

INFORMATION ON THE 19th UPM - IPTS CONVOCATION CEREMONY 2017

1. Date of Convocation Ceremony

- 1.1 The UPM - IPTS Convocation Ceremony will be held at the Sultan Salahuddin Abdul Aziz Shah Cultural and Arts Centre, Universiti Putra Malaysia on:

Date : 8 November 2017
Day : Wednesday (1 session)
Time : 2.00 pm

2. Attendance

- 2.1 As specified in UPM Convocation Event, Degrees will normally be conferred only to graduands who attend the convocation. The Senate, however, in extremely rare cases, may allow a Degree to be conferred in absentia.
- 2.2 Graduands must obey the attendance instructions that have been prescribed according to each session of the convocation.
- 2.3 **Graduands are not allowed to defer the Convocation Ceremony or nominate others to attend the Convocation Ceremony on their behalf.**

3. Fees

- 3.1 **Graduands, whether or not they are attending the Convocation Ceremony, are required to pay the graduation fee of RM300.00.**
- 3.2 Graduands are advised to pay the graduation fee to Putra Business School (Maybank Acc. No: **5621 4240 5860**) **not later than 13 October 2017 (Friday).**
- 3.3 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 and all borrowings are returned.

4. All graduands are required to fill out the on-line **Graduate Monitoring Survey 2017 starting from 15 October 2017** through the survey system listed below :

Graduate Monitoring Survey (*Sistem Kajian Pengesanan Graduan*), Ministry of Higher Education Malaysia (Website: <http://graduan.mohe.gov.my>)

***Please print out the confirmation slip** at the end of the survey form on the website. The slip need to be checked and certified. You may not be allowed to collect the academic regalia if you have not filled out the survey form.

5. Academic Regalia: Collection and Return

5.1 **Graduands must ensure that the payment of the graduation fee has been made before collecting their academic regalia.**

5.2 Graduands / Representatives will need to bring the official receipt / copy of the bank slip or transaction printout as proof of payment and survey slip together with you when you want to collect the academic regalia.

5.3 Graduands are to ensure that:

(a) the academic regalia received is in good condition; and

(b) the correct regalia is received i.e. post-graduate.

5.4 **Graduands are not allowed to alter or amend any part of the academic regalia received.**

5.5 The collection and return of the academic regalia will take place at Level Ground, Putra Business School. The schedule as follows:

Collection & Return

Date	Time
1 November 2017 – 2 November 2017	1.00 pm – 6.30 pm
3 November 2017	2.45 pm – 6.30 pm
4 November 2017 – 5 November 2017	10.00 am – 4.00 pm
6 November 2017 – 7 November 2017	2.00 pm – 6.30 pm
8 November 2017	5.00 pm – 6.30 pm
11 November 2017 - 12 November 2017	10.00 am – 4.00 pm

5.6 All academic regalia borrowed must be returned **on or before 12 November 2017 (Sunday)**.

5.7 The University will not be responsible for any lost or damaged items.

5.8 **The University will charge a late penalty fee for any late returns.** A penalty of **RM100.00** will be incurred starting **13 November 2017 (Monday)** until **30 November 2017 (Thursday)**. The penalty fee can be paid at the SSC and the receipt must be presented upon returning the academic regalia.

- 5.9 Late returns **after 30 November 2017** will automatically consider as purchase the academic regalia with payment as stated in 5.10.
- 5.10 In the event of lost or damaged items, a charge will be incurred and academic scroll or transcript would not be released until after all payments have been made.

	<u>ROBES</u>	<u>HOOD</u>	<u>MORTAR BOARD</u>	<u>BONNET</u>
PhD	RM750.00	RM35.00	-	RM 75.00
Master	RM400.00	RM35.00	RM50.00	

6. Recommended Attire for The Convocation Ceremony

- 6.1 Graduands attending the ceremony are to be suitably attired. The suggested attire are as follows:

Ladies

- Long dresses which cover until the ankles / maxi skirts, long sleeved shirts / blouses / suit and wearing the academic regalia.
- Colour (no restrictions)
- For those wearing the *hijab*, it should be light in colour so that it matches the colours incorporated in the hood.**
- Shoes must be in dark colour and fully covered.**
- Sport shoes / Slippers / Open back shoes / Shoes which are white or bright coloured are NOT ALLOWED.**
- Short skirts are NOT ALLOWED.**
- The attire of Pantsuits is allowed.**
- Face-covering attire or the 'niqab' is prohibited.**

