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## **A MESSAGE FROM THE CHIEF OPERATING OFFICER / REGISTRAR**

### **Greetings.**

I would like to take this opportunity to congratulate all the graduates on their achievement.

The 21<sup>st</sup> Convocation Ceremony of Universiti Teknikal Malaysia Melaka (UTeM) will be held **from 1st to 3rd November 2025** at the Dewan Canselor, Durian Tunggal Main Campus, Melaka. This Convocation Ceremony will mark a significant personal milestone for each graduate. We hope all graduates will fully cooperate to make this ceremony a memorable day.

This handbook serves as a guide to inform graduates about the necessary steps to take before, during, and after the Convocation Ceremony. Every graduate is required to read and understand the contents of this handbook to avoid any misunderstandings regarding important matters such as registration, robe collection, academic transcripts, certificates, and the handling of certificates and transcripts. It also outlines the dress codes and the completion of the Graduate Tracer Study.

We hope this handbook will assist graduates in navigating the process before, during, and after the Convocation Ceremony. Graduates are also reminded to visit the Convocation webpage at <https://konvo.utm.edu.my/ms> for the latest information related to the ceremony. Your cooperation is greatly appreciated to ensure the smooth flow of this glorious event.

Congratulations, graduates!

### **MASDZARIF BIN MAHAT**

Chief Operating Officer / Registrar  
Universiti Teknikal Malaysia Melaka

**UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)**  
**21<sup>st</sup> CONVOCATION CEREMONY**  
**1<sup>st</sup> -3<sup>rd</sup> NOVEMBER 2025 (SATURDAY - MONDAY)**

**Greetings.**

Mr./Ms.,

**UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM) 21<sup>st</sup> CONVOCATION CEREMONY**

All graduates are invited to attend this special event to celebrate their hard works and dedication over the last few years. The 21<sup>st</sup> Convocation Ceremony will be held from **1<sup>st</sup> until 3<sup>rd</sup> November 2025 (Saturday until Monday) at the Dewan Canselor, Durian Tunggal Main Campus, Melaka.**

It is requested that all graduates read this handbook carefully and adhere to every instruction herein. For the ease of use of the graduates, a **checklist** has been provided on the last pages of the handbook. Should you have any related enquiries, please forward them to the University officers listed in this handbook.

**1. STEPS TO TAKE BEFORE THE CONVOCATION CEREMONY**

**1.1 PHOTO TAKING FOR THE ALUMNI CARD**

To ensure that the UTeM Convocation Ceremony runs smoothly, every graduate is **REQUIRED** to take a photo for the Alumni Card. This Alumni Card will display the information of the graduates when they go on stage. If the graduates do not have the opportunity to take a photo for this alumni card, the student's photo as it is in the Student Information System will be displayed.

For any inquiries regarding the photo session for the alumni card, please contact the Governance and Organization Management Division, Registrar's Office as follows:

<b>NAME</b>	<b>EMAIL</b>	<b>TELEPHONE NO.</b>
Encik Azly Hisham Bin Haron	azly@utem.edu.my	06-270 1353
Encik Raja Azmi Bin Raja Ismail	rajaazmi@utem.edu.my	06-270 1909

## 1.2 PAYMENT OF CONVOCATION FEES, OUTSTANDING FEES, OTHER PAYMENTS OR FINES

### 1.2.1 CONVOCATION FEES

- a) All graduates are **REQUIRED** to pay the convocation fees.
- b) Graduates who **WILL NOT BE ATTENDING** the Convocation Ceremony are also required to pay the convocation fees to claim their certificates and transcripts.
- c) The rates are as follows:
  - i. Diploma : RM100.00
  - ii. Bachelor : RM130.00
  - iii. Master : RM150.00
  - iv. Doctorate : RM150.00
- d) Convocation fee payment must be made online via UTeM's e-Payment Gateway at <https://payment.utem.edu.my/>. Please ensure that you keep the payment receipt. **CASH PAYMENTS WILL NOT BE ACCEPTED** .
- e) A graduate who fails to pay the convocation fees **WILL NOT BE ALLOWED TO:**
  - i. **collect the robe;**
  - ii. **attend the Convocation Ceremony; and**
  - iii. **collect his/her certificate and transcripts.**

