

GUIDELINES FOR THE 16TH CONVOCATION CEREMONY UNIVERSITI MALAYSIA TERENGGANU

The 16TH Convocation Ceremony of Universiti Malaysia Terengganu will be held as follows:-

DATE : 11th TO 13th NOVEMBER 2018 (SUNDAY TO TUESDAY)
VENUE : DEWAN SULTAN MIZAN, UNIVERSITI MALAYSIA TERENGGANU

Congratulations to all graduands for the completion of your studies at Universiti Malaysia Terengganu. We are proud to announce all graduands to follow our related guidelines and instructions for collecting your academic attire which starts on **8th November 2018** by the following steps:-

1. Complete the online registration form for collection of the Academic Attire;
(effective from 28th October 2018)
2. Complete the online survey on Tracer Study for Graduates;
(effective from 28th October 2018)
3. Confirm your attendance for the Convocation Ceremony.
(effective from 28th October 2018)

ANY ENQUIRY, KINDLY CONTACT:
SECRETARIAT OF THE CONVOCATION CEREMONY
ACADEMIC MANAGEMENT DEPARTMENT
UNIVERSITI MALAYSIA TERENGGANU
TEL: 09-668 4219/4532/4925/4536
FAX: 09-668 4143
EMAIL: akademik@umt.edu.my

GRADUATION GUIDE

A. Important Dates

Date	Time	Activity
28 Oct. 2018 – 10 Nov. 2018	-	Online registration for collection of academic attire via MyNemo portal <i>(** Note : Graduands with outstanding debt(s) are not allowed to participate in the convocation ceremony)</i>
28 Oct. 2018 – 10 Nov. 2018	-	Online attendance confirmation via MyNemo portal
28 Oct. 2018 – 31 Dec. 2018	-	Online tracer study via http://graduans.moe.gov.my/v/ <i>(Note : All graduands are required to complete the tracer study form. A result of the survey must be printed and shown during collection of an academic attire)</i>
8 – 10 November 2018 (Thursday) (Friday) (Saturday)	9.00 a.m. – 12.30 p.m. 2.30 p.m. – 5.00 p.m. 9.00 a.m. – 12.00 p.m. 2.30 p.m. – 5.00 p.m. 9.00 a.m. – 12.30 p.m. 2.30 p.m. – 5.00 p.m.	Collection of Academic Attire : a) Posgraduates: - Kompleks Kuliah Pusat, UMT b) Undergraduates: - Dewan Sultan Mizan, UMT
10 November 2018 (Saturday)	9.00 a.m. – 11.00 a.m.	Briefing and rehearsal session at <i>Dewan Sultan Mizan, UMT</i>
11 – 13 November 2018 (Sunday – Tuesday)	8.00 a.m. – 5.30 p.m.	The 16th Convocation Ceremony at <i>Dewan Sultan Mizan, UMT</i>
11 November 2018 (Sunday)	2.45 p.m. – 6.00 p.m.	Returning of academic attire at <i>Dewan Sultan Mizan, UMT</i>
12 – 13 November 2018 (Monday – Tuesday)	10.00 a.m. – 12.00 p.m. 2.45 p.m. – 6.00 p.m.	
14 – 15 November 2018 (Wednesday – Thursday)	9.00 a.m. – 12.30 p.m. 2.30 p.m. – 4.30 p.m.	
16 – 17 November 2018 (Friday – Saturday)	9.00 a.m. – 12.00 p.m. 2.30 p.m. – 4.30 p.m.	
Effective from 18 November 2018	8.30 a.m. – 1.00 p.m. 2.30 p.m. – 4.30 p.m. <i>(working days only)</i>	Returning of academic attire at Academic Management Department, Ground Floor, <i>Kompleks Siswazah, UMT</i> <i>(Note : Penalty will be imposed for late returns)</i>

**** Referring to UMT circular *Surat Pekeliling Bendahari Bil. 5 Tahun 2018*, students who fail to settle all outstanding tuition fees are not allowed to participate in a convocation ceremony**

B. Dress Code

Graduates attending the convocation ceremony must adhere to the following dress code:

Male:

- Lounge Suit:
 - Long sleeve shirt with a tie;
 - Dark coloured long pants;
 - Dark coloured blazer/coat;
 - Socks and black formal shoes; OR
- National dress/complete set of *Baju Melayu* (Black Colour)/formal attire;
- Socks and black formal shoes; AND

- UMT Academic Attire

Female

- Formal attire/National dress; OR
- Long skirt and long sleeve blouse;
- Fully-covered shoes; AND

- UMT Academic Attire

Attention:

Graduates who do not adhere to the above dress code will not be allowed to participate in the Convocation Ceremony.

