

**GUIDELINES FOR THE 63rd CONVOCATION CEREMONY
UNIVERSITI SAINS MALAYSIA**

1. The Convocation Date

The 63rd convocation ceremony of USM will be held as follows:

SESSION	DATE	VENUE	DEGREE CONFERRED
First Session until Fourteenth Session	25 th November until 2 nd December 2025	Dewan Tuanku Syed Putra (DTSP), Main Campus	Postgraduate/ First Degree/ Diploma/ Chancellor's Gold Medal Award

2. Attendance

2.1 Guests of Graduands

- a. Only two (2) of the graduands guests are permitted to attend.
- b. The convocation ceremony can also be viewed live via the official Facebook page at [USM@USMOfficial1969](https://www.facebook.com/USM@USMOfficial1969) or livestreaming on Youtube.

2.2 Graduands

- a. Graduands must abide by all attendance rules set for their respective convocation session.
- b. Graduands are not allowed to postpone their attendance or appoint any representative to attend the Convocation Ceremony on their behalf.
- c. Graduands may download the Convocation Ceremony invitation letter from <http://graduand.usm.my> according to their respective session. The invitation letter will be available for download starting from **27th October 2025**.

2.3 Procedure Compliance

2.3.1 Additional Conditions Following The Spread Of Infectious Diseases

- a. Graduands who have been confirmed to have an infectious disease (COVID-19, influenza, measles, and others) by a health facility and have received a Sick Leave Certificate or quarantine order will not be allowed to attend the convocation ceremony.
- b. If a graduand is diagnosed with an infectious disease but does not receive a Sick Leave Certificate from a health facility, the graduand may attend the convocation ceremony wearing a face mask.
- c. All matters related to infectious diseases are handled according to the SOP of the **USM Nerve Centre at 04-653 6771/6773** or the **Sejahtera Centre (Health & Dental) at 04-653 4943/012-6434948**.
- d. All graduands and guests are encouraged to practice the following infectious disease prevention measures:
 - i. Maintain personal hygiene and wash your hands frequently, especially after touching surfaces.
 - ii. Wear a face mask in public places, especially indoors or when in a public environment.
 - iii. Practice good coughing etiquette: use a handkerchief or sleeve to cover your mouth and nose when you cough or sneeze. Dispose of tissue properly and wash your hands immediately.
 - iv. If you have symptoms of an infectious disease, consult a doctor immediately and avoid social contact.

2.3.2 During Convocation Ceremony

A. Registration

- a. Graduands must report at the designated Lecture Hall according to their respective session as follows:

DATE	SESSION	REGISTRATION TIME
25 th NOVEMBER 2025 (TUESDAY)	1	10.00 a.m.
26 th NOVEMBER 2025 (WEDNESDAY)	2	7:30 a.m.
	3	1:30 p.m.
27 th NOVEMBER 2025 (THURSDAY)	4	7:30 a.m.
	5	1:30 p.m.
28 th NOVEMBER 2025 (FRIDAY)	6	7:30 a.m.
	7	2 :00 p.m.
29 th NOVEMBER 2025 (SATURDAY)	8	7:30 a.m.
	9	1:30 p.m.
30 th NOVEMBER 2025 (SUNDAY)	10	7:30 a.m.
	11	1:30 p.m.
1 st DECEMBER 2024 (MONDAY)	12	7:30 a.m.
	13	1:30 p.m.
2 nd NOVEMBER 2025 (TUESDAY)	14	7:30 a.m.

- b. Late comers will not be permitted to attend the Convocation Ceremony.
- c. Graduands must wear the complete academic dress (robe, mortarboard and hood).
- d. Graduands with disabilities and special needs must report in DTSP.

B. Collection of Graduand Cards at the Lecture Hall Complex

- a. Graduands who arrive at the Lecture Hall Complex will be assisted by the Convocation Officer for collection of graduand card at the designated Lecture Hall.
- b. Information about the Lecture Hall according to the degree programme will be displayed on the entrance of the Lecture Halls and the Graduand's Secretariat Counter.
- c. Graduands need to take a graduand card at the Lecture Hall to ascertain the graduand's block and seat number in the DTSP. Only those with graduand card are permitted to enter DTSP.
- d. Graduands may enter DTSP from 7.45 a.m. to 8.30 a.m. for the morning session, and from 1.45 p.m. to 2.30 p.m. for the afternoon session, via the designated entrance.