### 1.2.2 OUTSTANDING FEES, OTHER PAYMENTS OR FINES

- a) Graduates with outstanding fees, other payments or fines **MUST** settle them before collecting their robes.
- b) According to the Bursar's Circular No.11/2011 on Student Payment Regulations, a student who fails to settle all due fees after the specified period may be:
  - i. barred from registering for subjects
  - ii. barred from obtaining the examination slips
  - iii. barred from obtaining the examination results
  - iv. suspended from studies
  - v. terminated from studies
  - vi. **barred from attending the convocation ceremony**
  - vii. **barred from obtaining his/her certificate & transcripts**
- c) Outstanding fees, payments, or fines must be settled as **outlined in 1.2.1 (d)** or at the Bursary Office prior to submitting a robe application.

### **IMPORTANT NOTE:**

**GRADUATES WHO DO NOT ATTEND THE CONVOCATION CEREMONY ARE STILL REQUIRED TO SETTLE THE CONVOCATION FEE IN ORDER TO CLAIM THEIR CERTIFICATE AND TRANSCRIPT.**

Any enquiries regarding fees, other payments or fines please contact Bursary:

<b>NAME</b>	<b>EMAIL</b>	<b>TELEPHONE NO.</b>
Puan Noraliza binti Yusof	noralizayusof@utem.edu.my	06-270 2054
<b>UNDERGRADUATE:</b>		
Puan Nazurah binti Abdullah	nazurah@utem.edu.my	06-270 2026
Puan Rumiayah binti Saad	rumaiyah@utem.edu.my	06-270 2560
Puan Norizan binti Mat Daut	Norizan.matdaut@utem.edu.my	06-270 2069
Puan Ezra Anish binti Mustapa	anish@utem.edu.my	06-270 1251
Encik Mohammad Shahril bin Salim	shahrilsalim@utem.edu.my	06-270 2005
Puan Radhiah binti Abd Rahman	radhiah@utem.edu.my	06-270 2061
<b>POSTGRADUATE:</b>		
Puan Rosidah binti Awang	rosidahawang@utem.edu.my	06-270 2025
Puan Aslinda binti Suandi	aslinda@utem.edu.my	06-270 2046
Puan Roslita binti Jaafar	roslita@utem.edu.my	06-270 1108

### **1.3 RETURN OF LIBRARY MATERIALS / LOCKER KEYS / FINES**

Graduates are advised to return all library materials, locker keys and settle all related fines. Payment (if any) can be made to the Circulation Unit, Library. Please retain any receipts issued for future reference.

### **1.4 GRADUATE TRACER STUDY**

Please be informed that the Ministry of Higher Education has implemented an online Graduate Tracer Survey for all graduates of public and private universities, as well as polytechnics, since 2006. Therefore, it is mandatory for all graduates to complete the online survey.

The Graduate Tracer Study is an annual survey aimed at assessing the employability and marketability of graduates. This survey helps UTeM evaluate the effectiveness of its academic programs and facilities while also contributing to a database of its graduates.

As graduates of a public higher education institution, it is **COMPULSORY** for UTeM graduates to complete the survey. The Graduate Tracer Study can be accessed at [<https://graduan.mohe.gov.my/SKPG2025/>]

**Graduates must print the online survey completion slip and upload it during the convocation robe application process.**

Any enquiries regarding graduate tracer study please contact:

NAME	EMAIL	TELEPHONE NO.
Mr. Mohd Zahier bin Mohd Yusoff	zahier@utem.edu.my	06-270 1916
Mr. Ahmad Haikal bin Shamshul Bahrin	haikal@utem.edu.my	06-270 4013

## 1.5 UPDATING ALUMNI INFORMATION AND ALUMNI REGISTRATION

Graduates are required to update their **LATEST** alumni status by visiting <https://alumniapp.utem.edu.my/>.

