



THE 56th USM CONVOCATION CEREMONY GUIDELINES

1. Date of Convocation Ceremony

- 1.1 The 56th USM Convocation Ceremony will be held at the **Dewan Tunku Syed Putra (DTSP), USM Main Campus** from **23rd to 28th October 2018** (Tuesday to Sunday).

2. Attendance

- 2.1 Graduands must obey the attendance instructions that have been prescribed according to each session of the convocation.
- 2.2 Graduands are not allowed to defer the convocation ceremony or nominate others to attend the convocation ceremony on their behalf.

3. Convocation Fee

- 3.1 Graduands, whether or not attending the Convocation Ceremony, are required to pay the convocation fee of RM 120.00 (USD 30).
- 3.2 Graduands are required to pay the convocation fee to the USM Bursary (*Student Accounts & Revenue Management Section, Bursary, Ground Level, H23 Building, Cahaya Siswa Complex, Main Campus*) or via ePayment (*website: <https://epayment.usm.my>*) **not later than 22 October 2018 (Monday)**.
- 3.3 Degree scrolls and academic transcripts will only be released after the convocation (except for the GIC applicants), and after all the necessary fees are paid and all borrowings are returned.

4. Graduate Tracer Study and Survey of Entrepreneurship Alumni

All graduands are required to complete the online Graduate Tracer Study and Survey of Entrepreneurship Alumni **starting from 1 October 2018 to 31 December 2018** via the online survey listed below :-

- 4.1 **Online Graduate Tracer Study (<http://graduan.mohe.gov.my/v/>)**
- 4.2 **Online Survey of Entrepreneurship Alumni (<http://campusonline.usm.my>)**

The *confirmation slips* are required as proof that you have completed the surveys when collecting your scrolls and academic transcripts.

5. Academic Dress: Collection and Return

5.1 Collection of Academic Dress

The schedule for the collection of Academic Dress is as follows:-

DATE	TIME
17 October 2018 (Wednesday)	9.00 am to 7.00 pm
18 October 2018 (Thursday)	9.00 am to 7.00 pm
19 October 2018 (Friday)	9.00 am to 12.00 pm 3.00 pm to 7.00 pm
20 October 2018 (Saturday)	9.00 pm to 5.00 pm
21 October 2018 (Sunday)	9.00 am to 5.00 pm

5.2 Location of the Robing Room

Collection of the Academic Dress is at the Robing Room which is located at the basement of the Perpustakaan Hamzah Sendut 1, USM Main Campus.

5.3 Collection Procedures of Academic Dress

Self Collection

- (a) Graduands are required to complete their particulars at <https://graduand.usm.my> (please use Campus Online's Login ID & password) and print the **Academic Robe Collection Slip**.
- (b) Graduands are required to bring Matric Card/Malaysian ID Card/Passport as proof of identification.
- (c) Ensure that the **Academic Robe Collection Slip** has been stamped and signed by the officer in-charge.
- (d) The graduand is responsible to ensure that the academic dress (robe, hood and mortar board) received are in order and in good condition before leaving the counter.

Collection by Representative

- i. The procedure is similar to item 5.3. In addition, graduands must complete the particular of the representative at <https://graduand.usm.my> (please use Campus Online's Login ID & password).
- ii. Graduands are responsible for the Academic Dress although it has been collected by their representatives.

5.4 Return Procedures of Academic Dress

- a) Academic Dress must be returned with the Graduand Card and Academic Dress Collection Slip to the Robing Room latest by **11th November 2018**.
- b) Penalty of RM 20/day will be imposed for delay of returning the Academic Dress.

- c) Penalty of RM 15 will be imposed if the Graduand Card is not returned or lost.
- d) Payment must be made at the Bursary Counter at the Dewan Peperiksaan A (in front of the USM Parade Ground) from 23rd October to 2nd November 2018 or via ePayment (website: <https://epayment.usm.my>).
- e) Payment after the stipulated period above must be made at the USM Bursary (Student Accounts & Revenue Management Section, Bursary, Ground Level, H23 Building, Cahaya Siswa Complex, Main Campus) or via ePayment (website: <https://epayment.usm.my>).