Men

- Long sleeve with collar, necktie and coat, dark trousers or dark lounge suit, dark shoes with socks and wearing the academic regalia.
- Jeans and shorts are NOT ALLOWED.**
- Sport shoes / Slippers / Shoes with bright or white in colour are NOT ALLOWED.**
- Hair styles should be short and neat.**

- 6.2 The Convocation Ceremony is an official event. Graduands are reminded to abide to the dress code as stated above. **Graduands NOT ADHERING to the dress code will NOT BE ALLOWED to enter or join the convocation parade or go up on stage for the presentation ceremony.**

7. Invitation Cards

- 7.1 Invitation cards and other instructions will only be disseminated when graduands or their representatives arrive to collect the academic regalia.
- 7.2 The University is not responsible for lost invitation cards and they will not be replaced.

- 7.3 Each graduand is given **one (1)** invitation card for **five (5)** guests to attend the Convocation Ceremony at the Sultan Salahuddin Abdul Aziz Shah Cultural and Arts Centre, UPM.

8. Briefing and Rehearsals

- 8.1 A Convocation Briefing and Rehearsal session will be held at the Sultan Salahuddin Abdul Aziz Shah Cultural and Arts Centre, UPM as follows:

Date	Time
2 November 2017 (Thursday)	2.30 pm

- 8.2 All graduands are required to attend this session to familiarise themselves with the events that have been planned for the actual convocation ceremony.

9. Parking on Convocation Day

Parents and graduands who are involved in the Convocation Ceremony are reminded to park their vehicles at the parking area designated by Security Division of UPM.

10. Procession of Graduands

10.1 Afternoon Session

All graduands for the afternoon session are advised to convene at the car park of the Sultan Salahuddin Abdul Aziz Shah Cultural and Arts Centre, UPM **before 1.00 pm**. The parade will commence **at 1.30 pm**.

- 10.2 Graduands are reminded to congregate at the stipulated time and place. In order to avoid traffic congestion into the campus, graduands are encouraged to obey the instructions from the officers on duty that day.

10.3 **Graduands who are late will not be allowed in and be a part of the Convocation Ceremony.**

- 10.4 During the ceremony, graduands are required to follow all the rules and instructions from the officers in charge.

- 10.5 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.

10.6 **Graduands and/or guest are not allowed to leave the hall until the ceremony is over.**

- 10.7 Graduands are not allowed to bring their hand bag and valuable things during the parade.

11. Rules for Graduands' Guests when Entering the Hall

- 11.1 Attire - Male Guest : National Dress / Lounge Suit / Batik / respectful
 Female Guest : National Dress / respectful

- 11.2 Guests should wear covered shoes, slippers and sport shoes are **NOT ALLOWED**.
- 11.3 Graduands' guests may enter the hall through the doors that have been identified by the officers on duty.
- 11.4 Children under 12, cameras, video recorders and hand phones are not allowed to be brought into the hall during the convocation ceremony.
- 11.5 Please allow the instructions on movement upon entering and leaving the hall as well as whilst in the hall to avoid congestion and ease the flow of movement at the hall.

12. Conferral Arrangement

- 12.1 The designation of rows and arrangement for seating for graduands during the ceremony will be decided by the Committee / Secretariat / Officers in charge.
- 12.2 Graduands will receive their albums / scrolls individually on the stage from the Vice Chancellor.

13. Collection of Scroll/Transcript for Post Graduate Degree

Graduands may collect their scrolls / transcripts as soon as the convocation session is over. However, this depends on the followings:-

- 13.1 All the necessary fees including the graduation fee and other debts (if any) are paid and all borrowings are returned.
- 13.2 The academic regalia returned to the University.
- 13.3 In the case of a graduand facing problems in collecting the scroll / transcript in person, the graduand may send his / her representative to collect it on his / her behalf. **An authorisation letter will need to be written by the graduand and addressed to Director of Learning Liaison, Putra Business School stating the name and the identity card / passport number of the representative. The above requirements (13.1 and 13.2) still need to be fulfilled before the scroll / transcript is given to the representative.**
- 13.4 The University is not responsible for lost or damaged scrolls / transcripts after they have been collected.

