

23rd CONVOCATION CEREMONY TERMS & CONDITIONS
DEWAN SERI SARJANA, UNIVERSITI TENAGA NASIONAL (UNITEN)
PUTRAJAYA CAMPUS

Assalamualaikum wrt. wbt and Selamat Sejahtera,

Dear Graduates,

UNITEN CONVOCATION CEREMONY

Congratulations on your success. On behalf of the University, we cordially invite you to attend the Convocation Ceremony.

The Convocation Ceremony will be held from Saturday until Friday, **12 March 2022- 18 March 2022 with Nine (9) sessions**. The details will be finalized according to your programmes (please check the latest information at the 23rd Convocation Ceremony website <http://convocation.UNITEN.edu.my>)

Session	Date	Morning (AM) / Afternoon (PM)
1	12 March 2022 Saturday	Morning (AM)
2	13 March 2022, Sunday	Morning (AM)
3	14 March 2022, Monday	Morning (AM)
4	15 March 2022, Tuesday	Morning (AM)
5	16 March 2022, Wednesday	Morning (AM)
6	16 March 2022 Wednesday	Afternoon (PM)
7	17 March 2022, Thursday	Morning (AM)
8	17 March 2022, Thursday	Afternoon (PM)
9	18 March 2022, Friday	Morning (AM)

COVID-19 STANDARD OPERATING PROCEDURE (SOP)

- Participation in Convocation Ceremony is only allowed for fully vaccinated individuals** who present their digital COVID-19 vaccination certificates in the MySejahtera App. Under the SOP, individuals are only considered fully-vaccinated if these requirements are met:
 - For vaccines that require two doses** (like the Pfizer, Moderna, AstraZeneca, Sinovac or Sinopharm vaccines), an individual must have received their **second dose for more than 14 days**.
 - For vaccines that require only one dose** (like the Johnson & Johnson and CanSino vaccines), an individual must have received **the dose for more than 28 days**.
- For individuals who cannot be vaccinated for medical reasons, they must produce a medical report that has been verified by a registered medical practitioner.
- All attendees must undergo a COVID-19 RTK Antigen Test** (at government or private health facilities) and to **provide proof of a valid negative test** taken within 3 days prior to attending the event (**URL link for uploading result will be informed later**).

4. All attendees are required to update their COVID-19 status in MySejahtera App before entering the campus.
5. All attendees arriving from overseas need to comply with all the regulations set by the Malaysian Government.
6. All attendees must practice good personal hygiene.
7. All attendees must wear a face mask at all time.
8. All attendees must practice physical distancing (refrain from shaking hands or touching others, keep 1-meter distance from others).
9. All attendees must scan their body temperature at the venue entrance.
10. All attendees must check in using MySejahtera App at the registration counter.
11. Graduates are not allowed to congregate as a crowd before and after the event at the venue.
12. Only graduates are allowed to enter the convocation hall.
13. Parents/guests, limited to two persons, are allowed to be on the campus during the convocation ceremony. They can choose to wait at Food Court 1, Food Court 2 or any other eateries on campus. While inside the campus compound, parents/guests are subject to the standard SOP applied for all UNITEN visitors.
14. Graduates will be refrained from entering the convocation hall if:
 - they are identified as a COVID-19 positive person.
 - they are identified as a Close Contact person (had contact with any confirmed or suspected COVID-19 cases within the last 14 days).
 - they are identified as a Close to Close Contact person (had contact with any confirmed or suspected Close Contact case within the last 14 days).
 - their MySejahtera status is shown as “High Risk”.
 - their body temperatures exceeding 37.5 degrees Celsius.
 - they are sick or exhibiting COVID-19 symptoms (such as fever or chills, cough, shortness of breath or difficulty breathing, headache, sore throat, congestion or runny nose).
 - they are currently under mandatory quarantine.
 - they have travelled abroad within the last 14 days.
15. All SOPs are subject to rules and regulations set by the Malaysian Government from time to time.

1. GRADUATE PARTICIPATION

- 1.1 Only graduates are allowed to enter Convocation Hall.
- 1.2 Participation for the 23rd Universiti Tenaga Nasional Convocation Ceremony must be made by submitting the **Convocation Attendance Feedback via UNITEN Info365 Online** at <https://info365.uniten.edu.my/info365> Graduates may also refer convocation information at [UNITEN Website>Student>Convocation](#)
- 1.3 The attendance feedback and payment must be made by 4.30p.m., **10 Feb 2022 (Monday)**. Feedbacks received after this deadline will not be processed.
- 1.4 Graduates who are not attending the convocation ceremony may request their academic Certificates after the ceremony ends by sending an email to academicreg@uniten.edu.my.

