

RULES AND GUIDELINES

UPTM'S FIRST & KPTM'S 39TH CONVOCAATION



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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 First and KPTM's 39th 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 : 15 December 2023 (Friday)
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 wear appropriate attire for the rehearsal. Male graduands are reminded to have short neat hair

Convocation

The convocation is scheduled as follows:

	Session	Date	Day	Time	Venue
UPTM	Session 1	16 December 2023	Saturday	8.00 a.m.	Dewan Merdeka, World Trace Centre (WTC)
	Session 2			2.00 p.m.	
	Session 3	17 December 2023	Sunday	8.00 a.m.	
	Session 4			2.00 p.m.	
KPTM	Session 1	18 December 2023	Monday	8.00 a.m.	
	Session 2			2.00 p.m.	
	Session 3	19 December 2023	Tuesday	8.00 a.m.	
	Session 4			2.00 p.m.	
	Session 5	20 December 2023	Wednesday	8.00 a.m.	
	Session 6			2.00 p.m.	
	Session 7	21 December 2023	Thursday	8.00 a.m.	
	Session 8			2.00 p.m.	
	Session 9	22 December 2023	Friday	8.00 a.m.	
	Session 10			2.30 p.m.	

Attention to all graduands:

The information regarding the sessions for each graduand can be accessed through the **Graduand Attendance Confirmation System**.

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 2023 until 30 November 2023** 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 **Attachment 1**.
3. **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.
4. 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.**
 - i. Each graduand will receive **one (1)** entry pass that would allow entry for **two (2)** parents/guests.
 - ii. A missing pass will not be replaced.
 - iii. Only those above 12 years old are allowed to enter the convocation hall.
 - iv. 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 **27 November 2023**.
4. Please login into the **epay KPTM** system and **choose the relevant campus**. Sign-in using the **official college e-mail** and enter the amount to be paid in the **Tuition Fees** column. Please keep the payment information for future reference.
5. The Finance Department will update your payments status in the Graduand Attendance Confirmation System within three (3) working days. Upon update, graduands may confirm their attendance.
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	aadila@uptm.edu.my	UPTM
2.	Che Shahriyana binti Che Sharudin	shahriyana@gapps.kptm.edu.my	Alor Setar
3.	Mazliha binti Jumahat	mazliha@gapps.kptm.edu.my	Bangi
4.	Siti Aminah binti Hazmi	siti_aminah@gapps.kptm.edu.my	Batu Pahat
5.	Abdul Azim bin Mohd Tarimizi	azim@gapps.kptm.edu.my	Ipoh
6.	Mohammad Faiz bin Che Ramli	faizcheramli@gapps.kptm.edu.my	Kota Bharu
7.	Wan Nur Suraya binti Wan Mohd Azmi	nursuraya@gapps.kptm.edu.my	Kuantan

CONVOCATION FEE

1. A fee of RM350.00 is imposed for the convocation and should be paid before **30 November 2023**.
2. Fee payment should be done online using the link "Yuran Konvokesyen" in the convocation **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

Graduands are required to adhere to the dress code as below.

Gentlemen

1. Black National dress (Black Baju Melayu with Black Songkok and Songket Samping)
OR
Black Blazer with long sleeve shirt, **Black** pants and **Red** neck tie.
2. Leather dress shoes with dark coloured socks. Short and neat hairstyle.




Ladies

1. **Muslim:** Modest "baju Kurung" or "Kebaya labuh" without slits and **plain coloured hijab**.
2. **Non-Muslim:** Long sleeved blouse and black long pants or long skirts (length below the knee) without slits or Black long dress without slits.
3. Black Pump Shoes with heels **not more than 1.5 inch**. Slippers or sandals or any other shoe designs that expose the toes are not allowed.
4. Please refer to **Table 1 (KPTM Graduands)** and **Table 2 (KUPTM Graduands)** for hijab colours.