C. Regulations in DTSP

Graduands

- a. Enter DTSP via a designated door before 8.30 a.m. (for morning session) and at 2.30 p.m. (for afternoon session). Late comers will not be permitted to enter the hall.
- b. Not permitted to leave the hall until the convocation session ends.
- c. Graduands need to sit in the designated block and seat as stated on the Graduand Card.
- d. Not allowed to bring bag, student card, RFID card like Touch n Go, parking ticket, office access card and others that may disrupt the card reading system.
- e. Graduands are not allowed to enter the hall if they do not follow the designated dress code.
- f. If graduands need any help, they may contact the Marshals on duty for assistance.

Guests of Graduands

- a. Enter DTSP entrance through the designated door before 8.30 a.m. (for morning session) and at 2.30 p.m. (for afternoon session).
- b. Not allowed to bring flower bouquets or gifts into the hall.
- c. Children under the age of 12 are not allowed to enter the hall.
- d. Not permitted to leave the hall until the Convocation session end.

- e. Guests of the graduands entering the hall are advised to wear appropriate attire in accordance with formal occasion etiquette.

D. Exiting DTSP

- a. Graduands are required to exit DTSP via the designated door.
- b. Graduands must follow the instruction from the Marshal on duty to exit the hall.

3. Collection and Return of the Academic Dress

3.1 General info

- a. The University official and academic attire must be in accordance with the University's Statute on Official and Academic Attire.
- b. Any modification on any parts of the academic dress are not allowed.
- c. Any swapping of academic dress are not allowed.
- d. Graduands are responsible for ensuring that the academic dress (robe, mortarboard, and hood) is received and returned in good condition. Charges will be imposed if the academic dress is damaged or lost, according to the following rates:

DEGREE	RATE (RM)		
	ROBE	MORTAR BOARD	HOOD
PhD/ Doctorate	570.00	100.00	320.00
Master	480.00	80.00	50.00
Bachelor	480.00	80.00	50.00
Diploma	470.00	80.00	-

- e. Graduands need to return the academic dress (robe, mortarboard, and hood) once the session ends. Late returns will be charged at the specified rate.
- f. Scrolls and academic transcripts will only be issued once the academic dress is returned and any outstanding fines are settled.

3.2 Collection of Academic Dress

- a. Graduands need to complete the academic dress booking and the appointment on the website graduate.usm.my starting from **3rd November 2025 (9:00 a.m.) until 14th November 2025 (11:59 p.m.)**. The information on booking and appointment is final. Please come based on the date and time given.
- b. The collection of academic dress is by appointment, based on the stated session. Please ensure that the robe and mortarboard measurements, as well as the appointment date and time, are followed accordingly. No changes or amendments are allowed.

- c. Graduands are required to **present the e-slip** of academic dress collection generated through the booking slot system and **the Graduate Tracer Study (SKPG) confirmation slip** during the collection of academic dress.
- d. Graduation In Council (GIC) graduands are required to present all the requirements as stated in 3.2(c) above and submit the **receipt of payment for the academic dress deposit** at the Academic Dress Collection Counter.
- e. Collection of the academic dress by a graduand's representative is permitted with documentation as stated in 3.2(c) above. A representative is allowed to collect on behalf of three (3) graduands only. Graduands are fully responsible for the academic dress collected by the representative.
- f. Before leaving the Academic Dress Collection Counter, graduands/representatives need to ensure that the academic dress received is complete (robe, mortarboard and hood) and not damaged.
- g. Only graduands/representatives are allowed to be at the academic dress collection venue.
- h. The venue of the academic dress collection is at the **Main Robing Room** which will be opened from **15th until 20th November 2025 at 9:00 a.m. until 5:00 p.m.**
- i.