6. Attire for the Convocation Ceremony

The Convocation Ceremony is an official event. Graduands are reminded to abide to the dress code as stated below. **Graduands who do not comply with the dress code will not be allowed to enter the convocation hall.**

6.1 Male Graduand

- i. Lounge Suit
 - Long sleeved shirt (light colour)
 - Long pants (dark colour)
 - Coat, neck tie, leather shoes (dark colour)
- ii. National attire with 'sampin'
- iii. Short and neat hair style

PROHIBITED ATTIRES

- Cultural dress, traditional and uniformed attire (police, military, etc)
- Jeans and shorts
- Yellow coloured attire
- Sport Shoes/Slippers/Sandals

6.2 Female Graduand

- i. Long sleeved blouse and hemline of skirt below the knees
- ii. Dark color covered shoes

PROHIBITED ATTIRES

- Mini skirts / Leggings / Jeans and shorts / Skirts with high slits
- Niqab
- Sleeveless blouses / Dresses that are revealing
- Sport Shoes/Slippers/Sandals
- Shoes with high heels (heels above 2 inches)

6.3 Academic Dress

All graduands are required to wear their Academic Dress which are as follows :-

- i. Robe
- ii. Hood
- iii. Mortar Board

7. Invitation Cards

- 7.1 Graduands or their representatives can collect the invitation cards at the Convocation Secretariat Counter.
- 7.2 The University is not responsible for the lost of the invitation cards and will not be replaced.
- 7.3 Each graduand will be given **one (1)** Convocation Book and **two (2)** invitation cards to attend the Convocation Ceremony.

8. Briefing and Rehearsals

- 8.1 Convocation briefing and rehearsal sessions will be held at the Dewan Tunku Syed Putra (DTSP), USM Main Campus as follows:

Date	Time	Sessions
22 October 2018 (Monday)	9.30 a.m.	1,2,3,4 & 5
25 October 2018 (Thursday)	8.30 p.m.	6,7,8,9 & 10

- 8.2 All graduands are required to attend this session to familiarize themselves with the events that have been planned for the actual convocation ceremony.

9. Parking Areas on Convocation Day

- 9.1 Parents and graduands are reminded to park their vehicles at the designated parking areas.
- 9.2 Graduands are reminded to congregate at the stipulated time and place. In order to avoid traffic congestion into the campus, graduands must follow the instructions from the officers on duty.

10. Registration Time for Convocation Ceremony

- 10.1 Graduands are required to register themselves and collect the Graduand Card at the designated lecture halls on the convocation day based on the scheduled session. Refer to <https://convo.usm.my> for more information.

DATE	SESSION	REGISTRATION TIME
23 rd October 2018 (Tuesday)	1	8:00 am
24 th October 2018 (Wednesday)	2	7:30 am
	3	1:30 pm
25 th October 2018 (Thursday)	4	7:30 am
	5	1:30 pm
26 th October 2018 (Friday)	6	7:30 am
	7	1:45 pm
27 th October 2018 (Saturday)	8	7:30 am
	9	1:30 pm
28 th October 2018 (Sunday)	10	7:30 am

11. Rules in the Convocation Hall

11.1 Graduands

- 11.1.1 Graduands are required to enter the Convocation Hall through designated doors latest by 30 minutes prior to commencement of the ceremony. Graduands who are late will not be allowed to enter the hall.
- 11.1.2 Graduands are not allowed to leave the hall until the ceremony is over.

11.2 Guests of Graduand

- 11.2.1 Attire
- a. Male Guest : National Dress / Lounge Suit / Batik / respectful
 - a. Female Guest : National Dress / respectful
- 11.2.2 Guests are advised to wear covered shoes.
- 11.2.3 Guests are not allowed to leave the hall until the ceremony is over.
- 11.2.4 Guests are prohibited from bringing bouquets of flowers or souvenirs into the hall as they may disrupt the seating arrangement of other guests.
- 11.2.5 Guests may enter the hall through the designated doors latest by 30 minutes before the commencement of the convocation ceremony.
- 11.2.6 Children under 12, usage of cameras and video recorders are not allowed to be brought into the hall during the convocation ceremony.

12. Conferral Arrangement

- 12.1 Designated seats for graduands in the hall will be decided by the Graduand Secretariat. Seating information is available on the Graduand Card.
- 12.2 Graduands will receive their scroll folders on the stage from the Chancellor/Pro-Chancellor/Vice-Chancellor.

