

UNIVERSITI POLY-TECH MALAYSIA

# KONVO KESYEN

UNIVERSITI POLY-TECH MALAYSIA

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Ke-2



GRADUAND's  
HANDBOOK

# 2024

[www.uptm.edu.my](http://www.uptm.edu.my)

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## INTRODUCTION

Congratulations for your success in completing your studies with Universiti Poly-Tech Malaysia and Kolej Poly-Tech MARA.

Please access the official website for the UPTM's Second and KPTM's 40th Convocation at:

**UPTM:** <https://convo.uptm.edu.my>

**KPTM:** <https://convo.kptm.edu.my>



## GUIDELINES FOR GRADUANDS

### Rehearsal

1. Rehearsal for the convocation will be conducted as follows:

**Date** : 16 December 2024 (Monday)  
**Place** : Dewan Merdeka, World Trade Centre (WTC)  
**Time** : 2.30 p.m

2. Graduands who have confirmed their attendance may also view the rehearsal for the Convocation Ceremony through live streaming on **KPTM's official Facebook (FB) and Youtube Channel** to understand the program schedule for the official ceremony.
3. Please dress appropriately for the rehearsal. Male graduands are reminded to keep their hair short and tidy.

## **Convocation**

The convocation is scheduled as follows:

	Date	Day	Session	Time	Venue
UPTM	17 December 2024	Tuesday	Session 1	8.00 a.m.	Dewan Merdeka, World Trade Centre (WTC)
			Session 2	2.00 p.m.	
	18 December 2024	Wednesday	Session 3	8.00 a.m.	
KPTM	19 December 2024	Thursday	Session 1	8.00 a.m.	
			Session 2	2.00 p.m.	
	20 December 2024	Friday	Session 3	8.00 a.m.	
			Session 4	2.00 p.m.	
	21 December 2024	Saturday	Session 5	8.00 a.m.	
			Session 6	2.00 p.m.	
	22 December 2024	Sunday	Session 7	8.00 a.m.	
			Session 8	2.00 p.m.	

## **Graduation Session Information**

### **(i) UPTM SESSION**

<b>Session</b>	<b>Program</b>	<b>Code</b>
Session 1	DOCTOR OF PHILOSOPHY (BUSINESS ADMINISTRATION)	AB401
	DOCTOR OF PHILOSOPHY (INFORMATION TECHNOLOGY)	CT401
	MASTER OF BUSINESS ADMINISTRATION	AB301
	MASTER OF BUSINESS ADMINISTRATION (CORPORATE ADMINISTRATION AND GOVERNANCE)	AB302
	MASTER OF BUSINESS ADMINISTRATION	AA301
	POSTGRADUATE DIPLOMA IN EDUCATION	BE301
	BACHELOR OF ARTS IN 3D ANIMATION AND DIGITAL MEDIA (HONOURS)	CM201
	BACHELOR OF INFORMATION TECHNOLOGY (HONOURS) IN BUSINESS COMPUTING	CT203
	BACHELOR OF INFORMATION TECHNOLOGY (HONOURS) IN COMPUTER APPLICATION DEVELOPMENT	CT204
	BACHELOR OF INFORMATION TECHNOLOGY (HONOURS) IN CYBER SECURITY	CT206
	DIPLOMA IN COMPUTER SCIENCE	CC101
	ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)	AA211
	CERTIFIED ACCOUNTING TECHNICIAN	AA111
Session 2	BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) HUMAN RESOURCE MANAGEMENT	AB201
	BACHELOR OF BUSINESS ADMINISTRATION (HONOURS)	AB202
	BACHELOR OF CORPORATE ADMINISTRATION (HONOURS)	AC201
	BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) HUMAN RESOURCE MANAGEMENT	AA201
	BACHELOR OF COMMUNICATION (HONS) IN CORPORATE COMMUNICATION	BK201
	DIPLOMA IN CORPORATE COMMUNICATION	BK101
	DIPLOMA OF ACCOUNTANCY	AA103
	DIPLOMA OF ACCOUNTING AND FINANCE	AA102
Session 3	BACHELOR OF ARTS (HONOURS) IN APPLIED ENGLISH LANGUAGE STUDIES	BE201
	BACHELOR OF EARLY CHILDHOOD EDUCATION (HONOURS)	BE202
	BACHELOR OF EDUCATION (HONOURS) IN TEACHING ENGLISH AS A SECOND LANGUAGE	BE203
	DIPLOMA IN TEACHING ENGLISH AS A SECOND LANGUAGE (TESL)	BE101

