

**UNIVERSITI PUTRA MALAYSIA
GRADUATION INFORMATION GUIDE
42nd CONVOCATION CEREMONY (2018)**

1. 42nd Convocation Ceremony Information (2018)

Date : 27th to 30th October 2018

Venue : Sultan Salahuddin Abdul Aziz Shah Cultural and Arts Centre (PKKSSAAS)

**Day/
Sessions :** Saturday, Sunday, Monday and Tuesday (4 days/8 sessions)

2. Sessions By Programs Order - refer Appendix 1 (A & B).

3. Graduates Attendance

- 3.1 As documented in UPM Convocation Event, Degrees and Diploma will only be conferred to graduates attending the convocation ceremony, provided that the Senate may, in exceptional circumstances, may allow a degree or diploma conferred in absentia.
- 3.2 Graduates must comply the attendance instructions according to sessions by programs orders prescribed.
- 3.3 **Graduates are not allowed to postpone or nominate any representative to attend the convocation ceremony on their behalf.**

4. Graduation Fee

- 4.1 Graduation fee amount **RM200.00** (Ringgit Malaysia: Two hundred only) is compulsory for all graduates (full-time, part-time/distance learning [PJJ] /executives programs) whether attending or not attending the convocation ceremony.
- 4.2 Fee should be settled **at least** two (2) working days before collecting of academic regalia through payment method as listed :
 - a. JomPAY (Internet banking from local Banks)
 - b. Cimbclicks (Internet banking for CIMB Account Holders)
 - c. CIMB Bank's Counter
 - d. Online Credit Card

Payment Method	Step
NOTICE : Payment method other than below is NOT ALLOWED and it is considered that no payment has been made. Payment confirmation in the system will be done within 2 working days from the payment date.	
Through JomPAY services	<p>Payment can be made using internet banking from all banks that have JomPAY facilities.</p> <ul style="list-style-type: none"> ➤ Select Bill Payment module ➤ Click JomPAY ➤ Select your payer account either your savings account or credit card account ➤ Biller Code : 8441 ➤ Ref 1 : Matrix No (Compulsary) ➤ Ref 2 : IC No ➤ Proceed to the next process (Tag) & confirmation ➤ Please input the JomPAY Reference number (8 digits. Ex: 4HTY245W) into My-Convocation system as proof of payment. <p>• Payments should be made no later than 2 working days prior to the date of collecting the academic regalia.</p>
Through internet banking CIMB Clicks	<p>• For CIMB account holders either student or family member who makes payment.</p> <p>url web https://www.cimbclicks.com.my/ibk/</p> <ul style="list-style-type: none"> ➤ Select Pay Module ➤ Click Bills ➤ Enter Biller Name : Type UPM ➤ Select : Universiti Putra Malaysia Kampus Serdang ➤ Input your matrix number, IC Number and amount RM200 ➤ Proceed to the next process (Tag) & confirmation ➤ Please input your successful transaction number (8 digits) into My-Convocation system as proof of payment. <p>• Payments should be made not later than 2 working days prior to the date of collecting the academic regalia.</p>
Through CIMB COUNTER	<p>• Payments can be made at CIMB branch counters throughout Malaysia.</p> <ul style="list-style-type: none"> ➤ Account Name : UPM COLLECTION ➤ Account No : 8002155042

	<ul style="list-style-type: none"> ➤ Fund Transfer and deposit payment through CDM to this account are NOT ALLOWED ➤ Please input your successful transaction number (8 digits) into My-Convocation system as proof of payment.
Credit Card OnLine (Money Order Telephone Order Form)	<p>Step:</p> <ul style="list-style-type: none"> • Please download and complete the form below url: http://www.bursar.upm.edu.my/dokumen/90032_directdebit.pdf, Faks borang yang telah lengkap ke : 03-89472048 or email to bursar.student_ug@upm.edu.my or bursar.student_pg@upm.edu.my • Payment through Credit Card Online should be made seven (7) days before collecting the academic regalia.

- 4.3 a) Graduates who cannot attend the Convocation Ceremony can settle the payment at any time using the above method.
- b) Scrolls / Transcripts of graduates will only be issued after the date of convocation and all outstanding fees are settled (graduate fees, tuition fees, library fines & traffic guarantees etc.), if any.

5. Graduates Tracer Study

Graduates are also required to complete the **Tracer Study 2018** via 'On-line' from **5th October 2018 (Friday)**. The link as follows:

Graduates Tracer Study (Ministry of Higher Education)
(Website: <http://graduan.mohe.gov.my>)

Note:

**** Please print the confirmation slip on the last page survey form and bring the slip to be verified by CEM at the verification counter before you collect your academic robe. Academic robe will not be given to graduates without the confirmation slip.***

****Any inquires please contact CEM at 03-89471020/1409.***

6. Academic Regalia Borrowing and Return

6.1 Borrowing Process

Graduates are required to:

- a) Graduands fee payment as indicated in **item 4.2** above.
- b) **complete academic regalia 'online' form** through the student's portal Students Information System (SMP) at www.smp.upm.edu.my
- c) **for postgraduates students use ic/passport and matrix number for password and id)** menu 'MyConvocation' (academic regalia form).

**Note: using browser IE or Mozilla Firefox only.
Google Chrome is not allowed**

- d) Print and present the completed form with status **"SUCCESSFUL"** in academic regalia application online form menu Mykonvokesyen SMP when collecting the academic regalia at Central Academic Complex as schedule;
- e) Graduates Representative collecting the academic regalia on behalf of the graduates must present the printed online Representative Application Form by the graduates. (limited to 2 graduates per representative).
- f) Contact **Academic Governance Division** if having difficulty accessing MyKonvokesyen e-SMP system at this number:- **03-8946 6026/03-89471464/03-89466147** to identify the problem.
- g) **Contact Bursar** if having difficulty **regarding payment** at this number **03-03-89464156/4161/6215/6225** or email to bursar.student_ug@upm.edu.my (for undergraduate or bursar.student_pg@upm.edu.my (for postgraduate).

