All Graduands

Dear Sir/Madam

UPM 42nd CONVOCATION

I refer to the above.

2. I am pleased to inform you that your name is listed in the graduands list for UPM 42nd Convocation, which will be held on 27 – 30 October 2018 at the Great Hall, Sultan Salahuddin Abdul Aziz Shah Cultural and Arts Centre, UPM.

3. All graduates are required to complete the Graduates Tracer Study 2018. The System will be opened as of 8 October 2018 (Monday) – refer paragraphs 5.

Thank you.

"WITH KNOWLEDGE WE SERVE"

Yours sincerely,

(NASRUL AMRI SELAMAT)
Senior Assistant Registrar
Academic Unit for Dean
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.**

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 attending or not attending the convocation ceremony. Particular for Graduation (GS-17) form, which must be submitted to School of Graduate Studies if you not make a payment yet.

   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

<table>
<thead>
<tr>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Through <strong>JomPAY</strong> services</td>
</tr>
<tr>
<td>Payment can be made using internet banking from all banks that have JomPAY facilities.</td>
</tr>
<tr>
<td>- Select Bill Payment module</td>
</tr>
<tr>
<td>- Click <strong>JomPAY</strong></td>
</tr>
<tr>
<td>- Select your payer account either your savings account or credit card account</td>
</tr>
<tr>
<td>- <strong>Biller Code</strong>: 8441</td>
</tr>
<tr>
<td>- <strong>Ref 1</strong>: Matrix No (Compulsory)</td>
</tr>
<tr>
<td>- <strong>Ref 2</strong>: IC No</td>
</tr>
<tr>
<td>- Proceed to the next process (Tag) &amp; confirmation</td>
</tr>
<tr>
<td>- Please input the JomPAY Reference number (8 digits. Ex: 4HTY245W) into My-Convocation system as proof of payment.</td>
</tr>
<tr>
<td>• Payments should be made no later than 2 working days prior to the date of collecting the academic regalia.</td>
</tr>
<tr>
<td>Through <strong>internet banking</strong> <strong>CIMB Clicks</strong></td>
</tr>
<tr>
<td>• For CIMB account holders either student or family member who makes payment.</td>
</tr>
<tr>
<td>- Select Pay Module</td>
</tr>
<tr>
<td>- Click Bills</td>
</tr>
<tr>
<td>- Enter Biller Name : Type UPM</td>
</tr>
<tr>
<td>- Select : Universiti Putra Malaysia Kampus Serdang</td>
</tr>
<tr>
<td>- Input your matrix number, IC Number and amount RM200</td>
</tr>
<tr>
<td>- Proceed to the next process (Tag) &amp; confirmation</td>
</tr>
<tr>
<td>- Please input your successful transaction number (8 digits) into My-Convocation system as proof of payment.</td>
</tr>
<tr>
<td>• Payments should be made not later than 2 working days prior to the date of collecting the academic regalia.</td>
</tr>
<tr>
<td>Through <strong>CIMB COUNTER</strong></td>
</tr>
<tr>
<td>• Payments can be made at CIMB branch counters throughout Malaysia.</td>
</tr>
<tr>
<td>- Account Name : <strong>UPM COLLECTION</strong></td>
</tr>
<tr>
<td>- Account No : 8002155042</td>
</tr>
</tbody>
</table>
### Credit Card OnLine (Money Order Telephone Order Form)

<table>
<thead>
<tr>
<th>Step:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Please download and complete the form below with url:</td>
<td><a href="http://www.bursar.upm.edu.my/dokumen/90_032_directdebit.pdf">http://www.bursar.upm.edu.my/dokumen/90_032_directdebit.pdf</a>;</td>
</tr>
<tr>
<td></td>
<td>Faks borang yang telah lengkap ke: 03-89472048 or email to</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bursar.student_pg@upm.edu.my">bursar.student_pg@upm.edu.my</a></td>
</tr>
<tr>
<td>• Payment through Credit Card Online should be made seven (7) days</td>
<td>before collecting the academic regalia.</td>
</tr>
</tbody>
</table>

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 **8th October 2018 (Monday)**. The link as follows:

Graduates Tracer Study (Ministry of Higher Education)  
(Website: [http://graduan.mohe.gov.my](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/pasport 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:
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:

a) RM10.00 on the first day and additional RM5.00 the subsequent days;

b) 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;

c) 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:

<table>
<thead>
<tr>
<th>Program</th>
<th>Regalia</th>
<th>Hood</th>
<th>Mortar Board</th>
<th>Bonnet</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>280.00</td>
<td>35.00</td>
<td>50.00</td>
<td>-</td>
<td>365.00</td>
</tr>
<tr>
<td>Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma</td>
<td>150.00</td>
<td>-</td>
<td>50.00</td>
<td>-</td>
<td>200.00</td>
</tr>
<tr>
<td>Master</td>
<td>400.00</td>
<td>35.00</td>
<td>50.00</td>
<td>-</td>
<td>485.00</td>
</tr>
<tr>
<td>PhD</td>
<td>750.00</td>
<td>35.00</td>
<td>-</td>
<td>75.00</td>
<td>860.00</td>
</tr>
</tbody>
</table>
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](http://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:

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

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 reminder 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 graduates will be decided by the Committee/Secretariat/Officers in charge.

