



"A DAY OF CELEBRATIONS"

**GRADUATES GUIDELINES FOR
UNISEL 12th CONVOCATION CEREMONY
4th - 6th November 2017**

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

Welcome

On behalf of the University of Selangor (UNISEL), we would like to welcome everyone to this graduation ceremony. We congratulate and celebrate all that have achieved as you pass from graduands to graduates. Graduation is the culmination of hard work and is a major milestone on the road to success. It is a proud moment for you and a proud moment for all your family and friends who have supported you over the years.

This guideline is prepared by the Secretariat as an effort to help the graduates in planning and attending the ceremony. Our goal is to provide a graduation ceremony that is both dignified and memorable; your support in attaining that goal is greatly appreciated.

We hope that this information will be able to guide you. However, please remember, these are just some of the general guidelines. The guideline does not cover all the possibilities and/or questions which may arise in your individual case. Please keep these guidelines on file for reference. If you have any questions we will be available to help you. Contact us by phone 03 – 3280 5020/32806080 / 55223481/55223461, fax (03 – 32898660), e-mail (konvo@unisel.edu.my), or log in to our webpage (<http://convo.unisel.edu.my>). We will assist you however and whenever we can. We look forward to your participation in this very important event. Congratulations.

Thank You

The Secretariat



"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."

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1.0 THE DEFINITION OF GRADUATION

- 1.1 Roughly translated as ‘taking a step’, graduation symbolises the move of the former student (the graduate) into wider society as a graduate, now with proven talents which the University acknowledges by conferring a degree.
- 1.2 Graduation is the action of receiving or conferring an academic degree or the ceremony that is sometimes associated, where students become Graduates. The date of graduation is often called degree day. The graduation itself is also called commencement, convocation or invocation.

2.0 CHECKLIST

Before Attending the Ceremony		
No.	Item	Remarks
1.	Check the details of UNISEL 12th Convocation Ceremony your has posted on List of Graduates online website (from 1 th September, 2017 onwards).	<ul style="list-style-type: none">• http://convo.unisel.edu.my
2.	Confirm your attendance via online website (From 14 August to 27 th October, 2017). <i>*list of graduate will be enter by staged</i>	<ul style="list-style-type: none">• http://iconvo.unisel.edu.my
3.	Apply for clearance notification of outstanding fees from the Bursar Office.	<ul style="list-style-type: none">• Deadline of payment : 27th August 2017• Original Form of Fees Settlement verified by the Bursar Office is required during the collection of academic robes.

4.	Make a payment of	<table border="1"> <thead> <tr> <th>Level</th> <th>Graduation Fee</th> </tr> </thead> <tbody> <tr> <td>Diploma, Bachelor & Master's Degree</td> <td>RM□50.00</td> </tr> <tr> <td>Doctor of Philosophy</td> <td>RM500.00</td> </tr> </tbody> </table>		Level	Graduation Fee	Diploma, Bachelor & Master's Degree	RM□50.00	Doctor of Philosophy	RM500.00	<p>Methods of Payment :</p> <p>a) Counter Bank – Bank Islam Malaysia Berhad Account No.: 12038010051888</p> <p>b) Counter Bank – Malayan Banking Berhad Account No.: 562218201117</p> <p>c) Online Banking – CIMB BANK www.cimbclicks.com.my MAYBANK www.maybank2u.com.my</p>
		Level	Graduation Fee							
Diploma, Bachelor & Master's Degree	RM□50.00									
Doctor of Philosophy	RM500.00									
<p>as graduation fee before 27th October 2017 (original receipt may be required during the collection of academic robe).</p>										
7.	Complete the Tracer Study Questionnaire (available from 11 th October– 6 th November, 2017).	<ul style="list-style-type: none"> • http://alumni.unisel.edu.my/kajian-pengesanan-graduan/ 								
8.	Download an update schedule of collection and returning of academic robe from the Convocation website.	<ul style="list-style-type: none"> • http://convo.unisel.edu.my 								
9.	Download an update schedule of collection of scroll and photograph from the convocation website.	<ul style="list-style-type: none"> • http://convo.unisel.edu.my 								

During the Ceremony		
No.	Item	Remarks
1.	Register at the Main Hall (follows the signage).	
2.	Get your queue card and alumni card at the registration counter.	
3.	Queue in line as directed by the staff-in-charge (Graduate Guide).	
4.	Processions enter to the hall.	
5.	Take the seat in the hall as per commanded by the Graduate Guide.	
6.	Wait for the rotation of the Faculty / course before you receive a degree / diploma.	