DATES	SESSION	TIME	LOKASI
15th NOVEMBER 2025 (SATURDAY)	SESSION 1	9.00 a.m. UNTIL 5.00 p.m. (Through appointment based on the stated session)	MAIN ROBING ROOM, DTSP
	SESSION 2		
	SESSION 3		
	SESSION 4		
16th NOVEMBER 2025 (SUNDAY)	SESSION 5		
	SESSION 6		
	SESSION 7		
17th NOVEMBER 2025 (MONDAY)	SESSION 8		
	SESSION 9		
18th NOVEMBER 2025 (TUESDAY)	SESSION 10		
	SESSION 11		
19th NOVEMBER 2025 (WEDNESDAY)	SESSION 12		
	SESSION 13		
20th NOVEMBER 2025 (THURSDAY)	SESSION 14		

3.3 Graduands with GIC Status

- a. Graduation In Council (GIC) for graduands who have received their degree scrolls and academic transcripts before attending the Convocation Ceremony.
- b. GIC graduands are required to pay the academic dress deposit of **RM300.00** before collecting their academic dress and booking their appointment slots.
- c. Payment can be made during the appointment process via graduate.usm.my using the student email ID and password. Cash transaction is not available at the counter.
- d. The deposit refund for Graduation in Council (GIC) graduands will be made within 14 days after all complete sets of academic dress, along with the graduand card, are returned in good and proper condition.

3.4 Returning of Academic Dress

- a. Graduands must return the academic dress in good, clean and dry condition along with the graduand card at the Main Robing Room after the convocation session ends. Penalties will be imposed for any lost of the graduand card or damage to the academic dress.

DATE	SESSION	TIME	LOCATION
25 th NOVEMBER 2025 (TUESDAY) UNTIL 2 nd DECEMBER 2025 (TUESDAY)	SESSION 1 UNTIL SESSION 14	• 10:00 a.m. - 1.00 p.m. • 2.30 p.m. - 6.30 p.m.	MAIN ROBING ROOM, DTSP
3 rd DECEMBER 2025 (WEDNESDAY) UNTIL 10 th DECEMBER 2025 (WEDNESDAY) (Including SATURDAY & SUNDAY)		• 9:00 a.m. – 4:30 p.m.	

- b. Penalty charges for the late return of academic dress will be imposed starting from **11th December 2025 (Thursday)** at a rate of RM20.00 per day. A fine of RM15.00 will be charged for any loss or damage to the graduand card. Penalties can be paid via ePayment (epayment.usm.my).
- c. Graduands must present the Academic Dress Collection e-slip during the process of returning the academic dress.
- d. Only graduands who have returned academic dress and graduand cards are allowed to collect the degree scrolls and academic transcripts.
4. Any enquiry regarding the academic dress, please contact **Service and Facility Unit** via email: pakaianakademik@usm.my.

5. Code of Ethics for Graduand's Attire

5.1 Male Graduands

Lounge suit

- i. Long-sleeve shirt (light coloured).
- ii. Long trousers (dark coloured) – (Jeans/Denim) are not permitted.
- iii. Coat, necktie, leather shoes (dark coloured) or;
- iv. National attire (with *sampin*).

5.1.1 Prohibited Attire

- i. Cultural clothes and uniforms (police, military, etc).
- ii. Refrain from wearing yellow clothing.
- iii. Slippers/sandals.

5.2 Female Graduands

- i. Long sleeve dresses with ankle-length skirts.
- ii. Leather and dark coloured shoes.
- iii. Graduands with long hair must ensure the hair is neatly tied.

5.2.1 Prohibited Attire

- i. Short skirt.
- ii. Highly slit/split skirt.
- iii. Leggings.
- iv. Sleeveless tops/shirts.
- v. Revealing clothes.
- vi. Clothes that are too bright or yellow in colour.
- vii. Excessive accessories/jewelleries.
- viii. Slippers/sandals.
- ix. Niqab.
- x. Denim/Jeans.
- xi. Shoes with high heels (heels above 2 inches)

Note: Graduands who do not conform to the dress code as above will not be permitted into the hall.

