

28th CONVOCATION CEREMONY TERMS & CONDITIONS
DEWAN SERI SARJANA, UNIVERSITI TENAGA NASIONAL (UNITEN)
PUTRAJAYA CAMPUS

Dear Graduates,

UNITEN CONVOCATION CEREMONY

Congratulations on your success. On behalf of the University, we cordially invite you to attend the Convocation Ceremony.

The 28th Convocation Ceremony will be held on Saturday and Sunday, **10 October 2026 and 11 October 2026 in three (3) sessions.**

Session	Date	Registration Time
1	10 October 2026, Saturday	7.00 AM (Morning)
2	10 October 2026, Saturday	2.00 PM (Afternoon)
3	11 October 2026, Sunday	7.00 AM (Morning)

The convocation information and details can be retrieved at this link:

<https://www.uniten.edu.my/convocation/>

1. GRADUATE PARTICIPATION

- 1.1 Participation for the 28th Universiti Tenaga Nasional Convocation Ceremony must be made by submitting the **Convocation Attendance Feedback via UNITEN Info365 Online** at <https://info365.uniten.edu.my/info365>. Graduates may also refer to the convocation information at UNITEN Website <https://www.uniten.edu.my/convocation/>
- 1.2 The attendance feedback and payment must be made by **4.00 pm, 02 October 2026 (Friday)**. Feed backs received after this deadline will not be processed.
- 1.3 Graduates who decide not to attend the convocation ceremony may obtain their academic certificates after the ceremony. A charge of RM100.00 will be imposed (for album and certificate) and this charge **does not** include delivery charge.

2. PAYMENT

- 2.1 The convocation fee:

- a. **RM300.00 (Bachelor and Diploma)**
- b. **RM350 (PhD and Master)**

This fee is **not refundable**.

- 2.2 Fee payment can be made using **FPX and Flywire** at <https://info365.uniten.edu.my/info365>. Payment made using Flywire must clear before the collection of the academic attire.

2.3 For graduates **who have collected their degree/diploma certificates in advance**, a deposit of **RM600.00** will be imposed for the academic attire (*deposit will be refunded within 20 - 30 working days [via local bank only] upon returning the academic attire to the Convocation Secretariat, subject to the robe being returned in good condition. Kindly provide the recipient's bank name and account number when completing the convocation attendance form for refund purposes).*

3. COLLECTION AND RETURNING OF THE ACADEMIC 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 the Convocation day.**
- 3.1.3 Graduate is required to produce national identification card (NRIC) or passport at the academic attire collection counter.
- 3.1.4 Please follow the academic attire collection scheduled listed below to avoid crowd during the collection.
- 3.1.5 **Any testing or changes of academic attire is not permitted.**
- 3.1.6 **Convocation Gown sizes are as follows:**



Size	Height To Measure
S	151 – 160 cm
M	161 – 170 cm
L	171 – 180 cm
XL	181 – 185 cm

3.1.7 Convocation Gown Collection Schedule

Date/ Day	Time	College	Venue
03 October 2026 (Saturday)	9.30 am – 5.00 pm	All Graduates	Sunken Garden Ground Floor Administration Building, Putrajaya Campus
04 October 2026 (Sunday)	9.30 am – 5.00 pm	All Graduates	
09 October 2026 (Friday)	2.45 pm – 5.00 pm	All Graduates	

3.1.8 Returning of Academic Attire Schedule

Date/ Day	Time	College	Venue
10 October 2026 (Saturday)	12.00 pm – 6.00 pm	All Graduates	Sunken Garden Ground Floor Administration Building, Putrajaya Campus
11 October 2026 (Sunday)	9.30 am – 6.00 pm	All Graduates	
12 October 2026 (Monday)	9.30 am – 5.00 pm	All Graduates	
13 October 2026 (Tuesday)	9.30 am – 5.00 pm	All Graduates	

3.2. Late Return of Convocation Gown

Starting from **14 October 2026**, **ALL** late return of academic attire is subject to penalty of RM50.00 and a daily charges of RM5.00 per day to a maximum of RM300.00.