6.2 Kindly ensure complete set of academic regalia borrowed from the University as describe below in good condition:

- a) Bachelor:
 - regalia (maroon colour),
 - hood (as faculty official colour); and
 - mortar board;
- b) Diploma
 - regalia (maroon colour), and
 - mortar board.

6.3 Graduates are not allowed to alter or modify any parts of the academic regalia.

6.4 Academic Regalia collection will be held at the Central Academic Complex, UPM as follows:

Date	Time	Graduates
20th – 25th October 2018 (Saturday – Thursday)	9.00am to 5.00 pm	<p>- Graduates are required to follow through all Counters designated to avoid unnecessary implication when attending the Convocation Ceremony.</p> <p>• Academic Regalia collection counter will be CLOSED during the rehearsal (from 9.00 am to 12.00 pm and will OPEN after rehearsal session at 2.30pm until 5.00pm) as below:</p> <ul style="list-style-type: none"> • 21st October 2018 (Sunday) • 24th October 2018 (Wednesday) • 25th October 2018 (Thursday)

6.5 Academic Regalia Return Schedule

Return **schedule** as inserted in album/scroll. Penalty fee will be imposed from **7th November 2018 (Wednesday)** as follows:

- RM10.00 on the first day** and additional **RM5.00** the subsequent days;
- The penalty payment shall be made at the **Bursar III, Ground Floor, Cancellory Putra Building, UPM** formerly known as **Administration Building** and payment receipt must be presented upon returning academic regalia;
- representatives to return the academic regalia is ensure to get the endorsement before leaving the counter.

6.6 The Graduate is responsible for any damaged or lost of academic regalia borrowed.

6.7 Any damages or lost items charges will be incurred and scroll/transcript will not be released until the payment has been made. The payment rates are as follows:

Program	Total Amount (RM)				Total
	Regalia	Hood	Mortar Board	Bonnet	
Bachelor Degree	280.00	35.00	50.00	-	365.00
Diploma	150.00	-	50.00	-	200.00
Master	400.00	35.00	50.00	-	485.00
PhD	750.00	35.00	-	75.00	860.00

7. Dress Code (Graduates)

- 7.1 All graduates attending Convocation Ceremony must adhere to the dress code as stated below and suggested attire as **Appendix 2 (A&B)**.

Ladies

- a) Formal attire (long sleeve blouse/ankles length dress/maxi/pants, long sleeve shirts/blouses covers chest/suit before wearing the academic regalia;
- b) Colour (no restrictions);
- c) *Hijab with light colour is recommended to match the faculty hood colour assigned (Bachelor program);*
- d) Graduates who are wearing gloves (**NOT COMPULSORY**) are required to wear on both hands (dark or skin coloured and covered) ;
- e) **Shoes must be black and covered at the front and back.**

NOT ALLOWED:

Sport shoes/Slippers/Sandals/Shoes with bright or white in colour and short skirts is prohibited.

Men

- a) Formal attire, national outfit or dark lounge suit with neck tie, **black shoes** with stocking before wearing the academic regalia;
- b) Short and neat hair cut;

NOT ALLOWED:

Jeans and shorts, sport shoes/slippers/bright or white shoes.

- 7.2 The Convocation Ceremony is an official event. Graduates are reminded to abide to the dress code as stated above. Failing which, you will be denied entry into the Convocation Hall to join in the convocation procession or receiving scroll on stage.

Video of academic regalia can be assessed on the website www.akademik.upm.edu.my from 27th September 2018.

8. Invitation Cards

- 8.1 Invitation cards will only be disseminated when graduates or their representatives presence to collect the academic regalia;
- 8.2 Loosing of invitation cards and will not be replaced.

8.3 Each graduate is given **one (1)** invitation card for two guests to attend the Convocation Ceremony at the PKKSSAAS;

8.4 Name two (2) guests attending the ceremony and present the cut card at the entrance.

9. Parents Goodie Bag

A goodie bag contains two (2) snacks and mineral water will be given to parents/guest before entering the hall (1 bag for 2 guests).

10. Briefing and Rehearsal

Three (3) sessions of briefing and rehearsals sessions will be conducted at PKKSSAAS for graduates to better understand the events planned for the actual Convocation Ceremony as follows:

Date	Sessions	Time
21 st October 2018 (Sunday)	Graduate's Rehearsal at PKKSSAAS (will be conducted for 3 sessions – graduate is allowed to attend in any session during his/her availability)	9.00am - 12.00 pm
24 th October 2018 (Wednesday)		
25 th October 2018 (Thursday)		

11. Parking

Parents parking area designated route as **Appendix 3**.

12. Graduates Processions

Graduates are advised to convene at the car park of the PKKSSAAS as below:

12.1 **Morning Session - 7.30 am** for procession at **8.00 am**.
Afternoon Session - 1.45 pm for procession at **2.10 pm**.

12.2 Graduates are reminded to congregate at the stipulated time and place. This to avoid any traffic congestion into the campus, graduates are obliged to follow all the instruction given by the officers on duty.

