

## 1. GRADUATE'S CHECKLIST

- Received, read and understood the information on the 6th UCTS Convocation ceremony.
- Completed the Graduates Tracer Study 2022 and printed out the survey slip.
- Furnished and returned the Attendance Confirmation Slip before 5 February 2022.
- Checked for any outstanding arrears which may include tuition fees, charges and / or penalties.
- Paid graduation fees by 18 February 2022.
- Filled in attire collection form and paid deposit and collected the graduation attire in good condition.
- Attended convocation briefing and rehearsal (details will be announce later).
- Brought your graduate's name card and guest invitation cards for the Convocation ceremony.
- Arrived early before the ceremony begins.
- Ensured you are attired accordingly.
- Returned the graduation attire.
- Brought along the required documents when collecting academic scroll and transcript.

## 2. SOP AND GUIDELINES FOR CONVOCATION CEREMONY

- All graduates and parents/guests are required to adhere to the Standard Operation Procedure (SOP) enforced by the Government of Malaysia through the *Majlis Keselamatan Negara (MKN)* and *UTS Bilik Gerakan COVID-19* form time to time.
- Each graduate is only allowed to bring a maximum of two (2) parents/guest to attend the convocation ceremony. Only fully-vaccinated persons shall be allowed to participate in the convocation ceremony and their need to show the evidence of their fully-vaccinated status to the security officer at the entrance during the event day.
- All persons entering the campus must ensure to maintain a high standard of hygiene and shall be required to scan Mysejahtera app. Persons with body temperature of 37.5°C and above are not allowed to enter the campus.
- Wearing of face mask shall be compulsory at all time on campus. Wearing of double mask or equivalent mask (i.e. N95, K95 or KN94) is encouraged.
- Wash your hands frequently with soap, Practice proper coughing & sneezing and Practice Social Distancing.
- Graduates and parents are reminded to perform the COVID-19 self-test 1 hour before arriving the Convocation Entrance hall & snap the photo as evidence.
- UTS reserves the right to impose stricter procedures, change the date of convocation ceremony/session or cancel the convocation ceremony/session in accordance with any government announcements or directives based on latest COVID-19 situation

## 3. NOT ATTENDING THE CONVOCATION

- Graduates who opt for not attending the convocation & have yet to collect the convocation documents (certificate & transcripts) can collect their convocation items after 6 March 2022.
- For those unable to collect the document themselves, the representative are allowed to collect on behalf provided you have passed all the required documents especially the "Letter of Authorization for Collection of convocation documents".
- Visit the convocation website from time to time for latest update.

## 4. CONTACT US

For any inquiries, please feel free to contact us at

- 084 367 334 (Mdm. Fizza)
- 084 367 335 (Miss Peony @ Mr. Azrie)
- convo@uts.edu.my