Examples of late return penalties are as follows:

Date/ Day of Return	Time	Penalty	Venue
14 October 2026 (Wednesday)	9.30 am – 4.30 pm	Day 1 RM50.00 + RM5.00= RM55.00	UNITEN Customer Centre (UCC), Administration. Building, Putrajaya Campus
15 October 2026 (Thursday)	9.30 am – 4.30 pm	Day 2 RM50.00 + RM10.00= RM60.00	
16 October 2026 (Friday)	9.30 am – 4.30 pm	Day 3 RM50.00 + RM15.00= RM65.00	
17 October 2026 (Monday)	9.30 am – 4.30 pm	Day 4 RM50.00 + RM20.00= RM70.00	
18 October 2026 (Tuesday)	9.30 am – 4.30 pm	Day 5 RM50.00 + RM25.00= RM75.00	

4. SUMMARY OF THE CONVOCATION CEREMONY FLOW

- 4.1 All graduates are required to arrive at **Dewan Seri Sarjana (DSS)** in full dress academic attires by 7.00 am (Morning Session) and 2.00 pm (Afternoon Session). Graduates who are unable to come on time may not be allowed to enter the hall.
- 4.2 The Convocation Card will be distributed during the collection of the academic attire and must be brought on the convocation day.
- 4.3 Graduate seating will be arranged according to the program. Staff on duty will assist accordingly.
- 4.4 Staff on duty will usher graduates at the queuing process and graduates are to pass the convocation card at the designated check-point before proceeding to the stage.
- 4.5 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.
- 4.6 Once a graduate's name is announced, he/she shall proceed directly to the Chancellor / Pro-Chancellor, bow as a mark of respect, receive the scroll with both hands, and say "Thank you". After receiving the scroll, graduates must return to their seats and remain seated. Graduates are not permitted to leave the hall while the ceremony is in progress, to ensure the event proceeds in an orderly and respectful manner.

5 OFFICIAL INVITATION CARD AND CAR STICKER

- 5.1 Each graduate will receive an official invitation card to attend the ceremony. The card will be issued during the collection of the academic attire.
- 5.2 A car sticker will be provided together with the invitation card. Only vehicles displaying the official convocation car sticker will be permitted to enter the campus.
- 5.3 The university is not responsible for lost invitation card and car sticker. The invitation card and car sticker will not be replaced.

6 REHEARSAL

To ensure the smooth running of the ceremony, all graduates **MUST** attend **the rehearsal** session as follows:

Date : 09 October 2026 (Friday)

Time : 8.00 am

Venue : Dewan Seri Sarjana (DSS)

Universiti Tenaga Nasional,
Jalan IKRAM-UNITEN,
43000 Kajang, Selangor.

7 DRESS CODE – GRADUATES

All graduates are required to comply strictly with the prescribed dress code requirements throughout the Convocation Ceremony.

The University reserves the right to deny entry to, or prohibit participation in, the Convocation Ceremony to any graduate who fails to comply with these requirements. The University's decision on the suitability of attire and personal grooming shall be final.

7.1 Male Graduates

7.1.1 Wear either:

- Baju Melayu (black or dark-coloured) with Sampin; or
- A black or dark-coloured lounge suit with a necktie, together with the full academic regalia.
- Wear black or dark-coloured leather shoes with black or dark-coloured socks.
- Wearing a Songkok is optional.
- Graduates of the Sikh faith are permitted to wear a turban.

7.1.2 Jeans, shorts, T-shirts, polo shirts, and any other casual attire are **STRICTLY NOT ALLOWED**.

7.1.3 Sports shoes, sandals, slippers, flip-flops, or any other casual footwear are **STRICTLY NOT ALLOWED**.

7.1.4 Hair must be short, neat, and well-groomed. Hair colouring and dreadlock hairstyles are **NOT ALLOWED**.

7.1.5 Male graduates are **NOT ALLOWED** to wear earrings, nose rings, nose studs, or any other visible facial jewellery.

