



*"A DAY OF  
CELEBRATIONS"*

**GRADUATES GUIDELINES FOR  
UNISEL 14<sup>th</sup> CONVOCATION CEREMONY  
30<sup>th</sup> November – 2<sup>nd</sup> December 2019**

*"Graduation is a time of completion, of finishing, of an ending; however, it is also a time of celebration of achievement and a beginning for the new graduate."*

Important: Please bring along this guideline booklet at all times when you attend the convocation ceremony.

## TABLE OF CONTENTS

<u>No.</u>	<u>Content</u>
1.0	Convocation Checklist and Important Dates
2.0	Convocation Confirmation of Attendance
3.0	Compulsory MOE Graduate Tracer Study Survey
4.0	Settlement of Study Fee and Payment of Graduation Fee
5.0	Collection and Returning of Convocation Attire (Robe, Mortar Board and Hood)
5.1	Collection
5.2	Return
5.3	Late Return
5.4	Lost/Damage of Convocation Attire
6.0	Rehearsal
7.0	Graduates Attendance and Registration
8.0	Dressing Code and Appearance
9.0	Invitation to Parents
10.0	Collecting of Academic Certificate / Transcript
11.0	Graduation Photo Packages
12.0	Traffic and Parking System
13.0	Rules and Etiquettes during the Ceremony
14.0	Assistance and Enquiries

## 1.0 CONVOCAATION CHECKLIST AND IMPORTANT DATES

Before Attending the Ceremony								
No.	Item	Remarks						
1.	Check the details of UNISEL 14th Convocation Ceremony.  (from 3 <sup>th</sup> September, 2019).	<ul style="list-style-type: none"> <li>• <a href="http://convo.unisel.edu.my">http://convo.unisel.edu.my</a></li> </ul>						
2.	Confirm your attendance via online website  (From 3 <sup>th</sup> September to 15 <sup>th</sup> November 2019). <b>*list of graduate will be enter by stages</b>	<ul style="list-style-type: none"> <li>• <a href="http://iconvo.unisel.edu.my">http://iconvo.unisel.edu.my</a></li> </ul>						
3.	Payment  <b>*Download Settlement of Fees Form from <a href="http://convo.unisel.edu.my">convo.unisel.edu.my</a></b> <table border="1" data-bbox="342 905 924 1085"> <thead> <tr> <th>Level</th> <th>Graduation Fee</th> </tr> </thead> <tbody> <tr> <td>Diploma, Bachelor &amp; Masters Degree</td> <td>RM350.00</td> </tr> <tr> <td>Doctor of Philosophy</td> <td>RM500.00</td> </tr> </tbody> </table>	Level	Graduation Fee	Diploma, Bachelor & Masters Degree	RM350.00	Doctor of Philosophy	RM500.00	<ul style="list-style-type: none"> <li>• Deadline of payment : <b>20<sup>th</sup> November 2019 / Wednesday</b></li> </ul> Methods of Payment : <ol style="list-style-type: none"> <li>Counter Bank – <b>Bank Islam Malaysia Berhad</b> Account No.: <b>12038010051888</b></li> <li>Online Banking – <b>CIMB BANK</b> <a href="http://www.cimbclicks.com.my">www.cimbclicks.com.my</a>  <b>MAYBANK</b> <a href="http://www.maybank2u.com.my">www.maybank2u.com.my</a></li> </ol>
Level	Graduation Fee							
Diploma, Bachelor & Masters Degree	RM350.00							
Doctor of Philosophy	RM500.00							
4.	Complete the MOE Graduate Tracer Study Survey  <b>(available from 10<sup>th</sup> November – 29<sup>th</sup> December, 2019).</b>	<a href="http://graduan.moe.gov.my/v/">http://graduan.moe.gov.my/v/</a>						
5.	Collection of Convocation Attire	Scheduled at :  <a href="http://convo.unisel.edu.my">http://convo.unisel.edu.my</a>						
6.	Download Convocation Guideline	<ul style="list-style-type: none"> <li>• <a href="http://convo.unisel.edu.my">http://convo.unisel.edu.my</a></li> <li>• <a href="http://iconvo.unisel.edu.my">http://iconvo.unisel.edu.my</a></li> </ul>						

