

# RETURNING OF THE CONVOCATION ROBE

Detail on returning the **convocation robe, hood, bonnet and mortarboard** as below:

	<b>DATE</b>	<b>DAY / TIME</b>	<b>LOCATION</b>
1.	17 <sup>th</sup> December 2023	<b>Sunday</b> 2.00 pm – 4.00 pm	<b>ALL GRADUATES (FIRST SESSION)</b> Dewan Canselor Tun Abdul Taib Mahmud, UTS  <b>Mezzanine Floor</b> No. 1, Jalan Universiti 96000 Sibu Sarawak
	18 <sup>th</sup> December 2023	<b>Monday</b> 9.00 am – 4.00 pm	
	19 <sup>th</sup> December 2023	<b>Tuesday</b> 9.00 am - 4.00 pm	

Referring to the table above, starting from **21<sup>th</sup> December 2023**, the fines for late-returning the robe, hood, bonnet and mortarboard will be charged as below:

2.
  - RM 50.00 – the first day; and,
  - RM 10.00 – additional for any subsequent day after.

The late Return fine has to be paid first to the Finance Department **before** returning the robe and collecting the scroll.

The robe, hood, bonnet and mortarboard must be returned in good condition. If the robe, hood, bonnet and mortarboard is returned with permanent alteration (cut or sewn), graduates will be fined as below:

3.
  - RM 600.00 – postgraduate & undergraduate robe;
  - RM 100.00 – postgraduate & undergraduate hood;
  - RM 70.00 – postgraduate (except Master) bonnet; and,

- RM 70.00 – postgraduate (Master) & undergraduate mortar board.

**Mode of Return:**

4. 1. Self-Return
  2. By Representative (Kindly complete the **Authorization Graduation Attire Collection/Returning Form**)
5. When returning the robe:
- The robe and mortarboard **ARE NOT** required to be cleaned/washed. The robe and mortarboard however, must be returned together with the hanger provided during the collection of gown; and
  - The robe's plastic cover is **NOT NEEDED** upon returning the robe.
6. Graduates can collect the degree scroll and official transcript at the same location. Graduates will be required to settle all outstanding bills including the penalty **before** collecting their certificate and academic transcript.
- Robe returning through a representative is allowed but the graduates must ensure that the representative brings along the above items (**Authorization Graduation Attire Collection/Returning Form**).
7. Each representative is only allowed to return two (2) robes.