 3.1.3 Graduates are required to produce the copy of the **Convocation Attendance Reply Form** together with the copy of payment slip at the academic attire collection counter; **and**
- 3.1.4 **Completed MOHE Tracer Study form.**

Activity	Date/ Day	Time	College	Venue
Collection of Convocation Attire	30 July 2019 (Tuesday)	9.45 a.m – 4.45 p.m	COBA	UNITEN Student Centre
	31 July 2019 (Wednesday)	9.45 a.m – 4.45 p.m	COE	
	1 August 2019 (Thursday)	9.45 a.m – 4.45 p.m	CSIT, COGS, DIPLOMA	
	2 August 2019 (Friday)	2.45 p.m – 5.30 p.m	OPEN SLOT (COE, COBA, CSIT, COGS, DIPLOMA)	

3.2. Return

Activity	Date/ Day	Time	College	Venue
Returning of Convocation Attire	3 August 2019 (Saturday)	2.45pm – 6.30 p.m	All Graduates	UNITEN Student Centre
	4 August 2019 (Sunday)	9.30 a.m. – 6.30 p.m	All Graduates	
	5 August 2019 (Monday)	9.30 a.m. – 5.00 p.m	All Graduates	
	6 August 2019 (Tuesday)	9.45 a.m. – 5.00 p.m	All Graduates	
	7 August 2019 (Wednesday)	9.45 a.m. – 5.00 p.m	All Graduates	

3.3. Late Return of academic attire

Starting from **8 August 2019**, **ALL** late return of convocation attire is subject to penalty with a fixed rate of RM50.00 plus daily charges of RM5.00 per day to a maximum of RM300.00.

Example of payment table for late return as follows;

Activity	Date/ Day	Time	Penalty	Venue
Returning of Convocation Attire	8 Aug 2019 (Thursday)	9.30 a.m. – 4.30 p.m.	Day 1 RM50.00 + RM5.00= RM55.00	UNITEN Customer Centre (UCC)
	9 Aug 2019 (Friday)	9.30 a.m. – 4.30 p.m.	Day 2 RM50.00 + RM10.00= RM60.00	
	10 Aug 2019 (Monday)	9.30 a.m. – 4.30 p.m.	Day 3 RM50.00 + RM15.00= RM65.00	
	11 Aug 2019 (Tuesday)	9.30 a.m. – 4.30 p.m.	Day 4 RM50.00 + RM20.00= RM70.00	

4. SUMMARY OF THE CONVOCATION CEREMONY.

- 4.1 All graduates are required to gather at **Dewan Seri Sarjana (DSS)** in full dress convocation attires by 7.00 a.m. (Morning Session).
- 4.2 Graduates who failed to come on time may not be allowed to join the graduates' procession and may be denied entry into the hall.
- 4.3 At the line-up process, graduates will be arranged according to specific sequence according to the Convocation Card given. The Convocation Card were given during the collection of the convocation attire and must be brought along and pass the convocation card to the convocation team before proceed to the stage. **PLEASE ALWAYS KEEP & BRING ALONG THE CONVOCATION CARD.**
- 4.4 During the conferment of the degrees, the graduates' names will be announced accordingly as follows: Doctor of Philosophy, Master's Degree, Bachelor's Degree and Diploma's.
- 4.5 Once a graduate's name is announced, he/she should walk straight to TYT Tun Chancellor / YBhg. Tan Sri Pro Chancellor, bow as a mark of respect, receive the album with both hands, shake hands and say "Thank You".
- 4.6 Graduates must remain seated after receiving their Certificates and are not allowed to leave the hall when the ceremony is in session. This is to ensure that the ceremony proceeds in an orderly manner.

5. REGISTRATION

5.1 REHEARSAL

- 5.1.1 To ensure the smooth running of the ceremony, all graduates **MUST** attend the rehearsal session on;
Date: 2 August 2019, (Friday),
Time: 8.00 am
Dewan Seri Sarjana (DSS),
Universiti Tenaga Nasional,
Jalan Ikram-UNITEN,
43000 Kajang, Selangor.
- 5.1.2 A new system will be implemented to arrange graduates for the Graduation Procession Ceremony. Hence, graduates are required to attend the rehearsal to familiarize with the system.

5.2 CONVOCAATION DAY

5.2.1 Graduates are required to register their attendance for the convocation ceremony as detailed below;

Session 1 – 3 August 2019 – Saturday (7.00 a.m.)

Session 2 – 4 August 2019 – Sunday (7.00 a.m.)