C. Invitation Card

An invitation card will be given during the collection of academic attire. One (1) card permits **two (2) guests** to enter the convocation hall.

D. Smart Card

A smart card will be given during the collection of academic attire. All graduands are obliged to bring the smart card during the convocation ceremony. The smart card will be used for the graduands' name call and display on the hall screen. Failure to bring the card to the convocation ceremony will delay the convocation procession.

E. Guest Entrance

- Dress code – formal/national dress/lounge suit
- Guests under the age 12 years old are not allowed to enter the hall
- Parents/guests are required to be in the hall on time (refer the invitation card)

CONFERMENT SESSION

SESSION 1 : 11 NOVEMBER 2018 (SUNDAY)
7.30 a.m. (procession of graduates starts at 8.00 a.m.)

No.	Name of Programme	Name of School
1.	Doctor of Philosophy (research structure)	All Schools/Institutes
2.	Master of Science (research structure)	All Schools/Institutes
3.	Master of Science (Aquaculture)	PPSPA
4.	Master of Science in Tropical Fisheries	PPSPA
5.	Master of Management (Integrated Coastal Zone)	PPPPM
6.	Master of Business Administration (MBA)	PPPPM
7.	Master of Counselling	PPPSE
8.	Bachelor of Science in Agrotechnology (Crop Science)	PPSTM

SESSION 2 : 11 NOVEMBER 2018 (SUNDAY)
1.45 p.m. (procession of graduates starts at 2.00 p.m.)

No.	Name of Programme	Name of School
1.	Bachelor of Technology (Environment)	PPKK
2.	Bachelor of Applied Science (Electronic Physics and Instrumentation)	PPKK
3.	Bachelor of Applied Science (Maritime Technology)	PPKK
4.	Bachelor of Science (Nautical Sciences and Maritime Transport)	PPKK
5.	Bachelor of Food Science (Food Service and Nutrition)	PPSTM
6.	Bachelor of Food Science (Food Technology)	PPSTM
7.	Bachelor of Science in Agrotechnology (Post Harvest Technology)	PPSTM

SESSION 3 : 12 NOVEMBER 2018 (MONDAY)
7.30 a.m. (procession of graduates starts at 8.00 a.m.)

No.	Name of Programme	Name of School
1.	Bachelor of Science (Financial Mathematics)	PPIMG
2.	Bachelor of Computer Science (Software Engineering)	PPIMG
3.	Bachelor of Science (Computational Mathematics)	PPIMG
4.	Bachelor of Computer Science with Maritime Informatics	PPIMG
5.	Bachelor of Science (Chemical Sciences)	PPSA
6.	Bachelor of Science (Biological Sciences)	PPSA

SESSION 4 : 12 NOVEMBER 2018 (MONDAY)
1.45 p.m. (procession of graduates starts at 2.00 p.m.)

No.	Name of Programme	Name of School
1.	Bachelor of Management (Marketing)	PPPPM
2.	Bachelor of Accounting	PPPPM
3.	Bachelor of Management (Maritime)	PPPPM
4.	Bachelor of Management (Tourism)	PPPPM

SESSION 5 : 13 NOVEMBER 2018 (TUESDAY)
7.30 a.m. (procession of graduates starts at 8.00 a.m.)

No.	Name of Programme	Name of School
1.	Bachelor of Applied Science (Biodiversity Conservation and Management)	PPSMS
2.	Bachelor of Science (Analytical and Environmental Chemistry)	PPSMS
3.	Bachelor of Science (Marine Science)	PPSMS
4.	Bachelor of Science (Marine Biology)	PPSMS
5.	Bachelor of Science in Agrotechnology (Aquaculture)	PPSPA
6.	Bachelor of Applied Science (Fisheries)	PPSPA

SESSION 6 : 13 NOVEMBER 2018 (TUESDAY)
1.45 p.m. (procession of graduates starts at 2.00 p.m.)

