

INFORMATION ON THE PBS 3RD CONVOCATION CEREMONY 2023

1.0 Date of Convocation Ceremony

- 1.1 The 3rd PBS Convocation Ceremony will be held at Sultan Salahuddin Abdul Aziz Shah Cultural and Arts Centre (PKKSSAAS), UPM on **4th December 2023 (Monday) at 9.30 am.**

2.0 Attendance

- 2.1 **Graduands are not allowed to defer the Convocation Ceremony or nominate others to attend the Convocation Ceremony on their behalf.**

3.0 Fees

- 3.1 **Graduands, attending the Convocation Ceremony, are required to pay the graduation fee of RM700.00, including those who are unable to attend.**
- 3.2 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.
- 3.3 Graduands who which to attend the 3rd Convocation Ceremony are required to join the official Telegram <https://t.me/+GopyfMDeACsyMjNI> for information and updates.

4.0 Academic Regalia: Collection & Return

- 4.1 Graduands must ensure that **the payment of the graduation fee has been made before collecting their academic regalia. Those who have collected the original certificate and transcript are also required to return it to the secretariat when collecting the regalia.**
- 4.2 Graduands are required to ensure that:
(a) the academic regalia received is in good condition; and
(b) the correct regalia is received
- 4.3 **Graduands are not allowed to alter or amend any part of the academic regalia received.**
- 4.4 The collection and return of the academic regalia will take place at LR 6, Level 2, Putra Business School. The schedule is as follows:

Collection

Date	Time
24 th November 2023 – 30 th November 2023	10.00am – 5.00pm

Return

Date	Time
4 th December 2023	2.30pm – 5.00pm
5 th December 2023 – 8 th December 2023	10.00am – 5.00pm
12 th December 2023 – 15 th December 2023	10.00am – 5.00pm

- Lunch Break
Monday – Thursday : 1pm – 2pm
Friday : 12.00pm – 3.00pm
Saturday & Sunday : No lunch break

- 4.5 All academic regalia borrowed must be returned **on or before 15th December 2023 (Friday)**.
- 4.6 The University will not be responsible for any lost or damaged items.
- 4.7 The University **will charge a late penalty fee for any late returns**. A penalty of **RM100.00** will be incurred starting **18th December 2023** (Monday) until **22nd December 2023** (Friday). The penalty fee can be paid at the Student Service Centre (SSC) and the receipt must be presented upon returning the academic regalia.
- 4.8 Late returns **after 22nd December 2023** will automatically be considered as a purchase of the academic regalia and the regalia must be returned with payment.
- 4.9 Charge for the late return of regalia:

Date	Amount to be paid
18 th December 2023 – 22 nd December 2023	RM100
23 rd December 2023 onwards	RM1300 (RM1200 + RM100)

5.0 Recommended Attire for The Convocation Ceremony

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

Ladies	<ul style="list-style-type: none"> ➤ Long dresses which cover until the ankles / maxi skirt, long-sleeved shirts / blouses / suit ➤ For those wearing the hijab, it should be light in colour so that it 	<p>NOT ALLOWED</p> <ul style="list-style-type: none"> ➤ Yellow & Purple Colour ➤ Short skirts ➤ Face-covering attire or the 'niqab' is prohibited
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	<p>matches the colour incorporated in the hood</p> <ul style="list-style-type: none"> ➤ Shoes must be in dark colour and fully covered. ➤ Pantsuits ➤ Traditional Dress 	
Mens	<ul style="list-style-type: none"> ➤ Long sleeve with collar, necktie and coat, dark trousers or dark lounge suit, dark shoes with socks. ➤ Traditional dress (<i>Baju Melayu</i> suit) ➤ Hairstyles should be short and neat. 	<p>NOT ALLOWED</p> <ul style="list-style-type: none"> ➤ Jeans and shorts ➤ Sport shoes / Slippers / Shoes with bright or white in colour ➤ Purple and Yellow colour

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

6.0 Invitation Card

- 6.1 Invitation card (e-card) and itinerary have been email to graduands on 27th October 2023.
6.2 Each graduand is allowed to bring four (4) guests into the hall during the ceremony.
6.3 Children under the age of 12 years old ARE NOT ALLOWED to be brought into the hall during the convocation ceremony.

7.0 Rehearsal

- 7.1 There will be no physical rehearsal. Graduands will be provided a video through the official telegram <https://t.me/+GopyfMDeACsyMjNI>.