**(ii) KPTM SESSION**

Sidang	Nama Program	Kod Program	Kampus Cawangan
Sidang 1	BACHELOR OF ARTS (HONOURS) IN ACCOUNTING AND FINANCE 3+0 IN COLLABORATION WITH DUBLIN BUSINESS SCHOOL, IRELAND	AA231	BANGI
	DIPLOMA IN BUSINESS MANAGEMENT	AB101	ALOR SETAR
	DIPLOMA IN BUSINESS MANAGEMENT	AB101	KOTA BHARU
	DIPLOMA IN BUSINESS MANAGEMENT	AB101	KUANTAN
	DIPLOMA IN ISLAMIC BANKING & FINANCE	AF101	BANGI
	DIPLOMA IN ISLAMIC BANKING & FINANCE	AF101	KOTA BHARU
Sidang 2	DIPLOMA IN ACCOUNTING	AA101	BANGI
	DIPLOMA IN ACCOUNTING	AA101	KOTA BHARU
	DIPLOMA IN ACCOUNTING	AA101	KUANTAN
	DIPLOMA IN ACCOUNTING	AA101	ALOR SETAR
	DIPLOMA IN TOURISM MANAGEMENT	AT101	ALOR SETAR
	DIPLOMA IN TOURISM MANAGEMENT	AT101	KOTA BHARU
	DIPLOMA KEJURURAWATAN	DN101	KOTA BHARU
Sidang 3	DIPLOMA IN BUSINESS MANAGEMENT	AB101	BANGI
Sidang 4	DIPLOMA IN OFFICE MANAGEMENT	AO101	ALOR SETAR
	DIPLOMA IN TEACHING OF ENGLISH AS A SECOND LANGUAGE	BE101	IPOH
	DIPLOMA IN ANIMATION	CM101	IPOH
Sidang 5	DIPLOMA IN ENTREPRENEURSHIP	AB108	BANGI
	DIPLOMA PENDIDIKAN AWAL KANAK-KANAK	BE102	KOTA BHARU
	DIPLOMA PENDIDIKAN AWAL KANAK-KANAK (ODL)	BE103	KOTA BHARU
Sidang 6	DIPLOMA IN HUMAN RESOURCE MANAGEMENT	AB107	BATU PAHAT
	DIPLOMA IN HUMAN RESOURCE MANAGEMENT	AB107	KUANTAN
Sidang 7	DIPLOMA IN SPORTS MANAGEMENT	BS101	BANGI
	DIPLOMA IN SPORTS MANAGEMENT	BS101	KUANTAN
	DIPLOMA IN GAME DESIGN	CM102	IPOH
	DIPLOMA IN CIVIL ENGINEERING (CONSTRUCTION SAFETY)	EV101	KUANTAN
Sidang 8	DIPLOMA IN MANAGEMENT WITH MULTIMEDIA	AB103	IPOH
	DIPLOMA IN DIGITAL MARKETING	AM101	IPOH
	DIPLOMA IN COMPUTER SYSTEM AND NETWORKING	CC103	ALOR SETAR
	DIPLOMA IN COMPUTER SYSTEM AND NETWORKING	CC103	BATU PAHAT
	DIPLOMA IN INFORMATION TECHNOLOGY	CT103	BATU PAHAT
	DIPLOMA IN MULTIMEDIA	CT104	IPOH
	DIPLOMA IN COMPUTER GRAPHIC DESIGN	CT108	BATU PAHAT

## **Attendance Confirmation**

**Only graduands who have made full payment of tuition and services fees are allowed to make the confirmation.**

1. Upon receipt of the occasion's invitation, each graduand **MUST** make an online confirmation for their attendance between **03 October 2024 until 30 November 2024** via the convocation website.
2. Graduands are required to upload a **recent photograph** and **SKPG slip** into Graduand Attendance Confirmation System (<https://graduand.kptm.edu.my/>). Please refer to page 20.
3. Graduands are required to **upload a recent photograph** and **SKPG slip** into Graduand Attendance Confirmation System (<https://graduand.kptm.edu.my>). Please refer to Attachment 1.
4. Graduands are required to make a payment of RM350 for the Convocation Fee.
5. **An RFID Card** will be provided to each graduand at the **RFID Card Counter** during robe collection. Only graduands with RFID cards will be allowed to enter the convocation hall.
6. Loss of the RFID card will incur a replacement fee of RM10.

## **GUIDELINES FOR PARENTS/GUESTS**

### **Entry Pass for Parents/Guests**

1. **Entry Pass for parents/guests will be distributed to the graduands during robe collection.**
  - a. Each graduand will receive **one (1)** entry pass that would allow entry for **two (2)** parents/guests.
  - b. A missing pass will not be replaced.
  - c. Only those above 12 years old are allowed to enter the convocation hall.
  - d. Graduands and parents/guests are not allowed to take any photographs during the convocation.

### **Parking facility for Graduands, Parents and Guests**

1. Parking at the venue for graduands, parents and guests is very **LIMITED**.
2. Parents and guests are advised to use public transport to the convocation venue as below:
  - a. LRT (PWTC Station)
  - b. Keretapi Tanah Melayu (KTM) (Putra Station)
  - c. E-hailing (GRAB, inDriver etc.)

### **Dress code for parents/guests**

#### **1. Gentlemen**

Complete Official/Batik/National attire.

**OR**

Lounge Suit with neck tie.

**JEANS and T-SHIRT are not allowed.**

#### **2. Ladies**

Complete Official/Office/National attire.

**GOWN, SKIRT, SLEEVELESS BLOUSE, JEANS and T-SHIRT ARE NOT ALLOWED.**

#### **IMPORTANT NOTE:**

**PARENTS/GUESTS ARE REMINDED TO ADHERE TO THE DRESS CODE TO FACILITATE ENTRANCE TO THE CONVOCATION HALL.**

### **Food and refreshments**

The Convocation Committee **WILL NOT** be providing any food or refreshments for graduands, parents or guests. Food or refreshments **ARE NOT ALLOWED** in the Convocation Hall.





## OUTSTANDING FEES PAYMENT

1. Graduands may check for any outstanding fees through the Graduand Attendance Confirmation System.
2. Any outstanding fees payment could be made online through the link below:

**<https://epay.kptm.edu.my>**

3. Deadline for outstanding fees payment is on the **25 November 2024**. Please log into the **KPTM ePay system** and **choose the appropriate branch campus**. Use your **official university e-mail** to sign in.
4. Enter the amount to be paid in the **Tuition Fees** column. Please keep the payment information for future reference.
5. The payment status will be updated in the Graduand Attendance Confirmation System within **three (3) working days** after the payment is made.
6. Only graduands without any outstanding fees (tuition and other fees) will be allowed to attend the convocation.
7. For enquiries, please refer to the campus Finance Department officer as below:

No.	Name	Email	Campus
1.	'Aadila binti Mohammad Azahari	<a href="mailto:aadila@uptm.edu.my">aadila@uptm.edu.my</a>	UPTM
2.	Puan Norma Binti Abdul Ghani	<a href="mailto:norma_abdghani@gapps.kptm.edu.my">norma_abdghani@gapps.kptm.edu.my</a>	Alor Setar
3.	Cik Nur Izza Yusyida Binti Izuddin	<a href="mailto:yusyida@gapps.kptm.edu.my">yusyida@gapps.kptm.edu.my</a>	Bangi
4.	Puan Mazliha Binti Jumahat	<a href="mailto:mazliha@gapps.kptm.edu.my">mazliha@gapps.kptm.edu.my</a>	Batu Pahat
5.	Abdul Azim bin Mohd Tarimizi	<a href="mailto:azim@gapps.kptm.edu.my">azim@gapps.kptm.edu.my</a>	Ipoh
6.	Mohammad Faiz bin Che Ramli	<a href="mailto:faizcheramli@gapps.kptm.edu.my">faizcheramli@gapps.kptm.edu.my</a>	Kota Bharu
7.	Wan Nur Suraya binti Wan Mohd Azmi	<a href="mailto:nursuraya@gapps.kptm.edu.my">nursuraya@gapps.kptm.edu.my</a>	Kuantan



## CONVOCATION FEE

1. A fee of RM350.00 is imposed for the convocation and should be paid before **30 November 2024**.
2. The payment should be made online by visiting the convocation website and selecting the link for the **Graduand Attendance Confirmation System**.
3. For enquiries regarding the convocation fee, please e-mail **finance\_konvo@gapps.kptm.edu.my**. Please state your name, identity card and telephone number in the e-mail.