12.3 Avoid bringing valuable personal belongings during the rehearsal and the actual commemoration.

12.4 **Graduates who are late will not be allowed to participate in the Convocation Ceremony.**

12.5 Parents/guests are advised to have their meals before entering the hall. No food and drink allowed in the hall.

- 12.6 Parents/guests are **not allowed to bring flowers bouquet or gift** into the hall as it may displeased the other guests.
- 12.7 Graduates with special needs/ disabled that require assistance such as wheel chair or assistace need to inform the secretariat in advance before the ceremony to :
- (a) Secretariat : 03-89466026/6141/6060/89471464
 - (b) UPMET : 03-89593408
 - (c) PBS : 03-89467440
- 12.8 During the ceremony, graduates are required to follow all the rules and instructions from the officers in charge.
- 12.9 **Graduates/guests are not allowed to leave the hall until the ceremony is over.**
- 13. Guests Attending the Convocation Ceremony must adhere to the Rules as stated below:**
- 13.1 Dress code:**
- Men: Smart casual attire, national outfit, batik or lounge suit with neck tie.
(Songkok for First Session);
- Ladies: Smart casual, national dress, long sleeve shirt/blouse and the length of the dress/trousers must be ankle length with no slits.
- 13.2 Shoes: Covered shoes** (slippers and sport shoes are **NOT ALLOWED**).
- 13.3** Guests may enter the PKKSSAAS through the door identified by the officers on duty (floor plan is as **Attachment 4**)
- Children under the age of 12 years old **is not allowed** to participate in the convocation ceremony.
- 14. Conferral Arrangement**
- 14.1 Designation seating arrangement for graduand will be decided by the Committee/Seretariat/Officers in charge.
- 14.2 Graduand will receive their albums/scrolls individually on the stage from either the Chancellor or Pro Chancellors.
- 15. Collection of Academic Certificates/Transcript for Bachelor's Degree and Diploma**
- 15.1 Graduates owing UPMET/Executive Program Unit (FEP/FBMK)/PBS should **clear outstanding debt** to be able to receive their academic certificates and transcripts. Please attach the necessary proof (**receipt/letter**) of **settlement for confirmation**. Present the graduation payment receipt as proof.

- 15.2 Complete the collection of scroll and transcript form distributed at the Central Academic Complex, UPM before collecting the academic certificates and transcript (academic certificates/transcript application form will be distributed to graduates when returning the academic regalia).
- 15.3 Bachelor or Diploma academic certificates and transcripts can be collected after the convocation session as schedule inserted in the albums/scrolls.
- 15.4 Collection of graduates academic certificates/transcripts according to programs as follows:
- i. Post graduates programs at School of Graduates Studies (SGS) counter;
 - ii. Distant Learning programs at UPM Education & Training Sdn. Bhd. counter;
 - iii. Executive Program Unit of their respective faculty;
 - iv. Post graduates programs (PBS and GM matrix number) at Putra Business School (PBS) building
- 15.5 Graduate's representative collecting academic certificates and transcript should present an autorisation letter addressed to the Head of Academic Administration and International, Deputy Vice Canselor Management of Academic Division, UPM stating the name, identification card number and a copy of identification card of representative. The requirement above (**15.1 until 15.4**) also need to be comply before academic certificates and transcript issued to the representative; and
- 15.5 Executive programmes graduates should foward an authorisation letter as required above to The Director of the Executive Programme Unit of their respective Faculty.
- The University is not responsible for lost or damage of academic certificates and transcript collected.

16. Other Informations:

- 16.1 Important dates related to the 42nd Convocation Ceremony (2018) are as per **Appendix 5**.
- 16.2 A checklist to ensure necessary preparations for the convocation ceremony is as per **Appendix 6**.
- 16.3 **Instruction from Ministry of Education Malaysia (MOE)**
- The Ministry of Education Malaysia (MOE) coordination meeting on the Recruitment Integration System and Education Graduates' Job Placement held on 19th August 2014 has imposed that all Education graduates are required to register in JobsMalaysia through the URL address: www.jobsmalaysia.gov.my for their job placements by the MOE.

- 16.4 The use of e-Book will be implemented with effect from the 42nd UPM Convocation Ceremony. Graduates/parents/guests can access the e-book via <http://konvo.upm.edu.my/> from 27th October 2018.
- 16.5 The Prayer Rooms are designated on the 1st floor of the Canselori Putra Building (formerly known as Administrative Building), located on the left and right of the Sultan Salahuddin Abdul Aziz Shah Arts and Cultural Centre (PKKSSAAS).

Graduates cooperation in adhering rules and regulation of the 42nd UPM Convocation Ceremony is highly appreciated as to ensure this ceremony runs successfully.

For further enquiries please contact the following numbers:

Undergraduate:

Academic Governance Division :

03-89466026/89466060/89471464;

Postgraduate: School of Graduate Studies :

03-89464220 (Ms. Hasnor/Ms. Siti Noor Alia/ Mr. Khairul Mahzan)

Distance Learning UPMET

03-89593408 (Mdm. Rohaiza/Mr.Mohd Tarmizi Mohd Nor)

Putra Business School (PBS)

03-89467440 (Mdm. Roseminah/Mdm. Norhayati Abd. Razak)

SECRETARIAT

42nd UPM Convocation Ceremony 2018

Admission Division and Academic Governance Division

Canselori Putra Building

(formerly known as Administrative Building)

Universiti Putra Malaysia

Serdang Selangor

APPENDIX 1A

**ADMISSION DIVISION AND ACADEMIC GOVERNANCE DIVISION
UNIVERSITI PUTRA MALAYSIA
42nd UPM CONVOCATION CEREMONY 2018 GRADUANS SESSIONS**