5.3 Academic Dress

It is compulsory for all graduands to wear full academic dress as follows:

- b. Robe
- c. Hood
- d. Mortarboard

5.4 Graduand's Guest Attire

Male Guests : National Attire / Batik / Lounge Suit / Official attire

Female Guests: National Attire / Batik / Official Attire / Appropriate Attire

Shoes : Fully Covered

6. SOP Video of Graduands' Movements/Flow During Convocation Ceremony

Graduands should view the SOP video of Graduands' Movements During Convocation and understand the guidelines of the 63rd Convocation Ceremony via convo.usm.my.

7. Collection of Scroll and Transcript

Graduates/ representatives must ensure the following before collecting the degree scroll and academic transcript:

- a. **Clear all the debts** (tuition, accommodation fees and etc) with the University (if related). For those who have not paid convocation fees, please do so via ePayment (<http://epayment.usm.my>) before attending the Convocation Ceremony.
- b. **Return the borrowed books** to the USM Library (if related).
- c. For the matter (a) and (b), please present **the payment receipt or release letter** from the Treasurer / Library Department if you have paid the debt/return the borrowed books.
- d. Only graduands who have **returned the academic dress and graduand cards** are allowed to collect the degree scrolls and academic transcripts.
- e. Graduands need **to check and make sure all the information on the degree scroll and academic transcripts** that have been received are **complete and accurate**.
- f. The university will not be responsible for the lost/damage of the degree scroll and academic transcripts after they have been collected by the graduands.
- g. Graduands representative need to fill the Representative Appointment Consent Form via the link below:
 - Postgraduate
<https://forms.gle/RUH3eBz6vBnaRFL8A>
 - Undergraduate/ Diploma
<https://forms.gle/zhWnt4WX4wkZcMeL7>
- h. During the convocation period (26th November 2025 – 2nd December 2025), degree scroll and academic transcript can be collected at the Student Main Hall (A), at 9:00 a.m. until 6:30 p.m. after the graduands convocation session end.
- i. After the convocation period, degree scroll and academic transcript can be collected according to the following details:

SCROLL	DATE	TIME	VENUE
Postgraduate / Undergraduate / Diploma	3 rd - 5 th December 2025	9:00 a.m. - 5:00 p.m.	Student Main Hall (A)
Postgraduate	Starting 8 th December 2024		Institute of Postgraduate Studies (IPS) - Main Campus

Undergraduate / Diploma			Student Records Unit, Academic Management Division, Registry, Level 1, Chancellory Building
-------------------------	--	--	--

8. Delivery of Degree Scroll and Academic Transcript by Post

a. Graduands need to fill in the Application Form for Delivery of Degree Scroll and Academic Transcript via link below:

- Postgraduate
<https://forms.gle/JTxpjmWNsDGwZrKA9>
- Undergraduate/ Diploma
<https://forms.gle/RwcQK77ubkq1Y6hi8>

Please inform and attach proof of payment slip to the email below. For any inquiries, please contact::

UNDERGRADUATE / DIPLOMA GRADUANDS	POSTGRADUATE GRADUANDS
<p>Senior Assistant Registrar Student Records Unit, Academic Management Division, Registry, Level 1, Chancellory Building 11800 USM, Penang</p> <p>sdrp@usm.my 04-653 3211 / 3076 / 4194 / 2925 / 2336</p>	<p>Senior Assistance Registrar (Viva Voce & Graduation Unit) Institute of Postgraduate Studies 11800 USM, Pulau Pinang</p> <p>haslinda_yusof@usm.my 04-653 2935</p> <p>hassanuddin@usm.my 04-653 2961</p>