14.2 Graduates 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 Graduate 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 authorisation 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

Executive programmes graduates should forwarding 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 27 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. Muhamad Azeem)

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 1

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

<table>
<thead>
<tr>
<th>Session 1 (Saturday)</th>
<th>Session 2 (Saturday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 Oktober 2018 - Morning</td>
<td>27 Oktober 2018 - Afternoon</td>
</tr>
</tbody>
</table>

**Programs**
- Doctor of Philosophy (A-D)
- 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

<table>
<thead>
<tr>
<th>Session 3 (Sunday)</th>
<th>Session 4 (Sunday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 Oktober 2018 - Morning</td>
<td>28 Oktober 2018 - Afternoon</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Session 5 (Monday)</th>
<th>Session 6 (Monday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 Oktober 2018 - Morning</td>
<td>29 Oktober 2018 - Afternoon</td>
</tr>
</tbody>
</table>

**Programs**
- Master of Science (FP, FSB, FBK, 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

<table>
<thead>
<tr>
<th>Session 7 (Tuesday)</th>
<th>Session 8 (Tuesday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Oktober 2018 - Morning</td>
<td>30 Oktober 2018 - Afternoon</td>
</tr>
</tbody>
</table>

**Programs**
- Master of Science (FEM, FH, FEP, ITMA)
- Master of Economics
- Master of Computer Science
- Master of Malay Language

<table>
<thead>
<tr>
<th>Program</th>
<th>PBS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Science (FPP, FSTM, INSPEM, INTROP, IKDPM)</td>
<td>Master of Medicine (Psychiatry)</td>
</tr>
<tr>
<td>Master of Structural Engineering and Construction</td>
<td>Master of Public Health</td>
</tr>
<tr>
<td>A-Z</td>
<td>Based on first name</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>FBMK</td>
<td>Faculty of Modern Languages and Communication</td>
</tr>
<tr>
<td>FSKTM</td>
<td>Faculty of Computer Science and Information Technology</td>
</tr>
<tr>
<td>FPV</td>
<td>Faculty of Veterinary Medicine</td>
</tr>
<tr>
<td>FSPM</td>
<td>Faculty of Agriculture and Food Science (Bintulu)</td>
</tr>
<tr>
<td>FPAS</td>
<td>Faculty of Environmental Studies</td>
</tr>
<tr>
<td>FRSB</td>
<td>Faculty of Design and Architecture</td>
</tr>
<tr>
<td>FPSK</td>
<td>Faculty of Medicine and Health Sciences</td>
</tr>
<tr>
<td>FSTM</td>
<td>Faculty of Food Science and Technology</td>
</tr>
<tr>
<td>FS</td>
<td>Faculty of Science</td>
</tr>
<tr>
<td>FK</td>
<td>Faculty of Engineering</td>
</tr>
<tr>
<td>FP</td>
<td>Faculty of Agriculture</td>
</tr>
<tr>
<td>FEM</td>
<td>Faculty of Human Ecology</td>
</tr>
</tbody>
</table>
DRESS CODE

SUGGESTED DRESS CODE BEFORE WEARING THE ACADEMIC REGALIA

DRESS CODE THAT ARE NOT ALLOWED

LADIES ATTIRE
SUGGESTED DRESS CODE BEFORE WEARING THE ACADEMIC REGALIA

HAIR CUT

SHOES

DRESS CODE THAT ARE NOT ALLOWED

MEN ATTIRE
APPENDIX 2C

**LADIES ATTIRE**

- Mortar Board (for Bachelor's degree)
- Hood (for Bachelor's degree)
- Regalia
- Long dress covering the ankles/maxi skirts
- Sport shoes/slippers/sandle **NOT ALLOWED**

**MEN ATTIRE**

- Hair Style: short and neat
LADIES ATTIRE

Long dress covering the ankles/maxi skirts

Sport shoes/slippers/sandle NOT ALLOWED

Mortar Board (for Bachelor's degree)

Hood (for Bachelor's degree)