Any enquiries regarding AUTeM member registration, please contact:

NAME	EMAIL	TELEPHONE NO.
Puan Ernawatie binti Md Sah	ernawatie@utem.edu.my	06-270 4011
Encik Mohd Safar bin Adim	safar@utem.edu.my	06-270 4006

## 1.6 COLLECTION OF ROBES

1.6.1 Graduate **MUST make an advance booking** of the Convocation Robe through the UTeM Convocation website <https://portal.utem.edu.my/ismp/konvo/> .

1.6.2 The Robe Application System will be available from **1<sup>st</sup> October 2025 (Wednesday) to 31<sup>st</sup> October 2025 (Friday)**.

1.6.3 **Please print the robe application slip and bring it with you during the robe collection process.**

1.6.4 The convocation robe collection will be conducted via drive-thru at the Dewan Canselor. Graduates are required to adhere to the Robe Collection Session Schedule to avoid congestion:

DATE	SESSION	TIME	FACULTY
27/10/2025 (Monday)	Afternoon	2.00 p.m - 5.00 p.m	FTKM/FTKIP
28/10/2025 (Tuesday)	Morning	8.30 a.m - 12.30 noon	FTMK/FAIX
	Afternoon	2.00 p.m - 5.00 p.m	SPS
29/10/2025 (Wednesday)	Morning	8.30 a.m - 12.30 noon	FTKE/FTKEK
	Afternoon	2.00 p.m - 5.00 p.m	FPTT

1.6.5 We will **NOT** entertain any request after the dates and time given above.

## 1.7 HALL & VEHICLE PASSES

- 1.7.1 A QR code will be used for both Hall Entrance Passes and Vehicle Passes.
- 1.7.2 All graduates are required to print their Hall Entrance and Vehicle Passes through the Robe Application System, which will be available from **1<sup>st</sup> October 2025 (Wednesday) to 31<sup>st</sup> October 2025 (Friday)**. Please follow the instructions provided by the administration on the UTeM convocation website.
- 1.7.3 Graduates are permitted to bring guests to witness the ceremony. The number of guests allowed entry into the hall will be indicated on the entrance pass provided to each graduate.

SESSION	DATE	ENTRANCE PASS
1	1 November 2025 (Saturday, Morning)	5
2	1 November 2025 (Saturday, Afternoon)	3
3	2 November 2025 (Sunday, Morning)	2
4	2 November 2025 (Sunday, Afternoon)	3
5	3 November 2025 (Monday, Morning)	2
6	3 November 2025 (Monday, Afternoon)	3

- 1.7.4 Guests must present a printed Hall Entrance Pass to the staff at the hall entrance. Guests without an entrance pass will not be allowed to enter the hall.
- 1.7.5 Graduates are **REQUIRED** to place the printed Vehicle Pass on the left side of the vehicle's dashboard while traveling to the event.
- 1.7.6 Please follow the directions of security staff and posted signs when parking to prevent congestion and avoid obstructing other vehicles.

Any enquiries related please contact:

UNDERGRADUATE GRADUATES (ACADEMIC MANAGEMENT DIVISION)		
NAME	EMAIL	TELEPHONE NO.
Encik Sahhizam bin Maamin	sahhizam@utem.edu.my	062701962
Puan Sifi Salwah binti Ahmad	salwah@utem.edu.my	062701961
Encik Arif Fahdzril bin Sabri	fahdzril@utem.edu.my	062701963
Encik Azhar bin Ismail	azhar.ismail@utem.edu.my	062701968