Session 1 (Saturday) 27 Oktober 2018 - Morning	Session 2 (Saturday) 27 Oktober 2018 - Afternoon
Programs Doctor of Philosophy (A-D) SPS Doctor of Engineering Master of Software Engineering Master of Medicine (Anesthesiology) Master of Medicine (Pediatrics) Master of Architecture Master of Information Security Master of Corporate Communication Master of Process Safety and Loss Prevention Master of Highway and Transportation Engineering Bachelor of Agricultural Science Bachelor of Environmental Sciences and Technology Bachelor of Food Science and Technology Bachelor of Education (Agricultural Science) Bachelor of Arts (English Literature) Diploma in Animal Health and Production UPMKB	Programs Doctor of Philosophy (E-L) Doctor of Public Health Master of Science (FK, FSKTM) Master of Environment Master of Land Resource Management Master of World Literature Master of Medicine (Family Medicine) Doctor of Medicine Bachelor of Arts (Malay Literature) Bachelor of Engineering (Chemical) Bachelor of Education (Home Science) Bachelor of Science (Human Development & Information Technology) Bachelor of Computer Science -Software Engineering Bachelor of Science (Honours) – Biology Bachelor of Science (Honours) - Industrial Chemistry Bachelor of Science (Honours) Biotechnology Bachelor of Environmental Management Diploma in Agriculture Engineering UPMKB
Session 3 (Sunday) 28 Oktober 2018 - Morning	Session 4 (Sunday) 28 Oktober 2018 - Afternoon
Programs Doctor of Philosophy (M-O) Master of Science (FS, FPAS, FPV) Master of Manufacturing Systems Engineering Master of Applied Linguistics Master of Veterinary Science Master of Veterinary Medicine Doctor of Veterinary Medicine Bachelor of Horticultural Science Bachelor of Engineering (Mechanical) Bachelor of Science (Honours) - Petroleum Chemistry Bachelor of Science (Honours) – Mathematics Bachelor of Science (Honours) – Statistics Bachelor of Education (Teaching of Malay as the First Language) Bachelor of Computer Science – Multimedia Bachelor of Science (Nutrition & Community Health) Bachelor of Park and Recreational Science Bachelor of Bioindustrial Science UPMKB Diploma in Agribusiness UPMKB	Programs Doctor of Philosophy (P-Z) SPSP Doctor of Philosophy Master of Science (FBSB, IBS, ITAFoS, IPSAS, IPPM) Master of Innovation and Engineering Design Master of Plantation Management Master of Art Master of Emergency Response and Planning Bachelor of Forestry Science Bachelor of Engineering (Process and Food) Bachelor of Science (Agribusiness) Bachelor of Education (Physical Education) Bachelor of Science (Honours) - Material Science Bachelor of Science (Honours) - Instrumentation Science Bachelor of Arts (Foreign Language) Bachelor of Science (Honours) Biochemistry Bachelor of Consumer Studies Diploma in Forestry UPMKB

APPENDIX 1B

**ADMISSION DIVISION AND ACADEMIC GOVERNANCE DIVISION
UNIVERSITI PUTRA MALAYSIA
42nd UPM CONVOCATION CEREMONY 2018 GRADUANS SESSIONS**

Session 5 (Monday) 29 Oktober 2018– Morning	Session 6 (Monday) 29 Oktober 2018– Afternoon
Programs Master of Science (FP, FRBS, FBMK, FSPM) Master of Education Master of Food Safety and Quality Assurance Master of Food Technology Master of Remote Sensing and GIS Master of Applied Statistics Master of Water Engineering Bachelor of Science (Environmental and Occupational Health) Bachelor of Computer Science - Computer Network Bachelor of Agriculture (Aquaculture) Bachelor of Engineering (Electrical and Electronics) Bachelor of Education (Guidance and Counselling) Bachelor of Science with Education (Honours) –Physics Bachelor of Science with Education (Honours) –Mathematics Bachelor of Landscape Architecture Bachelor of Accountancy Bachelor of Accountancy UPEFEP Bachelor of Science (Human Development & Management) Diploma in Agriculture UPMKB	Programs Master of Human Resource Development Master of Science (FPSK, IPPH) Master of Landscape Architecture Master of Engineering Management Master of Pathology Master of Environmental Technology Management Master of Environmental Engineering Master of Public Health Bachelor of Science (Dietetics) Bachelor of Science (Honours) Microbiology Bachelor of Music (Music Performance) Bachelor of Engineering (Computer & Communication Systems) Bachelor of Engineering (Aerospace) Bachelor of Science (Food Studies) Bachelor of Education (Teaching of English as a Second Language) Bachelor of Science with Education (Honours) – Chemistry Bachelor of Architecture Bachelor of Arts (English Language) Bachelor of Arts (English Language) PJJ Bachelor of Education (Primary School Education) PJJ with Honours Bachelor of Business Administration Bachelor of Business Administration PJJ,UPEFEP Diploma of Food Estate Management UPMKB
Session 7 (Tuesday) 30 Oktober 2018– Morning	Session 8 (Tuesday) 30 Oktober 2018– Afternoon
Programs Master of Science (FEM, FH, FEP, ITMA) Master of Economics Master of Computer Science Master of Malay Language Master of Malay Language PJJ Master of Corporate Communication PJJ Master of Human Resource Development PJJ Bachelor of Agriculture (Animal Science) Bachelor of Science in Architecture Bachelor of Computer Science - Computer System Bachelor of Science (Food Services Management) Bachelor of Nursing Bachelor of Engineering (Agricultural and Biosystems) Bachelor of Communication Bachelor of Communication PJJ,UPEFBMK Bachelor of Science (Human Resource Development) Bachelor of Science (Human Development) Bachelor of Science (Human Development) PJJ Diploma in Human Development PJJ Diploma in Fisheries UPMKB	Programs Doctor of Philosophy PBS Master of Science (FPP, FSTM, INSPEM, INTROP, IKDPM) Master of Science PBS Master of Management PBS Master of Medicine (Psychiatry) Master of Structural Engineering and Construction Master of Education(Teaching of BM as the First Language) PJJ Master of Education (Educational Administration) PJJ Master of Business Administration PBS Master of Business Administration SPSP Master of Management (Information Technology) PBS Bachelor of Economics Bachelor of Wood Science Technology Bachelor of Engineering (Civil) Bachelor of Science (Honours) – Chemistry Bachelor of Science (Honours) – Physics Bachelor of Science with Education (Honours) – Biology Bachelor of Agricultural Science PJJ Bachelor of Design (Industrial Design) Bachelor of Science (Honours) (Cell and Molecular Biology) Bachelor of Arts(Malay Language & Linguistics) Bachelor of Arts(Malay Language & Linguistics) PJJ,UPEFBMK Bachelor Science (Biomedical Sciences) Bachelor of Science (Human Resource Development) PJJ Diploma in Youth in Development Work Diploma in Human Development IPTS Diploma in Computer Science IPTS Diploma Engineering in Multimedia Technology IPTS Diploma in Business Management IPTS