7.2 Female Graduates

7.2.1 Hair must be neat and well-groomed. Hair colouring and dreadlock hairstyles are **NOT ALLOWED**.

7.2.2 Wear any of the following together with the full academic regalia:

- National attire;
- Formal dress;
- Long dress extending to the ankles;
- Maxi skirt with a long-sleeved blouse or shirt; or
- A black or dark-coloured formal suit.
- Wear black or dark-coloured closed leather shoes.

7.2.3 Jeans, shorts, T-shirts, polo shirts, and any other casual attire are **STRICTLY NOT ALLOWED**.

7.2.4 Sports shoes, sandals, slippers, flip-flops, or any other casual footwear are **STRICTLY NOT ALLOWED**.

7.2.5 Attire must be modest, decent, and appropriate for an official University ceremony. Clothing that is revealing, excessively tight, transparent, backless, off-shoulder, has

a plunging neckline, or is otherwise deemed inappropriate by the University is **STRICTLY NOT ALLOWED**.

- 7.2.6 Accessories, attire, or personal appearance that interfere with the proper wearing of the academic regalia or are deemed inappropriate for the dignity of the Convocation Ceremony are **NOT PERMITTED**. The University's decision on the suitability of attire and personal grooming shall be final.

**THE UNIVERSITY RESERVES THE RIGHT TO DENY ENTRY INTO THE
CONVOCATION HALL TO ANY GRADUATE WHO DOES NOT / FAILS COMPLY
WITH THE PRESCRIBED DRESS CODE.**

8 LOST/ DAMAGE OF ACADEMIC ATTIRE

- 8.1 A compensation fee will be imposed to the graduates in the event of any loss or damage to the academic attire as follows:

- Academic Robe - RM400
- Mortar Board - RM100
- Hood - RM100
- All items - RM600

- 8.2 Graduates who fail to pay the compensation fee due to loss or damage of the academic attire will not be allowed to collect their Academic Certificate.

9 COLLECTION OF CERTIFICATES.

- 9.2 Graduates may collect their original certificates at the academic attire return venue from **10 - 13 October 2026 (please refer to Clause 3.1.8)**, upon the safe return of the academic attire in good condition. The venue for academic attire return and certificate collection will be announced in due course.
- 9.3 Collections made after the specified dates above must be done at the UNITEN Customer Centre (UCC), Administration Building, Putrajaya Campus, from Monday to Friday between 9.30 am and 4.30 pm.
- 9.4 Graduates who are not able to join the convocation ceremony are advised to collect their certificates as soon as possible after the convocation ceremony ends. A charge of RM100.00 will be imposed (for album and certificate) and this charge does not include delivery charge.
- 9.5 Graduates may authorize a representative to collect the certificates and academic transcripts on their behalf by providing the following documents:
- 9.5.1 A letter of authorization/consent signed by the graduate;
 - 9.5.2 A copy of the graduate's identification card; and
 - 9.5.3 A copy of the paid convocation/certificate fee receipt (if applicable)

9.6 Courier Service for Non-Attending Graduates

Graduates who are unable to attend the Convocation Ceremony may submit a written request via email to academicreg@uniten.edu.my for their Certificates and Academic Transcripts to be delivered via courier service to a valid mailing address, subject to the applicable processing, handling, and postage charges. **The postage charges will vary according to the destination country/state and will be communicated to the graduate after the request has been submitted.**

9.6 Disclaimer on Courier Delivery

The University shall not be responsible or liable for any loss, damage, delay, or non-delivery of the Certificates and Academic Transcripts during the courier delivery process. Any replacement of the original documents shall be subject to the applicable charges.