Regalia
### THE 42nd UPM CONVOCATION CEREMONY
### IMPORTANT DATES

<table>
<thead>
<tr>
<th>NO.</th>
<th>DATE</th>
<th>MATTERS/ACTIVITIES</th>
</tr>
</thead>
</table>
| 1.  | 20 October – 25 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.  | 23 October 2018 (Tuesday) | 9.00 am – Rehearsal session for Officers at PKKSSAAS |
| 3.  | **First Session**  
   21 October 2018 (Sunday)  
   **Second Session**  
   24 October 2018 (Wednesday)  
   **Third Session**  
   25 October 2018 (Thursday) | 9.00 am – 12.00 pm – Rehearsal session for Graduates at PKKSSAAS (will be conducted at 3 sessions – graduates can attend the rehearsal at any time at any session based on his/her availability)  
   **(counter will closed during the rehearsal and will be open at 2.00 pm until 6.00 pm)** |
| 4.  | 25 October 2018 (Thursday) | Convocation Ceremony Rehearsal Session UPM-IPTS at PKKSSAAS - 2.30 pm |
| 5.  | 25 October until 31 October 2018 (Thursday – Wednesday 10.00 am hingga 10.00 pm) | Ekspo Pertanian and Pesta Konvokesyen UPM at Dusun Contoh and Kompleks Mahasiswa, UPM |
| 6.  | 27 – 30 October 2018 (Saturday – Tuesday) | 42nd UPM Convocation 2018 and 20th UPM-IPTS Convocation Ceremony (4 days/8 sessions)  
  **Morning Session:**  
  8.00 am till morning session postpone;  
  **Afternoon Session:**  
  2.00 pm until afternoon session postpone/end of ceremony |
| 8.  | Academic Regalia Return Schedule:  
   27 October 2018 (Saturday)  
   28 – 30 October 2018 (Sunday – Tuesday)  
   31 October & 1 November 2018 (Wednesday & Thursday)  
   2 November 2018 (Friday)  
   3 November 2018 (Saturday)  
   7 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); |
<table>
<thead>
<tr>
<th>VENUE: Admission Division and Academic Governance Division Counter, Level 1, Canselori Putra Building (formerly known as Administrative Building) Universiti Putra Malaysia.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Collecting certificate and academic transcript</strong></td>
</tr>
<tr>
<td>Venue: School of Graduate Studies after obtaining the endorsement for the return of the academic regalia from the Academic Division, UPM</td>
</tr>
</tbody>
</table>

- Penalty will be imposed upon graduates failure to return the academic regalia within stipulated date beginning **7 November 2018 (Wednesday)** based on prior stated rate – RM10.00 for the first day and additional RM5.00 for subsequent days.
THE 42nd CONVOCATION CEREMONY
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.
7. ( ) Taking the right academic regalia and in good condition.
8. ( ) Briefing and Rehearsal dates is as follows:

<table>
<thead>
<tr>
<th>Tarikh</th>
<th>Sesi</th>
<th>Masa</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 October 2018 (Sunday)</td>
<td>Open</td>
<td>9.00 am - 2.30 noon</td>
</tr>
<tr>
<td>24 October 2018 (Wednesday)</td>
<td></td>
<td>9.00 am - 12.00 noon</td>
</tr>
<tr>
<td>25 October 2018 (Thursday)</td>
<td></td>
<td>9.00 am - 12.00 noon</td>
</tr>
</tbody>
</table>
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 ARRANGEMENT 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
BORANG PENGAMBILAN SIJIL (CERTIFICATE REQUEST FORM) 
MAJLIS KONVOKESYEN UPM KE-42 (UPM 42nd CONVOCATION)

1. MAKLUMAT GRADUAN (DETAILS OF GRADUATE)

Nama (Name): 

No. Matrik (Matric No.): 

Program (Programme): 

No. Telefon (Telephone No.): 

2. UNTUK KEGUNAAN PEJABAT

Disahkan bahawa graduan ini telah memulangkan Pakaian Akademik yang dipinjam.

[*] Berhutang/Tidak berhutang.

(* Potong mana yang tidak berkenaan)

Tandatangan Pegawai dan Cop Rasmi: 

Tarikh: 

3. AKUAN PENERIMAAN SIJIL (ENDORSEMENT OF RECEIPT OF THE CERTIFICATE)

☐ Saya, dengan ini mengaku telah menerima Sijil seperti berikut (I hereby certify that I have received the following Certificate):

Versi Bahasa Melayu (Malay Version) ☐

Versi Bahasa Inggeris (English Version) ☐

☐ Saya bersetuju bahawa pihak Universiti tidak bertanggungjawab atas kehilangan atau kerosakan Sijil yang dituntut melalui wakil atau secara pos (I agree that the University will not be held responsible for any lost or damage of the Certificate collected by a representative or through postal service).

☐ Saya memahami bahawa Sijil ini diberi sekali sahaja (I fully understand that this Certificate will only be issued once).

Tandatangan graduan atau nama wakil (Signature of graduate or name of representative): 

Tarikh (Date): 