Session 3 – 5 August 2019– Monday (7.00 a.m)

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Dewan Seri Sarjana (DSS),

Universiti Tenaga Nasional,

Jalan Ikram-UNITEN,

43000 Kajang, Selangor.

5.2.2 Graduates are strongly advised to register early to avoid overcrowding at the registration counter and to finalize the queuing arrangement.

5.2.3 To avoid traffic congestion to Dewan Seri Sarjana, please follow the instruction and signage from the Security personnel on duty.

5.2.4 Early registration and attendance will ease the travel and avoid the traffic congestion.

6 OFFICIAL INVITATION CARD AND CAR STICKER

6.1 Each graduate will be given an official invitation card that allows two (2) guests to attend the ceremony. The invitation card will be given during the collection of the convocation attire. Guests are not allowed to enter the Convocation Hall without the invitation card.

6.2 A car sticker will be provided together with the invitation card. Only cars with the official convocation ceremony car sticker will be allowed to enter the campus.

6.3 The University is not responsible for lost invitation cards and car sticker and they will not be replaced.

7 DRESS CODE AND PERSONAL GROOMING – GRADUATES

MEN

- Baju Melayu (dark/ black) with ‘Sampin’ or Dark/ Black Lounge Suit with necktie and wearing full convocation robe;
- Black/dark leather shoes with black/dark socks;
- ‘Songkok’ is allowed but not necessary;
- Graduate of Sikh religion are allowed to wear their ‘Turban’
- **Any form of Jeans, shorts and t-shirts are NOT ALLOWED;**
- **Any form of sport shoes/slippers are NOT ALLOWED;**
- Hair styles should be short and neat.

LADIES

- National costume/ formal dress/ long dresses which cover until the ankles/ maxi skirts, long sleeved shirts/ blouses/ dark suit and wearing full convocation robe;
- Black/dark leather shoes with black/dark socks;

- **Any form of Jeans, shorts and t-shirts are NOT ALLOWED;**
- **Any form of sport shoes/slippers are NOT ALLOWED;**
- If gloves are to be worn, please ensure both hands are covered and the color of the gloves must either be black or skin-colored;
- Choice of clothes/dress must be decent (thin layered fabric or sensual designs or styles that may attract uncomfortable glares should be avoided).

THE UNIVERSITY RESERVES THE RIGHT TO DENY ENTRY OF ANY GRADUATE AND ANY GUEST INTO THE CONVOCATION HALL IF THE DRESS CODE IS NOT ADHERED TO.

8 LOST/ DAMAGE OF CONVOCATION ATTIRE

A compensation fee is imposed on the graduates in the event of loss or damage of the convocation attire as follows:

- i) Academic robe - RM400
- ii) Mortar Board - RM100
- iii) Hood - RM100
- iv) All items-RM600

Graduates who fail to pay the compensation fee in the event of loss or damage of the convocation attire will not be allowed to collect their Academic Certificate.

9 DRESS CODE – GUESTS

Dress codes for parents/guests when entering the Convocation Hall;

MEN

- National costume/batik/lounge suit/formal dress
- All types of **Jeans, shorts and T-shirts are NOT ALLOWED.**
- All types of **Sport shoes/ Slippers are NOT ALLOWED.**

LADIES

- National costume/Formal dress that is suitable for the convocation ceremony.
- **Gowns or attires such as sleeveless blouse and short skirts, t-shirts, jeans and ARE NOT ALLOWED.**

IMPORTANT NOTES FOR GUESTS

- In previous cases, most guests who were denied entry into the Convocation Hall were those who had failed to adhere to the dress code requirements.
- **Children below 12 years old ARE NOT ALLOWED to enter the Convocation Hall.**
- **For the benefit of other family members, the ceremony will also be broadcasted live at UNITEN Student Centre, UNITEN.**

- **Parents or guests ARE NOT ALLOWED to bring cameras, food, drinks and bouquet of flowers inside the Convocation Hall**

10 COLLECTION OF CERTIFICATES.

- 10.1 Graduates may collect their original Certificates at **UNITEN Student Centre** from **3 August 2019, 2.45 – 6.30 p.m** , **4 Aug 2019, 9.45 am-6.30 pm**: and from **5-7 August 2019, 9.45 am – 4.30 p.m.** once the convocation attires are safely returned.
- 10.2 Collection after the above dates will be done at the **UNITEN Customer Centre (UCC)**, Administration Building from Mondays to Fridays between 9.45 am – 4.30 pm.
- 10.3 Graduates who are not able to join the convocation ceremony are advised to collect their Certificates as soon as possible after the convocation ceremony.
- 10.4 A graduate may send a representative to collect the Certificates and academic transcripts on his/her behalf by presenting a letter and a copy of the graduate's identification card and the authorized letter. The above documents should also be accompanied by a copy of the paid convocation bill (if applicable).
- 10.5 Graduates who are not able to attend the convocation ceremony **may request in writing for their Certificates and academic transcripts** to be couriered to the postal address with nominal processing and handling charges. The University will not be held responsible or liable for any damages to the Certificates and academic transcripts couriered to the specified address. Any replacement of the original set is chargeable.
- 10.6 Any application for subsequent copies of the document will be chargeable and shall be made available for collection or delivered within **one (1)** month from the date of application has been approved.