Short Forms:

SGS	: School of Graduate Studies	UPEFBMK	: Executive Programs Unit, Faculty of Modern Language and Communication
PBS	: Putra Business School	UPMKB	: Universiti Putra Malaysia Bintulu Campus
PJJ	: Distant Learning	UPEFEP	: Executive Programs Unit, Faculty of Economics and Management
FS	: Faculty of Science	FBSB	: Faculty of Biotechnology dan Biomolecular
		Sandwich	: Twining Programs KPM/UPM

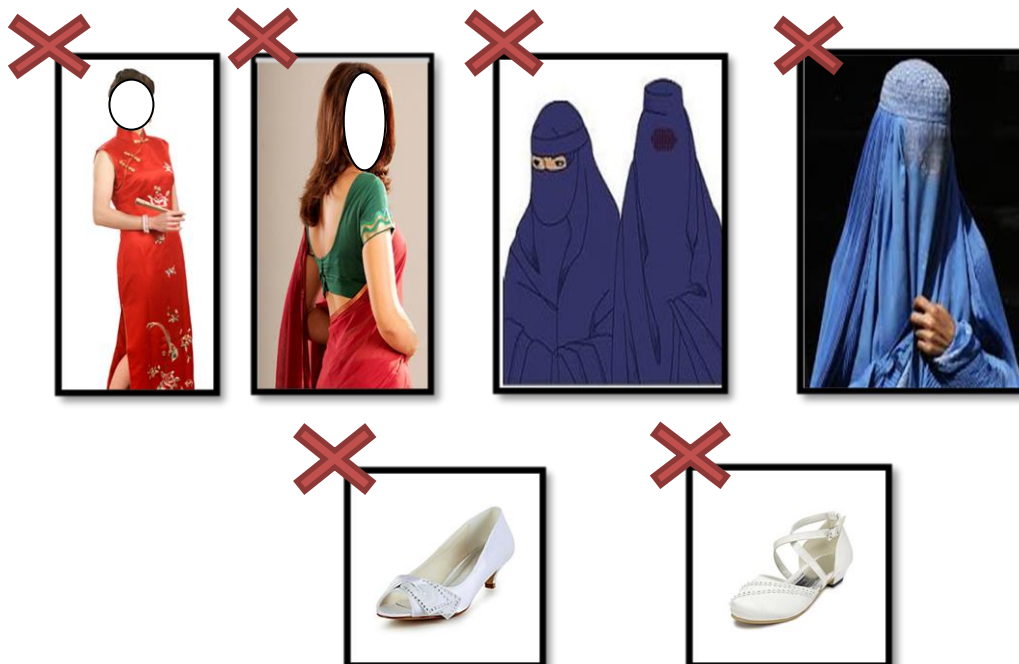
APPENDIX 2A

DRESS CODE