Puan Erfa Fatin binti Bachik	erfa@utem.edu.my	062701098
Puan Sharifah Intan binti Osman	intan@utem.edu.my	062701965
Mohammad Aliff Syazwan bin Noorshah	aliff.syazwan@utem.edu.my	062702976
Encik Mohd Suhairi bin Mohd Saad	suhairi@utem.edu.my	062701970
Encik Mohammad Taufik bin Osman	mohammadtaufik@utem.edu.my	062702713
Encik Muhammad Hariz bin Mohd Abid	hariz@utem.edu.my	062701974

#### **PART-TIME GRADUATES (UTeM ACCESS)**

Encik Mohd Rady bin Ab Karim	rady@utem.edu.my	062701489
Puan Azlinah binti Ajis	azlinah@utem.edu.my	062704597

#### **POSTGRADUATE GRADUATES (GRADUATE SCHOOL)**

Encik Mohd Adznan bin Mohd Nayan	adznan@utem.edu.my	062702788
Puan Nurul Syuhada' binti Haron	nurulsyuhada@utem.edu.my	062701952
Puan Nooraznina Irma binti Mustafa	aznina@utem.edu.my	062701382
Cik Nur Afiqah binti Mohd Hamdan	nur.afiqah@utem.edu.my	062702801

## **2. STEPS TO TAKE DURING THE CONVOCATION CEREMONY**

### **2.1 REGISTRATION OF GRADUATES**

- 2.1.1 **Graduates must register** and **present** their **Alumni Card** at the Academic Complex Lobby. The registration time for each convocation session is stated in paragraph 2.2 below.
- 2.1.2 Bags/ handbags/ personal belongings are **NOT ALLOWED** to be brought into the hall. UTeM will not be held responsible for any loss/damage to the bags/ handbags/any personal belongings if the items are left unattended.
- 2.1.3 Graduates for **MORNING SESSIONS** are advised to have breakfast prior to the registration.
- 2.1.4 Graduates for **AFTERNOON SESSIONS** are to register after they have performed the Zuhr prayer.

2.1.5 Graduates who perform their Zuhr prayer after registration should return to their queue immediately after their prayer. (The prayer times for Melaka are stated at the back of this guide).

2.1.6 Graduates are **NOT ALLOWED** to leave the Hall until the ceremony concludes.

**IMPORTANT NOTE:**

**A GRADUATE WHO FAILS TO RETURN TO THE QUEUE WHEN ALL OTHER GRADUATES HAVE ALREADY ENTERED THE HALL WILL NOT BE ALLOWED TO ENTER THE HALL AND TO PARTICIPATE IN THE CONVOCATION CEREMONY.**

**2.2 THE CONFERMENT SESSIONS:**

SESSION	DATE	PROGRAMME	REGISTRATION TIME
I (Morning)	1/11/2025 (Saturday)	<ul style="list-style-type: none"> <li>• Doctor of Philosophy</li> <li>• Master of Science in Electrical Engineering</li> <li>• Master of Science in Mechatronic Engineering</li> <li>• Master of Science in Electronic Engineering</li> <li>• Master of Science in Mechanical Engineering</li> <li>• Master of Science in Manufacturing Engineering</li> <li>• Master of Science in Information and Communication Technology</li> <li>• Master of Science in Entrepreneurship</li> <li>• Master of Science in Technology Management</li> <li>• Master of Science in Technical Communication</li> <li>• Master of Science in Human Resource Development</li>   <li>• Master of Electrical Engineering</li> <li>• Master of Mechatronic Engineering</li>   <li>• Master of Electronic Engineering (Computer Engineering)</li> <li>• Master of Electronic Engineering (Electronic System)</li> <li>• Master of Electronic Engineering (Telecommunication System)</li>   <li>• Master of Mechanical Engineering (Product Design)</li> <li>• Master of Mechanical Engineering (Energy Engineering)</li> <li>• Master of Mechanical Engineering</li> <li>• Master of Mechanical Engineering (Automotive)</li>   <li>• Master of Manufacturing Engineering (Advanced Materials and Processing)</li> <li>• Master of Manufacturing Engineering (Industrial Engineering)</li> <li>• Master of Manufacturing Engineering (Quality System Engineering)</li> <li>• Master of Manufacturing Engineering (Manufacturing System Engineering)</li> </ul>	8.00 a.m