### During the Ceremony

No.	Item	Remarks
1.	Register at the Chancellor Hall (follows the signage).	Latest by 7.00am
2.	Get your queue card and alumni card at the registration counter.	Registration Counter by your Registered Programme
3.	Queue in line as directed by the staff-in-charge (Graduate Guide).	
4.	Graduate Processions.	Will be guided by the Graduate Guide
5.	Take the seat in the hall as per commanded by the Graduate Guide.	Do not leave the seat unless permitted by the Graduate Guide
6.	Wait for the rotation of Faculty / course before you receive a degree / diploma.	Will be guided by the Graduate Guide
7.	Queue to receive convocation folder.	
8.	Hand alumni card when requested by the staff-in-charge for the purpose of the name display on screen.	At stage
9.	Receive the convocation folder.	
10.	Leave the hall upon completion of the ceremony.	

### After the Ceremony (30<sup>TH</sup> November – 2 December 2019)

No.	Item	Remarks
1.	Return the academic attire <b>Venue:</b> Record and Convocation Unit, 1 <sup>st</sup> Floor, Chancellery Building, UNISEL Bestari Jaya	30 <sup>th</sup> Nov – 2 Dec 2019
2.	Receive confirmation receipt after returning academic attire from the staff-in-charge.	
3.	Collect the academic certificates / transcripts <b>Venue (i) Academic certificate :</b> Record and Convocation Unit, 1 <sup>st</sup> Floor, Chancellery Building, UNISEL Bestari Jaya <b>Venue (ii) Transcripts :</b> Examination and Course Evaluation Unit, Ground Floor, Chancellery Building, UNISEL Bestari Jaya.	30 <sup>th</sup> Nov – 2 Dec 2019

## IMPORTANT DATES

Date	What to Do?						
3 September – 15 November 2019	<ul style="list-style-type: none"> <li>• Check list of graduates as posted on website</li> <li>• Confirm your attendance (as soon as possible)</li> <li>• Payment</li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Level</th> <th style="text-align: center;">Graduation Fee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Diplom , Bachelor &amp; Master's Degree</td> <td style="text-align: center;">RM350.00</td> </tr> <tr> <td style="text-align: center;">Doctor of Philosophy</td> <td style="text-align: center;">RM500.00</td> </tr> </tbody> </table> <p style="text-align: center;">as graduation fee and settle debts or any outstanding fees</p> <ul style="list-style-type: none"> <li>• Check and request clearance notification from Student Finance Unit, Bursar Office</li> </ul>	Level	Graduation Fee	Diplom , Bachelor & Master's Degree	RM350.00	Doctor of Philosophy	RM500.00
Level	Graduation Fee						
Diplom , Bachelor & Master's Degree	RM350.00						
Doctor of Philosophy	RM500.00						
3 September – 15 November 2019	<ul style="list-style-type: none"> <li>• Verify your details information via online <a href="http://iconvo.unisel.edu.my">http://iconvo.unisel.edu.my</a>.</li> </ul>						
10 November – 29 December 2019	<ul style="list-style-type: none"> <li>• Complete the Ministry of Education (MOE) Tracer Study Questionnaire. <b>(Compulsory)</b></li> </ul>						
25 November – 29 November 2019	<ul style="list-style-type: none"> <li>• Collecting of Convocation Attire at 1<sup>st</sup> Floor, Library , Bestari Jaya Campus.</li> </ul>						
29 November 2019 (10.00 am)	<ul style="list-style-type: none"> <li>• Rehearsal.</li> </ul>						
30 November - 2 December 2019	<ul style="list-style-type: none"> <li>• Convocation ceremony.</li> </ul>						
30 November - 6 December 2019 (no late penalty)	<ul style="list-style-type: none"> <li>• Returning of Convocation Attire at Record and Convocation Unit, 1<sup>st</sup> Floor, Chancellery Building, BJ</li> </ul>						
30 November - 6 December 2019	<ul style="list-style-type: none"> <li>• Collecting of Academic Certificate/Transcript at Bestari Jaya.</li> </ul>						
From 9 December 2019 (with penalty)	<ul style="list-style-type: none"> <li>• Returning of Convocation Attire and Collecting of Academic Certificate/Transcript at Shah Alam Campus (for FBA and Health Science graduate only).</li> </ul>						