No.	Name of Programme	Name of School
1.	Bachelor of Management (Policy and Social Environment)	PPPSE
2.	Bachelor of Economics (Natural Resources)	PPPSE
3.	Bachelor of Counseling	PPPSE
4.	Diploma in Fisheries	PPSPA

Note:

PPIMG	:	School of Informatics and Applied Mathematics
PPSMS	:	School of Marine and Environmental Sciences
PPSPA	:	School of Fisheries and Aquaculture Sciences
PPPSE	:	School of Social and Economic Development
PPSTM	:	School of Food Science and Technology
PPKK	:	School of Ocean Engineering
PPSA	:	School of Fundamental Science
PPPPM	:	School of Maritime Business and Management

GRADUATION AND ALUMNI FEES

- All graduates are required to pay the graduation and alumni fees regardless of their attendance during the Convocation Ceremony. The amounts are as follows :-

Graduation Fee

Diploma	:	RM60.00
Degree	:	RM100.00
Postgraduate	:	RM120.00

Alumni Fee

Diploma/Degree	:	RM50.00
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- Payment must be done to "**BENDAHARI UNIVERSITI MALAYSIA TERENGGANU**" by using **JOM PAY** online banking (please refer *Panduan Bayaran Yuran Konvokesyen*)
- Proof of payment must be presented during the collection of the academic attire

ACADEMIC ATTIRE

A. Academic Attire Details

1) Postgraduate

- Robe – maroon colour
- Beef Eater – maroon colour (Ph.D. only)
- Mortar Board – black colour (Master only)
- Hood – red colour

2) Degree

- Robe – purple colour
- Mortar Board – black colour

3) Diploma

- Robe – black colour
- Mortar Board – black colour

B. Collection of Academic Attire

- Documents below are required during a collection of an academic attire :-
 - ❖ Registration slip for collection of an academic attire (print from MyNemo portal)
 - ❖ A proof of payment slip for graduation and alumni fees/all outstanding fees
 - ❖ Graduates tracer study slip (print from <http://graduan.moe.gov.my/v/>)

C. Collection of Academic Attire by the Representative

- A representative for the graduates is allowed to collect an academic attire. Details of representative must be recorded in the graduation system by the graduands
- The representative must present all document(s) below during the collection of academic attire:
 - ❖ Identification card of the representative (details must be the same as recorded in the graduation system)
 - ❖ Registration slip for collection of an academic attire
 - ❖ A proof of payment slip for graduation and alumni fees/all outstanding fees
 - ❖ Graduates tracer study slip
- Each authorized representative can only represent three (3) graduates

D. Returning of Academic Attire

- All graduates must present slip for returning of academic attire
- All academic attires must be returned before or on the **17th November 2018**
- A penalty of RM10.00 will be imposed when the academic attire is returned on **18th November 2018**
- An additional of RM5.00 per day will be charged for each following day after 18th November 2018 (working days only).
- The penalty fee must be paid at the Bursary Office, Ground Floor, Chancellery and Administration Building, UMT and the receipt must be presented upon returning of the academic attire at Academic Management Department, Ground Floor, *Kompleks Siswazah* building.

E. Penalty for Alteration/Lost/Damage of Academic Attire

Level of Degree	Robe (RM)	Mortar Board (RM)	Beef Eater (RM)	Hood (RM)
Diploma	400.00	65.00	-	-
Degree	465.00	65.00	-	-
Ph.D./Master	490.00	65.00	90.00	55.00

SCHEDULE FOR COLLECTION AND RETURNING OF THE ACADEMIC ATTIRE

Collection of Academic Attire

Date	Time	Venue
8 November 2018 (Thursday)	9.00 a.m. – 12.30 p.m. 2.30 p.m. – 5.30 p.m.	a) Postgraduates: - <i>Kompleks Kuliah Pusat</i> , UMT b) Undergraduates: - <i>Dewan Sultan Mizan</i> , UMT
9 November 2018 (Friday)	9.00 a.m. – 12.00 p.m. 2.30 p.m. – 5.30 p.m.	
10 November 2018 (Saturday)	9.00 a.m. – 12.30 p.m. 2.30 p.m. – 5.30 p.m.	