		<ul style="list-style-type: none"> <li>• Master of Computer Science (Multimedia Computing)</li> <li>• Master of Computer Science (Database Technology)</li> <li>• Master of Computer Science (Software Engineering)</li> <li>• Master of Computer Science (Security Science)</li> <li>• Master of Software Engineering (Mobile Development)</li> <li>• Master of Technology (Data Science and Analytics)</li> <li>• Master of Business Administration (Advanced Operations Management)</li> <li>• Master of Business Administration (Technology and Innovation Management)</li> <li>• Master of Technovation</li> <li>• <b>Academic Awards</b></li> </ul>	
2 (Afternoon)	1/11/2025 (Saturday)	<u>Bachelor</u> <ul style="list-style-type: none"> <li>• Bachelor of Electronic Engineering with Honours</li> <li>• Bachelor of Computer Engineering with Honours</li> <li>• Bachelor of Electronics Engineering Technology (Industrial Electronics) with Honour</li> <li>• Bachelor of Computer Engineering Technology (Computer Systems) with Honours</li> <li>• Bachelor of Electronics Engineering Technology (Telecommunications) with Honours</li> <li>• Bachelor of Electronics Engineering Technology with Honours</li> <li>• Bachelor of Technology In Industrial Electronic Automation with Honours</li> </ul> <u>Diploma</u> <ul style="list-style-type: none"> <li>• Diploma in Electronic Engineering</li> </ul>	1.00 p.m
3 (Morning)	2/11/2025 (Sunday)	<u>Bachelor</u> <ul style="list-style-type: none"> <li>• Bachelor of Technopreneurship with Honours</li> <li>• Bachelor of Technology Management with Honours (Technology Innovation)</li> <li>• Bachelor of Technology Management with Honours (High Technology Marketing)</li> <li>• Bachelor of Technology Management (Supply Chain Management and Logistics) with Honours</li> <li>• Bachelor of Manufacturing Engineering with Honours</li> <li>• Bachelor of Industrial Engineering with Honours</li> <li>• Bachelor of Manufacturing Engineering Technology (Process and Technology) with Honours</li> <li>• Bachelor of Manufacturing Engineering Technology (Product Design) with Honours</li> <li>• Bachelor of Manufacturing Engineering Technology with Honours</li> </ul>	8.00 a.m

		<ul style="list-style-type: none"> <li>• Bachelor of Technology in Industrial Machining with Honours</li> <li>• Bachelor of Technology in Welding with Honours</li> </ul> <p><u>Diploma</u></p> <ul style="list-style-type: none"> <li>• Diploma in Manufacturing Engineering</li> </ul>	
4 (Afternoon)	2/11/2025 (Sunday)	<p><u>Bachelor</u></p> <ul style="list-style-type: none"> <li>• Bachelor of Electrical Engineering with Honours</li> <li>• Bachelor of Electrical Engineering with Honours (Part-Time)</li> <li>• Bachelor of Mechatronics Engineering with Honours</li> <li>• Bachelor of Electrical Engineering Technology (Industrial Power) with Honours</li> <li>• Bachelor of Electrical Engineering Technology (Industrial Automation and Robotics) with Honours</li> <li>• Bachelor of Electrical Engineering Technology with Honours</li> <li>• Bachelor of Technology in Electrical Maintenance System with Honours</li> </ul> <p><u>Diploma</u></p> <ul style="list-style-type: none"> <li>• Diploma in Electrical Engineering</li> </ul>	1.00 p.m
5 (Morning)	3/11/2025 (Monday)	<p><u>Bachelor</u></p> <ul style="list-style-type: none"> <li>• Bachelor of Computer Science (Artificial Intelligence) with Honours</li> <li>• Bachelor of Computer Science (Computer Security) with Honours</li> <li>• Bachelor of Computer Science (Computer Networking) with Honours</li> <li>• Bachelor of Computer Science (Database Management) with Honour</li> <li>• Bachelor of Information Technology (Games Technology) with Honours</li> <li>• Bachelor of Computer Science (Interactive Media) with Honours</li> <li>• Bachelor of Computer Science (Software Development) with Honours</li> </ul> <p><u>Diploma</u></p> <ul style="list-style-type: none"> <li>• Diploma in Science Computer</li> </ul>	8.00 a.m
6 (Afternoon)	3/11/2025 (Monday)	<p><u>Bachelor</u></p> <ul style="list-style-type: none"> <li>• Bachelor of Mechanical Engineering with Honours</li> <li>• Bachelor of Mechanical Engineering with Honours (Part-Time)</li> <li>• Bachelor of Automotive Engineering with Honours</li> </ul>	1.00 p.m