## 2.0 CONFIRMATION OF ATTENDANCE

- 2.1 Confirmation of graduates attendance in the convocation is to be made on-line through university website <http://iconvo.unisel.edu.my>.
- 2.2 The confirmation can be done from 3 September – 15 November 2019.
- 2.3 While the university will makes every effort to ensure details of graduates particular are carefully documented, graduates are expected to check the details shown and take responsibility to inform the secretariat if they found the particular information incorrect.
- 2.4 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.

## 3.0 SETTLEMENT OF STUDY FEE AND PAYMENT OF GRADUATION FEE

- 3.1 All graduates are required to make a payment of **RM350.00** (Diploma, Bachelor and Master's Degree) and **RM500.00** (Doctor of Philosophy) as the graduation fee **BEFORE 20<sup>th</sup> November 2019**.
- 3.2 Graduates that do not attend the ceremony will still be charged with the graduation fee.
- 3.3 In addition, all graduates are required to get the verification of finance unit via Settlement of Fees Form during collection of academic robes.
- 3.4 Payments should be made in full. Please do not hesitate to contact the following personnel for further details: -

Unit	Officer in Charge	Person in Charge	Contact No.
Student Finance Unit, Bursar Office	Mr. Raj Mohamad Bin Abdul Latiff	Mr Azman Nordin (Bestari Jaya Campus)	03 - 3280 5040/5043
		Mdm Siti Balkis Jhonmany (Shah Alam Campus)	03 - 5522 3488

- 3.5 Methods of Payment
  - (a) Counter Bank – **Bank Islam Malaysia Berhad (BANK ISLAM)**  
Account Number: **12038010051888**
  - (b) Online Banking –  
**CIMB BANK** – [www.cimbclicks.com.my](http://www.cimbclicks.com.my) (Bill Payment)  
**MAYBANK** – [www.maybank2u.com.my](http://www.maybank2u.com.my) (Bill Payment)
- 3.6 Important Note: Those who have outstanding payments (including tuition fees, hostel fees & fined / summoned) will not be allowed to attend the Convocation Ceremony until all outstanding payments is settled.

#### 4.0 MOE GRADUATE TRACER STUDY SURVEY (COMPULSORY)

- 4.1 The Ministry of Education (MOE) is conducting a research on tracing IPTA/IPTS graduates as one of the efforts to maintain quality of services and the system of higher education in the country. Thus, it is compulsory for the graduates to answer the online survey available at <http://graduan.moe.gov.my/v/>
- 4.2 The online survey system will be available from 10 November – 29 December 2019.
- 4.3 Then graduates are required to print the confirmation of participation. The slip is required during the collection of convocation attire.
- 4.4 The graduate's Degree/ Diploma will be withheld if the graduate does not completed the online survey.
- 4.5 Any queries regarding the graduate's tracer study please contact Student Affairs Office (03 – 3280 5041 3596) at Ground Floor, Chancellery Building, and UNISEL Bestari Jaya.

