AUGUST 2013 CONVOCATION

Convocation Process | Commencement date | Deadline
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### CONVOCATION SESSION SCHEDULES

Reference to Convocation Website: Information for Graduands> Schedules of Convocation Session

### PREPARATION FOR GRADUATION

#### 1. CONVOCATION ATTENDANCE & PAYMENT

Reference to Convocation Website: Information for Graduands> Preparation for Graduation > Fees & Payment

1.1 Submission of
- Convocation Attire Deposit Form (for Graduands Attending Convocation)
- Graduation Non Attendance Form (for Graduands Not Attending Convocation)

1.2 Payment of Convocation Fee

#### 2. DEFERMENT OF CONVOCATION CEREMONY

Reference to Convocation Website: Information for Graduands> Preparation for Graduation > Deferment Of Convocation Ceremony

2.1 Application for Deferment of Convocation Ceremony

2.2 Payment for Approved Deferment of Convocation Ceremony

As at per approval  
Wed 25.09.13 5.30pm

#### 3. TESTIMONIAL

Reference to Convocation Website: Information for Graduands> Preparation for Graduation > Testimonial

3.1 On-line Verification of Testimonial and Request for Rectification of Testimonial (without charges)

3.2 Request for Verification & Rectification of Testimonial after Deadlines:

3.2.1 After 22.07.13 (Admin cost: RM5 per request)

3.2.2 After 31.10.13 (Admin cost: RM20 per request per annum and an additional of RM20.00 for every one year)

3.3 Printing of Testimonial by Graduates

3.3.1 Without Rectification

3.3.2 With Rectification

3.4 Request for Printing of Testimonial by Department of Alumni Relations and Placement (Admin cost: RM5 per request)

#### 4. GRATITUDE MESSAGE
5.1 On-line Submission of Gratitude Message

Mon 08.07.13 to Thu 22.08.13 2.00pm

5. ALUMNI SURVEY

Mon 08.07.13 to Thu 31.10.13

- UTAR Alumni Survey
- MOHE Tracer Study

Convocation Process

<table>
<thead>
<tr>
<th>Collection of Convocation Attire</th>
<th>Commencement Date</th>
<th>Deadline</th>
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<tbody>
<tr>
<td><strong>6. COLLECTION OF CONVOCATION ATTIRE</strong></td>
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<tr>
<td>(Reference to Convocation Website: Information for Graduands &gt; Preparation for Graduation &gt; Convocation Attire)</td>
<td>Mon 08.07.13</td>
<td>Mon 22.07.13</td>
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<tr>
<td><strong>6.1 Compulsory On-Line Registration</strong></td>
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<td>(for Venue, date of collection, size etc.)</td>
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<tr>
<td><strong>6.2 Collection of Convocation Attire, Bar Code Card and Guest Entrance Card as pre-registered</strong></td>
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<td>EITHER</td>
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<tr>
<td>Sat 17.08.13</td>
<td>9.00am – 6.00pm</td>
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<td>OR</td>
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<tr>
<td>Sun 18.08.13</td>
<td>9.00am – 1.00pm</td>
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<tr>
<td>Thu 22.08.13</td>
<td>9.00am – 6.00pm</td>
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<tr>
<td><strong>6.3 Portrait Photograph taking by UTAR Official Photographer</strong></td>
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<td>(only for those who have not taken portrait photos before for e-album &amp; projection during convocation session)</td>
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7. GRADUANDS REHEARSAL

(Reference to Convocation Website: Information for Graduands > Preparation for Graduation > Graduands Rehearsal)

Thu 22.08.13 2.00pm – 3.00pm

<table>
<thead>
<tr>
<th>Graduands Rehearsal</th>
<th>Location</th>
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<tr>
<td>at Dewan Tun Dr Ling Liong Sik, Perak Campus</td>
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CONVOCATION DAY

8. CONVOCATION ETIQUETTE

(Reference to Convocation Website: Information for Graduands > Convocation Day > Convocation Etiquette)

9. DRESS CODE

(Reference to Convocation Website: Information for Graduands > Convocation Day > Dress Code)

10. CONVOCATION CEREMONY PROCEDURES FOR REGISTRATION & ROBING

(Reference to Convocation Website: Information for Graduands > Convocation Day > Convocation procedures)

11. LOCATION MAP

(Reference to Convocation Website: Information for Graduands > Convocation Day > Location Map)

12. PUBLIC TRANSPORTATION
13. ACCOMMODATION

14. ACCESSIBILITY & SPECIAL NEEDS SITTING

15. GIFTS & FLOWERS

16. LOST & FOUND

17. PHOTOGRAPHY

17.1 Taking personal photographs by UTAR appointed official photographer (Optional)
At Rooms N111 & N112, Block N, Perak Campus

17.2 Collection of Stage Graduation Photographs & DVD (at the same venue you have opted to collect your convocation attire)

17.3 After 26.08.13 onwards, at DARP Office (Perak campus or PJ campus)

18. OTHER ACTIVITIES: CONVOCATION FOOD STREET, GRADUATION CUM ALUMNI HOMECOMING DINNER

18.1 Convocation Food Street at (FICT & IPSR building, Block N)

18.2 Graduation cum Alumni Homecoming Dinner at Grand Kampar Hotel, Kampar, Perak

18.3 Homecoming Amazing Race & Photography Contest

19. RETURNING OF CONVOCATION ATTIRE & COLLECTION OF SOUVENIR ITEMS

19.1 Returning of convocation attire after convocation session
At Heritage Hall, Room A011
(For graduates pre-registered on-line only)
19.2 Otherwise
Returning of Convocation Attire at the campus you have collected your convocation attire

19.3 Collection of Souvenir Items for Graduates who are
(a) Attending convocation at pre-registered venue
(b) Not attending convocation at DARP PJ Office

20 DEGREE CERTIFICATE (DC) & ACADEMIC TRANSCRIPT (AT)
Reference to Convocation Website: Information for Graduands > After Convocation > Degree Certificate & Academic Transcript

20.1 Collection of DC and AT
- For graduates who have pre-registered on-line returning convocation attire at Room A011, Heritage Hall, after their convocation session
- For graduates who have pre-registered on-line at the venue campus for collecting and returning their convocation attire
- After 26.08.13 at Division of Examinations, Awards and Scholarships Office (Petaling Jaya Campus/Perak Campus)

NOTES:

1. FORMS available for the respective process:
   21 Convocation Attire Deposit Form
   22 Graduation Non-Attendance Form
   23 Authorisation Letter for Collection of Convocation Attire
   24 Letter of Authorisation for the Collection of Convocation Souvenir Items, Certificate and Academic Transcript
   25 Application Form for Deferment of Convocation Ceremony

2. For further query, please

   2.1 refer to the FAQ from www.utar.edu.my/utarconvo or

   2.2 contact Department of Alumni Relations and Placement, during office hour only: 8:30 am to 5:30 pm, Mondays to Fridays, at

   Klang Valley office: 03 79582628 ext 8653, 8655 or 8230
   Perak campus office: 05 4688888 ext 2506 or 2537
   DARP HP: 016-2233820 (Mr. Foo Wai Wai)