IMPORTANT

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 ACCOUNTANCY & SOCIAL SCIENCES (FBASS)	1	AA102	Diploma in Accounting and Finance	Turquoise 
		2	AA103	Diploma of Accountancy	
		3	BK101	Diploma in Corporate Communication	
		4	AA201	Bachelor of Accountancy (Honours)	
		5	AB201	Bachelor of Business Administration (Honours) Human Resource Management	
		6	BK201	Bachelor of Communication (Hons) in Corporate Communication	
		7	AB202	Bachelor of Business Administration (Honours)	
		8	AC201	Bachelor of Corporate Administration (Honours)	
2	FACULTY OF EDUCATION, HUMANITIES & ARTS	1	BE101	Diploma in Teaching English as a Second Language (TESL)	Red 
		2	BE201	Bachelor of Arts (Honours) in Applied English Language Studies	
		3	BE202	Bachelor of Early Childhood Education (Honours)	
		4	BE203	Bachelor of Education (Honours) in Teaching English as a Second Language	
3	FACULTY OF COMPUTING & MULTIMEDIA (FCOM)	1	CC101	Diploma in Computer Science	Purple 
		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	
		5	CT205	Bachelor of Information Technology (Hons) in Information Security	
		6	CT206	Bachelor of Information Technology (Honours) in Cyber Security	

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No.	Faculty	No.	Programme Code/Name		Hijab Colour
4	INSTITUTE OF GRADUATE STUDIES (IGS)	1	BE301	Postgraduate Diploma in Education	Any colour
		2	AB301	Master of Business Administration	
		3	AB302	Master of Business Administration (Corporate Administration and Governance)	
		4	CT301	Master of Science in Information System	
		5	AB401	Doctor of Philosophy (Business Administration)	
5	INSTITUTE OF PROFESSIONAL STUDIES (IPS)	1	AA111	Certified Accounting Technician	Gold 
		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	Maroon 
		2	CT103	Diploma in Information Technology	
2	FAKULTI PENGURUSAN PERNIAGAAN (FPP)	1	AB101	Diploma in Business Management	Turquoise 
		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 Accountancy	Orange 
		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	Purple 
		2	BE101	Diploma in TESL	
		3	BE102	Diploma Pendidikan Awal Kanak-kanak	
		4	BE103	Diploma Pendidikan Awal Kanak-kanak (ODL)	
		5	BS101	Diploma in Sports Management	
5	FAKULTI KEJURUTERAAN (FK)	1	EV101	Diploma in Civil Engineering (Construction Safety)	Green Apple 

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Bil	Fakulti	Bil	Kod Kursus	Program	Warna Tudung
6	FAKULTI BIO-INDUSTRI & SAINS KESIHATAN (FBSK)	1	DN101	Diploma Kejururawatan	Pink 
7	FAKULTI MULTIMEDIA KREATIF (FMK)	1	CT104	Diploma in Multimedia	Gold 
		2	CT108	Diploma in Computer Graphic Design	
		3	CM101	Diploma in Animation	
		4	CM102	Diploma in Game Design	

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.

Robe Collection and Returning

No.	Item	Venue	Level
1.	Robe Collection	Dewan Tun Hussein Onn	Level 2
2.	Returning the Robe	Dewan Kelantan	Level 2

Robe Collection and Returning Schedule

UPTM

Session	Session Date	Robe Collection	Time	Robe Returning
1 & 2	16 Dec 2023 (Saturday)	15 Dec 2023 (Friday)	8.30 a.m. – 4.00 p.m.	16 Dec 2023 (Saturday)
3 & 4	17 Dec 2023 (Sunday)	16 Dec 2023 (Saturday)		17 Dec 2023 (Sunday)

KPTM

Session	Session Date	Robe Collection	Time	Robe Returning
1 & 2	18 Dec 2023 (Monday)	17 Dec 2023	8.30 a.m. – 4.00 p.m.	18 Dec 2023 (Monday)
3 & 4	19 Dec 2023 (Tuesday)	18 Dec 2023		19 Dec 2023 (Tuesday)
5 & 6	20 Dec 2023 (Wednesday)	19 Dec 2023		20 Dec 2023 (Wednesday)
7 & 8	21 Dec 2023 (Thursday)	20 Dec 2023		21 Dec 2023 (Thursday)
9 & 10	22 Dec 2023 (Friday)	21 Dec 2023		22 Dec 2023 (Friday)

Robe collection

1. Robe collection will be conducted **a day before each session** for all graduands.
2. Graduands are required to complete the robe rental form for submission during robe collection. Please be reminded to keep a copy of the form for future reference.
3. Graduands are allowed to collect **not more than one (1)** robe set on behalf of others provided that the graduand is from the same session and all payments and documents are complete
4. Graduands are required to complete the **Convocation Robe Collection Checklist** during robe collection.