### **IMPORTANT:**

**GRADUANDS SHOULD ADHERE TO THE FEE PAYMENT PROCEDURE AND CONDUCT EARLY PAYMENT TO AVOID ANY DELAYS IN MAKING ATTENDANCE CONFIRMATION.**



## GRADUANDS DRESS CODE

The graduands are required to adhere to the dress code when attending the Convocation Ceremony.

### Male Graduands Attire

1. Black National dress (Black Baju Melayu with Black Songkok and Songket Samping)

**OR**

**Black** blazer complete with a long-sleeved shirt, **Black** pants and **Blue** neck tie.

2. Wearing black leather (dress shoes) with a heel, and dark socks; hair styled neatly and not longer than below the ears.



### **Female Graduands Attire**

1. **Muslim graduands** wearing a Kurung or long Kebaya with a fabric **WITHOUT SLITS. GRADUANDS MUST WEAR A PLAIN HEADSCARF (NOT PATTERNED OR FLOWERED)**.
2. **Non-Muslim graduands wearing** a long-sleeved blouse and black long pants or long dress or a skirt that is below the knee **WITHOUT SLITS**.
3. Black Pump Shoes with heels **no higher than one and a half inches (1.5 inch)**. Slippers, sandals or any other form that exposes the toes are not permitted.
4. Graduands must wear the **headscarf colour** according to the specifications as stated in **Table 1 (UPTM Graduands)** and **Table 2 (KPTM Graduands)**.



## **IMPORTANT NOTES**

**THE CONVOCATION COMMITTEE RESERVES THE RIGHTS TO DENY ENTRY TO ANY GRADUANDS WHO FAIL TO ADHERE TO THE DRESS CODE.**



### **Dress Code For Male Graduands**



1. Black National dress (Black Baju Melayu with Black Songkok and Songket Samping)  
OR  
Black blazer complete with a long-sleeved shirt, Black pants and Blue neck tie
2. Black leather (dress shoes) with a heel, and dark socks; hair styled neatly and not longer than below the ears.



**IMPORTANT NOTES**  
THE CONVOCATION COMMITTEE  
RESERVES THE RIGHTS TO DENY ENTRY  
TO ANY GRADUANDS WHO FAIL TO  
ADHERE TO THE DRESS CODE.



### **Dress Code For Female Graduands**







1. Muslim graduands wearing a Kurung or long Kebaya with a fabric WITHOUT SLITS. GRADUANDS MUST WEAR A PLAIN HEADSCARF (NOT PATTERNED OR FLOWERED).
2. Non-Muslim graduands wearing a long-sleeved blouse and black long pants or long dress or a skirt that is below the knee WITHOUT SLITS.
3. Black Pump Shoes with heels no higher than one and a half inches (1.5 inch). Slippers, sandals or any other form that exposes the toes are not permitted.
4. Graduands must wear the headscarf colour according to the specifications as stated in Table 1 (UPTM Graduands) and Table 2 (KPTM Graduands).




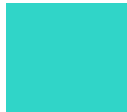




**IMPORTANT NOTES**  
THE CONVOCATION COMMITTEE  
RESERVES THE RIGHTS TO DENY ENTRY  
TO ANY GRADUANDS WHO FAIL TO  
ADHERE TO THE DRESS CODE.

**TABLE 1 (UPTM GRADUAND)**



No.	Faculty	No.	Programme Code/Name		Hijab Colour
1	FACULTY OF BUSINESS & ACCOUNTING (FABA)	1	AA102	Diploma in Accounting and Finance	<b>Turquoise</b> 
		2	AA103	Diploma of Accountancy	
		3	AA201	Bachelor of Accountancy (Honours)	
		4	AB201	Bachelor of Business Administration (Honours) Human Resource Management	
		5	AB202	Bachelor of Business Administration (Honours)	
		6	AC201	Bachelor of Corporate Administration (Honours)	
2	FACULTY OF EDUCATION, SOCIAL SCIENCES & HUMANITIES	1	BE101	Diploma in Teaching English as a Second Language (TESL)	<b>Red</b> 
		2	BK101	Diploma in Corporate Communication	
		3	BE201	Bachelor of Arts (Honours) in Applied English Language Studies	
		4	BE202	Bachelor of Early Childhood Education (Honours)	
		5	BE203	Bachelor of Education (Honours) in Teaching English as a Second Language	
		6	BK201	Bachelor of Communication (Hons) in Corporate Communication	
		7	BE301	Postgraduate Diploma in Education	
3	FACULTY OF COMPUTING & MULTIMEDIA (FCOM)	1	CC101	Diploma in Computer Science	<b>Purple</b> 
		2	CM201	Bachelor of Arts in 3D Animation and Digital Media (Honours)	
		3	CT203	Bachelor of Information Technology (Honours) in Business Computing	
		4	CT204	Bachelor of Information Technology (Honours) in Computer Application Development	
		6	CT206	Bachelor of Information Technology (Honours) in Cyber Security	