11 LOST OF CERTIFICATE OR TRANSCRIPT

- 11.1 Your award certificate is a valuable document. To protect against fraudulent use of certificates, copies cannot be issued, except when the original has been permanently lost or destroyed.
- 11.2 Certificates and transcript are only issued once and no replacement will be printed/ entertained, unless with a valid reason agreeable to the Registrar.
- 11.3 Graduates are advised to keep sufficient copies and preserve the original set safely.
- 11.4 Replacement certificates will be issued in the current style.
- 11.5 A replacement of loss certificate and transcript is chargeable as below;
 - 11.5.1 All Certificate : RM100.00 for each copy
 - 11.5.2 Must be accompanied by a Police report for a lost certificate
 - 11.5.3 A Police report and the proof of payment is required for every request for replacement of loss certificate.
 - 11.5.4 Process will take 3- 4 weeks (working days).
- 11.6 All Transcript : RM20.00 for each copy
- 11.7 Cash payment can be made at the Finance Counter, Ground Floor, UNITEN Customer Centre (UCC), Universiti Tenaga Nasional or through an online banking (Maybank2u, CIMBClicks, Bank Islam), payable to Universiti Tenaga Nasional.

- 11.8 All applications will be processed once all the required documents has been received and for Certificate, the process will take approximately Twenty (28) working days and for Transcript, it will take approximately Three (3) working days.

12 ALUMNI

- 12.1 Graduates are automatically eligible to become a member of UNITEN ALUMNI. They can fill in the UNITEN ALUMNI registration form and submit it at the robe counter when collecting the convocation attire.
- 12.2 ALUMNI membership registration fee is RM30.00. This fee is NOT included in the Convocation Fee.
- 12.3 Cash payment can be made at the Finance Counter, Ground Floor, UNITEN Customer Centre (UCC), Universiti Tenaga Nasional or through online banking (Maybank2u, CIMBClicks, Bank Islam), payable to Universiti Tenaga Nasional.

13 PHOTOGRAPHY SERVICE DURING THE CONVOCATION CEREMONY

UNITEN will engage a photography service provider for the Convocation Ceremony. Further details will be provided later during the collection of graduation attire on 30 July 2019 - 3 August 2019.

During the Convocation Ceremony, no camera is allowed to be brought into the Convocation Hall.

14 GENERAL RULES

- 14.1 Male graduates are required to maintain short and neat haircut.
- 14.2 Graduates are not allowed to color their hair or put on dreadlock hair style.
- 14.3 Graduates are advised not to bring any personal belongings such as bags, video cameras, cameras, pagers, and other forbidden items into the hall.
- 14.4 During the convocation ceremony, graduates and parents/guests are requested to respect and not to disrupt the event.
- 14.5 Hand phones are to be switch off or please set on silent mode.
- 14.6 Please hold applause until the last name of the graduate for each program is read out.
- 14.7 During the convocation ceremony, graduates and parents/guests are prohibited from standing or leaving their seats to take any pictures or photographs. Graduates are urged to advise their parents/guests prior to this event.
- 14.8 Graduates and parents/guests who leave the hall during the convocation ceremony are not allowed to re-enter the convocation hall.
- 14.9 Graduates and parents/guests who are unable to adhere to these rules and regulation are advised against participating in the convocation ceremony.
- 14.10 Graduates without academic attire during Convocation Ceremony are not allowed to participate in the event.
- 14.11 Graduates and parents/guests are advised to have breakfast prior to the event.

- 14.12 To preserve the equipment as well as the decoration in the convocation hall, the temperature of the venue may be lowered. Thus, parents/guests are advised to dress suitably.
- 14.13 For Graduated student received certificate early (request early) and wish to attend convocation ceremony, you need to pay convocation fee (RM255.00) + deposit for academic robe (RM1000.00).
- 14.14 For enquiries on this event, please contact the Academic Unit at 03-89212020, extensions 1101, 1105, 1122, 1123, 1127, 1128, 1196, 1197, 1138 and 2141 or at academicreg@uniten.edu.my.

Registrar Office,
University Tenaga Nasional
Jalan IKRAM-UNITEN,
43000 Kajang,
Selangor.