7.	Queue to receive a degree / diploma graduates when commanded by the Graduate Guide.	
8.	Hand queue card / alumni card when requested by the staff-in-charge for the purpose of the name display on screen.	
9.	Receive the degree / diploma.	
10.	Leave the hall upon completion of the ceremony.	

After the
Ceremony

No.	Item	Remarks
1.	Return the academic robe at Foyer located at Ground Floor, Chancellory Building, UNISEL Bestari Jaya.	
2.	Receive confirmation receipt after returning academic robe from the staff-in-charge.	
3.	Collect the certificates / transcripts at the Office of Record and Convocation Unit located at Level 1, Chancellory Building, UNISEL Bestari Jaya	

3.0 IMPORTANT DATES

Dates	What to Do?						
21 August – 27 October 2017	<ul style="list-style-type: none"> Check list of graduates as posted on website Confirm your attendance (as soon as possible) Make a payment of <table border="1" data-bbox="940 564 1484 747"> <thead> <tr> <th>Level</th> <th>Graduation Fee</th> </tr> </thead> <tbody> <tr> <td>Diploma, Bachelor & Master's Degree</td> <td>RM350.00</td> </tr> <tr> <td>Doctor of Philosophy</td> <td>RM500.00</td> </tr> </tbody> </table> <p>as graduation fee and settle debts or any outstanding fees</p> <ul style="list-style-type: none"> Check and request clearance notification from Bursar Office 	Level	Graduation Fee	Diploma, Bachelor & Master's Degree	RM350.00	Doctor of Philosophy	RM500.00
Level	Graduation Fee						
Diploma, Bachelor & Master's Degree	RM350.00						
Doctor of Philosophy	RM500.00						
14 August – 27 October, 2017	<ul style="list-style-type: none"> Verify your details information via online *http://iconvo.unisel.edu.my 						
11 October – 3 November, 2017	<ul style="list-style-type: none"> Complete the Ministry of Education (MOE) Tracer Study Questionnaire 						
30 October – 3 November, 2017	<ul style="list-style-type: none"> Collecting of Academic Robe 						
3 November, 2017 (9.30 am)	<ul style="list-style-type: none"> Rehearsal 						
4 - 6 November 2017	<ul style="list-style-type: none"> Convocation/ Graduation Day 						
4 – 10 November 2017	<ul style="list-style-type: none"> Returning of Academic Robes 						
4 November 2016 – 5 January 2018	<ul style="list-style-type: none"> Collecting of Scroll 						

5.0 CONFIRMATION OF PARTICIPATION

- 5.1 Participation of graduates in the convocation is to be made on-line through university website <http://iconvo.unisel.edu.my> which is expected to be available starting from 21 August – 27 October, 2017
- 5.2 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.

6.0 SETTLEMENT OF STUDY FEE AND PAYMENT OF GRADUATION FEE

- 6.1 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 **27th October 2017**. Graduates that do not attend the ceremony will still be charged with the graduation fee.
- 6.2 In addition, all the graduates are required to apply for notification of clearance from outstanding study fee. Graduates are required to show the Settlement Form verified by the Bursar Office (attached with the proof of payment) during collection of academic robes.
- 6.3 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 /5042 / 5044/5043
		Mdm Siti Balkis Jhonmany (Shah Alam Campus)	03 - 5522 3488 /3558 / 3411

- 6.4 Methods of Payment
- (a) Counter Bank – **Bank Islam Malaysia Berhad (BANK ISLAM)**
Account Number: **12038010051888**
- (b) Counter Bank – **Malayan Banking Berhad (MAYBANK)**
Account Number: **562218201117**
- (c) Online Banking –
CIMB BANK – www.cimbclicks.com.my (Bill Payment)
MAYBANK – www.maybank2u.com.my (Bill Payment)
- 6.5 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.