#### 5.0 COLLECTION AND RETURNING OF CONVOCATION ATTIRE

##### 5.1 Collection

- Sizes of the convocation attire are limited. Thus, the distribution of the convocation attire is based on 'first come, first serve' basis.
- Graduates are required to produce the related document/forms to collect the convocation attire:
  - (i) Collection & Returning of Academic Robe/Collection of Academic Certificate Form;
  - (ii) A copy of MOE Graduate Tracer Study Survey Completion Slip;
  - (iii) Settlement of Fees Form;
  - (iv) Library Clearance Form;
  - (v) Authorization letter (if any)

Activity	Date/Day	Time	Faculty	Venue
<b>Collection of Convocation Attire</b>	25 Nov 2019/Monday <b>and</b> 27 Nov 2019/Wednesday	9.00am – 4.30pm	(i) Education & Social Science (FESS) (ii) Engineering & Life Sciences (FELS)	<b>Library, 1<sup>st</sup> Floor, Bestari Jaya Campus</b>
	26 Nov 2019/Tuesday <b>and</b> 28 Nov 2019/Thursday	9.00am – 4.30pm	(i) Business & Accountancy (FBA) (ii) Communication, Visual Art & Computing (FCVAC)	
	29 Nov 2019/Friday	9.00am – 4.30pm	(i) Centre for Graduate Studies (CGS)	

## 5.2 Return

- Graduates are required to produce related form when returning the convocation attire:
  - (i) The receipt of payment;
  - (ii) Collection & Returning of Academic Robe Form with **“RETURNED”** stamped by the committees in charge.
- Failure to return the robe will result in the **SUSPENSION** of graduate’s academic certificate and transcripts.

Activity	Date/Day	Time	Venue
<b>Returning of Convocation Attire</b>	30 November – 6 December 2019	9.00am – 4.00pm	<b>Record and Convocation Unit, Level 1, Chancellery, Bestari Jaya Campus</b>

## 5.3 Late Return

- Starting from 9 December 2019, ALL late return of convocation attire is subject to penalty with a fixed rate of RM10.00 per day.
- Failure to return the robe will result in the **SUSPENSION** of graduate’s academic certificate and transcripts.

Activity	Date/Day	Time	Faculty	Venue
<b>Returning of Convocation Attire</b>	From 9 December 2019	9.00am – 4.00pm	(i) Education & Social Science (FESS) (ii) Engineering & Life Sciences (FELS) (iii) Communication, Visual Art & Computing (FCVAC)	<b>Record and Convocation Unit, Level 1, Chancellery, Bestari Jaya Campus</b>
			(i) Business & Accountancy (FBA) (ii) Department of Health Science, FELS	<b>Record and Convocation Unit, Level 1, Satellite Building, Shah Alam Campus</b>



#### 5.4 Lost/Damage of Convocation Attire

- The University has the **RIGHT** to claim compensation if the convocation attire is **DAMAGED OR LOST**.
- 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 and Transcript.

Programme	Convocation Robe	Mortar board/Bonet/Hood
Doctorate	RM1500.00	Hood : RM150.00 Bonet : RM120.00
Master	RM600.00	Hood : RM150.00 Mortar board: RM100.00
Bachelor Degree	RM500.00	Hood : RM150.00 Mortar board: RM100.00
Diploma	RM500.00	Sash : RM150.00 Mortar board: RM100.00

#### 6.0 REHEARSAL

- 6.1 The rehearsal is **COMPULSORY** for all graduates. Those who fail to attend the rehearsal may not be allowed to join the ceremony.
- 6.2 Graduation rehearsal will be held as follows:  
**Date** : **29 November 2019/ Friday**  
**Time** : **10.00 am.**  
**Venue** : **Chancellor Hall, UNISEL Bestari Jaya.**
- 6.3 Dress code for the rehearsal should be proper and suitable with the ceremony. For male graduates, your hair must be short. Graduates are prohibited from wearing jeans, sandals and t-shirts during the rehearsal.

#### 7.0 GRADUATES ATTENDANCE AND REGISTRATION

- 7.1 Registration for Convocation
- (a) Time:
- 7.00 am (morning session)
  - 1.00 pm (afternoon session)
- (b) Venue:
- Corridor, Chancellor hall, UNISEL Bestari Jaya
- 7.2 University reserves the rights to bar a graduate from participating in the ceremony if he/she has not registered for the convocation ceremony.