No.	Faculty	No.	Programme Code/Name		Hijab Colour
4	INSTITUTE OF GRADUATE STUDIES (IGS)	1	AB301	Master of Business Administration	<b>Any colour</b>
		2	AB302	Master of Business Administration (Corporate Administration and Governance)	
		3	AB401	Doctor of Philosophy (Business Administration)	
5	INSTITUTE OF PROFESSIONAL STUDIES (IPS)	1	AA111	Certified Accounting Technician	<b>Gold</b> 
		2	AA211	Association of Chartered Certified Accountants (ACCA)	

**TABLE 2 (KPTM GRADUAND)**

No.	Faculty	No.	Programme Code/Name		Hijab Colour
1	FAKULTI SAINS KOMPUTER DAN TEKNOLOGI MAKLUMAT (FSKTM)	1	CC103	Diploma in Computer Systems and Networking	<b>Maroon</b> 
		2	CT103	Diploma in Information Technology	
2	FAKULTI PENGURUSAN PERNIAGAAN (FPP)	1	AB101	Diploma in Business Management	<b>Turquoise</b> 
		2	AB103	Diploma in Management with Multimedia	
		3	AB107	Diploma in Human Resource Management	
		4	AB108	Diploma in Entrepreneurship	
		5	AF101	Diploma in Islamic Banking & Finance	
		6	AM101	Diploma in Digital Marketing	
		7	AO101	Diploma in Office Management	
3	FAKULTI PERAKAUNAN (FP)	1	AA101	Diploma in Accounting	<b>Orange</b> 
		2	AA231	BSc. of Arts (Hons) in Accounting and Finance 3+0 Collaboration with Dublin Business School	
4	FAKULTI SAINS SOSIAL & KEMANUSIAAN (FSSK)	1	AT101	Diploma in Tourism Management	<b>Purple</b> 
		5	BS101	Diploma in Sports Management	
5	FAKULTI KEJURUTERAAN (FK)	1	EV101	Diploma in Civil Engineering (Construction Safety)	<b>Green Apple</b> 
6	FAKULTI BIO-INDUSTRI & SAINS KESIHATAN (FBSK)	1	DN101	Diploma Kejururawatan	<b>Pink</b> 



No.	Faculty	No.	Programme Code/Name		Hijab Colour
7	FAKULTI MULTIMEDIA KREATIF (FMK)	1	CT104	Diploma in Multimedia	<b>Gold</b> 
		2	CT108	Diploma in Computer Graphic Design	
		3	CM101	Diploma in Animation	
		4	CM102	Diploma in Game Design	
8	FAKULTI PENDIDIKAN (FPEND)	1	BE101	Diploma in TESL	<b>Royal Blue</b> 
		2	BE102	Diploma Pendidikan Awal Kanak-kanak	
		3	BE103	Diploma Pendidikan Awal Kanak-kanak (ODL)	



## ROBE

### Robe Set

1. A complete convocation robe set should contain:
  - 1 Convocation robe (Black)
  - 1 Hat (mortar board/ befeater)
  - 1 Hood (Colour according to the faculty)
  - 1 Sash (for Award winners only)
2. The convocation committee **RESERVES THE RIGHTS** to deny entry to any graduand without a complete robe set.
3. Graduands are **NOT ALLOWED** to make any alterations on the robe.
4. Graduands are fully responsible for the robes and are reminded to ensure to have it at hand on the convocation day.
5. Graduands are **NOT ALLOWED** to wear or add any accessories to the robe set.

### Robe Collection and Returning Schedule for UPTM and KPTM

Graduands are required to collect and return their robes at **Dewan Tun Razak 3, Level 3** at the World Trade Centre (WTC).

#### **UPTM**

Session	Session Date	Robe Collection	Robe Returning	Time
1 – 3 (UPTM)	17 & 18 December 2024	15 Dec 2024 For UPTM graduands only	17 – 22 December 2024	11.00 am – 4.00 pm
		16 & 17 Dec 2024 For UPTM & KPTM graduands		8.30 am – 4.00 pm
1 – 8 (KPTM)	19 - 22 December 2024	16 – 21 December 2024 For KPTM graduands		8.30 am – 4.00 pm

## **Robe collection**

1. Graduands are required to collect their robes **at least one day before their respective convocation sessions**. Collecting the robe on the day of the convocation session is **not allowed**.
2. Graduands are required to confirm their attendance to the convocation ceremony and hand the confirmation slip to the staff for verification.
3. Graduands are allowed to collect the robe on behalf of others based on these guidelines:
  - 3.1 **Not more than one (1)** robe set for each graduand.
  - 3.2 Graduand is from the same session.
  - 3.3 All payments and documents are complete.
4. Graduands are required to submit the confirmation of attendance slip (softcopy/hardcopy) to obtain the **Robes Collection Process Checklist Form** and **RFID Card** during robe collection.

The screenshot displays the 'Graduand Attendance Confirmation System' interface. At the top, there are logos for HPTM and UPTM, and the title 'CONVOCAATION ATTENDANCE CONFIRMATION SLIP'. The form is divided into two main sections: 'GRADUAND INFORMATION' and 'CONVOCAATION INFORMATION'.

**GRADUAND INFORMATION**

Name	:	MUHAMMAD XXXXXXXX	Matric No	:	BFU19XXXXXXX
IC Number	:	010XXXXXXX	Phone No	:	013XXXXXXX
College	:	KPTM BATU PAHAT	Programme	:	DIPLOMA IN COMPUTER GRAPHIC DESIGN

**CONVOCAATION INFORMATION**

Session	:	SESSION 1 ( MORNING )
Date	:	18 DECEMBER 2023 ( MONDAY )
Attendance	:	ATTEND
Transcript	:	RELEASE
Award	:	-

On the right side of the 'CONVOCAATION INFORMATION' section, there is a placeholder for a photo of the graduand, labeled 'CONTOH KPTM' and 'Photo of Graduand'.

At the bottom left of the form, there is a 'PRINT SLIP' button.

## **Returning the Robe**

1. The robe should be returned at the Robe Counter at **Dewan Tun Razak 3 (Level 3)** immediately after the convocation.
2. The counter will be open from 11:00am to 4:00pm on 17 December 2024 (Tuesday) and 8:30am to 4:00pm on 18 until 22 December 2024 (Wednesday - Sunday).
3. Graduands are required to submit a copy of the robe rental form when returning the robe.