8.0 Parking on Convocation Day

- 8.1 Parents and graduands are reminded to park their vehicles at the parking area designated by the Security Division of UPM.

9.0 Procession of Graduands

- 9.1 All graduands are advised to convene at the car park of the Sultan Salahuddin Abdul Aziz Shah Cultural and Arts Centre, UPM not later than 9.30am.
9.2 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.

- 9.3 Graduands who are late will not be allowed to participate in and be a part of the Convocation Ceremony.
- 9.4 During the ceremony, graduands are required to follow all the rules and instructions from the officers in charge.
- 9.5 Parents and guests are prohibited from bringing bouquets of flowers or souvenirs into the hall as it may disrupt the seating arrangement of other guests.
- 9.6 Graduands and/or guest are not allowed to leave the hall until the ceremony is over.
- 9.7 **Avoid bringing handbags or other valuable personal belongings at the gathering venue or during the procession.**
- 9.8 **Graduands with special needs/ disabled that require assistance such as wheelchair or assistant need to inform the secretariat (Mdm Noorzawani - 012-830 3230) in advance before the ceremony.**

10.0 Conferral Arrangement

- 10.1 Seating arrangements for graduands during the ceremony will be decided by the Committee / Secretariat / Officers in charge. All graduands must follow the SOPs while in the auditorium.

11.0 Collection of Scroll/Transcript for Post Graduate Degree

- 11.1 Graduands may collect their scrolls / transcripts as soon as the convocation session is over. However, this depends on the following:-
 - 11.1.1 All the necessary fees, including the graduation fee and other debts (if any), are paid and all borrowings are returned.
 - 11.1.2 The academic regalia is returned to the University.
 - 11.1.3 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 to the Director of Learning Liaison, Putra Business School is required from the graduand stating the name and the identity card / passport number of the representative. Do take note that the above requirements (11.1.1 and 11.1.2) still need to be fulfilled before the scroll / transcript is given to the representative.**
 - 11.1.4 The University is not responsible for lost or damaged scrolls / transcripts after they have been collected.

12.0 Graduate Official Photos for Convocation Ceremony

- 12.1 Graduands are not allowed to take any photos or ask other parties to do so during the convocation ceremony in the hall. Putra Business School has appointed official photographers to handle all photo-taking during the ceremony.
- 12.2 More information will be shared in the official telegram <https://t.me/+GopyfMDeACsyMjNI>

GRADUANDS' COOPERATION IN ADHERING TO THE SPECIFIED RULES AND REGULATIONS OF THE PBS 3rd CONVOCATION CEREMONY 2023 IS HIGHLY APPRECIATED

PBS 3rd CONVOCATION CEREMONY 2023 GRADUANDS CHECKLIST

Graduands are reminded to ensure:

1. () Instructions are understood as stated in the **PBS 3rd Convocation Ceremony 2023 Infokit**.
2. () **Check any outstanding debt** and please settle all outstanding fees including the graduation fee before **20th November 2023** before collecting the academic regalia (if any)
3. () Graduands **MUST** watch the rehearsal video that will be shared through the official telegram <https://t.me/+GopyfMDeACsyMjNI>
4. () Attend the convocation ceremony with complete **academic regalia** (robe, hood and mortarboard/bonnet)– please arrive by the latest 9:00 am.
5. () Return academic regalia on time as per item No. 4.0 to avoid penalty.
A penalty will be imposed starting 18th December 2023 (Monday).

DRESS CODE

SUGGESTED DRESS CODE BEFORE WEARING THE ACADEMIC REGALIA

LADIES ATTIRE

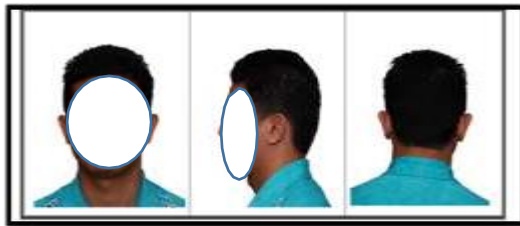


DRESS CODE THAT ARE NOT ALLOWED



MEN'S ATTIRE

SUGGESTED DRESS CODE BEFORE WEARING THE ACADEMIC REGALIA



HAIR CUT



SHOES

DRESS CODE THAT ARE NOT ALLOWED