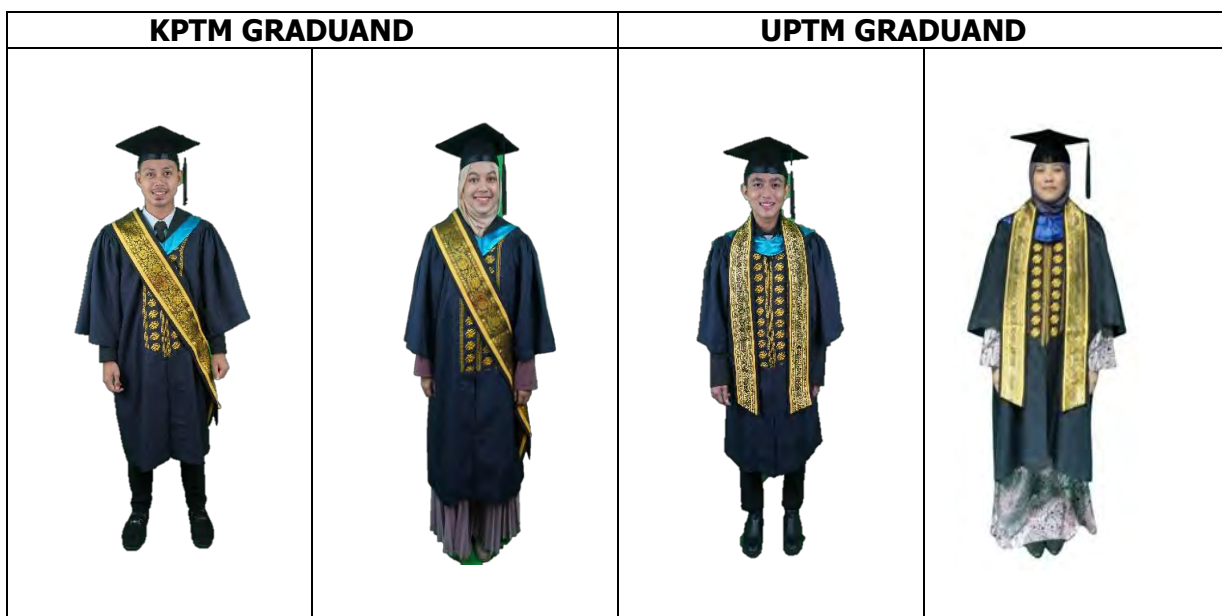
Returning the Robe

1. The robe should be returned at the Robe Counter at Dewan Kelantan immediately after the convocation.
2. The counter will be open between 8.30 a.m. until 4.00 p.m.
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 appropriately and neatly worn:

- Hood is pinned on both shoulders.
- Mortar board/ befeater worn with the tassel forward and on the left hand side.
- The sash should be worn as below:



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 on the same day their convocation session at Dewan Kedah and Johor. The counter for collecting scrolls and transcripts will be open **until 6:00 p.m.**

REMINDER:

Only graduands who do not have any outstanding fees and have completed the MOHE SKPG (Tracer study) will be allowed to obtain their scroll and transcripts.

CONVOCATION HALL 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.