## **How to wear the convocation robe**

The convocation robe should be worn appropriately and in orderly manner as follows:

- The hood is pinned on both shoulders.
- The hat (mortar board/ befeater) should be worn with the tassel forward and on the left hand side.
- Convocation robe should be worn as below:



- The sash should be worn as below:

KPTM GRADUAND		UPTM GRADUAND	
			



## CONVOCATION PHOTOGRAPH

There will be official photographers on duty during the convocation. Personal photographers are not allowed to be in the event. All official photographs will be mailed to graduands.



## SCROLL AND TRANSCRIPT

Graduands are required to collect their scrolls and transcripts after the convocation session ends **on the same day** at **Dewan Tun Razak 3**. The scroll and transcript collection counters are open from **9.00 am until 6.00 pm throughout the convocation ceremony**.

### **WARNING:**

Scrolls and transcripts will only be handed over to graduates who **DO NOT** have debt with their respective universities/colleges (debt data is up to the review date before the ceremony) and have answered the Graduate Tracking Survey (SKPG) conducted by the Malaysian Ministry of Higher Education (KPT).



## CEREMONY PROTOCOL

Graduands will be guided to their seats during the procession and are expected to behave appropriately according to the prestige of the occasion. No graduand is allowed to leave the hall once the ceremony begins.

## MOHE TRACER STUDY (SKPG)

The SKPG is a tracer study conducted by the Ministry of Higher Education to measure the graduate's employability and learning experience at their respective institutions using this link:

<http://great.mohe.gov.my>

Graduands are **required** to upload the SKPG slip to the convocation website as proof of participation.



- Please refer to the officers below for assistance:

No.	Name	Email	Campus
1.	Muhammad Hanafi bin Ghazali	tracerstudy@gapps.kptm.edu.my	HQ
2.	Nor Zalina Binti Zalwadi	zalina_z@uptm.edu.my	UPTM
3.	Encik Muhammad Akmal bin Ahmad	akmal_ahmad@gapps.kptm.edu.my	Alor Setar
4.	Encik Mat Zaid Bin Mat Daud	matzaid@gapps.kptm.edu.my	Bangi
5.	Encik Hishamudin bin Jamiludin	hishamudin.jamiludin@gapps.kptm.edu.my	Batu Pahat
6.	Puan Rahah binti Jamiludin	rahah.jamiludin@gapps.kptm.edu.my	Ipoh
7.	Encik Wan Mohd Shafiq bin Samaun	wshafiq@gapps.kptm.edu.my	Kota Bharu
8.	Encik Mohd Hanis bin Rani	md_hanis@gapps.kptm.edu.my	Kuantan



## CONTACT PERSONS

For assistance regarding the convocation, please refer to the officers below:

### **UPTM**

**Email:** [urusetia\\_konvo@uptm.edu.my](mailto:urusetia_konvo@uptm.edu.my)

Hafizah Zainita binti Mohamad Alwi	: 03-92069720
Mazwin binti Mohd Ali	: 03-92069613
Rahayu binti Idrus	: 03-92069605
Nik Mazlinahaiza Bt Abdullah (Robe)	: 03-92069646
Nor Zalina Binti Zalwadi (SKPG)	: 03-92069752

### **KPTM**

**Email:** [urusetia\\_konvo@gapps.kptm.edu.my](mailto:urusetia_konvo@gapps.kptm.edu.my)

Nur Raifana Binti Abdullah	: 03-91795657
Nur Fazlin Binti Abdullah	: 03-91795660
Arlina Binti Ramdan	: 03-91795660
Noor Faizaltul Akmal binti Hamzah	: 03-91795659
Syafful Anuar bin Abdul (Robe)	: 03-91795712
Nik Noor Fadillah binti Nik Abdullah (SKPG )	: 03-91795666

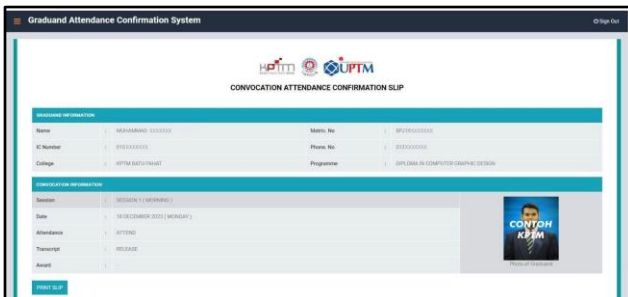


## KOLEJ POLY-TECH MARA BRANCHES

UPTM	: 03-92069700
KPTM Alor Setar	: 04-7309255
KPTM Bangi	: 03-8925 9769/9776
KPTM Batu Pahat	: 07-4559902/6729
KPTM Ipoh	: 05-2421003
KPTM Kota Bharu	: 09-7462020
KPTM Kuantan	: 09-536 6701