SUGGESTED DRESS CODE BEFORE WEARING THE ACADEMIC REGALIA



DRESS CODE THAT ARE NOT ALLOWED



LADIES ATTIRE

APPENDIX 2B

SUGGESTED DRESS CODE BEFORE WEARING THE ACADEMIC REGALIA

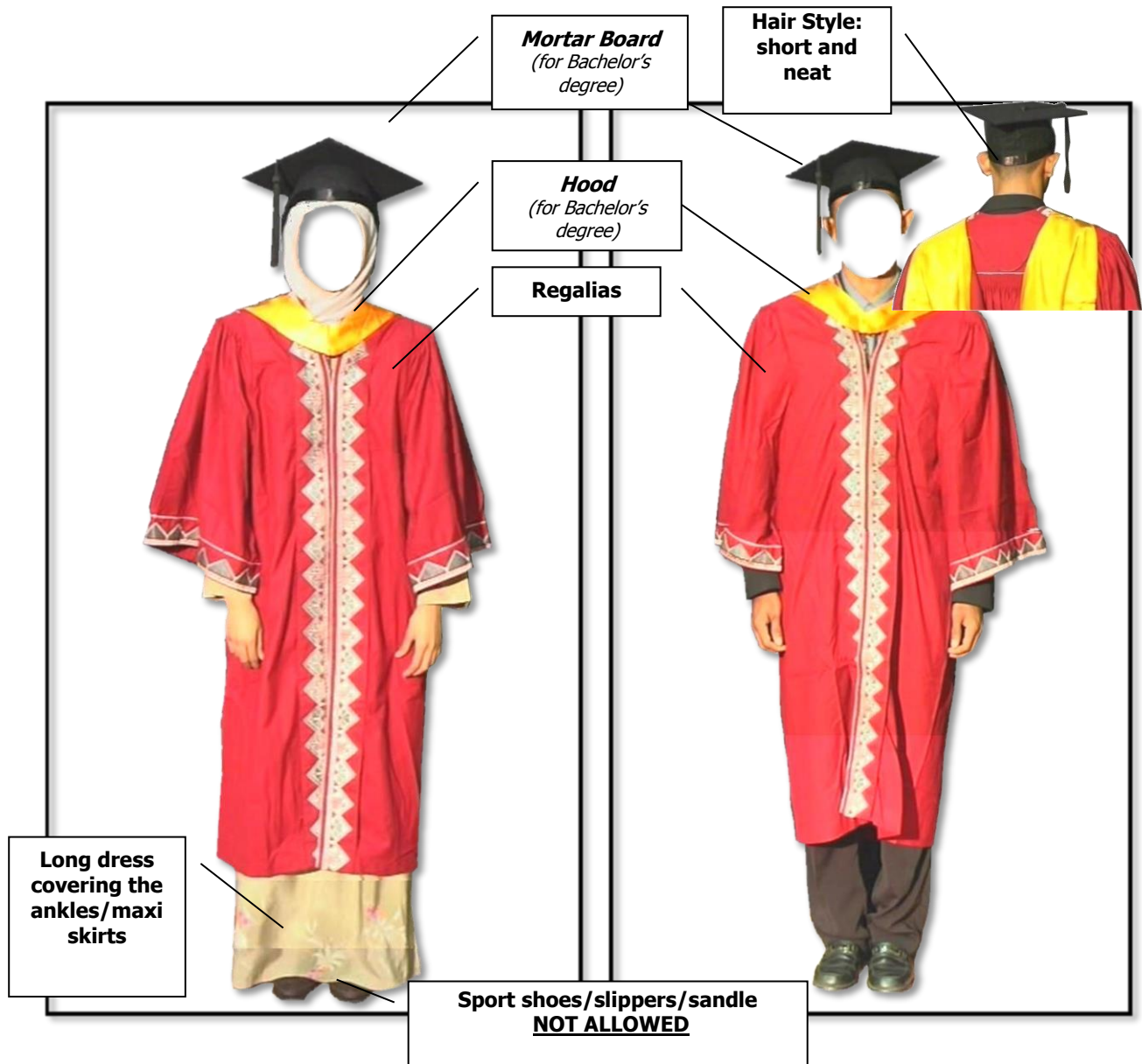


DRESS CODE THAT ARE NOT ALLOWED



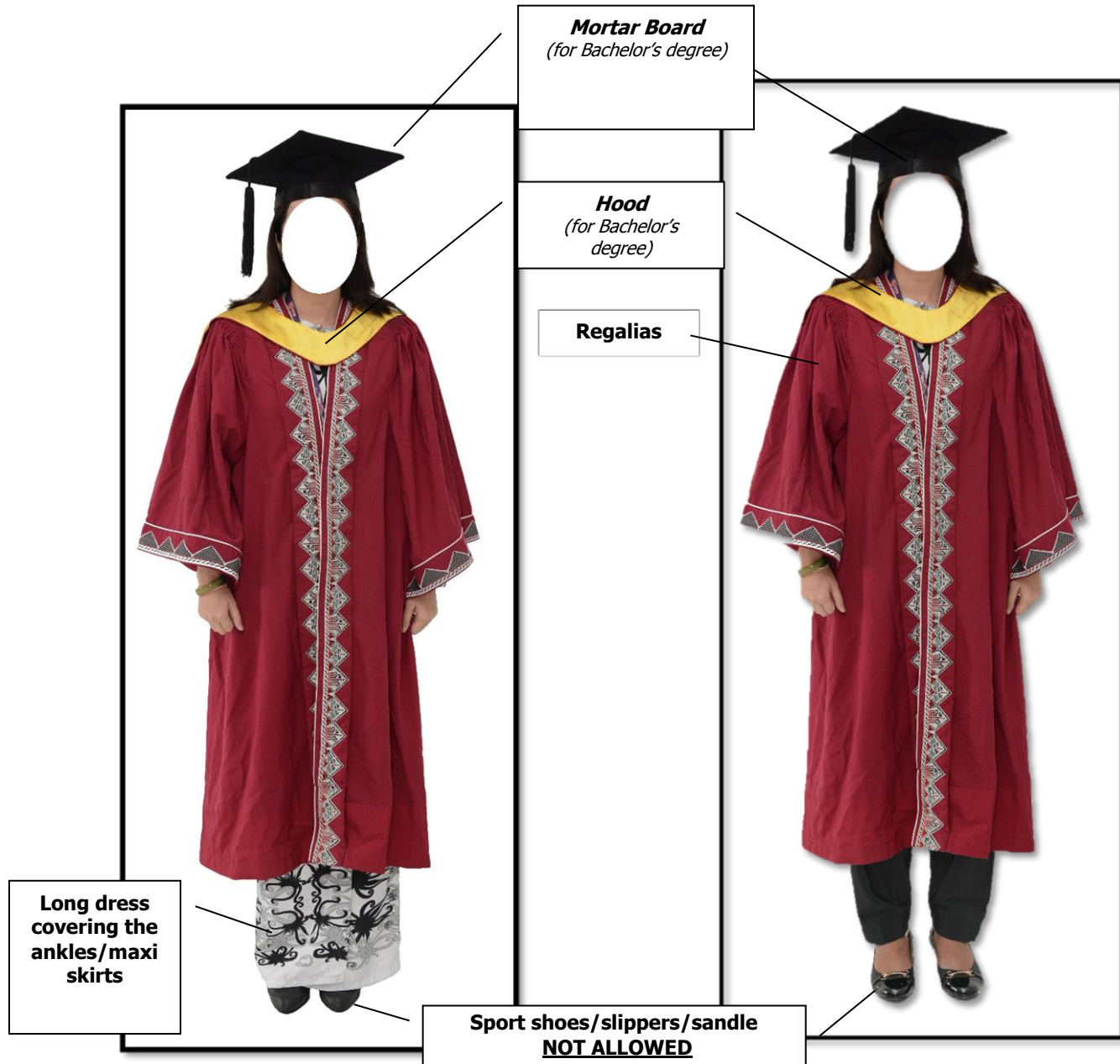
MEN ATTIRE

APPENDIX 2C

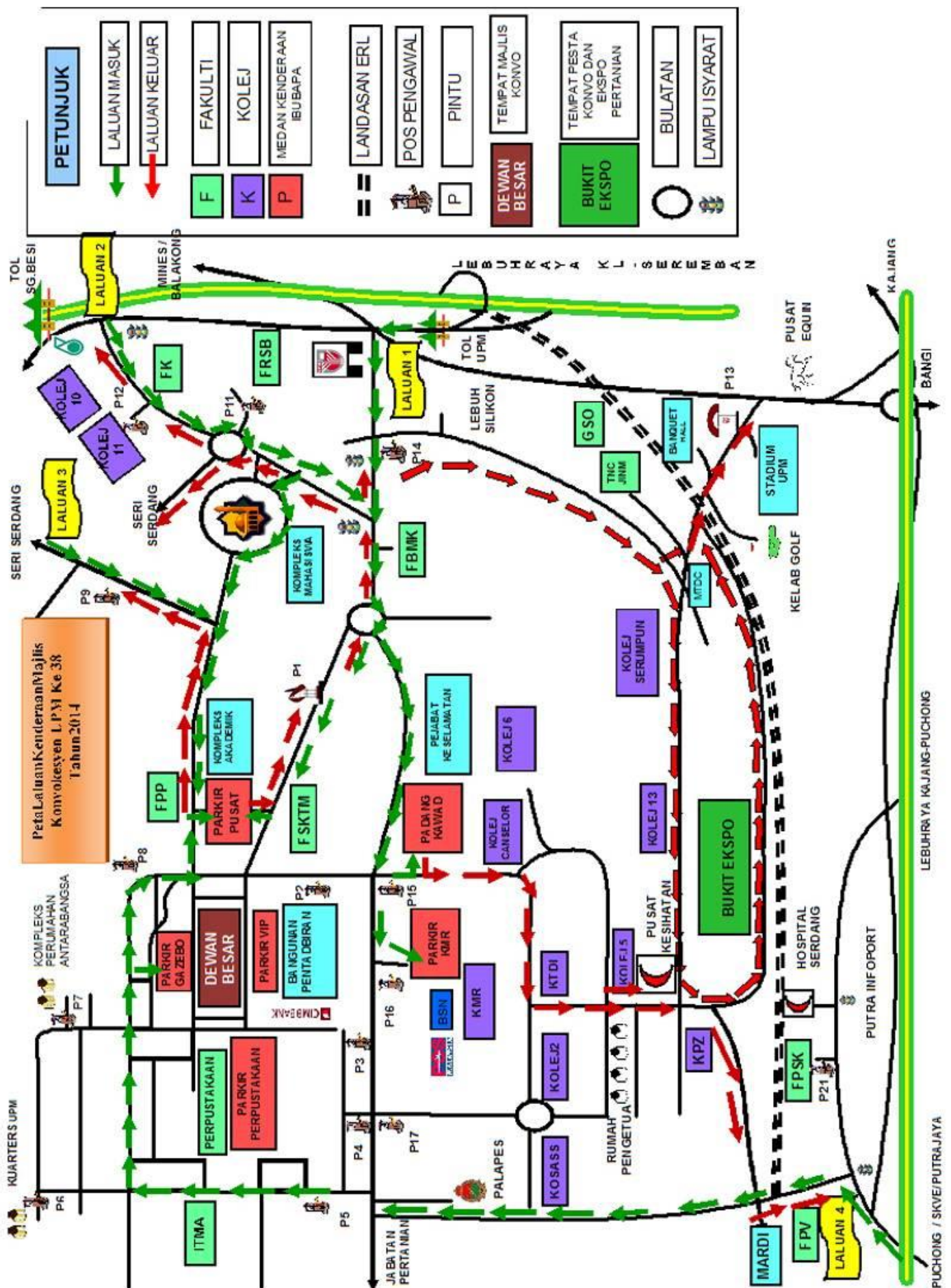


LADIES ATTIRE

MEN ATTIRE



LADIES ATTIRE



The floor plan of the 1st floor of the Gedung Kesenian Cirebon is a detailed architectural drawing. It features a large central hall (DEWAN UTAMA) with dimensions 128' x 85'. To the left of the hall is a stage (PENTAS DEWAN) and a smaller stage (PENTAS PANGGUNG PERCUBAAN). To the right of the hall is a stage (PANGGUNG PERCUBAAN) and a smaller stage (PENTAS PANGGUNG PERCUBAAN). The plan also shows various rooms, including a kitchen (KITCHEN), a storage room (STOR), a lounge (LOUNGE), and a reception area (RESEPSI). The entrance is marked 'LALUAN MASUK' and the exit is marked 'LALUAN IBUBAPA'.