- 7.3 The Alumni Card will be given to each graduate during registration. PLEASE ALWAYS KEEP AND BRING ALONG THE ALUMNI CARD.
- 7.4 Graduates who are late and not dressed appropriately according to the dress code for the convocation ceremony will NOT BE PERMITTED to participate in the ceremony.
- 7.5 Graduates with SPECIAL NEEDS (pregnant, disabled or injured) requiring equipment such as a wheelchair or an assistant need to inform the university during the rehearsal (or call at least a week earlier to inform the secretariat for assistance).
- 7.6 Graduates must abide by the procedures and conditions stated anywhere in the guideline in order to be allowed to participate in the convocation ceremony.

## 8.0 DRESS CODE AND APPEARANCE

8.1 All graduates must observe the following dress code:

(a) Male :

Attire:

- Black / Dark coloured Lounge Suit with light – coloured shirt and tie or National Costume. **Any form of Jeans, shorts and t-shirts are strictly prohibited.**

Shoes:

- Black/Dark coloured Leather shoes  
**Sportswear and sandals/slippers are strictly prohibited.**



(c) Female:

Attire:

- Light coloured 'Baju Kurung' or formal attire. Slit skirts and semi-transparent dresses are totally prohibited.

Shoes:

- Female students should only wear black or dark brown fully-covered shoes. Female students are not allowed to wear high-heeled shoes (more than 1.5") or sandals.

Bright coloured shoes are not allowed.



- 8.2 Casual wear including T-shirts and jeans, sports shoes, sandals and slippers are **STRICTLY PROHIBITED** in the Convocation Hall.
- 8.3 Mortarboards are to be worn straight; hair style accordingly. No writing, decorations, or attachments of any kind are permitted on the mortarboard or the graduation gown. Face painting (or writing/markings on any visible portion of the face or body) and sunglasses are prohibited.
- 8.4 The University or any of the Graduation Committee has the right to prevent graduates who do not follow the instructions on dress code and appearance prescribed by the university as stated in the guideline from participating in the graduation ceremony.

## 9.0 INVITATION TO PARENTS

- 9.1 Each graduate will be given one invitation cards for two parents/ guests.
- 9.2 Parents/guests are required to be seated in the hall before 7.30 am (morning session) and 1.45 pm (afternoon session).

- 9.3 Parents/guests are advised to have their breakfast or lunch as well as perform their prayer before going into the hall.
- 9.4 Parents / Guests are required to dress formally according to the following:
- (a) Male attire: National/ Batik/ Lounge Suit/ Formal attire suitable with the ceremony (jeans and T-Shirts are not allowed).
- (b) Female attire: National/ Formal attire suitable with the ceremony.
- 9.5 Parents/guests without the invitation cards will not be allowed to enter the hall.
- 9.6 Children under the age of twelve will not be allowed to enter the hall.

## 10.0 COLLECTING OF ACADEMIC CERTIFICATE & TRANSCRIPT

- 10.1 After the Convocation Ceremony, you may collect the academic certificate & transcript as follows:

Activity	Date/Day	Time	Faculty	Venue
Collecting of Academic Certificate & Transcript	30 November – 6 December 2019	9.00am – 4.00pm  (9.00 am – 12.00 pm for 6 December only)	All faculties	<p><b>Academic Certificate:</b> Record and Convocation Unit, Level 1, Chancellery, Bestari Jaya Campus</p> <p><b>Transcript:</b> Examination and Course Evaluation Unit, Ground floor, Chancellery, Bestari Jaya Campus.</p>
	From 9 December 2019	9.00am – 4.00pm	<ul style="list-style-type: none"> <li>• Business &amp; Accountancy (FBA)</li> <li>• Department of Health Science, FELS</li> <li>• Centre for Graduate Studies (CGS)</li> </ul>	<p><b>Academic Certificate:</b> Record and Convocation Unit, Level 1, Satellite Building, Shah Alam Campus</p> <p><b>Transcript:</b> Examination and Course Evaluation Unit, Level 1, Satellite Building, Shah Alam Campus</p>
			<ul style="list-style-type: none"> <li>• Education &amp; Social Science (FESS)</li> <li>• Engineering &amp; Life Sciences (FELS)</li> <li>• Communication, Visual Art &amp; Computing (FCVAC)</li> </ul>	<p><b>Academic Certificate:</b> Record and Convocation Unit, Bestari Jaya</p> <p><b>Transcript:</b> Examination and Course Evaluation Unit</p>

