GRADUATE GUIDELINES FOR UNISEL 7TH CONVOCATION CEREMONY 5TH SESSION

MARCH 9, 2013
YOUR NEXT STEP
- Step 1:
  Responding to the notification letter
- Step 2:
  Before the Convocation Ceremony
- Step 3:
  During the Convocation Ceremony
- Step 4:
  After the Convocation Ceremony

CONVOCATION SESSIONS

CONVOCATION FEE

GENERAL GUIDE
- Important matters to be observed
- Important information to be observed

SCHEDULE AND FORM
- Form for Settlement Of Fees
  Appendix I
- Collection & Return of Academic Robe Form
  Appendix II
- Authorization Letter
  Appendix III
Dear Graduates,

Congratulation on your success in completing your studies and the University is pleased to extend this invitation to you to attend the 7th Convocation Ceremony (5th Session) for the conferment of your degree. This is a very important occasion for you – a time to celebrate your success with your family and friends.

The Convocation Ceremony will be held on 9th March, 2013 in the Pro Chancellor Hall, UNISEL Shah Alam Campus. Please refer to this guideline to ascertain the specific session for the conferment of your degree.

Please note that a seat will not be allocated for you in the hall if you are not attending the Convocation Ceremony. You have to register in order to attend the Convocation Ceremony at the time and place designated for the award of your degree.

Further information regarding the Convocation Ceremony can be accessed via web page, http://convo.unisel.edu.my

Please read this guideline carefully, and familiarize yourself with it. We hope to make this convocation a memorable event for you and seek your cooperation for the same.
WHAT IS THE NEXT STEP?

STEP 1 : BEFORE THE CONVOCATION CEREMONY

Please ensure the following steps have been fulfilled before the Convocation Ceremony:-

i) Make a payment of **RM350.00 as Convocation Fee** latest by **February 28, 2013** and settle any other outstanding payments (if applicable) (Please refer to the Method of Payment);

ii) Complete the Settlement Form (Appendix I) before collecting your academic robe;

iii) Graduates are required to fill-in the Tracer Study questionnaire which can be accessed via website at:

   http://graduat.mohe.gov.my - for MOHE Tracer Study

   ❖ The access to the system will be opened from **March 1, 2013 - March 9, 2013**
   ❖ Proof of Submission:

   Graduates are required to print confirmation slips of Tracer Study. This slip is to be presented during collection of academic robe.

   Failing to present the slip will prevent graduates from collecting their convocation academic robe, invitation and convocation cards.

   Should there be any enquires regarding the **LOGIN PASSWORD**, kindly contact the person in-charge En. Halmi Bin Abd Samad at 603-3280 5061 / 013-320 7988.

iv) Collect your academic robe, invitation and convocation cards at Lecture Theatre 2, Level 4, Satellite Building, Shah Alam Campus

v) Present the completed Settlement Form (Appendix I) during collection of academic robe; and

vi) Attend the Rehearsal and Convocation Briefing on 09th March 2013 @ 10.00am at the Pro Chancellor Hall, UNISEL Shah Alam Campus.

STEP 2 : DURING THE CONVOCATION CEREMONY

i) All graduates are required to participate the session for the conferment of your degree;

ii) Please adhere to the Dress Code stated in this Guideline; and

iii) Register your attendance at the registration counter which is located at the right of the Pro Chancellor Hall, UNISEL Shah Alam Campus before the ceremony begins;
REPORTING TIME
Registration : 11:30am
Reporting Time : 1:00pm

iv) Please strictly adhere to seating arrangement as arranged according to your programme

STEP 3 : AFTER THE CONVOCATION CEREMONY

i) Please return your academic robe on 09th & 11th March 2013 at Faculty of Communication & Media, Level 2 Satellite Building, Shah Alam Campus failing which a fine of RM10.00 per day will be imposed;

ii) Academic robe returned on 12th March 2012 onwards should be made at Record & Graduation Unit UNISEL Shah Alam (for faculties located at Shah Alam Campus) & Bestari Jaya Campus (for faculties located at Bestari Jaya Campus)

iii) You may collect your scrolls and photographs according to the schedule given
CONVOCATION SESSION

9th March 2013 (Saturday)
5th Session (2.30pm)

FACULTY OF EDUCATION & SOCIAL SCIENCES
Doctor of Education – 1

FACULTY OF SCIENCES & BIOTECHNOLOGY
Master of Science (Biotechnology) - 1

JAPANESE ASSOCIATE DEGREE PROGRAM
Diploma in Electrical and Electronic Engineering - 27
Diploma in Mechanical Engineering - 30

FACULTY OF ENGINEERING
Diploma in Electrical & Electronic Engineering - 1

FACULTY OF BUSINESS
Diploma in Business Management - 52
Diploma in Accountancy - 51
Diploma in Administrative Management - 10
Diploma in Sports Industry Management - 12