7.0 TRACER STUDY

- 7.1 The Ministry of Education 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://alumni.unisel.edu.my/kajian-pengesanan-graduan/>

- 7.2 Then graduates are required to print the confirmation of participation. The slip is required during the collection of academic robe.
- 7.3 The graduate's Degree/ Diploma will be withheld if the graduate does not completed the online survey.
- 7.4 The online survey system will be available 11 October –6 November 2017.
- 7.5 Any queries regarding the graduate's tracer study please contact Marketing, Admission and Alumni Office (03 – 3280 5061 or 03 - 5522 3417/3576) at Ground Floor, Chancellery Building, UNISEL Bestari Jaya.

10.0 REHEARSAL

- 10.1 The rehearsal is **COMPULSORY** for all graduates. Those who fail to attend the rehearsal may not be allowed to join the ceremony.
- 10.2 Graduation rehearsal will be held on Friday, November, 3 2017 at Chancellor Hall, UNISEL Bestari Jaya. Rehearsal will begin at 9.30 am.
- 10.3 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.
- 10.4 In addition graduates must inform their parents/guests to be properly dressed for the formal ceremony.

11.0 GRADUATES ATTENDANCE

- 11.1 Registration for Convocation
- (a) Venue:
- Corridor, Chancellor hall, UNISEL Bestari Jaya according to the date, time and program listed in Table of The Awarding Session.
- (b) Required Information:
- Certified copy of Identity Card/ MyKad (local student) or Passport (international student)
- 11.2 University reserves the rights to bar a graduate from participating in the ceremony if he/she has not registered for the convocation ceremony.
- 11.3 The Queue Card and Alumni Card (slide card) that has the number of rows will be given to each graduate during registration to guide graduates according to the number given during the procession. Please follow the instructions given by the officer-in-charge (Graduate Guide).
- 11.4 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.

- 11.5 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).
- 11.6 UNIVERSITY AUTHORITY: Graduates must abide by the procedures and conditions stated anywhere in the guideline in order to be allowed to participate in the convocation ceremony

12.0 GRADUATES DRESS CODE AND APPEARANCE

12.1 All graduates must observe the following dress code:

(a) Attire:

- Male: Black / Dark coloured Lounge Suit with light – coloured shirt and tie or National Costume.

(b) Shoes:

- Male: Leather shoes (preferably black/dark coloured). Sportswear and sandals are strictly prohibited.



(a) Attire:

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

(b) Shoes:

- Male: Leather shoes (preferably black/dark coloured).

Sportswear and sandals are strictly prohibited.

- Female: Female students should only wear fully-covered shoes, preferably black or dark brown.



- 12.2 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.
- 12.3 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.

13.0 INVITATION TO PARENTS

- 13.1 Each graduate will be given one invitation cards for two parents/ guests.
- 13.2 Parents/guests are required to be seated in the hall before 7.30 am (morning session) and 1.45 pm (afternoon session).
- 13.3 Parents/guests are advised to have their breakfast or lunch as well as perform their prayer before going into the hall.
- 13.4 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.
- 13.5 Parents/guests without the invitation cards will not be allowed to enter the hall.
- 13.6 Children under the age of twelve will not be allowed to enter the hall.

14.0 COLLECTING OF SCROLL

- 14.1 After the Convocation Ceremony, you may collect your scrolls and transcript at the Ground Floor, Left Wing, Chancellery Building, UNISEL Bestari Jaya. After 10 November 2017 you may collect your scroll and transcript according to your campus (faculty).
- 14.2 Graduates who are unable to collect the scroll, they may authorise their family or friends using the standard form (Appendix III).
- 14.3 Degree/Diploma will not be given to you if you have not done the following:-
 - (i) Have not paid the convocation fees; or
 - (ii) Have not returned the academic robe; 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 tracing survey of IPT graduates.
- 14.4 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.
- 14.5 Scroll correction only can be made within 6 month only.

15.0 GRADUATION PHOTO PACKAGES

- 15.1 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 academic robe.
- 15.2 The arrangement of photography sessions will be handled by a professional photographer.