GRADUANDS COOPERATION IN ADHERING TO THE SPECIFIED RULES AND REGULATIONS OF THE UPM - IPTS CONVOCATION CEREMONY 2016 IS DEEPLY APPRECIATED. FOR FURTHER ENQUIRIES PLEASE CONTACT 03-8946 7440 / 7441.

Putra Business School

**THE UPM – IPTS CONVOCATION CEREMONY 2017
IMPORTANT DATES**

1 November – 12 November 2017	Dates for the collection and return of the academic regalia. Venue will be at the Ground Floor, Putra Business School.
2 November 2017 (Thursday)	Convocation Briefing and Rehearsal Session at the Sultan Salahuddin Abdul Aziz Shah Cultural and Arts Centre, UPM. Rehearsal starts at 2.30 pm.
8 November 2017	Convocation Ceremony at the Sultan Salahuddin Abdul Aziz Shah Cultural and Arts Centre, UPM. Graduands congregate at the car park of the Sultan Salahuddin Abdul Aziz Shah Cultural and Arts Centre, UPM before 1.00 pm.

**THE UPM - IPTS CONVOCATION CEREMONY 2017
GRADUAND'S CHECKLIST**

Graduands are reminded to ensure that:-

1. () they have read and understood the information on the UPM - IPTS Convocation Ceremony 2017.
2. () they have completed the Graduate Tracer Study 2017 and print out the survey slip.
3. () they have filled out the Clearance Form and Academic Regalia Form.
4. () they have paid the graduation fee to Putra Business School (Maybank Acc. No: **5621 4240 5860**) **not later than 13 October 2017 (Friday)**.
5. () they present the receipt / bank slip / transaction printout and survey slip when they or their representatives collect the academic regalia on the stated dates.
6. () the correct academic regalia is taken and that it is in good condition.
7. () they attend the Briefing and Rehearsal Ceremony for the Convocation on **2 November 2017**.
8. () they arrive early before the ceremony begins.
9. () they and their guests are attired according to the stated dress code.
10. () the academic regalia is returned **on or before 12 November 2017**.
11. () they receive a confirmation indicating that the borrowed academic regalia has been returned.

**LIST OF HOTELS NEARBY
PUTRA BUSINESS SCHOOL**

<p>Palace Of The Golden Horses Jalan Kuda Emas, The MINES Resort City, 43300 Seri Kembangan, Selangor Darul Ehsan, Malaysia. Tel: 603 8946 4888 Fax: 603 8943 2666 Email :sales@pgh.mines.com.my Website :http://www.palaceofthegoldenhorses.com.my</p>	<p>RHR Hotel @ UNITEN 7th km, Jalan Kajang-Puchong, 43009 Kajang, Selangor Darul Ehsan, Malaysia. Tel : 603 8922 2088 Fax: 603 8922 2080 Email : reservationutn@rhrhotel.com Website : http://www.rhrhotel.com/</p>
<p>Marriot Putrajaya Hotel IOI Resort City, 62502 Sepang Utara, Malaysia. Tel : 603 8949 8888 Fax : 603 8949 8999 Email : sales.hotel@marriottputrajaya.com Website : http://www.marriotputrajaya.com</p>	<p>Palm Garden Hotel IOI Resort City, 62502 Putrajaya, Malaysia. Tel : 603 8943 2233 Fax : 603 8943 1122 Email : palmgarden@palmgarden.com.my Website : http://www.palmgarden.com.my/</p>
<p>Bangi-Putrajaya Hotel Off Persiaran Bandar 43650 Bandar Baru Bangi Selangor, Malaysia. Tel: 603 8210 2222 Fax: 603 8210 2888 Email: info@hotelbangi-putrajaya.com Website : http://www.hotelbangi-putrajaya.com</p>	<p>Cyberview Resort & Spa Persiaran Multimedia 63000 Cyberjaya Selangor, Malaysia. Tel: 603 8312 7000 Fax: 603 8312 7001 Email : hotline@cyberviewresort.com.my Website : http://www.cyberviewresort.com</p>
<p>Philea Mines Beach Resort MINES Resort City, Jalan Dulang Off , Balakong, 43300 Seri Kembangan, Selangor Darul Ehsan, Malaysia. Tel: 603 8943 6688 Fax: 603 8943 5555 Email: enquiry@phileahotel.com.my Website: http://www.phileahotel.com.my</p>	