FACULTY OF ART & DESIGN
Diploma in Digital Graphic Design - 27
Diploma in Photographic Technology - 12

FACULTY OF SCIENCES & BIOTECHNOLOGY
Diploma in Biotechnology Industry - 5
Diploma in Industrial Technology - 6

FACULTY OF BIOMEDICAL & HEALTH SCIENCES
Diploma in Medical Laboratory Technology - 15
Diploma in Physiotherapy - 3
Diploma in Environmental Health - 3
Diploma in Medical Imaging - 2

FACULTY OF EDUCATION & SOCIAL SCIENCES
Diploma in Education (Pre-School Studies) – 9
Diploma in Teaching English as a Second Language - 127

FACULTY OF COMMUNICATION AND MEDIA
Diploma in Media & Communication – 60
All graduates are required to make a payment of **RM350.00** as convocation fee **before or latest by 28th February 2013**. Kindly submit the completed Settlement Form (Appendix I) attached with the proof of payment during collection of academic robe.

**Methods of Payment**

i) **Bank / Online Deposit**
   Bank Islam Malaysia Berhad (BIMB) : Account No.: 12038010051888 ; or
   Malayan Banking Berhad (MBB) : Account No.: 562218201117; or

ii) **Bank Draft**
   Payable to Universiti Selangor

**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 are settled.

Please be informed that payments should be made in full. Please do not hesitate to contact the Finance Office for further details: -

**TEL. NO.**
Shah Alam Campus : 03 – 55139144 / 55223488 / 55223558 / 55223411
Bestari Jaya Campus : 03 - 3280 5040 / 5043 / 5044

**Note:**
Please fill in the Settlement Form (Appendix I) before collecting your academic robe.
## GENERAL GUIDE

The following information is provided to assist with your planning and preparations.

### IMPORTANT MATTERS TO BE OBSERVED

<table>
<thead>
<tr>
<th>NO</th>
<th>MATTERS</th>
<th>DATE, TIME AND VENUE</th>
<th>REMARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Collection of Academic Robe</td>
<td>Date: 7th - 8th March, 2013</td>
<td>• You are required to choose your size accordingly;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time: 9.00am to 5.00pm</td>
<td>• Collection of academic robe must be done by the graduates themselves to ensure suitability;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Venue: Faculty of Communication &amp; Media Level 2, Satellite Building UNISEL Shah Alam Campus</td>
<td>• Graduates are not allowed to alter the robes. <strong>A fine</strong> will be imposed on any damage or loss as follow:-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Diploma – RM350.00 per set</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Degree – RM400.00 per set</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Master – RM450.00 per set</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Hood – RM60.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Mortar Board – RM80.00</td>
</tr>
<tr>
<td>2</td>
<td>Rehearsal and Convocation Briefing</td>
<td>Date: 09th March, 2013</td>
<td>• All graduates are <strong>COMPULSORY</strong> to be present during the rehearsal session in accordance with the given schedule.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time: 10.00am</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Venue: Pro Chancellor Hall UNISEL Shah Alam Campus</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Reporting Time</td>
<td>Date: 09th March, 2013</td>
<td>• All graduates must register your attendance at the registration counter which is located at the right of the Main Hall before the ceremony begins.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration Time: 11.30am</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reporting Time: 1:00pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Venue: Right of the Pro Chancellor Hall UNISEL Shah Alam Campus</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Return of Academic Robe</td>
<td>Date &amp; Time: 09th March 2013 (4:00pm to 6:30pm)</td>
<td>• <strong>A penalty for the late return of academic robes</strong> will be imposed commencing from 12th March 2013 at the rate of RM10.00 per day for each day after the deadline.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11th March 2013 (9:00am to 5:00pm)</td>
<td>• Please do not hand-wash academic robe. They should be dry-cleaned only.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Venue: Faculty of Communication &amp; Media Level 4, Satellite Building UNISEL Shah Alam Campus</td>
<td>• The University has the right to claim compensation if the academic robe is damaged or loss.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Venue for 12th March 2013 onwards: Record &amp; Graduation Unit Shah Alam/ Bestari Jaya Campus</td>
<td>• Failure to return the robe will result in the suspension of your scroll.</td>
</tr>
</tbody>
</table>
| 5 | Collection of Scrolls and Transcripts | Dates: 09th March, 2013  
Time: 4:00pm – 6:30pm  
Venue: Faculty of Communication & Media, Level 2, Satellite Building UNISEL Shah Alam Campus |
| Date: 11th March, 2012  
Time: 9:00am – 5:00pm  
Venue: Record & Graduation Unit UNISEL Shah Alam Campus |
| Date: 12th March, 2013 onwards  
Time: 9.00am to 5.00pm  
(Lunch hours: 1.00pm - 2.00pm)  
Venue: Record & Graduation Unit UNISEL Shah Alam Campus  
*for faculties located at Shah Alam Campus  
Record & Graduation Unit UNISEL Bestari Jaya Campus  
*for faculties located at Bestari Jaya Campus |
| Note: Graduates who are unable to collect the scroll, they may authorize their family or friends using the standard form (Appendix III). |