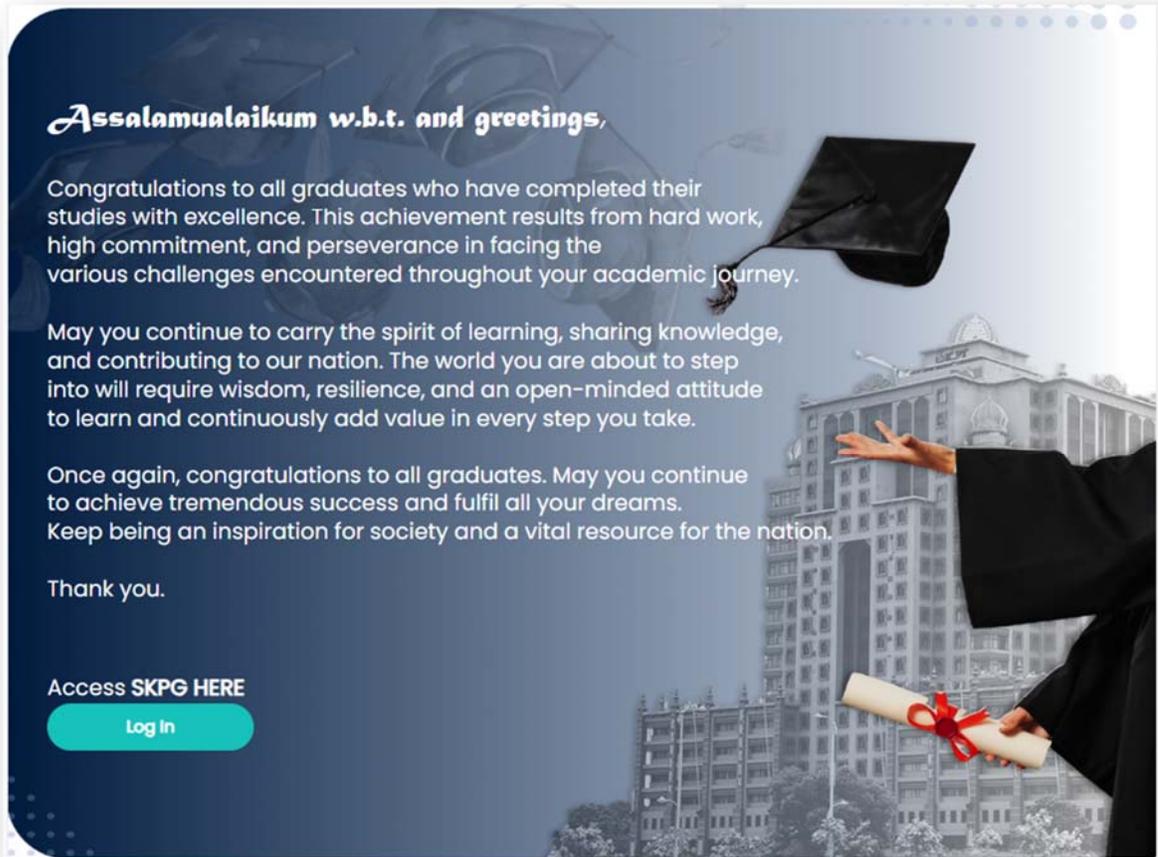
- b. Courier service charges are RM8.00 (West Malaysia) / RM 11.00 (Sabah / Sarawak). Payment must be via ePayment (epayment.usm.my).
- c. The University will not be responsible to the lost / damage / failure to receive the degree scroll and academic transcripts.

9. Graduands Tracer Study System (SKPG)

All USM graduands are **REQUIRED** to complete the **GRADUANDS TRACER STUDY SYSTEM (SKPG) ONLINE**.

Url: <https://graduan.mohe.gov.my/SKPG25/>

The period during which the online system is open : **10th October 2025 until 31st December 2025**



Any enquiry, kindly contact:

- ▶ Mr. Sollehin Ab Rahim: 04-653 3180 / 6167 (emel: sollehin@usm.my)

Each graduands need to complete the study given and then print out the “Declaration Slip” of SISTEM KAJIAN PENGESANAN GRADUAN as a proof.

The “Study Declaration Slip” must be submitted at the Graduand Study Counter located at the **Dewan Tuanku Syed Putra (DTSP)** foyer **BEFORE** taking the academic dress. Your cooperation in completing the study is greatly appreciated by the University.

