

**25<sup>th</sup> 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 Convocation Ceremony will be held from Saturday and Sunday, **25 November 2023 – 26 November 2023 with three (3) sessions.** <https://www.uniten.edu.my/student-hub/convocation/convocation-2023/>

<b>Session</b>	<b>Date</b>	<b>Morning (AM) / Afternoon (PM)</b>
1	25 November 2023 Saturday	Morning (AM)
2	26 November 2023, Sunday	Morning (AM)
3	26 November 2023, Sunday	Afternoon (PM)

**1. GRADUATE PARTICIPATION**

- 1.1 Participation for the 25<sup>th</sup> 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>Student>Convocation](#) .
- 1.2 The attendance feedback and payment must be made by 4.00p.m., **21 November 2023 (Tuesday)**. Feedbacks received after this deadline will not be processed.
- 1.3 Graduates who are not attending the convocation ceremony may request their academic Certificates after the ceremony ends by sending an email to [unitenconvocation@uniten.edu.my](mailto:unitenconvocation@uniten.edu.my).
- 1.4 Graduates not attending the convocation ceremony can obtain their academic Certificates after the ceremony. A charge of RM100.00 will be imposed (for album and certificate) and not including delivery charges

**2. PAYMENT**

- 2.1 The convocation fee is RM255.00. The Convocation Fee will not be refunded.
- 2.2 Payment can be made via **FPX and Flywire** at <https://info365.uniten.edu.my/info365>. Cash payments can also be made at the Payment Counter, Ground floor, UNITEN Customer Counter, Administration Building, Universiti Tenaga Nasional Putrajaya Campus. Payment made via Flywire must clear before the collection of the academic robe.


2.3 For graduates **who have taken the degree/diploma certificate in advance**, they need to pay a deposit of RM600.00 for the academic attire (*deposit will be returned within 3-5 working days [local bank only] after date of returning the academic attire to the convocation secretariat and subject to the academic attire is in good condition. Please state recipient bank name and recipient account number when filling in the convocation attendance for refund*).

### **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 Graduates are required to produce national identification card (NRIC) or passport at the academic attire collection counter.
- 3.1.4 Please follow the academic attire programme scheduled listed below to avoid crowd during the collection.
- 3.1.5 To avoid the risk of transmitting COVID-19, **any testing or changes of academic attire is not permitted**.

3.1.6 Convocation Gown sizes are as follows:



Height  
Student to Measure

SIZE	Height To Measure
XS	145 - 150 cm
S	151 - 160 cm
M	161 - 170 cm
L	171 - 180 cm
XL	181 - 185 cm
XXL	186 - 190 cm

### 3.1.7 Convocation Gown Collection Schedule

Date/ Day	Time	College	Venue
21 Nov 2023 (Tuesday)	09.30am – 12.00 pm	COBA, Programme BE, EN & DK	<b>Ground Floor Administration Building, Putrajaya Campus</b>
	12.00 pm -4.30pm	CCI	
22 Nov 2023 (Wednesday)	09.30am – 4.30pm	COE	
23 Nov 2023 (Thursday)	09.30am – 12.00pm	COGS	
	12.00pm – 4.30pm	OPEN SLOT	
24 Nov 2023 (Friday)	2.45pm- 5.00pm	OPEN SLOT	

### 3.1.8 Returning of Academic Attire Schedule

Activity	Date/ Day	Time	College	Venue
<b>Returning of Academic Attire</b>	25 Nov 2023 (Saturday)	12.00 pm – 6.00p.m	All Graduates	<b>Ground Floor Administration Building, Putrajaya Campus</b>
	26 Nov 2023 (Sunday)	9.30 a.m. – 6.30 p.m	All Graduates	
	27 Nov 2023 (Monday)	9.30 a.m. – 5.00 p.m	All Graduates	
	28 Nov 2023 (Tuesday)	9.30 a.m. – 5.00 p.m	All Graduates	

### 3.2. Late Return of Convocation Gown

Starting from **29 Nov 2023**, **ALL** late return of academic 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
<b>Returning of Academic attire</b>	29 Nov 2023 (WED)	9.30 a.m. – 4.30 p.m.	<b>Day 1</b> RM50.00 + RM5.00= RM55.00	<b>UNITEN Customer Centre, Administration. Building,</b>
	30 Nov 2023 (THURSDAY)	9.30 a.m. – 4.30 p.m.	<b>Day 2</b>	

			RM50.00 + RM10.00= RM60.00	<b>Putrajaya Campus</b>
	01 Dec (FRIDAY)	9.30 a.m. – 4.30 p.m.	<b>Day 3</b> RM50.00 + RM15.00= RM65.00	
	04 Dec 2023 (MONDAY)	9.30 a.m. – 4.30 p.m.	<b>Day 4</b> RM50.00 + RM20.00= RM70.00	

#### 4. SUMMARY OF THE CONVOCATION CEREMONY

- 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 1.00 pm. (Afternoon session). Graduates who 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 programme. 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 check in point before proceed 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's.
- 4.6 Once a graduate's name is announced, he/she should walk straight to the Chancellor / Pro-Chancellor, bow as a mark of respect, receive the album with both hands, and say "Thank You". 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. OFFICIAL INVITATION CARD AND CAR STICKER

- 5.1 Each graduate will be given an official invitation card to attend the ceremony. The invitation card will be given during the collection of the academic attire.
- 5.2 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.
- 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**

- 6.1 To ensure the smooth running of the ceremony, all graduates **MUST** attend **the rehearsal** session on;

