



GRADUATION RULES & REGULATIONS

1. OVERVIEW

- 1.1. Convocation ceremony is organized on a yearly basis to officially and ceremoniously confer degrees, certificates and awards for outstanding academic achievements to University of Technology graduates who participates in convocation ceremony.
- 1.2. Date, venue and other information regarding the convocation will be determined and notified accordingly.

2. GRADUATES' ATTENDANCE

- 2.1. Graduates are encouraged to participate in a convocation ceremony but not a compulsion.
- 2.2. Graduates are required to furnish and return the **attendance confirmation slip (ACS) in the OCULUS**. All ACS must reach UTS not later than the stipulated date.
- 2.3. Graduates are not allowed to defer convocation ceremony or nominate others to attend on their behalf.
- 2.4. Confirmation of attendance is subject to receipt of graduation fee payment and all other dues (tuition fees/charges/finest – if any) by the University. Students are advised to check their dues with the bursary, library or related schools/departments.

3. GRADUATION FEES

- 3.1. **All graduates** are required to pay a **graduation fee**. Payment can be made via the following methods;
 - i. Cash deposit/online banking/PBB counter to **Edusar Resources Sdn. Bhd.**
Public Bank Acc. No: 3986851823
Note: Make a copy of your bank –in slip/payment receipt. Write your name, ID number and hand phone number, scan, upload and email to payment@uts.edu.my (cc.: convo@uts.edu.my)
 - ii. Cash Payment - Payment in cash can be made at the bursary counter, ground level, administration block, UTS.
 - iii. Deduction from academic deposit.
- 3.2. Graduation fee must be paid NOT later than 14 days before the convocation.
- 3.3. For graduates NOT attending the convocation ceremony, their scrolls/transcripts will only be released, after the convocation and after graduation fee and other dues (if any) are paid.
- 3.4. Graduates are required to keep the original receipt or bank in slip and present at convocation's registration counter as proof of payment.
- 3.5. In the event of failure to attend the convocation ceremony, the graduation fee will not be refunded.
- 3.6. Graduates attending the convocation ceremony are also required to pay a **deposit for graduation attire**. The deposit can be made in cash or credit card when they come to collect the graduation attire (other forms of payment will not be accepted). The amount will be refunded upon return of attire.
- 3.7. Graduates will be penalized for any late returns as follows;
 - 3.7.1. 4th working day after convocation – RM50.00
 - 3.7.2. 5th working day onwards – additional RM10.00/day



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- 3.8. The penalty will be deducted from the rental deposit and any shortage or excess after the penalty will be charged/returned.
- 3.9. The certificate/transcripts will be withheld until payment is made.
- 3.10. Graduates are not allowed to make any alteration or modification to any part of the attire loaned to them. Penalties for lost or damaged items are as follows;
 - 3.10.1. Robe - RM 600.00
 - 3.10.2. Hood - RM 100.00
 - 3.10.3. Bonnet - RM 70.00
 - 3.10.4. Mortar Board - RM 70.00

4. GRADUATION ATTIRE

- 4.1. A graduation attire consists as follows;
 - 4.1.1. Robe
 - 4.1.2. Hood (color according to School)
 - 4.1.3. Black Mortar Board (Bachelors & Masters)
 - 4.1.4. Bonnet (Doctorates)
- 4.2. Graduates must indicate/confirm their robes' sizes in the ACS. Please take note that graduates will receive the attire based on the sizes available.
- 4.3. Graduates conferred with **Bachelor's degrees** will be attired in a **dark-blue colored robe, a black colored mortar board, and a hood**, colored according to the official school color.
- 4.4. Graduates conferred with **Master's degrees** will be attired in a **light-brown colored robe, black colored mortar board, and a hood**, colored according to the official school color.
- 4.5. Graduates conferred with **Doctorate's degrees** will be attired in a **peach colored robe, a matching bonnet, and a hood**, colored according to the official school color as tabled below;

SCHOOL	HOOD COLOR
School of Engineering & Technology	Maroon
School of Business & Management	Blue
School of Built Environment	Green
School of Computing & Creative Media	Orange
School of Postgraduate Studies (Masters Degrees)	Nude Cream
School of Postgraduate Studies (Doctorate Degrees)	Pink

- 4.6. Graduates must ensure that;
 - 4.6.1. the graduation attire received is in good condition; and
 - 4.6.2. the correct attire is received



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4.6.3. If the students want to keep the attire for photo taking or other personal reasons, they are allowed to do so for **TWO (2)** consecutive days after the convocation. The attire must then be returned on the **3rd working day** after the convocation ceremony to **UTS**.