MyCSD : CONTINUOUS STUDENT DEVELOPMENT

Continuous Student Development (MyCSD) is a recognition by the university on the involvement of students in student development programmes joined throughout the duration of their study. Information regarding any involvement has been systematically recorded in MyCSD database system. MyCSD Transcripts can be issued only to **First Degree (Full-Time) as well as Nursing Diploma (Full-Time) graduands.**

DATE, TIME AND LOCATION FOR MyCSD TRANSCRIPT COLLECTION FOR FIRST DEGREE AND NURSING DIPLOMA GRADUANDS

The MyCSD Transcript can be collected at the Student Main Hall (A), **26th November 2025 till 8th December 2025** from **9:00 a.m until 6:30 p.m** after the graduand's convocation session ends.

Starting from **9th December 2025**, the transcript can be collected at the Student Development Centre, Building H23, BHEPA during office hours.

PROCEDURE FOR COLLECTION OF MyCSD TRANSCRIPT FOR FIRST DEGREE (FULL-TIME) AND NURSING DIPLOMA GRADUANDS

1. Before collection of MyCSD Transcript, please ensure that:-
 - a) the graduand's robe has been returned
 - b) any outstanding debts have been settled (if any)
2. Graduands who are not attending the convocation must settle the convocation fee and clear any outstanding University debts before collecting their MyCSD Transcript.
3. The University will release the MyCSD Transcript only once to the graduands after their Convocation Ceremony.
4. Upon receiving the MyCSD Transcript envelop, graduands are advised to check and ensure that the MyCSD Transcript is complete and contained inside the given envelop.
5. Graduands are also advised to check and verify the accuracy of the spelling of their Names and Identification Card Numbers on their respective MyCSD Transcripts.
6. Methods of collecting MyCSD Transcript are as follows:
 - a. **Attending the Convocation Ceremony**
 - i. Graduands who attend the Convocation Ceremony must collect their MyCSD Transcript at the MyCSD Transcript Collection Counter, Student Main Hall (A).
 - b. **Through Representative**
 - i. Representatives must collect the MyCSD Transcript at the MyCSD Transcript Collection Counter, Student Main Hall (A) during the duration of the convocation session or at the Student Development Centre, Building H23, BHEPA after the end of the graduands convocation session.
 - ii. Representatives must bring along a copy of their own MyKad as well as the applicant's MyKad as a proof for identity verification.
 - iii. Graduands will be fully responsible for any issues that may arise.

c. Through postal delivery service

Terms and conditions for postal delivery are as follows:

- i. Applicants must purchase two L-sized Pos Laju envelopes. One envelope with the applicant's address shall be folded and inserted into the other envelope and sent to the address stated below for the attention of Encik Abdul Razak Bin Ghazali.
- ii. All costs for Pos Laju will be incurred by the applicants.
- iii. The University will not be held accountable for any losses or damages on the MyCSD Transcript.
- iv. Application must be sent directly to:

Student Development Centre
Division of Student Development Affairs & Alumni (BHEPA)
Continuous Student Development Unit (MyCSD)
Building H23, Kompleks Cahaya Siswa
Lorong Cahaya
11800 Universiti Sains Malaysia
Penang

d. Loss of MyCSD Transcript

- i. If you lose your MyCSD Transcript or submit your application after the deadline, a processing fee of RM10.00 will be charged. Payment can be made via QR Code and the screenshot of the payment receipt must be sent to the Student Development Centre for verification.



7. For any inquiries regarding MyCSD Transcript, please email to: abdulrazak@usm.my / mjamilkhair@usm.my

USM Alumni

ALUMNI DEVELOPMENT CENTRE (ADC)

INTRODUCTION

The Alumni Development Centre is a unit under the Universiti Sains Malaysia (USM) Division of Student Development Affairs & Alumni (BHEPA) and is directly accountable to the Deputy Vice-Chancellor HEPA, effective from 2014. During its initial establishment in 2000, alumni management was placed under the management of the Vice-Chancellor's Office and known as the Alumni Liaison Centre.