16.0 TRAFFIC AND PARKING SYSTEM

- 16.1 Each graduate will be given one 'car sticker'. Only cars with sticker will be allowed into the campus.
- 16.2 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.
- 16.3 The vehicle will be parked at the area designated by the University. Please follow the instructions given by the University Authority.

17.0 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.

- 17.1 No representative is allowed to represent or replace the graduates during the Conferral of UNISEL Degree/Diploma.
- 17.2 Graduates and guests/parents are not allowed to leave the hall or move around the ceremony so as not to disrupt the ceremony.
- 17.3 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.
- 17.4 Graduates are advised not to bring the following personal items such as bag, camera, mobile phone, pager etc into the hall during the ceremony.
- 17.5 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.
- 17.6 Graduates who disturb the ceremony in any way will be removed from the ceremony immediately.

18.0 ASSISTANCE AND ENQUIRIES

- 18.1 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.
- 18.2 If you have any enquiries or assistance please contact The Secretariat Office located at Ground Floor, Chancellery Building, UNISEL Bestari Jaya [Tel : 03 – 3280 5020/ 6080 / Fax: 03 – 32898660 / Email: konvo@unisel.edu.my]
- 18.3 Should you have any further enquiries, please do not hesitate to contact us at the following numbers:-
 - (i) Office of Examination Unit (03- 3280 6060/32806061) (03-55223594)
 - (ii) Office of Record and Graduation Unit (3280 5020(6080)/55223481(3461)
 - (iii) Office of Compliance and Academic Secretariat Unit (03 -5522 3453)
- 18.4 Graduates may visit the convocation website at www.convo.unisel.edu.my

Date :

REGISTRAR

Universiti Selangor (UNISEL)

Dear Sir / Madam,

LETTER OF AUTHORIZATION

I, _____ / _____ / _____
(Full name) (Student id) (Faculty & Programme)
hereby authorize the person as per details below , to collect on my behalf the *Scroll
(Certificated) as per request. The person details as per below:

Name:	
Identity Card No:	
Student Id:	
Faculty:	
Programme:	
Address:	
Telephone No:	

I also confirm that my representative shall have the authority to sign for acknowledgement of the receipt of the said document. I understand that I shall be fully responsible for the undelivered, if any, of the said document from my representative.

Yours faithfully,

_____ (signature)

** Copy of Identity Card / Student Card collector is required*

** Please delete as appropriate*

**FORM FOR SETTLEMENT OF FEES (1)
CONVOCATION 11/2017**

APPENDIX 1



**ACADEMIC
ROBE**

- i. Please fill in this form and get verification from the Bursar Office before the convocation day.
- ii. Make a payment of **RM350.00** (Diploma, Bachelor and Master's Degree) and **RM500.00** (Doctor of Philosophy) as the graduation fee before **28th October 2016**.
- iii. After getting verification from the Bursar Office, please bring this form to the **Convocation Secretariat during the collection of Academic Robe**.

GRADUATION	
1. Name	:
2. Matric Number /Identity Card Number / Passport Number (<i>for International Student</i>)	:
3. Programme	:

OFFICE USE	
1. Remarks	:
2. Verified by Bursar Officer	:
3. Name	:
4. Date	:
Official Stamp	



**FORM FOR SETTLEMENT OF FEES (2)
CONVOCATION 11/2017**

**ACADEMIC
TRANSCRIPT**

- i. Please fill in this form and get verification from the Bursar Office before the Convocation day.
- ii. Make a payment of **RM350.00** (Diploma, Bachelor and Master's Degree) and **RM500.00** (Doctor of Philosophy) as the graduation fee before **28th October 2016**.
- iii. After getting verification from the Bursar Office, please bring this form to the **Convocation Secretariat during the collection of Academic Transcript**.

GRADUATION	
1. Name	:
2. Matric Number /Identity Card Number / Passport Number (<i>for International Student</i>)	:
3. Programme	:

OFFICE USE	
1. Remarks	:
2. Verified by Bursar Officer	:
3. Name	:
4. Date	:
Official Stamp	