APPENDIX 5**THE 42nd UPM CONVOCATION CEREMONY
IMPORTANT DATES**

NO.	DATE	MATTERS/ACTIVITIES
1.	20 th October – 25 th October 2018 (Saturday - Thursday)	Collection of academic regalia at Central Academic Complex from 9.00 am to 5.00 pm • Academic Regalia collection counter will be CLOSED during the rehearsal at 9.00 am to 12.00 noon during rehearsal.
2.	First Session 21 st October 2018 (Sunday) Second Session 24 th October 2018 (Wednesday) Third Session 25 th October 2018 (Thursday)	9.00 am – 12.00 pm - Graduate's Rehearsal at PKKSSAAS (will be conducted for 3 sessions – graduate is allowed to attend in any session during his/her availability) ** (counter will closed during the rehearsal and will be open at 2.30 pm until 6.00 pm)
3.	25 th October 2018 (Thursday)	10.00 am – Opening Ceremony of Ekspo Pertanian and Pesta Konvokesyen at Kompleks Mahasiswa, UPM 2.30 pm - Rehearsal session for Officers at PKKSSAAS
4.	25 th October - 31 st October 2018 (Thursday –Wednesday 10.00 am to 7.00 pm)	Ekspo Pertanian and Pesta Konvokesyen UPM at Dusun Contoh and Kompleks Mahasiswa, UPM
5.	27 th – 30 th October 2018 (Saturday - Tuesday)	42 nd UPM Convocation 2018 and 20 th UPM-IPTS Convocation Ceremony (4 days/8 sessions) <u>Morning Session:</u> 8.00 am till morning session postpone; <u>Afternoon Session:</u> 2.00 pm until afternoon session postpone/end of ceremony
6.	Academic Regalia Return Schedule: 27 th October 2018 (Saturday) 28 th – 30 th October 2018 (Sunday – Tuesday) 31 st October & 1 st November 2018 (Wednesday & Thursday) 2 nd November 2018 (Friday) 3 rd November 2018 (Saturday) 7 th November 2018 (Wednesday)	Operating Hours: VENUE: Central Academic Complex - 2.30 pm - 6.30 pm (break at 1.00 - 2.00 pm); - 8.30 am - 6.30 pm; - 8.30 am – 5.00 pm (break at 1.00 - 2.00 pm); - 8.30 am – 5.00 pm (break at 12.15 noon - 2.45 pm); - 8.30 am – 5.00 pm (break at 1.00 - 2.00 pm); - 8.30 am – 5.00 pm (break at 1.00 - 2.00 pm); VENUE: Admission Division and Academic Governance Division Counter, Level 1, Canselori Putra Building (formerly known as Administrative Building) Universiti Putra Malaysia.

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| | <ul style="list-style-type: none">• Penalty will be imposed upon graduates failure to return the academic regalia within stipulated date beginning 7th November 2018 (Wednesday) based on prior stated rate – RM10.00 for the first day and additional RM5.00 for subsequent days. |
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GRADUATES CHECKLIST

Graduates are reminded to ensure:

1.	()	Instructions understood and follow as highlighted.										
2.	()	Complete Graduates Tracer Study Survey, print the Confirmation Slip on the last page , present when collecting academic regalia and verified at CEM counter.										
3.	()	Check any outstanding debt and settle at least two (2) days before collecting the academic regalia if any.										
4.	()	Payment for graduation fee as mode of payment options advise at least two (2) days before collecting academic regalia.										
5.	()	Complete academic regalia 'online' form through the student portal (SMP) at the menu of "Myconvocation" and print out the completed form.										
6.	()	Present proof of payment when you/representative collect academic regalia at Central Academic Complex as schedule.										
8.	()	Taking the right academic regalia and in good condition.										
9.	()	Briefing and Rehearsal dates is as follows:										
		<table> <tr> <th>Tarikh</th><th>Sesi</th><th>Masa</th></tr> <tr> <td>21 October 2018 (Sunday)</td><td rowspan="3">Open</td><td>9.00 am- 12.30 noon</td></tr> <tr> <td>24 October 2018 (Wednesday)</td><td>9.00 am - 12.00 noon</td></tr> <tr> <td>25 October 2018 (Thursday)</td><td>9.00 am - 12.00 noon</td></tr> </table>	Tarikh	Sesi	Masa	21 October 2018 (Sunday)	Open	9.00 am- 12.30 noon	24 October 2018 (Wednesday)	9.00 am - 12.00 noon	25 October 2018 (Thursday)	9.00 am - 12.00 noon
Tarikh	Sesi	Masa										
21 October 2018 (Sunday)	Open	9.00 am- 12.30 noon										
24 October 2018 (Wednesday)		9.00 am - 12.00 noon										
25 October 2018 (Thursday)		9.00 am - 12.00 noon										
10.	()	Graduates: Bring name card; Guests: Invitation card (2 guest for one card)										
11.	()	Arrive early before the ceremony begins.										
12.	()	Graduates and guests attire are according to the dress code prescribed.										
13.	()	Date for returning academic regalia (item No. 4). Penalty will be imposed upon graduates' failure to return the academic regalia within stipulated date beginning on 7 November 2018 (Wednesday) based on prior stated rate.										
14.	()	Received confirmation document indicating that academic regalia has been borrowed and returned; and										
15.	()	Bring such document when collecting academic scroll/transcript.										

Appendix 1	GRADUATES ARRANGMENT BY PROGRAMS AND SESSIONS
Appendix 2A	DRESS CODE (LADIES)
Appendix 2B	DRESS CODE (MEN)
Appendix 2C	GRADUATES IN ACADEMIC REGALIA
Appendix 3	ROAD MAP AND PARKING AREA FOR PARENTS
Appendix 4	PKKSSAAS HALL FLOOR PLAN
Appendix 5	IMPORTANT DATES
Appendix 6	GRADUATES CHECKLIST