2. PAYMENT


- 2.1 The convocation fee is RM255.00.
- 2.2. For graduates who have taken the degree/diploma certificate in advance, they need to pay a deposit of RM350.00 for the academic attire (*deposit will be returned within 3 working days [local bank only] after date of returning the academic attire to the convocation secretariat and subject to the academic attire is in good condition. Please state recipient bank name and recipient account number when filling in the convocation attendance for refund*).
- 2.3 Payment can be made via **FPX and Flywire** at <https://info365.uniten.edu.my/info365>. Cash payments can also be made at the Payment Counter, Ground floor, UNITEN Customer Counter, Administration Building, Universiti Tenaga Nasional Putrajaya Campus.
- 2.4 The convocation fee will not be refunded to graduates who confirm attendance but are not present on the actual day of the convocation ceremony.

3. COLLECTION AND RETURNING OF THE ACADEMIC ATTIRE (ROBE, MORTAR BOARD AND HOOD)

3.1. Collection

- 3.1.1 Sizes of the academic attire are limited. Thus, the distribution of the academic attire is based on 'first come, first serve' basis.
- 3.1.2 Graduate will get convocation access card. It is compulsory to bring this card during the Convocation day.
- 3.1.3 Graduates are required to produce national identification card (NRIC) or passport at the academic attire collection counter. **Please update your COVID-19 status and provide proof of the COVID-19 vaccination certificate in MySejahtera Apps.**
- 3.1.4 Considering the COVID-19 pandemic situation in the country, the academic attire collection will be carried out in stages according to the programme. Please follow the academic attire programme scheduled listed below to avoid crowd during the collection.
- 3.1.5 To avoid the risk of transmitting COVID-19, **any testing or changes of academic attire is not permitted.**

3.1.6 Academic Attire sizes are as follows:



The diagram shows a line drawing of a student wearing a graduation gown and cap. A vertical red line with arrows at both ends is positioned to the right of the student, extending from the top of the head to the bottom of the feet. The text "Height Student to Measure" is placed to the right of this line.

SIZE	Height To Measure
XS	145 - 150 cm
S	151 - 160 cm
M	161 - 170 cm
L	171 - 180 cm
XL	181 - 185 cm
XXL	186 - 190 cm

3.1.7 Academic Attire Collection Schedule

Date/ Day	Time	College	Venue
5/3/2022 (Saturday)	09.30am - 11.30am	COBA - Bachelor of Accounting (Hons)	UNITEN Student Centre, Putrajaya Campus
	11.30am - 12.30pm	COBA - Bachelor of Business Administration (Hons) in Human Resource Management	
	12.30pm - 01.30pm	COBA - Bachelor of Finance (Hons)	
	01.30pm - 02.30pm	COBA - Bachelor of Business Administration (Hons) in Marketing, Bachelor of International Business (Hons) & Bachelor of Business Administration (Hons) in Entrepreneurship and Venture Management	
	02.30pm - 04.30pm	COBA - All Diploma Programme	
6/3/2022 (Sunday)	09.30 am- 11.30am	COE - Bachelor of Mechanical Engineering (Hons) BATCH 2020	
	11.30am - 01.30pm	COE - Bachelor of Mechanical Engineering (Hons) BATCH 2021	
	01.30pm - 04.30pm	COE - Bachelor of Electrical Power Engineering (Hons) & Bachelor of Computer and Communication Engineering (Hons)	
7/3/2022 (Monday)	09.30am - 10.30am	COE - Bachelor of Civil Engineering (Hons)	
	10.30am - 11.30am	COE - Bachelor of Electrical & Electronics Engineering (Hons)	
	11.30am - 12.30pm	COE - All Diploma Programmes	
	12.30pm - 01.30pm	CCI - Bachelor of Computer Science (Software Engineering) (Hons)	
	01.30pm - 02.30pm	CCI - Bachelor of Computer Science (Systems and Networking) (Hons) & Bachelor of Computer Science (Cyber Security) (Hons)	
	02.30pm - 03.30pm	CCI - Bachelor of Information Technology (Information Systems) (Hons), Bachelor of Information Technology (Visual Media) (Hons) & Bachelor of Information Technology (Graphics & Multimedia) (Hons)	
	03.30pm - 04.30pm	CCI - All Diploma Programmes	
8/3/2022 (Tuesday)	09.30am - 01.30pm	COGS - All Programmes	
	01.30pm - 04.30pm	CES - All Programmes	
9/3/2022 (Wednesday)	09.30am - 02.30pm	COBA - Bachelor Programmes	
	02.30pm - 04.30pm	COBA - Diploma Programmes	
10/3/2022 (Thursday)	09.30am - 02.30pm	COE - Bachelor Programmes	
	02.30pm - 04.30pm	COE - Diploma Programmes	
11/3/2022 (Friday)	09.30am - 12.00pm	CCI - All Programmes	
	2.45 pm - 5.00pm	COGS & CES - All Programmes	