### **Rehearsal**

**Date: 24 Nov 2023, (Friday),**

**Time: 8.00 am**

Dewan Seri Sarjana (DSS),

Universiti Tenaga Nasional,

Jalan Ikram-UNITEN,

43000 Kajang, Selangor.

## **7 DRESS CODE AND PERSONAL GROOMING – GRADUATES**

### **7.1 MALE**

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

### **7.2 FEMALE**

- 7.2.1 Graduates are not allowed to color their hair or put on dreadlock hairstyle.
- 7.2.2 National costume/ formal dress/ long dresses which cover until the ankles/ maxi skirts, long sleeved shirts/ blouses/ dark suit and wearing full convocation robe;
- 7.2.3 Black/dark leather cover shoes with black/dark socks;
- 7.2.4 **Any form of Jeans, shorts and t-shirts are NOT ALLOWED;**
- 7.2.5 **Any form of sport shoes/slippers/sandals are NOT ALLOWED;**
- 7.2.6 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 INTO THE CONVOCATION HALL IF THE DRESS CODE IS NOT ADHERED TO.**

## **8 LOST/ DAMAGE OF ACADEMIC ATTIRE**

- 7.1 A compensation fee is imposed on the graduates in the event of loss or damage of the academic attire as follows:
  - 8.1.1 Academic robe - RM400

8.1.2 Mortar Board - RM100

8.1.3 Hood - RM100

8.1.4 All items-RM600

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

## 9 COLLECTION OF CERTIFICATES.

- 9.1 Graduates may collect their original Certificates at **UNITEN Student Centre** from **25 November 2023 until 28 Nov 2023 (please refer 3.1.8)** once the academic attires are safely returned and in good condition.
- 9.2 Collection after the above dates will be done at the **UNITEN Customer Centre (UCC)**, Administration Building, Putrajaya Campus from Mondays to Fridays between 9.30 am. until 4.30 pm.
- 9.3 Graduates who are not able to join the convocation ceremony are advised to collect their Certificates as soon as possible after the convocation ceremony ends.
- 9.4 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/certificate fee (if applicable).
- 9.5 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.
- 9.6 The University will not be held responsible or liable for any damages/loss to the Certificates and academic transcripts couriered to the specified address. Any replacement of the original set is chargeable.
- 9.7 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.

### 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 below;

9.5.1 All Certificate: RM450.00 for each copy

- 9.5.2 Must be accompanied by a Police report for a lost certificate
- 9.5.3 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 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. Please provide proof of payment via email to [financehelpdesk@uniten.edu.my](mailto:financehelpdesk@uniten.edu.my) and copy to [academicreg@uniten.edu.my](mailto: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**

- 10.1 UNITEN ALUMNI Association 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 **21 NOV 2023** until **28 NOV 2023**.
- 11.2 During the Convocation Ceremony, no camera is allowed to be brought into the Convocation Hall.

## **12.0 GENERAL RULES**

- 12.1 Male graduates are required to maintain short and neat haircut.
- 12.2 Graduates are not allowed to color their hair or put on dreadlock hairstyle.
- 12.3 Graduates are advised not to bring any personal belongings such as bags, video cameras, cameras, pagers, and other forbidden items into the hall.
- 12.4 During the convocation ceremony, graduates are requested to respect and not to disrupt the event.
- 12.5 Hand phones are to be switch off or please set on silent mode.
- 12.6 Please hold applause until the last name of the graduate for each program is read out.
- 12.7 During the convocation ceremony, graduates are prohibited from standing or leaving their seats to take any pictures or photographs.
- 12.8 Graduates who leave the hall during the convocation ceremony are not allowed to re-enter the convocation hall.
- 12.9 Graduates who are unable to adhere to these rules and regulation are advised against participating in the convocation ceremony.



- 12.10** Graduates without academic attire during Convocation Ceremony are not allowed to participate in the event.
- 12.11** Graduates are advised to have meals prior to the event.
- 12.12** To preserve the equipment as well as the decoration in the convocation hall, the temperature of the venue may be lowered.
- 12.13** 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
- 12.14** For graduates who have taken the degree/diploma certificate in advance, they need to pay a deposit of RM600.00 for the academic attire (*deposit will be returned within 3-5 working days [local bank only] after date of returning the academic attire to the convocation secretariat and subject to the academic attire is in good condition. Please state recipient bank name and recipient account number when filling in the convocation attendance for refund*).
- 12.15** For enquiries, please contact :

<b>Description</b>	<b>Department</b>	<b>Extension Number</b>
<b>Convocation Event &amp; Photographer</b>	Marketing, Admission and Corporate Communication	03-89212020; 7108,7184,7192 &1015
<b>Graduates Management</b>	Registrar Office	0389212020; 1122, 1196 & 2141 ; <a href="mailto:unitenconvocation@uniten.edu.my">unitenconvocation@uniten.edu.my</a>
<b>Technical; user name, password and technical issues</b>	ITMS	603-8921 2020 ext 1669
<b>Payment Method</b>	Finance Department	03-89212020; 1088,7155,7127, 1045 <a href="mailto:financehelpdesk@uniten.edu.my">financehelpdesk@uniten.edu.my</a>
<b>MOHE survey and Alumni</b>	Alumni	603-8921 2020 ext 7542 ,7546 <a href="mailto:syafiqahm@uniten.edu.my">syafiqahm@uniten.edu.my</a> <a href="mailto:SitiFatimah@uniten.edu.my">SitiFatimah@uniten.edu.my</a>

Registrar Office,  
Universiti Tenaga Nasional  
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