9.7 Application for Subsequent Copies of Documents

Any application for subsequent copies of Certificates and/or Academic Transcripts shall be subject to the **applicable charges (please refer to Clause 9.0)**. The requested documents will be made available for collection or delivery within one (1) month from the date the application is approved.

9.0 LOST OF ACADEMIC CERTIFICATE OR TRANSCRIPT

9.1 Your academic 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.

9.2 Certificates and transcript are only issued once and no replacement will be printed/ entertained, unless with a valid reason agreeable to the Registrar.

9.3 Graduates are advised to keep sufficient copies and preserve the original set safely.

9.4 Replacement certificates will be issued in the current format.

9.5 A replacement of permanently lost or destroyed academic certificate is chargeable as follows:

- Certificate: RM450.00 for each copy
- Must be accompanied by a Police report for a lost certificate
- A police report and the proof of payment is required for every request for replacement of loss certificate.

9.6 A replacement of permanently lost or destroyed transcript is chargeable RM20.00 for each copy.

9.7 Payments can be made online. Please refer to the UNITEN website for the payment guidelines <https://www.uniten.edu.my/student-hub/payment>. Please provide proof of payment via email to financehelpdesk@uniten.edu.my and copy to academicreg@uniten.edu.my.

9.8 All applications will be processed once all the required documents has been received. The process for certificate will take approximately one (1) month and for transcript, it will take approximately three (3) working days.

10.0 ALUMNI

All graduates are UNITEN Alumni. All are invited to join the UNITEN ALUMNI Association. A membership registration fee is RM30.00. This fee is NOT included in the Convocation Fee. Registration fee payment can be made via FPX and Flywire at <https://info365.uniten.edu.my/info365>.

11.0 PHOTOGRAPHY SERVICE DURING THE CONVOCATION CEREMONY

- 11.1 UNITEN will engage a photography service provider for the Convocation Ceremony. Further details will be provided later during the collection of academic attire on **03 & 04 October 2026 & 09 October 2026**.
- 11.2 During the Convocation Ceremony, no camera is allowed to be brought into the Convocation Hall.

12.0 GENERAL RULES

- Graduates are advised not to bring any personal belongings such as handbag, bags and cameras, and to on stage
- During the convocation ceremony, graduates are requested to respect and not to disrupt the event.
- Mobile phones are to be switched off or set to silent mode.
- Please hold applause until the last name of the graduate for each program is read out.
- During the convocation ceremony, graduates are prohibited from standing or leaving their seats to take any pictures or photographs.
- Graduates who leave the hall during the convocation ceremony are not allowed to re-enter the convocation hall.
- Graduates who are unable to adhere to these rules and regulations are advised not to participate in the convocation ceremony.
- Graduates without academic attire during Convocation Ceremony are not allowed to participate in the event.
- Graduates are advised to have meals prior to the event.
- To preserve the equipment as well as the decoration in the convocation hall, the hall's temperature may be lowered. Graduates and parents are advised to wear appropriate attire to ensure comfort throughout the event.
- Each graduate will be given an official invitation card **that allows three (3) 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.

12.1 For enquiries, please contact :

Description	Department	Extension Number
Graduation Ceremony and Graduates Management	Academic Registrar Office	0389212020; Ext: 1122, 1196 & 2146; unitenconvocation@uniten.edu.my
Technical Issues: Convocation System (Info365) – Username, Password and System	ICT	Muhammad Talha Bin Abdul Rashid; MTalha@uniten.edu.my Asiah Binti Abdullah; asiah@uniten.edu.my
Graduation fee	Finance Department	03-89212020 ext:7162,7155,7127,1045 financehelpdesk@uniten.edu.my
MOHE Graduate Tracer Study and Alumni	Alumni Relations & Career Department	03-89212020 norasha@uniten.edu.my : ext: 7545 norashikin@uniten.edu.my : ext: 7585

Academic Registrar Office

Universiti Tenaga Nasional

Updated: 14 August 2026