13. Collection of Scroll and Academic Transcript

- 13.1 Prior to collecting your scroll and academic transcript, please ensure that you have complied with the following requirements:-

- Return the Academic Dress and obtain a confirmation slip (stamped and signed) using **Appendix Scroll** form which will be issued when you return the Academic Dress to the Robing Room.
- Have cleared all monies owed to the University (*if applicable*).
- Have returned all Library books to the University Library (*if applicable*).

Please bring along the relevant receipt i.e. from USM/Bank or release letter from the Bursary/Library if you have settled any outstanding monies/return of borrowed books to facilitate this process.

- 13.2 Date and Time For Collection of Degree Scroll and Academic Transcript

- Scroll and Academic Transcripts can be collected at Dewan Peperiksaan A, (in front of the USM Parade Ground). Date and time of collection is as follows :-

DATE	TIME
23 rd October 2018	1:00 pm – 5:30 pm
24 th October 2018 – 28 th October 2018	9:00 am – 5:30 pm
29 th October 2018 – 2 nd November 2018	8:30 am – 5:00 pm

5th November 2018 onwards

GRADUAND	LOCATION	TIME
Undergraduate	Student Records Unit, Registry, Level 1, Chancellory Building [Main Campus]	Mondays – Thursdays 9:00 am – 1:00 pm 2:00 pm – 5:00 pm
Postgraduate	Institute of Postgraduate Studies (IPS)	Friday 9:00 am – 12:15 pm 2:45 pm – 5:00 pm

13.3 Collection of Scrolls and Academic Transcripts by Representative

Please follow the below procedures:-

- a) Complete the **Appendix C Form** and present it to the Officer on duty at the Student Records Unit counter together with the **Appendix Scroll** (this Appendix can be obtained from the Robes Room/ University Asset & Operations Office; **or**
- b) Write formally to the Officers listed below:-
 - **Undergraduate** - Senior Assistant Registrar, Student Records Unit, Registry, Level 1, Chancellory Building, 11800 USM, Penang
 - **Postgraduate** - Deputy Registrar, Institute of Postgraduate Studies, 11800 USM, Penang

Please include the following information in your letter :-

- Name, Identity Card No. /Passport No., name of degree programme and graduand's telephone number (cell phone or house or office telephone number).
- Name and Identity Card No./Passport No. of the representative.

13.4 Application of Degree Scrolls and Academic Transcripts Via Courier Service.

Please complete the **Appendix D Form** and send to the Officers listed below to request for the documents to be sent via courier service:-

- **Undergraduate** - Senior Assistant Registrar, Student Records Unit , Registry, Level 1, Chancellory Building, 11800 USM, Penang
- **Postgraduate** - Deputy Registrar, Institute of Postgraduate Studies, 11800 USM, Penang

Please state your name, Identity Card No. /Passport number and degree programme in your letter.

Enclose a copy of payment slip **RM 8.00 (West Malaysia)/ RM11.00 (Sabah/Sarawak)** for courier service. Payment can be made via online banking to the CIMB Bank Berhad, a/c no. **98986100400005**

Please note that the University shall not be held liable in the event of non-delivery of the degree Scroll and Academic transcript.

REMINDER:

Please be informed that the original Scroll and Academic Transcript WILL ONLY BE PRINTED ONCE FOR EACH GRADUAND AND NO ORIGINAL REPLACEMENT WILL BE AVAILABLE.

Copy(s) of Academic Transcripts can be obtained by filling in a request form which is obtainable from the Student Records Unit, Registry.

GRADUANDS COOPERATION IN ADHERING TO THE SPECIFIED RULES AND REGULATIONS OF THE 56th USM CONVOCATION CEREMONY IS DEEPLY APPRECIATED.



THE 56th USM CONVOCATION CEREMONY GRADUAND CHECKLIST

Graduands are reminded to ensure that:-

1. () have read and understood the information on the 56th USM Convocation Ceremony Guideline.
2. () have paid the convocation fee (*applicable for those who has yet paid*).
3. () have completed the Graduate Tracer Study 2018 and Survey of Entrepreneurship Alumni and print out the survey confirmation slip.
4. () have completed the Collection of Academic Dress Slip via online.
5. () present the receipt of Academic Dress Slip when collecting the Academic Dress.
6. () the right Academic Dress is taken and in good condition.
7. () attend the Briefing and Rehearsal ceremony.
8. () register and collect Graduand Card from the designated lecture hall.
9. () the invitation cards for the Convocation Ceremony are available for guests.
10. () arrive early before the ceremony commence.
11. () graduand and their guests are attired according to the stated dress code.
12. () the academic dress is returned **on or before 11th November 2018**.
13. () receive a confirmation indicating that the borrowed Academic Dress has been returned.