10.2 Graduates who are unable to collect the academic certificate and transcript, they may authorise any representative by using the standard form (Appendix III).

10.3 Degree/Diploma will not be given to you if you have not done the following:-

- (i) Have not paid the graduation fees; or
- (ii) Have not returned the convocation attire; or
- (iii) Have not paid the tuition fees or fines to the university; or
- (iv) Have not returned equipment or items belonging to any of the departments in university; or
- (v) Have not completed the online MOE tracer study survey.

10.4 Uncollected degree/diploma will be kept by the university. However, the university will not be held responsible for any loss or damage to the degree/diploma.

10.5 Academic certificate & transcript CORRECTION only can be made within **6 months** only.

## **11.0 GRADUATION PHOTO PACKAGES**

11.1 You may choose the appropriate method to collect your photographs by completing the Collection of Photographs Form and submitting it during the collection of your convocation attire.

11.2 The arrangement of photography sessions will be handled by a professional photographer.

11.3 During the convocation ceremony, no camera is allowed to be brought into the Convocation Hall.

## **12.0 TRAFFIC AND PARKING SYSTEM**

12.1 Each graduate will be given one 'car sticker'. Only cars with sticker will be allowed into the campus.

12.2 Once you reach the campus, please display your car sticker on the right top of in front vehicle's wind screen during the Rehearsal ceremony and the Convocation so that the concerned officers can usher you to the allocated parking space.

12.3 The vehicle will be parked at the area designated by the University. Please follow the instructions given by the University Authority.

### **13.0 RULES AND ETIQUETTES DURING THE CEREMONY**

To ensure the ceremony is conducted with dignity, honour and solemnity, we would appreciate if you could give your full cooperation to observe the rules and etiquettes listed below. Please also remind your guests and parents to strictly observe the same rules and etiquettes.

- 13.1 No representative is allowed to represent or replace the graduates during the Conferral of UNISEL Degree/Diploma.
- 13.2 Graduates and guests/parents are not allowed to leave the hall or move around the ceremony so as not to disrupt the ceremony.
- 13.3 Graduates and guests/parents are advised to have their breakfast/meals and go to the restrooms or perform their prayer before the ceremony begins to minimize disruption during the ceremony.
- 13.4 Graduates are advised not to bring the following personal items such as bag, camera, mobile phone, pager etc into the hall during the ceremony.
- 13.5 Only officially appointed photographers are allowed to take photographs or any form of audio-visual recording. Graduates, parents/guests are not allowed to take photographs during the convocation ceremony.
- 13.6 Graduates who disturb the ceremony in any way will be removed from the ceremony immediately.

### **14.0 ASSISTANCE AND ENQUIRIES**

- 14.1 UNISEL paramedic will operate from 8.00 am until 5.00 pm for emergency treatments only. Please refer to the convocation committees or refer to the signage for location of the paramedics.
- 14.2 Should you have any further enquiries, please do not hesitate to contact us at the following numbers:-
  - (i) Office of Examination and Course Evaluation Unit (03-32805065/32805066) (03-55223594)
  - (ii) Office of Record and Convocation Unit (3280 5020 (5049)/55223481(3461)
- 14.3 Graduates may visit the convocation website at [www.convo.unisel.edu.my](http://www.convo.unisel.edu.my)