3.1.8 Returning of Academic Attire Schedule

Activity	Date/ Day	Time	College	Venue
Returning of Academic Attire Please update your COVID-19 status in MySejahtera Apps	12 March 2022 (Saturday)	2.30pm – 4.30 p.m	All Graduates (Session 1)	UNITEN Student Centre, Putrajaya Campus
	13 March 2022 (Sunday)	9.30 a.m. – 4.30 p.m	All Graduates (Session 1 & 2)	
	14 March 2022 (Monday)	9.30 a.m. – 5.00 p.m	All Graduates (Session 2 & 3)	
	15 March 2022 (Tuesday)	9.30 a.m. – 5.00 p.m	All Graduates (Session 3 & 4)	
	16 March 2022 (Wednesday)	9.30 a.m. – 5.00 p.m	All Graduates (Session 4, 5 & 6)	
	17 March 2022 (Thursday)	9.30 a.m. – 5.00 p.m	All Graduates (Session 5, 6 & 7)	
	18 March 2022 (Friday)	9.30 a.m. – 5.00 p.m	All Graduates (Session 7, 8 & 9)	
	19 March 2022 (Saturday)	9.30 a.m. – 2.00 p.m	All Graduates	

3.2. Late Return of Academic Attire

Starting from **21 March 2022**, **ALL** late return of academic attire is subject to penalty with a fixed rate of RM50.00 plus daily charges of RM5.00 per day to a maximum of RM300.00.

Example of payment table for late return as follows;

Activity	Date/ Day	Time	Penalty	Venue
Returning of Academic attire Please update your COVID-19 status in MySejahtera Apps	21 March 2022 (Monday)	9.30 a.m. – 4.30 p.m.	Day 1 RM50.00 + RM5.00= RM55.00	UNITEN Customer Centre, Admin. Building, Putrajaya Campus
	22 March 2022 (Tuesday)	9.30 a.m. – 4.30 p.m.	Day 2 RM50.00 + RM10.00= RM60.00	
	23 March 2022 (Wednesday)	9.30 a.m. – 4.30 p.m.	Day 3 RM50.00 + RM15.00= RM65.00	
	24 March 2022 (Thursday)	9.30 a.m. – 4.30 p.m.	Day 4 RM50.00 + RM20.00= RM70.00	

4. SUMMARY OF THE CONVOCATION CEREMONY

- 4.1 All graduates are required to arrive at **Dewan Seri Sarjana (DSS)** in full dress academic attires by 7.00 am. (Morning Session) and 1.00 pm. (Afternoon session). **Please update your COVID-19 status and scan your MySejahtera apps before proceed to Registration Counter.**
- 4.2 Graduates who unable to come on time may not be allowed to enter the hall.
- 4.3 The Convocation Card will be distributed during the collection of the academic attire and must be brought on the convocation day.
- 4.4 Graduate seating will be arranged according to the programme. Staff on duty will assist accordingly.
- 4.5 Staff on duty will usher graduates at the queuing process and graduates are to pass the convocation card at the check in point before proceed to the stage.
- 4.6 During the conferment of the degrees, the graduates' names will be announced accordingly as follows: Doctor of Philosophy, Master's Degree, Bachelor's Degree and Diploma's.
- 4.7 Once a graduate's name is announced, he/she should walk straight to the Chancellor / Pro-Chancellor, bow as a mark of respect, receive the album with both hands, and say "Thank You". **NO handshake and NO touching others (practice physical distancing).**
- 4.8 Graduates must remain seated after receiving their Certificates and are not allowed to leave the hall when the ceremony is in session. This is to ensure that the ceremony proceeds in an orderly manner.