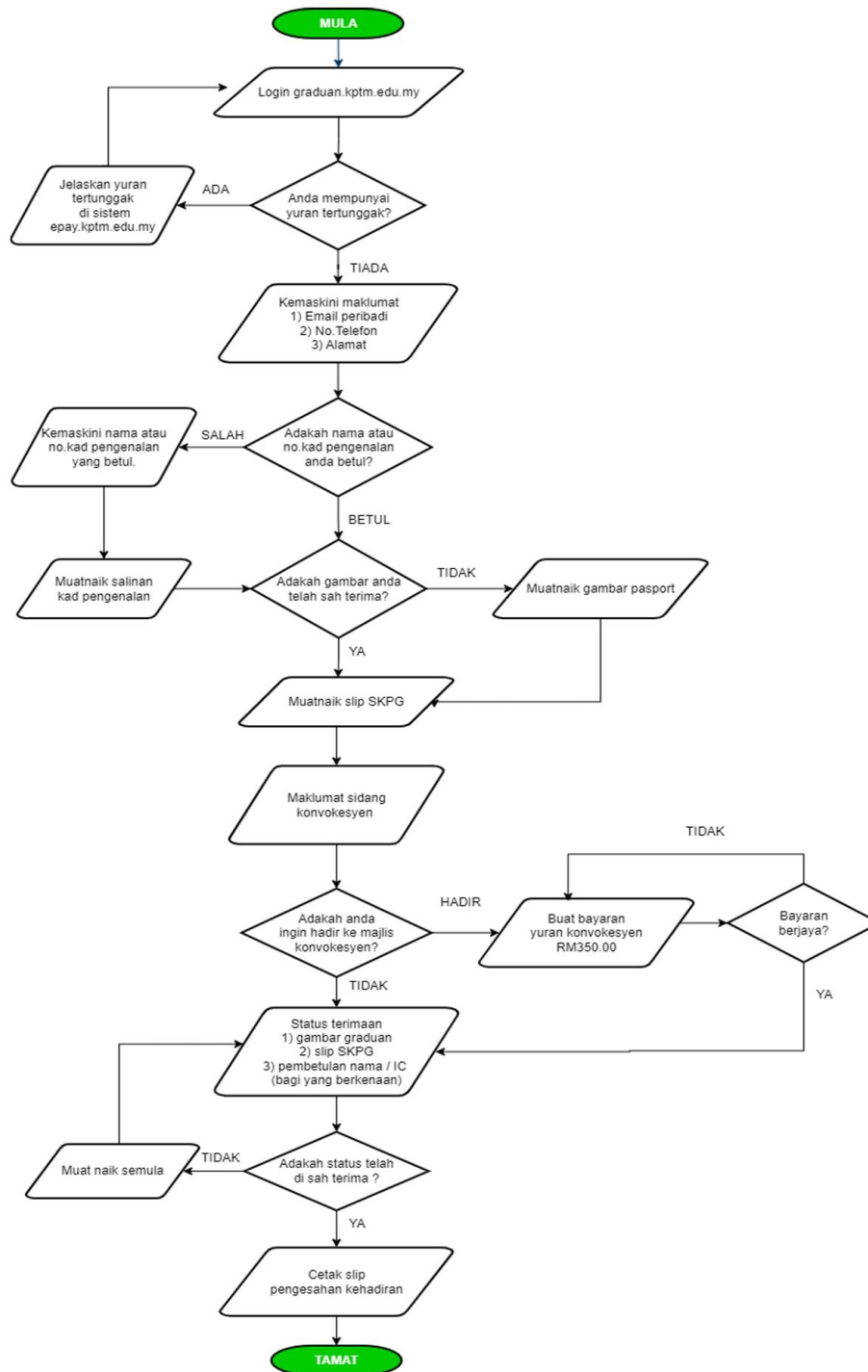


## ➔ IMPORTANT DATES

Date	Note
7 October 2024	Convocation website and Graduand Attendance Confirmation System activated.  <b>UPTM:</b> <a href="https://convo.uptm.edu.my">https://convo.uptm.edu.my</a>  <b>KPTM:</b> <a href="https://convo.kptm.edu.my">https://convo.kptm.edu.my</a>
30 November 2024	Convocation deadline for confirmation of graduate attendance of the ceremony.
15 December 2024 (Sunday)	<b>ROBE COLLECTION AND RETURNING</b>  Graduands need to prove attendance confirmation which has been completed before taking the robe by showing the Graduand Attendance Confirmation Slip to the convocation ceremony as below:    <b>Venue : Dewan Tun razak, Level 3</b>
21 December 2024 (Saturday)	
16 December 2024 (Monday)	<b>REHEARSAL</b>  Date : 16 December 2024 (Monday) Venue : Dewan Merdeka, World Trade Centre (WTC) – Level 4 Time : 2.30 p.m.  Graduands who have confirmed their attendance can follow the Convocation Ceremony rehearsal on <b>KPTM's official Facebook (FB) and Youtube Channel</b> to understand the program on the day of the official ceremony.
17 & 18 December 2024	<b>CONVOCATION</b>  <b>UPTM Convocation</b> – Level 4, Dewan Merdeka, World Trade Centre (WTC) Kuala Lumpur

(Tuesday & Wednesday )	
19 - 22 December 2024  (Thursday – Monday)	<b>KPTM Convocation</b> – Level 4, Dewan Merdeka, World Trade Centre (WTC) Kuala Lumpur

# GUIDELINES FOR GRADUAND ATTENDANCE CONFIRMATION SYSTEM



## GRADUAND ATTENDANCE CONFIRMATION SYSTEM

(Sistem Pengesahan Kehadiran Graduan)

ADMIN

GRADUAND



Diyakini (Trustworthy)  
Bersinergi (Synergistic)  
Prihatin (Caring)

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### Sign in



IC Number



Password

**\*Please set your password for first login!**

[Set Password](#)

SIGN IN

### Graduand Attendance Confirmation System

Congratulations to our Graduands !!

For all details and information regarding Convocation Ceremony, please visit our official website [convo.kptm.edu.my](http://convo.kptm.edu.my).

Please make sure to check and confirm that all your personal details are correct. It is important that any corrections **MUST** be made before the deadline, otherwise all the details are assumed to be correct.

[Back Home](#)

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## PHOTOGRAPH AND SKPG COMPLETION SLIP UPLOAD

### PHOTO CRITERIA

- a. Passport size and not more than 5MB.
- b. Blue background.
- c. .jpg or .jpeg format
- d. Male graduand must be in formal attire (dark blazer with neck tie and neatly combed hair).
- e. Female muslim graduands must be in plain hijab.
- f. Female non-muslim graduands should be modestly dressed (hijab is not compulsory)



### CONTOH GAMBAR UNTUK DI MUATNAIK



### SKPG SLIP CRITERIA

- a. Size not more than 5MB.
- b. .jpg or .pdf format.