5. GRADUATION DRESS CODE

5.1. Graduates attending the Convocation ceremony should dress according to the guidelines stated below;

- Female:** Long dress/skirt covering the ankles.
Long-sleeve blouse covered to the neck. (Any color)
Proper shoes with heels.
(Mini skirt, short pants, jeans, denims, sandals or slippers are strictly prohibited.
- Male:** 'Lounge Suit' (dark colored)
Shoes (black)
Shorts, t-shirts, jeans, denims, sandals, sport shoes or slippers are strictly prohibited.

5.2. Graduates should be in complete and decent attire and neatly groomed.
5.3. The convocation ceremony is an official ceremony. Graduates are strongly advised to adhere to the prescribed dress code.
Graduates who fail to comply with the above Rules and Regulations, will not be allowed to attend the Convocation Ceremony.

6. INVITATION

- 6.1. All graduates can print the invitation letter for the convocation in the OCULUS. Announcement will also be posted via the UTS website.
- 6.2. Each graduate will receive an invitation card which allows free entry for **TWO (2)** persons (parent/guardian) to enter the hall for the ceremony. The entry passes will be provided upon collection of attire.
- 6.3. Extra entries will be charged RM50 per person, to cover goodies and refreshments.
***subject to seats availability.**

7. BRIEFING AND REHEARSAL

- 7.1. A briefing and rehearsal session will be scheduled and notified to students accordingly.
- 7.2. All graduates are strongly encouraged to attend the briefing and rehearsal to have a better understanding of the flow of event and protocol involved during the ceremony.



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8. PROCESSION OF GRADUATES

- 8.1. Graduates attending the convocation will be assembled on graduation day for preparation. They are required to observe instructions given by the officers-in-charge from time to time.
- 8.2. Graduates are advised not to bring their bags or other personal/valuable possessions during the graduation ceremony for security reasons.
- 8.3. Graduates who are late will not be allowed to take part in the convocation ceremony.
- 8.4. Graduates with special needs (pregnant, disabled or injured) requiring equipment or assistance, must inform the University **at least 2 weeks** before convocation day.
- 8.5. During the ceremony, graduates are required to listen and adhere to instructions and guidelines from the officers in charge.
- 8.6. Graduates and / or guests are not allowed to leave the hall until the ceremony is over.

9. INSTRUCTIONS FOR PARENTS/GUARDIANS AND GUESTS.

- 9.1. Parents and Guests should be appropriately attired for the occasion. Short skirts, jeans and slippers are prohibited.
- 9.2. Children below 12 years old are not allowed into the convocation Hall.
- 9.3. Mobile phones must be switched off or set in silent mode during the entire ceremony.
- 9.4. The use of flash lights is also prohibited as it might affect the quality of photos taken by our professional photographers. No one is allowed to come up to the front row to take photographs or capture videos during the convocation ceremony.
- 9.5. Guests are requested to stay seated 20 minutes before the commencement of the ceremony.
- 9.6. Kindly ensure to bring along the entry passes when attending the ceremony.
- 9.7. Parents and guests are advised to have breakfast before entering the hall to ensure their health and wellbeing are taken care of during the proceedings of the convocation ceremony.
- 9.8. Parents and guests are prohibited from bringing bouquets of flowers or souvenirs into the hall as they may disrupt the seating arrangement of other guests.

10. CONFERMENT AND RECEIVING SCROLLS

- 10.1. Graduates will receive their folders/scrolls one-by-one on stage from the Chancellor. To hasten process and avoid mistakes, actual certificates will be distributed after the ceremony.
- 10.2. Graduates can collect the certificates when they return the graduation attire.
- 10.3. Certificates will only be released to students who had fulfilled all requirements.
 - i. Graduates must present the original receipt as a proof of payment for all fees.
 - ii. Graduates who had returned their graduation attire must also present the receipt as proof of return.
 - iii. Graduates unable to collect their certificates in person may send representatives to collect on their behalf. Graduates must furnish the authorization letter to allow the representative to collect the certificate.



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11. ALUMNI REGISTRATION AND TRACER STUDY

Graduates are invited to register for UTS Alumni Association and furnish the tracer study form in a time frame that will be notified accordingly. Alumni registration form and printed tracer study slip is required to be presented during scroll collection.

12. DECLARATION

- 12.1. In the event there are certain matters which are not covered in these guidelines, but they are used in any process of the convocation and do not affect the good name of UTS or in violation of part or all of the section or subsection in the constitution of UTS, then it is justified and is not considered an attempt for non-compliance.
- 12.2. These guidelines may be amended from time to time on the basis of requirements and demands intended to improve and enhance the authority of the convocation.