Returning Of Academic Attire

Date	Time	Venue
11 November 2018 (Sunday)	2.45 p.m. - 6.00 p.m.	<i>Dewan Sultan Mizan</i> , UMT
12 November 2018 (Monday)	10.00 a.m. – 12.00 p.m. 2.45 p.m.- 6.00 p.m.	
13 November 2018 (Tuesday)	10.00 a.m. – 12.00 p.m. 2.45 p.m.– 6.00 p.m.	
14 November 2018 (Wednesday)	9.00 a.m. – 12.30 p.m. 2.30 p.m.– 4.30 p.m.	
15 November 2018 (Thursday)	9.00 a.m. – 12.30 p.m. 2.30 p.m.– 4.30 p.m.	
16 November 2018 (Friday)	9.00 a.m. – 12.00 p.m. 2.30 p.m.– 4.30 p.m.	
17 November 2018 (Saturday)	9.00 a.m. – 12.30 p.m. 2.30 p.m.– 4.30 p.m.	
Penalty will be imposed for late returns starting 18th November 2018		

REHEARSAL

- A briefing and rehearsal session for the convocation ceremony will be held on **10th November 2018 (Saturday), 9.00 a.m.** at ***Dewan Sultan Mizan***
- All graduands are required to attend this session

COLLECTION OF SCROLL

- Scroll can only be collected after the academic attire has been returned and all outstanding fees have been paid. Please bring along a proof of payment slip during collection of scroll.
- Graduates who do not attend the convocation ceremony can collect the scroll after the date of convocation on condition that all graduation and alumni/other outstanding fees have been paid.
- For a collection by representative, an authorization letter must be presented along with the representative's identification card.

CONVOCAATION PHOTO

A booking counter will be opened on 8th–10th November 2018 at *Dewan Sultan Mizan*. Details of package as below:

PROSEDUR PENTING GAMBAR GRADUAN

Sebelum hari konvokesyen:

1. Graduan dikehendaki untuk mendaftar gambar pentas di Kaunter Jurugambar Rasmi yang dibuka sepanjang tempoh pengambilan Jubah.
2. Setelah mendaftar, sila simpan kepitlan ini untuk rujukan.

Semasa hari konvokesyen:

1. 6 orang jurugambar profesional akan mengambil gambar dari pelbagai sudut ketika graduan berada di atas pentas.
2. Setelah turun dari pentas, graduan akan menerima: (i) slip rujukan gambar, dan (ii) borang alamat gambar.
3. Simpan slip rujukan gambar.
4. Lengkapi borang alamat dan letakkan di atas kerusi sebelum meninggalkan dewan.

Selepas hari konvokesyen:

Kaunter Serahan Gambar Pentas:

Gambar basic pentas siap 1 HARI selepas konvokesyen.

Masa: 10am - 4pm
Tempat: Kaunter Jurugambar Rasmi

Gambar yang tidak dituntut selepas pembelian akan diposkan dalam masa 3-6 minggu selepas konvokesyen. Untuk maklumat lanjut, sila hubungi:

INSA PHOTO ZOOM SDN BHD
No 31, Jalan Asa 7, Taman Asa Jaya
43000 Kajang, Selangor

019 - 409 4234 (whatsapp)
013 - 486 6234 (phone)
facebook.com/insaphotozoom
sales@insaphoto.com

Untuk aduan, sila hubungi Pusat Pengurusan Teknologi Maklumat di talian 09-668 4301 atau emailkan ke noninorai@umt.edu.my

JURUGAMBAR RASMI KONVOKESYEN

NAMA:

H/P: SIDANG:

KURSUS:

EMAIL:

1. FULL SET (7 KPG)
(Tiada caj tambahan untuk pos)

BASIC (MATTE PAPER)

11R & 5R
5R

OPTIONAL

6x10
5R

Basic RM35
Full Set RM60

2. TEXTURE
(Harga Biasa: RM38)

Lindungi gambar anda:
- kesan calar
- kesan air
- kesan lekat pd cermin
LIFETIME WARRANTY

RM30

3. CUSTOM PRINT dgn Nama & Kursus

11R Photo & Texture

RM40

4. FRAME MONALISA
(Harga Biasa: RM60)

RM50

5. FRAME LOGO
(Harga Biasa: RM120)

RM100

GET THE WHOLE SET

SPECIAL PACKAGE PROMOTION

COMBO A

FULL SET + TEXTURE
+ CUSTOM PRINT + POS

RM **140** ONLY

~~RM 150~~
~~RM 10~~

COMBO B

FULL SET + TEXTURE + CUSTOM PRINT
+ FRAME MONALISA + POS

RM **180** ONLY

~~RM 200~~
~~RM 20~~

Upgrade to Frame Logo: Add RM40

COMBO C

BEST PRICE GUARANTEE

RM **260**

~~RM 300~~
~~RM 40~~

FULL SET
CUSTOM PRINT
TEXTURE
FRAME LOGO
FRAME MONALISA
POS

Reminder:

- **Private photographer is not allowed into the convocation hall**
- **Selfie is prohibited during the convocation ceremony**