5 OFFICIAL INVITATION CARD AND CAR STICKER

- 5.1 Each graduate will be given an official invitation card to attend the ceremony. The invitation card will be given during the collection of the academic attire.
- 5.2 A car sticker will be provided together with the invitation card. Only cars with the official convocation ceremony car sticker will be allowed to enter the campus.
- 5.3 The University is not responsible for lost invitation card and car sticker. The invitation card and car sticker will not be replaced.
- 5.4 Graduates are encouraged to use their own transport to the campus. Outside vehicles (including grab, taxi, family or friends) are only allowed to drop off and pick up at the designated area ONLY.

6 DRESS CODE AND PERSONAL GROOMING – GRADUATES

6.1 MALE

- 6.1.1 Baju Melayu (dark/ black) with 'Sampin' or Dark/ Black Lounge Suit with necktie and wearing full convocation robe;
- 6.1.2 Black/dark leather shoes with black/dark socks;
- 6.1.3 'Songkok' is allowed but not necessary;
- 6.1.4 Graduate of Sikh religion are allowed to wear their 'Turban';

- 6.1.5 **Any form of Jeans, shorts and t-shirts are NOT ALLOWED;**
- 6.1.6 **Any form of sport shoes/slippers are NOT ALLOWED;**
- 6.1.7 Hair styles should be short and neat. Graduates are not allowed to color their hair or put on dreadlock hairstyle.

6.2 **FEMALE**

- 6.2.1 Graduates are not allowed to color their hair or put on dreadlock hairstyle.
- 6.2.2 National costume/ formal dress/ long dresses which cover until the ankles/ maxi skirts, long sleeved shirts/ blouses/ dark suit and wearing full convocation robe;
- 6.2.3 Black/dark leather cover shoes with black/dark socks;
- 6.2.4 **Any form of Jeans, shorts and t-shirts are NOT ALLOWED;**
- 6.2.5 **Any form of sport shoes/slippers/sandals are NOT ALLOWED;**
- 6.2.6 Choice of clothes/dress must be decent (thin layered fabric or sensual designs or styles that may attract uncomfortable glares should be avoided).

THE UNIVERSITY RESERVES THE RIGHT TO DENY ENTRY OF ANY GRADUATE INTO THE CONVOCATION HALL IF THE DRESS CODE IS NOT ADHERED TO.

7 **LOST/ DAMAGE OF ACADEMIC ATTIRE**

- 7.1 A compensation fee is imposed on the graduates in the event of loss or damage of the academic attire as follows:
 - 7.1.1 Academic robe - RM400
 - 7.1.2 Mortar Board - RM100
 - 7.1.3 Hood - RM100
 - 7.1.4 All items-RM600
- 7.2 Graduates who fail to pay the compensation fee in the event of loss or damage of the Academic Attire will not be allowed to collect their Academic Certificate.

8 **COLLECTION OF CERTIFICATES.**

- 8.1 Graduates may collect their original Certificates at **UNITEN Student Centre** from **12 March 2022 until 19 March 2022 (please refer 3.1.8) once** the academic attires are safely returned and in good condition.
- 8.2 Collection after the above dates will be done at the **UNITEN Customer Centre (UCC)**, Administration Building, Putrajaya Campus from Mondays to Fridays between 9.30 am. until 4.30 pm.
- 8.3 Graduates who are not able to join the convocation ceremony are advised to collect their Certificates as soon as possible after the convocation ceremony ends.
- 8.4 A graduate may send a representative to collect the Certificates and academic transcripts on his/her behalf by presenting a letter and a copy of the graduate's identification card and the

authorized letter. The above documents should also be accompanied by a copy of the paid convocation/certificate fee (if applicable).

- 8.5 Graduates who are not able to attend the convocation ceremony **may request in writing for their Certificates and academic transcripts** to be couriered to the postal address with nominal processing and handling charges.
- 8.6 The University will not be held responsible or liable for any damages/loss to the Certificates and academic transcripts couriered to the specified address. Any replacement of the original set is chargeable.
- 8.7 Any application for subsequent copies of the document will be chargeable and shall be made available for collection or delivered within **one (1)** month from the date of application has been approved.