### SKPG SLIP EXAMPLE

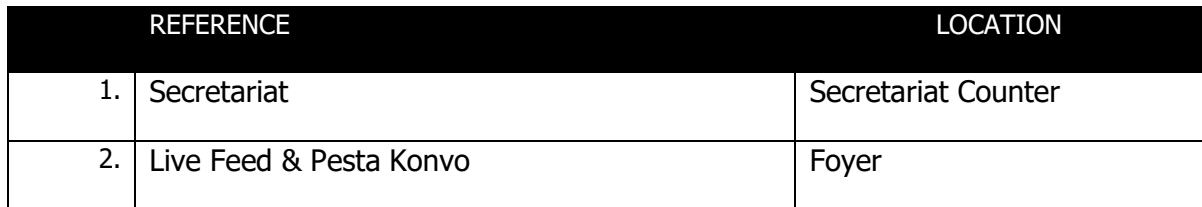
		<b>KAJIAN PENGESANAN GRADUAN KEMENTERIAN PENGAJIAN TINGGI</b>	
Nama		LIM WERN HUEI	
Institusi			
No. Matrik			
Tarikh Kajian		7/9/2021 5:51:46 PM	
Status Terkini		BEKERJA	
			

## QUESTIONS REGARDING UPLOADING GRADUAND PHOTOS

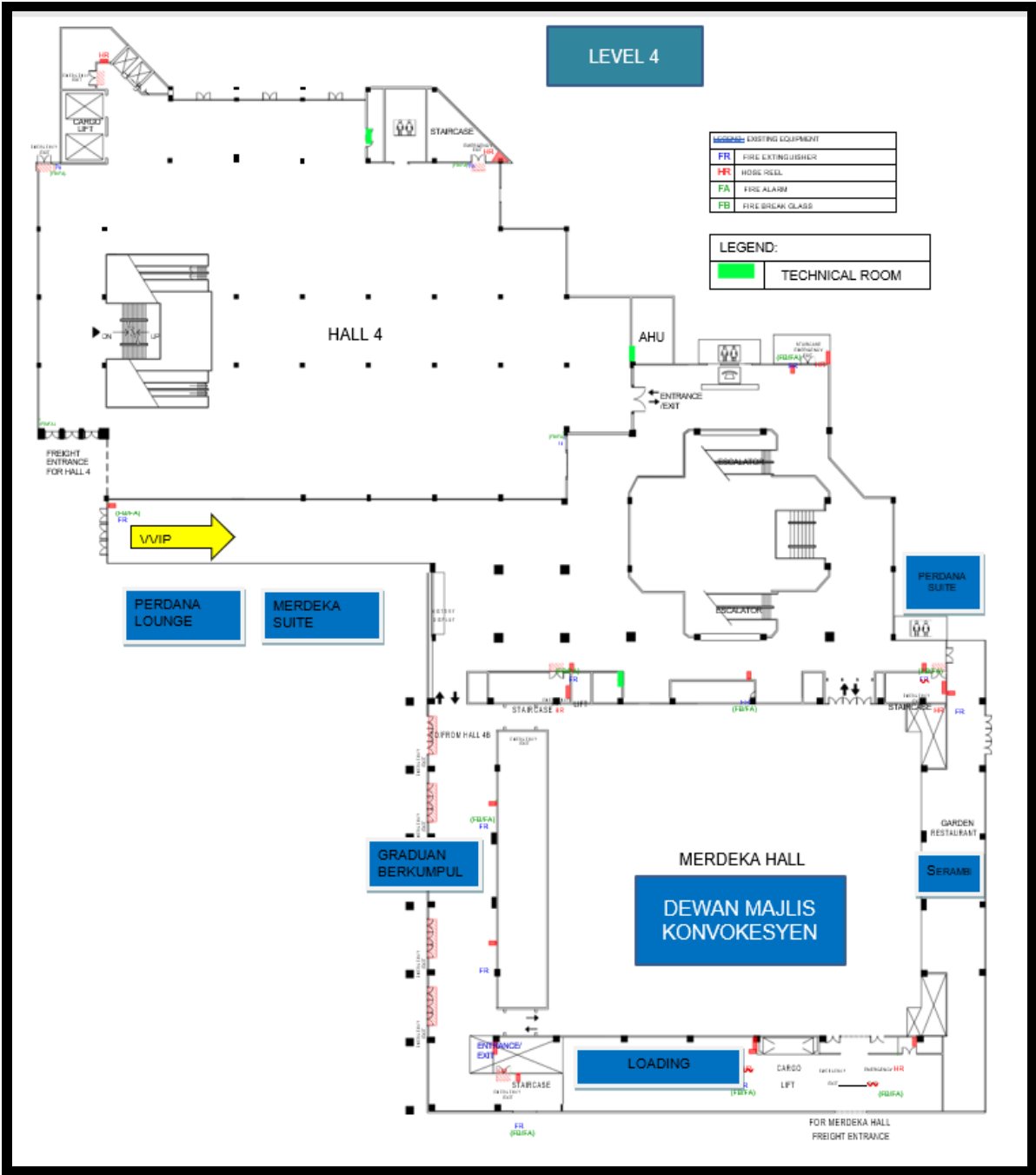
If graduands have any problem to upload the photo, please refer to the officers below:

Name	Email
Puan Fazlinawati Zakaria (SPRS - ALOR SETAR)	<a href="mailto:fazlina@gapps.kptm.edu.my">fazlina@gapps.kptm.edu.my</a>
Puan Ernie Binti Zakaria (SPRS - BANGI)	<a href="mailto:ernie@gapps.kptm.edu.my">ernie@gapps.kptm.edu.my</a>
Puan Nurul Aqmar Binti Siam (SPRS - BATU PAHAT)	<a href="mailto:aqmar@gapps.kptm.edu.my">aqmar@gapps.kptm.edu.my</a>
Puan Norhidayah Binti Zakaria (SPRS - IPOH)	<a href="mailto:norhidayahz@gapps.kptm.edu.my">norhidayahz@gapps.kptm.edu.my</a>
Puan Nur Haslini Binti Masrul (SPRS - KOTA BHARU)	<a href="mailto:haslini@gapps.kptm.edu.my">haslini@gapps.kptm.edu.my</a>
Puan Hasnatul Balqies Hashim (SPRS - KUANTAN)	<a href="mailto:hasnatul@gapps.kptm.edu.my">hasnatul@gapps.kptm.edu.my</a>
Encik Mohd Saruddin Bin Sulaiman (SPRS - UPTM)	<a href="mailto:saruddin@uptm.edu.my">saruddin@uptm.edu.my</a>
Puan Nurul Syuhada Binti Abd Rahim (JTM-IBUPEJABAT)	<a href="mailto:syuhada@gapps.kptm.edu.my">syuhada@gapps.kptm.edu.my</a>
Puan Fazlinawati Zakaria (SPRS - ALOR SETAR)	<a href="mailto:fazlina@gapps.kptm.edu.my">fazlina@gapps.kptm.edu.my</a>