**KAJIAN PENGESANAN GRADUAN
KEMENTERIAN PENGAJIAN TINGGI**

Nama: LIM WERN HUEI

Institusi: KOLEJ IZMIR

No. Matrik: 140054

Tarikh Kajian: 7/9/2021 5:51:48 PM

Status Terkini: BEKERJA



- 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.	Nurul Shuhada Binti Abdul Samat	shusamat@gapps.kptm.edu.my	Alor Setar
4.	Nor Zuhrah Binti Mustaffa	zuhrah@gapps.kptm.edu.my	Bangi
5.	Hishamudin bin Jamiludin	hishamudin.jamiludin@gapps.kptm.edu.my	Batu Pahat
6.	Muhammad Aizul Asyraf bin Zulkipli	aizul_asyraf@gapps.kptm.edu.my	Ipoh
7.	Nurfaezah Binti Saaid	nurfaezah@gapps.kptm.edu.my	Kota Bharu
8.	Kamarulnizam Bin Kamarudin	kamarulnizam@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

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

Nur Raifana Binti Abdullah	: 03-91795663
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
Alias bin Muda (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														
03 October 2023	Convocation website and Graduand Attendance Confirmation System activated. UPTM: https://convo.uptm.edu.my KPTM: https://convo.kptm.edu.my														
30 November 2023	Deadline for attendance confirmation.														
15 December 2023 (Friday)	<p>ROBE COLLECTION AND RETURNING</p> <p>Graduands are required to show proof of confirmation as below:</p> 														
22 December 2023 (Friday)	<p>UPTM (Dewan Tun Hussien Onn – Level 2)</p> <table border="1" data-bbox="586 1360 1422 1665"> <thead> <tr> <th>Session</th> <th>Collection</th> <th>Returning</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Session 1</td> <td rowspan="2">15 December 2023</td> <td rowspan="2">16 December 2023</td> <td rowspan="2">8.30 a.m. – 4.00 p.m.</td> </tr> <tr> <td>Session 2</td> </tr> <tr> <td>Session 3</td> <td rowspan="2">16 December 2023</td> <td rowspan="2">17 December 2023</td> <td rowspan="2">8.30 a.m. – 4.00 p.m.</td> </tr> <tr> <td>Session 4</td> </tr> </tbody> </table>	Session	Collection	Returning	Time	Session 1	15 December 2023	16 December 2023	8.30 a.m. – 4.00 p.m.	Session 2	Session 3	16 December 2023	17 December 2023	8.30 a.m. – 4.00 p.m.	Session 4
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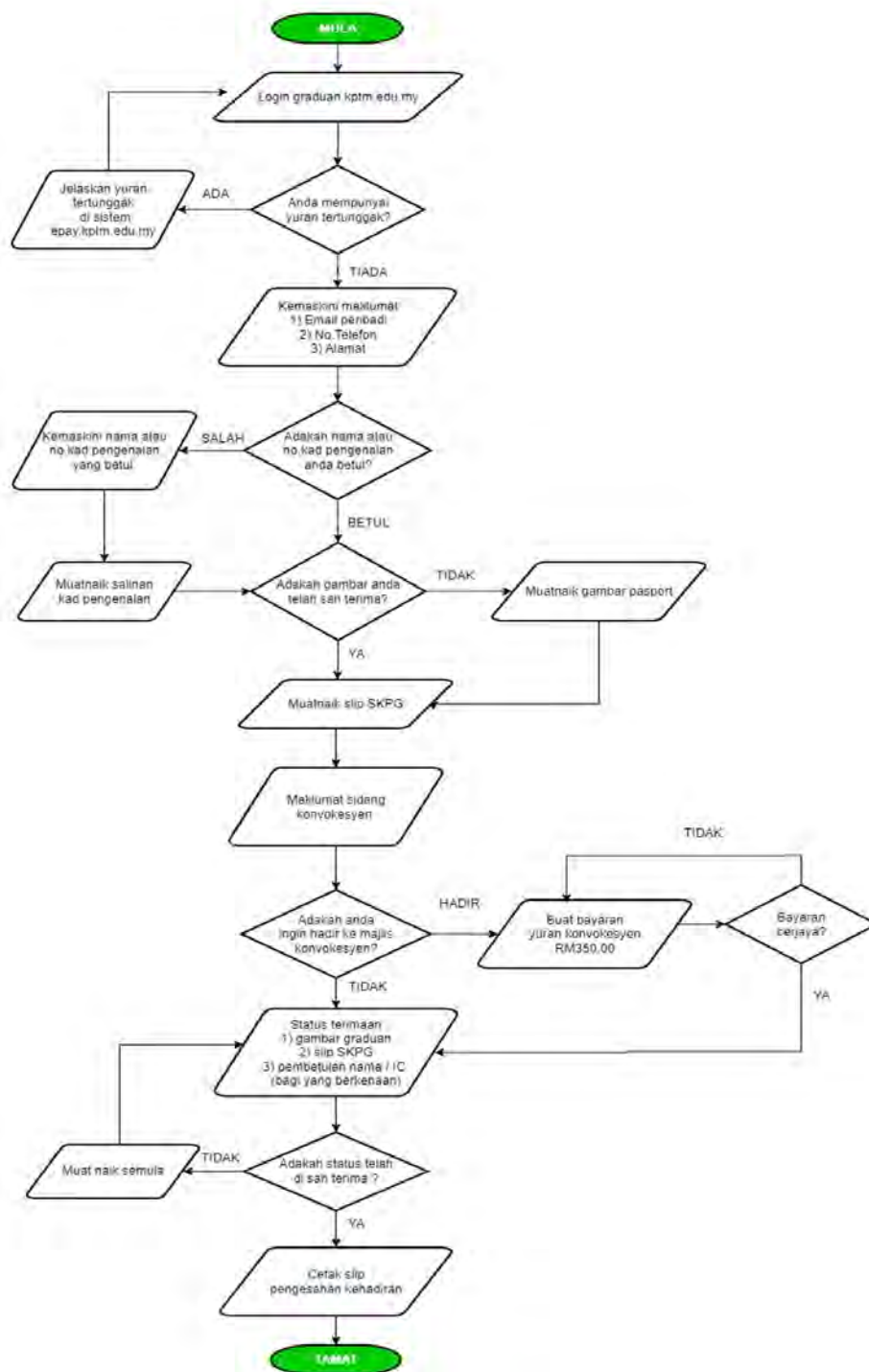
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RULES AND GUIDELINES FOR UPTM's FIRST & KPTM's 39th CONVOCATION