		<ul style="list-style-type: none"> <li>• Bachelor of Mechanical Engineering Technology (Automotive Technology) with Honours</li> <li>• Bachelor of Mechanical Engineering Technology (Refrigeration and Air Conditioning Systems) with Honours</li> <li>• Bachelor of Mechanical Engineering Technology (Maintenance Technology) with Honours</li> <li>• Bachelor of Mechanical Engineering Technology with Honours</li> <li>• Bachelor of Technology in Automotive with Honours</li> <li>• Bachelor of Technology in Air Conditioning and Refrigeration with Honours</li> </ul> <p><u>Diploma</u></p> <ul style="list-style-type: none"> <li>• Diploma in Mechanical Engineering</li> </ul>	
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### 2.3 GUIDE TO GRADUATES DURING THE CEREMONY

**IMPORTANT: Please read these guidelines carefully.**

2.3.1 Doctorates / Masters / Bachelor Degrees and Diplomas will be presented by the Chancellor / Pro Chancellors / Vice Chancellor

2.3.2 When the graduate's name is announced, he/she is required to walk towards His Excellency Tun Chancellor / Pro Chancellor / Vice Chancellor, bow as a sign of respect and accept the Doctorate / Master / Bachelor / Diploma album with both hands and say **"THANK YOU TUN / TAN SRI / DATUK / PROFESSOR"** respectively.

### 3. STEPS TO TAKE AFTER THE CEREMONY

#### 3.1 RETURNING THE ROBE, MORTAR BOARD OR BONNET AND HOOD

3.1.1 The robe, mortar board or bonnet, and hood must be returned immediately after the conclusion of the graduate's award session.

3.1.2 Graduates will be subject to rental charges and/or late fees starting from the day after their respective award session.

3.1.3 All Doctorate, Master's, Bachelor's degree, and Diploma graduates are required to return their robes, mortar boards or bonnets, and hoods according to the dates and times specified below:

DATE	VENUE	TIME
01 November 2025 (Saturday)	<b>Bilik Kuliah 3, Kompleks Dewan Kuliah, Kampus Induk, Durian Tunggal, Melaka</b>	12.00 noon - 6.00 p.m
02 November 2025 (Sunday)		8.00 a.m - 6.00 p.m
03 November 2025 (Monday)		8.00 a.m - 6.00 p.m
04 November 2025 (Tuesday)		8.00 a.m - 5.00 p.m

**After the specified date and time, all graduates must return their robes, mortar boards or bonnets, and hoods to the Academic Management Division, Level 2, Kompleks Dewan Kuliah. Graduates returning items late will be subject to rental and late charges. All items must be returned during office hours, between 8:00 a.m. and 5:00 p.m.**

- 3.1.4 Graduates who wish to use the robes, mortar boards or bonnets and hoods for a longer period will be charged rental and late penalty as follow:

RETURN PERIOD	RENTAL/LATE PENALTY
If the robe is returned within <b>seven (7) days</b> after the conferment session, robe rental will be charged.	RM2.00/per day *
If the robe is returned from the <b>eighth (8) day and thereafter</b> robe rental and a fine will be imposed.	(Rental RM14) + RM30.00/per day*

\*Rental charges shall include Saturdays, Sundays and public holidays.