The major roles of ADC are as shown below:

1. Cultivating the spirit of "I Love USM" to students, alumni and stakeholders,
2. Communication through websites, emails, social media and Alumni Bulletin,
3. Collaboration through PTJ (Alumni Ambassador), industries and other Public Universities (MALUMNI),
4. Conducting philanthropic activities through special projects (Adopt Your Hostel Room @USM, COVID19 Donation Drive, WAKAF@USM, Gold Medal Prize and Book Prize)
5. Performing Services:
 - i. Ensure an integrated database (Alumni Dashboard)
 - ii. Maintain the security of alumni data
 - iii. Collaborate with Student Development Centre and Division of Industry and Community Network (BJIM) for the career advancement of alumni members.

ADC WEBSITE

The ADC website can be accessed through **usmalumni.usm.my**. This website will assist USM to strengthen and enhance the collaborative efforts between the alumni and the University.

ADC also provides the USM Alumni System, (<http://welead.usm.my/graduans>) to ensure that alumni members can update their latest information.

The website will help to achieve the University's aspiration to encourage former students to contribute energy, ideas and financial assistance towards making USM one of the leading universities in the region.

ADC would like to congratulate all the graduands who have successfully completed their studies this year. Keep in touch with us to get the latest information on the University and to strengthen the relationship between alumni members.

ENQUIRIES:

CONVOCATION SECRETARIAT

Media and Public Relations Centre ▶ 04 - 653 6490 / 6495

EXAMINATION RESULTS / GRADUATION

- **First Degree and Postgraduate Degree [Coursework Mode/Mixed Mode]:**

Examination and Graduation Unit ▶ 04 - 653 3479 / 3121 / 3069 / 3074

- **Postgraduate Degree [Research Mode]:**

Institute of Postgraduate Studies (IPS) ▶ 04 - 653 2945 / 2948 / 2935 / 2961

ACADEMIC DRESS

Service and Facility Unit ▶ 04 - 653 6431

Robing Room ▶ 04 - 653 3736 / 4495

DEGREE SCROLL AND ACADEMIC TRANSCRIPT

- **First Degree**

Student Records Section ▶ 04 - 653 2336 / 4194 / 3078

- **Postgraduate Degree [Research Mode, Coursework and Mixed Mode]**

Institute of Postgraduate Studies (IPS) ▶ 04 - 653 2945 / 2948 / 2935 / 2961

BURSARY

Main Campus

- First Degree ▶ 04 - 653 3770
- Distance Learning Programme ▶ 04 - 653 3777
- Postgraduate Degree ▶ 04 - 653 2995 / 6658

Engineering Campus

▶ 04 - 599 5024

Health Campus

- First Degree ▶ 09 - 767 2111 / 2127 / 2124
- Postgraduate Degree ▶ 09 - 767 2123 / 2124
- KLE ▶ 09 - 767 6051 / 2124

USM LIBRARY

- Main Campus ▶ 04 - 653 3799 / 3724
- Engineering Campus ▶ 04 - 599 5114 / 5113
- Health Campus ▶ 09 - 767 1473 / 1468 / 1464

GRADUAND'S CHECKLIST FOR THE USM 63rd CONVOCATION CEREMONY

Graduands are reminded to ensure the following has been done:

1. has viewed the SOP video of the Graduands Movement During the Convocation Ceremony for the purpose of compliance with the procedures of the 63rd Convocation Ceremony.
2. has read and understood the 63rd Convocation Ceremony Guidelines.
3. has complied with the health standard operating procedures for the 63rd Convocation Ceremony.
4. has settled all the outstanding debts with the University.
5. has completed the appointment slot booking for academic dress collection and obtained the e-Slip as documentation proof.
6. has received a complete academic dress in good condition.
7. has complied with the Convocation Ceremony Dress Code.
8. has registered according to the scheduled time and collected the graduand card at the designated Lecture Hall.
9. has returned the academic dress and graduand card at the Main Robing Room.
10. has completed the Graduands Tracer Study via online and printed the Declaration Slip.
11. has collected the degree scrolls together with the academic transcripts at DUP A and the convocation photos at DUP B.

**GRADUANDS' COOPERATION IN ADHERING TO THE REGULATIONS OF THE
63rd CONVOCATION CEREMONY OF UNIVERSITI SAINS MALAYSIA
IS HIGHLY APPRECIATED**