9 LOST OF CERTIFICATE OR TRANSCRIPT

- 9.1 Your academic certificate is a valuable document. To protect against fraudulent use of certificates, copies cannot be issued, except when the original has been permanently lost or destroyed.
- 9.2 Certificates and transcript are only issued once and no replacement will be printed/ entertained, unless with a valid reason agreeable to the Registrar.
- 9.3 Graduates are advised to keep sufficient copies and preserve the original set safely.
- 9.4 Replacement certificates will be issued in the current format.
- 9.5 A replacement of permanently lost or destroyed certificate is chargeable as below;
 - 9.5.1 All Certificate: RM100.00 for each copy
 - 9.5.2 Must be accompanied by a Police report for a lost certificate
 - 9.5.3 A Police report and the proof of payment is required for every request for replacement of loss certificate.
- 9.6 A replacement of permanently lost or destroyed transcript is chargeable RM20.00 for each copy.
- 9.7 Cash payment can be made at the Finance Counter, Ground Floor, UNITEN Customer Centre (UCC), Universiti Tenaga Nasional or through an online banking (Maybank2u, CIMBClicks, Bank Islam), payable to Universiti Tenaga Nasional. Please provide proof of payment via email to financehelpdesk@uniten.edu.my and cc to academicreg@uniten.edu.my.
- 9.8 All applications will be processed once all the required documents has been received. The process for certificate will take approximately One (1) month and for transcript, it will take approximately Three (3) working days.

10 ALUMNI

- 10.1 UNITEN ALUMNI Association membership registration fee is RM30.00. This fee is NOT included in the Convocation Fee. Registration fee payment can be made via FPX and Flywire at <https://info365.uniten.edu.my/info365>.

11 PHOTOGRAPHY SERVICE DURING THE CONVOCATION CEREMONY

- 11.1 UNITEN will engage a photography service provider for the Convocation Ceremony. Further details will be provided later during the collection of academic attire on 5 March 2022 until 11 March 2022.
- 11.2 During the Convocation Ceremony, no camera is allowed to be brought into the Convocation Hall.

12 GENERAL RULES

- 12.1 **Only graduates are allowed to enter the Convocation Hall.**
- 12.2 Parents/guests, limited to two persons, are allowed to be on the campus during the convocation ceremony. They can choose to wait at Food Court 1, Food Court 2 or any other eateries on campus. While inside the campus compound, parents/guests are subject to the standard SOP applied for all UNITEN visitors.
- 12.3 Male graduates are required to maintain short and neat haircut.
- 12.4 **Graduates must undergo a COVID-19 RTK Antigen Test (at government or private health facilities) and to produce proof of a valid negative test taken within 3 days prior attending event (URL link will be informed later)**
- 12.5 Graduates are not allowed to color their hair or put on dreadlock hairstyle.
- 12.6 Graduates are advised not to bring any personal belongings such as bags, video cameras, cameras, pagers, and other forbidden items into the hall.
- 12.7 During the convocation ceremony, graduates are requested to respect and not to disrupt the event.
- 12.8 Hand phones are to be switch off or please set on silent mode.
- 12.9 Please hold applause until the last name of the graduate for each program is read out.
- 12.10 During the convocation ceremony, graduates are prohibited from standing or leaving their seats to take any pictures or photographs.
- 12.11 Graduates who leave the hall during the convocation ceremony are not allowed to re-enter the convocation hall.
- 12.12 Graduates who are unable to adhere to these rules and regulation are advised against participating in the convocation ceremony.
- 12.13 Graduates without academic attire during Convocation Ceremony are not allowed to participate in the event.
- 12.14 Graduates are advised to have breakfast prior to the event.
- 12.15 To preserve the equipment as well as the decoration in the convocation hall, the temperature of the venue may be lowered.
- 12.16 For graduates who have taken the degree/diploma certificate in advance, they need to pay a deposit of RM350.00 for the academic attire (*deposit will be returned within 3 working days [local bank only] after date of returning the academic attire to the convocation secretariat and subject to the academic attire is in good condition. Please state recipient bank name and recipient account number when filling in the convocation attendance for refund*).

12.17 For enquiries on this event, please contact the Academic Unit at 03-89212020, extensions 1122, 1196, 1101, 1127, 1197 and 2141 or at UNITENConvocation@uniten.edu.my

Registrar Office,
Universiti Tenaga Nasional
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