<p>18 - 22 December 2023 (Monday - Friday)</p>	<p>KPTM Convocation – Level 4, Dewan Merdeka, World Trade Centre (WTC) Kuala Lumpur</p> <table border="1"> <thead> <tr> <th>Session</th> <th>Date</th> <th>Day</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Session 1</td> <td rowspan="2">18 December 2023</td> <td rowspan="2">Monday</td> <td>8.00 a.m.</td> </tr> <tr> <td>Session 2</td> <td>2.00 p.m.</td> </tr> <tr> <td>Session 3</td> <td rowspan="2">19 December 2023</td> <td rowspan="2">Tuesday</td> <td>8.00 a.m.</td> </tr> <tr> <td>Session 4</td> <td>2.00 p.m.</td> </tr> <tr> <td>Session 5</td> <td rowspan="2">20 December 2023</td> <td rowspan="2">Wednesday</td> <td>8.00 a.m.</td> </tr> <tr> <td>Session 6</td> <td>2.00 p.m.</td> </tr> <tr> <td>Session 7</td> <td rowspan="2">21 December 2023</td> <td rowspan="2">Thursday</td> <td>8.00 a.m.</td> </tr> <tr> <td>Session 8</td> <td>2.00 p.m.</td> </tr> <tr> <td>Session 9</td> <td rowspan="2">22 December 2023</td> <td rowspan="2">Friday</td> <td>8.00 a.m.</td> </tr> <tr> <td>Session 10</td> <td>2.30 p.m.</td> </tr> </tbody> </table>	Session	Date	Day	Time	Session 1	18 December 2023	Monday	8.00 a.m.	Session 2	2.00 p.m.	Session 3	19 December 2023	Tuesday	8.00 a.m.	Session 4	2.00 p.m.	Session 5	20 December 2023	Wednesday	8.00 a.m.	Session 6	2.00 p.m.	Session 7	21 December 2023	Thursday	8.00 a.m.	Session 8	2.00 p.m.	Session 9	22 December 2023	Friday	8.00 a.m.	Session 10	2.30 p.m.
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<p>16 December 2023 - 22 December 2023 (Sabtu – Friday)</p>	<p>DISTRIBUTION OF SCROLLS AND TRANSCRIPTS</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>UPTM</td> <td>16 & 17 December 2023</td> <td rowspan="2">Dewan Johor & Dewan Kedah – Level 2, WTC</td> </tr> <tr> <td>KPTM</td> <td>18 – 22 December 2023</td> </tr> </tbody> </table> <p>The counter for collecting scrolls and transcripts will be open until 6:00 p.m.</p> <p>*Only graduands without any outstanding fees and have completed the SKPG are allowed to collect their scrolls and transcripts.</p> <p>*Graduands are given a one-hour time limit to collect their scrolls and transcripts.</p>		Date	Venue	UPTM	16 & 17 December 2023	Dewan Johor & Dewan Kedah – Level 2, WTC	KPTM	18 – 22 December 2023																										
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ATTACHMENT I