**LIST OF HOTELS NEARBY
UNIVERSITI SAINS MALAYSIA**

<p>U HOTEL 676 Jalan Sungai Dua, 11700 Pulau Pinang Tel : +604-6581000 Fax : +604-6581001 Email: bookus@uhotelpenang.com Website : www.uhotelpenang.com</p>	<p>VISTANA HOTEL 213, Jalan Bukit Gambir, Bukit Jambul,11950 Bayan Lepas Pulau Pinang Tel : +60 4 646 8000 Email: vispg@ytlhotels.com.my Website : www.vistanahotels.com/penang</p>
<p>EQUATORIAL HOTEL 1 Jalan Bukit Jambul , Bayan Lepas , 11900 Penang, Malaysia Tel : +60 4 632 7000 Fax : +60 4 632 7100 Email: info@pen.equatorial.com Website : www.penang.equatorial.com</p>	<p>EASTIN HOTEL 1, Solok Bayan Indah, Queensbay, 11900 Bayan Lepas, Penang Tel : +604-612 1111 Fax : +604-612 1199 Email : info.pg@eastin.com Website : www.eastin.com/penang</p>
<p>ANGGERIK LODGING 351, Hilir Pemancar, Taman Tun Sardon, 11700 Gelugor Pulau Pinang. Tel : +604 6583760 Email : anggeriklodgingpenang@yahoo.com Website : www.anggerikhotel.com</p>	<p>OLIVE TREE HOTEL 76, Jalan Mahsuri, 11950 Bayan Lepas, Pulau Pinang. Tel : +604 6377777 Email : life@olivetreehotel.com.my Website : www.olivetreehotel.com.my</p>

ASSISTANCE & ENQUIRIES

- Convocation Secretariat** [T] : 04 - 653 6495 / 6496 / 6485 / 6492 / 6491 / 6487
Media and Public Relations Centre [MPRC]
- Examinations Results/Graduation** [T] : 04 - 653 3479 / 3121 / 3069 / 3074
- **First Degree**
 - **Postgraduate [By Course Work and Mix Mode]**
Examinations and Graduation Unit
 - **Postgraduate [Research Mode]** [T] : 04 - 653 2945 / 2948 / 2935 / 2961
Institute of Postgraduate Studies [IPS]
- Academic Dress**
University Asset and Operations Office [T] : 04 - 653 6433 / 6434 / 6435
Robing Room: 04 - 653 3736 [**during convocation day only**]
- Degree Scrolls & Transcripts Academic**
- **First Degree** [T] : 04 - 653 2336 / 4194 / 3078
Student Records Unit
 - **Postgraduate [Research Mode, Course Work and Mix Mode Programme]** [T] : 04 - 653 2945 / 2948 / 2935 / 2961
Institute of Postgraduate Studies [IPS]
- Franchise Programme**
*Academic Collaboration Unit,
Division of Academic & International Affairs* [T] : 04 - 653 2451 / 2519
- Bursary**
- *Main Campus* [T] : 04 - 653 3770 [First Degree]
[T] : 04 - 653 3777 [Distance education programme]
[T] : 04 - 653 2995 / 6658 [Postgraduate]
 - *Engineering Campus* [T] : 04 - 599 5024
 - *Health Campus* [T] : 09 - 767 2111 / 2127 / 2123 / 2124 [First Degree]
[T] : 09 - 767 2132 / 2123 / 2124 [Postgraduate]
- USM Library**
- *Main Campus* [T] : 04 - 653 3799 / 3705
 - *Engineering Campus* [T] : 04 - 599 5114 / 5103
 - *Health Campus* [T] : 09 - 767 1473 / 1468 / 1458 / 1464
- Graduan Tracer Study**
- *Student Development Affairs
& Alumni Division* [T] : 04 - 653 4790 / 4794