6 | Graduation Photo Packages | 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. |
i) **DRESS CODE**
   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.
      - **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. Bright coloured shoes are not allowed. Female students are not allowed to wear high-heeled shoes (more than 1.5”) or sandals.
   
   c. **Appearance**
      - **Male**
        Hair should be short and neat, above the collar.
      - **Female**
        Transparent and stylish dresses are not allowed.

   *Grads who do not comply with the above dress code will not be allowed to enter the Main Hall.*

ii) **SEATING ARRANGEMENTS**
    The seats in the hall are arranged according to your programmes and in alphabetical order.

   **Note:**
   All graduates must register their attendance at the registration counter which is located at the right of the Main Hall before the ceremony begins.

iii) **PROCEDURE**
    The following is the procedure which needs to be observed to ensure the smooth running of the convocation ceremony:

   a. **Conferment of degree by the Chancellor**
      The Dean will announce the name of graduates to be conferred by the Chancellor. You will rise after the announcement and walk towards the stage. On stage, you will move towards the Chancellor to receive your scrolls.

   b. **Receiving the Scroll**
      - There will be an ‘X’ marked on the floor, in front of the Chancellor. This is the place where you should be standing when receiving your scroll;
      - Walk towards the Chancellor and stop on the ‘X’ mark. Accept the scroll, hold your scroll on your right side with your right arm and say 'Thank You'. After that, walk back to your seat.

   **Notes:**
   - You must remain seated after receiving your scroll. Please observe the Rules and Etiquettes during the Ceremony.
   - You are not allowed to leave the hall when the ceremony is still in session. This is to ensure the programme proceeds in an orderly manner.
iv) RULES AND ETIQUETTES

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/parents to strictly observe the same rules and etiquettes.

- Graduates and guests/parents are NOT ALLOWED to leave the hall or move about during the ceremony so as not to disrupt the ceremony.
- Graduates and guests/parents are thus advised to have their breakfast/meals before entering the hall.
- Graduates and guests/parents are advised to go to the restrooms before the ceremony begins to minimize disruption during the ceremony.
- Only officially appointed photographers are allowed to take photographs or any form of audio-visual recording.
- Thank you for your cooperation and understanding.

v) PARENTS & GUESTS

- To share in your success, UNISEL will be inviting your parents/family members to be present for the ceremony. Each graduate is given the privilege of inviting not more than two (2) guests to be in the Main Hall to witness the Convocation Ceremony.
- An invitation card for two of your guests will be distributed when you collect your academic attire.
- Please inform your guests that once seated in the hall, they would not be able to leave until the conclusion of the convocation ceremony.
- Please note that children below 12 years old are not allowed to enter the hall during the Convocation Ceremony.
- Parents can enter the hall from the main entrance. The entrance will be opened from 10.30am.
- Parents / Guests have to wear formal attire as follow:
  a. Male attire:
     - National / Batik / Lounge Suit or
     - Formal attire suitable for the ceremony
     (Jeans and T-Shirts are not allowed).
  b. Female attire:
     - National or
     - Formal attire suitable with the ceremony.

Those who are not properly attired would not be allowed to enter the hall.

vi) PROCEDURE TO BE OBSERVED WITHIN THE MAIN HALL

- Be seated according to the programmes and in alphabetical order.
- Do not leave the Pro Chancellor Hall until the conclusion of the Convocation Ceremony.
- Do not bring in bags, cameras, cell phones, etc.
- Those who arrive after the stipulated time will not be allowed into the Pro Chancellor Hall.
- Those who are not properly attired will not be allowed into the Pro Chancellor Hall.
- In case of any emergencies, please seek the assistance of the Marshall on duty.
- Those who are in the disabled category - please report to the Marshall on duty.

vii) TRAFFIC AND PARKING SYSTEM

You may bring only one (1) car on the convocation day. Once you reach the UNISEL Campus, please display your car sticker at the entrance so that the security officers can usher you to the allocated parking space. Appropriate signages will be direct you to the venue.
viii) ASSISTANCE AND ENQUIRIES

PERTAINING TO CONVOCATION MATTERS:

RECORD AND CONVOCATION UNIT
UNISEL Shah Alam Campus
Tel : 603-55134958 (Shah Alam Campus)
     : 603-32805020 (Bestari Jaya Campus)
Fax : 603-55134958 (Shah Alam Campus)
     : 603-32898660 (Bestari Jaya Campus)
E-mail : konvo@unisel.edu.my

PERTAINING TO FEES/PAYMENT:

FINANCE OFFICE
Ground Floor
UNISEL Shah Alam Campus
Tel : 03 – 55139144 / 55223488 / 55223558 / 55223411

Ground Floor
Bestari Jaya Campus
Tel : 03-3280 5040 / 5043 / 5044
Fax : 03-3289 8255
### FORM FOR SETTLEMENT OF FEES (1)
**CONVOCATION 7/2012-5**

1. Please fill in this form and get verification from the Finance Office before the convocation day.
2. After getting verification from the Finance Office, please bring this form to the Convocation Secretariat during the collection of academic robe.

<table>
<thead>
<tr>
<th>GRADUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name:</td>
</tr>
<tr>
<td>2. Identity Card Number. / Passport No. (for International Students):</td>
</tr>
<tr>
<td>3. Programme:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFICE USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Remarks:</td>
</tr>
<tr>
<td>2. Verified by Finance Officer:</td>
</tr>
<tr>
<td>3. Name:</td>
</tr>
<tr>
<td>4. Date:</td>
</tr>
</tbody>
</table>

Official Stamp

---

### FORM FOR SETTLEMENT OF FEES (2)
**CONVOCATION 7/2012-5**

1. Please fill in this form and get verification from the Finance Office before the convocation day.
2. After getting verification from the Finance Office, please bring this form to the Examination Unit during the collection of transcript/certificate.

<table>
<thead>
<tr>
<th>GRADUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name:</td>
</tr>
<tr>
<td>2. Identity Card Number. / Passport No. (for International Students):</td>
</tr>
<tr>
<td>3. Programme:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFICE USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Remarks:</td>
</tr>
<tr>
<td>2. Verified by Finance Officer:</td>
</tr>
<tr>
<td>3. Name:</td>
</tr>
<tr>
<td>4. Date:</td>
</tr>
</tbody>
</table>

Official Stamp
# COLLECTION AND RETURNING OF ACADEMIC ROBE FORM

## SECTION ONE: STUDENT INFORMATION
Please fill up to claim your academic robe.

1. **Name**:  
   Level of Programme (please tick):
   - [ ] Diploma
   - [ ] Bachelor Degree
   - [ ] Master
   - [ ] PhD

2. **Matric No.**

3. **Faculty**

4. **Robe Size**: (S, M, L, XL, XXL)

## SECTION TWO: CHECKLIST
- Completed MOHE Online Tracer Study Questionnaire
- Attach Tracer Study Slip

## SECTION THREE: COLLECTION
1. Robe
2. Hood
3. Mortar Board

---

# SLIP – RETURNING OF ACADEMIC ROBE
Please fill up when returning your academic robe

Name:  
Matric No.:  

Programme / Faculty:  
Level:  
- [ ] Diploma  
- [ ] Degree  
- [ ] Master  
- [ ] PhD

Status of Robe:  
- [ ] Good  
- [ ] Damage

Check by:  
Name (Officer in Charge):  
Date:

Graduates are required to show this slip when collecting scroll.
APPENDIX III

Tarihk:

PENDAFTAR
Universiti Selangor

Tuan,

PENGESAHAN LANTIKAN WAKIL UNTUK MENGAMBIL SKROL DAN TRANSKRIP

Perkara di atas dengan hormatnya dirujuk.

2. Bahawasanya saya membenarkan wakil saya bernama ................................................................. untuk mengambil skrol dan transkrip bagi pihak saya. Butir-butir mengenai diri saya adalah seperti berikut:-

<table>
<thead>
<tr>
<th>Nama:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No. Kad Pengenalan:</td>
<td></td>
</tr>
<tr>
<td>No. Pelajar</td>
<td></td>
</tr>
<tr>
<td>Fakaulti</td>
<td></td>
</tr>
<tr>
<td>Program:</td>
<td></td>
</tr>
<tr>
<td>Alamat Semasa:</td>
<td></td>
</tr>
<tr>
<td>No. Telefon:</td>
<td></td>
</tr>
</tbody>
</table>

3. Dilampirkan adalah salinan kad matrik dan salinan kad pengenalan yang disahkan dan slip pemulangan jubah sepertimana disyaratkan. Saya sedia maklum urusan pengambilan skrol dan transkrip ini adalah tertakluk kepada peraturan UNISEL. Saya tidak akan mengemukakan apa-apa tindakan atau tuntutan sekiranya mendapati ada kesilapan, kerosakan atau ianya hilang setelah diambil oleh wakil saya.

Sekian, terima kasih.

Yang benar,

(Nama)