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

***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

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.

CONTOH SLIP SKPG

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



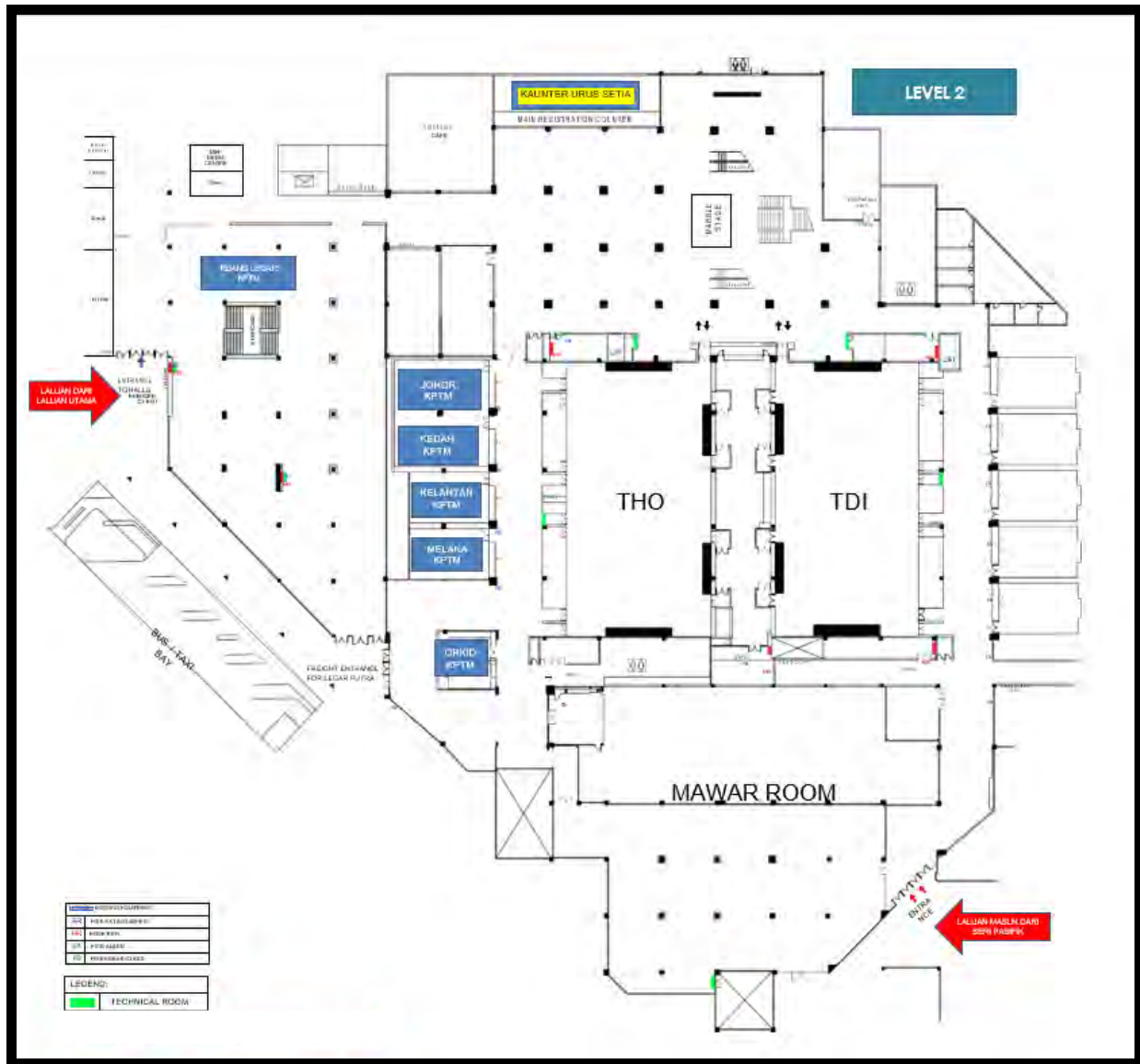
QUESTIONS REGARDING UPLOADING GRADUAND PHOTOS