## APPENDIX II



## FLOOR PLAN WTC – LEVEL 4



REFERENCE		LOCATION
1.	Ceremony Committee	Committee Counter
2.	Collection & Return of Convocation Robe	Foyer
3.	Circulation of Scrolls and Transcripts	Dewan Tun Razak 3
4.	Mara & Rural Capital Berhad Credit Control Department Counter	Dewan Tun Razak 3



## FREQUENTLY ASKED QUESTIONS (FAQ)

Question 1	Will UPTM and KPTM send notification letters to graduands regarding the convocation ceremony?
Answer:	No. All prospective graduands will receive a short message (SMS blast) from the university/college as notification and an invitation to the convocation ceremony. Graduands need to visit the official convocation ceremony portal to get information and confirm their attendance at the convocation.
Question 2	How can I obtain information about the UPTM's First and KPTM's 39th Convocation?
Answer:	Information about the UPTM's First and KPTM's 39th Convocation can be found on the official convocation ceremony websites as follows:  UPTM: <a href="https://convo.uptm.edu.my">https://convo.uptm.edu.my</a>  KPTM: <a href="https://convo.kptm.edu.my">https://convo.kptm.edu.my</a>  Session information for each graduate can only be obtained through the Graduand Attendance Confirmation System.
Question 3	How can I confirm my attendance at the UPTM's First and KPTM's 39th Convocation?
Answer:	Graduands <b>MUST</b> confirm their attendance through the <b>Graduand Attendance Confirmation System</b> on the official convocation ceremony portal starting from <b>7 October 2024</b> .  UPTM: <a href="https://convo.uptm.edu.my">https://convo.uptm.edu.my</a>  KPTM: <a href="https://convo.kptm.edu.my">https://convo.kptm.edu.my</a>
Question 4	Do I need to confirm my attendance at the convocation ceremony even if I won't be attending?
Answer:	No, it's not necessary.
Question 5	How much is the convocation fee, and when is the payment deadline?
Answer:	Graduands who will be attending the Convocation Ceremony need to make a payment of RM350.00. <b>The deadline for payment of the Convocation Ceremony fee is 30 November 2024.</b>

Question 6	Do I need to pay the convocation fee if I cannot attend the ceremony?
Answer:	No, you do not need to pay the fee if you will not be attending.
Question 7	I want to invite both of my parents and one other family member to attend the ceremony in the hall. Can I request three (3) Invitation Cards?
Answer:	No, the seating capacity in the hall is limited, and each graduand is provided with <b>one invitation card for two (2) guests</b> only. However, guests who cannot enter the hall can watch a live feed on a big screen provided outside the hall in the Lobby Area - Level 2.
Question 8	What is the appropriate attire for the convocation?
Answer:	Dress code guidelines for parents/guests can be found in the Parents/Guests Guidelines on page 5. For graduate attire, please refer to the Graduate Dress Code on page 8.
Question 9	Are graduands allowed to wear a niqab/face veil?
Answer:	Wearing a niqab is allowed, but it must be removed on stage when receiving the scroll.
Question 10	I am a graduate with disabilities and wish to participate in the convocation. Who should I contact to communicate my needs??
Answer:	For graduates who require special assistance such as wheelchair accessibility, visual impairments, injuries, etc., please contact the convocation secretariat via email:  UPTM : <a href="mailto:urusetia_konvo@uptm.edu.my">urusetia_konvo@uptm.edu.my</a>  KPTM : <a href="mailto:urusetia_konvo@gapps.edu.my">urusetia_konvo@gapps.edu.my</a>
Question 11	One of my guests is a person with disabilities. Does UPTM/KPTM provide special facilities to allow them to sit inside the hall?
Answer:	Yes. If guests require special attention, graduands can go to the Secretariat Counter or directly contact any staff member on the Convocation Day. Special seating arrangements will be provided for the comfort of these guests.
Question 12	Can I attend the Convocation Ceremony without attending the rehearsal?
Answer:	Yes, you can attend. All graduands who have confirmed their attendance can watch the convocation process on the <b>KPTM's official Facebook (FB) and YouTube Channel</b> to understand the schedule of the official ceremony.

Question 13	How and when can I collect my scroll and transcript if I don't attend the convocation ceremony?
Answer:	<p>Graduands who did not attend the Convocation Ceremony can still collect their scroll and transcript after the convocation session ends <b>on the same day after</b> at the <b>Tun Razak Hall, Scrolls and Transcript Collection Counter at Level 3</b>. The counter is open from <b>9.00 am until 6.00 pm throughout the ceremony</b>.</p> <p>Alternatively, the scroll and transcript can also be obtained from UPTM or graduands respective colleges within three (03) months after the convocation ceremony. Failure to claim the scroll and transcript within the specified period will result in a penalty of RM100.00.</p> <p>For graduands who cannot personally collect their scroll and transcript, they can authorize a representative to do so by providing the following documents:</p> <ul style="list-style-type: none"> <li>i. Authorization letter/permission;</li> <li>ii. A copy of the graduand's MyKad;</li> <li>iii. A copy of the representative's MyKad;</li> </ul> <p>The scroll and transcript <b>WILL NOT</b> be mailed to the graduands.</p> <p>The university/college will not be responsible for any damage, loss, or other issues related to the scroll and academic transcript if they are not claimed within three (03) months after the convocation ceremony.</p> <p><b>REMINDER:</b> Scrolls and transcripts will only be handed over to graduates who have NO OUTSTANDING debts with their university/college (debt info as of the review date before the ceremony) and have responded to the Graduate Tracer Study (SKPG) conducted by the Ministry of Higher Education of Malaysia (KPT).</p>