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

Name	Email
Puan Nurul Syuhada Binti Abd Rahim	syuhada@gapps.kptm.edu.my
Encik Irwan Shah Bin A. Rahman	irwan@gapps.kptm.edu.my
Puan Fazlinawati Zakaria (SPRS - ALOR SETAR)	fazlina@gapps.kptm.edu.my
Puan Ernie Binti Zakaria (SPRS - BANGI)	ernie@gapps.kptm.edu.my
Cik Nurul Aqmar Binti Siam (SPRS - BATU PAHAT)	aqmar@gapps.kptm.edu.my
Puan Norhidayah Binti Zakaria (SPRS - IPOH)	norhidayahz@gapps.kptm.edu.my
Cik Roswahida binti Abdullah (SPRS - KOTA BHARU)	roswahida@gapps.kptm.edu.my
Puan Hasnatul Balqies Hashim (SPRS - KUANTAN)	hasnatul@gapps.kptm.edu.my
Puan Norsyazwani binti Ab Aziz (SPRS - UPTM)	syazwani_aziz@uptm.edu.my

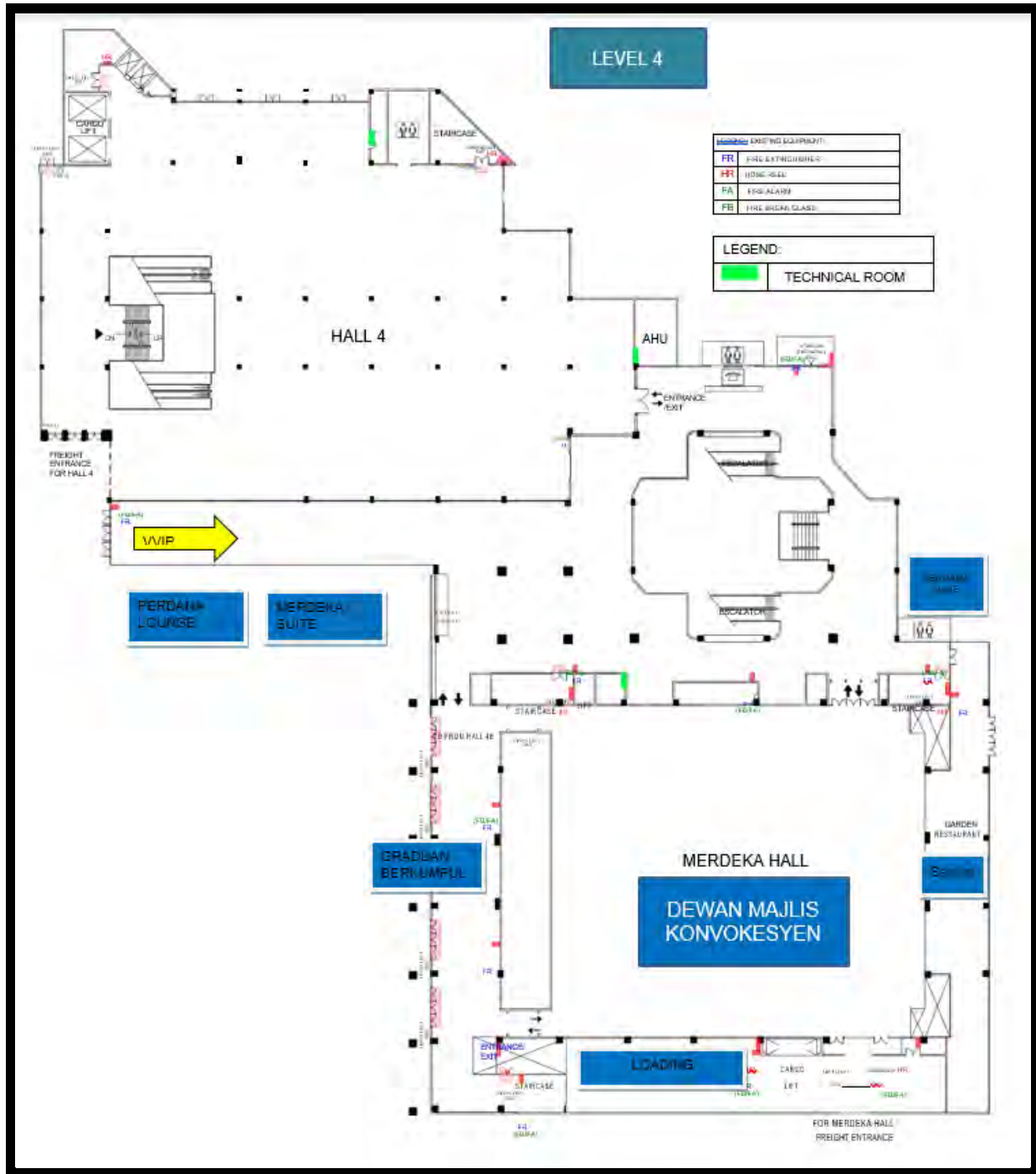
FLOOR PLAN WTC – LEVEL 2

ATTACHMENT II



REFERENCE	LOCATION
1. SECRETARIAT	Secretariat Counter
2. LIVE FEED & PESTA KONVO	Foyer
3. COLLECTING AND RETURNING ROBE	Dewan Tun Hussien Onn (THO)
4. SCROLL AND TRANSCRIPT	Dewan Johor & Kedah
5. BKK MARA & RURAL CAPITAL BERHAD	Dewan Johor

FLOOR PLAN WTC – LEVEL 4



REFERANCE	LOCATION
1. CONVOCATION	Dewan Merdeka

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: https://convo.uptm.edu.my KPTM: https://convo.kptm.edu.my 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 MUST confirm their attendance through the Graduand Attendance Confirmation System on the official convocation ceremony portal starting from 3 October 2023 . UPTM: https://convo.uptm.edu.my KPTM: https://convo.kptm.edu.my
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. The deadline for payment of the Convocation Ceremony fee is 30 November 2023.

RULES AND GUIDELINES FOR UPTM's FIRST & KPTM's 39th CONVOCATION

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 one invitation card for two (2) guests 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 : urusetia_konvo@uptm.edu.my KPTM : urusetia_konvo@gapps.edu.my
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 KPTM's official Facebook (FB) and YouTube Channel to understand the schedule of the official ceremony.

RULES AND GUIDELINES FOR UPTM's FIRST & KPTM's 39th CONVOCATION

Question 13	How and when can I collect my scroll and transcript if I don't attend the convocation ceremony?
Answer:	<p>Graduands who do not attend the Convocation Ceremony can still collect their scroll and transcript on the same day after the convocation session ends at the Dewan Johor and Kedah on Level 2. The counter will be open until 6:00 p.m.</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">i. Authorization letter/permission;ii. A copy of the graduand's MyKad;iii. A copy of the representative's MyKad; <p>The scroll and transcript WILL NOT 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>REMINDER:</p> <p>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>