- 3.1.5 A penalty will be imposed for **loss** of robe, mortar board or bonnet and hood as follows: -

ITEM	PENALTY FOR LOSS
Robe	RM700.00
Mortarboard	RM100.00
Bonnet	RM200.00
Hood	RM100.00

- 3.1.6 Graduates who return their robes, mortar boards or bonnets, and hoods in damaged condition will be presumed to have lost them and will be charged according to the Penalty for Loss.

- 3.1.7 Failure to notify the administration promptly of any damage will also result in the graduate being liable for rental fees, late charges, and the Penalty for Loss.
- 3.1.8 All rental fees, late charges, and Penalty for Loss must be paid in full at the Bursary Office before the graduate can collect their certificate and transcripts.

### 3.2 COLLECTING OF CERTIFICATES AND ACADEMIC TRANSCRIPTS

- 3.2.1 Certificates and transcripts can be collected after the graduates have returned their graduation robes, hoods and mortar boards or bonnets and have paid the convocation fees and/or all outstanding fees, other payments or fines to the University.
- 3.2.2 **Bachelor Degrees and Diploma graduates** are to collect their certificate and transcripts after the conclusion of their award session as follows:

DATE	VENUE	TIME
01 November 2025 (Saturday)	<b>Bilik Kuliah 4, Kompleks Dewan Kuliah, Kampus Induk, Durian Tunggal, Melaka</b>	12.00 noon - 6.00 p.m
02 November 2025 (Sunday)		8.00 a.m - 6.00 p.m
03 November 2025 (Monday)		8.00 a.m - 6.00 p.m
04 November 2025 (Tuesday)		8.00 a.m - 5.00 p.m

**After the specified date and time, all graduates must claim the certificates and transcripts at the Academic Management Division, Level 2, Kompleks Dewan Kuliah during office hours, between 8:00 a.m. and 5:00 p.m.**

- 3.2.3 **Doctorates and Master's degree graduates** are to collect their certificate and transcripts after the conclusion of their award session **at the School of Graduate Studies (SPS) during office hours, between 8.00 a.m until 5.00 p.m.**
- 3.2.4 All certificates and transcripts must be collected within **90 days** from the date of convocation. The University will not be responsible for any loss or damage if they are not claimed within this period.
- 3.2.5 Graduates **who are unable** to claim their certificates and transcripts in person, should contact the Academic Management Division, Office of the Registrar (for Diploma and Bachelor degree graduates), or the School of Graduate Studies

(SPS) (for Master and Doctorate graduates) directly and request for the certificate and transcripts to be mailed by giving their latest address and a photocopy of their identity cards. The certificates and transcript will be sent by *Pos Laju* service. The University will only send the certificates and transcripts to graduates who have returned the robes, hoods, and mortarboards or bonnets and have settled the convocation fees and/or all outstanding fees, other payments or fines with the University. The University will also not be liable for any loss, or damage that might occur during the mailing process.

- 3.2.6 Graduates who are represented by other individuals to claim the certificate and transcripts on their behalf are required to present a letter of permission stating the name and identity card number of the representative and the graduate. A photocopy of their identity cards must be enclosed. The University will only hand over the certificate and transcripts to the appointed representative if the graduate has returned the robes, hoods, and mortarboards or bonnets and has settled the convocation fees and/or all outstanding fees, other payments or fines with the University.

### **3.3 THE DETAINMENT OF CERTIFICATES AND ACADEMIC TRANSCRIPTS**

Graduates who are still in debt with UTeM or have not returned library books or other items borrowed from any office at UTeM are **reminded** to resolve the matter with the relevant office at **least one (1) week before** the Convocation day. If payment or the return of the item has been made, please bring the payment receipts or any other relevant evidence when collecting the certificates and transcripts. Failure to do so will result in the detainment of the graduate's certificate and transcripts.

### **3.4 LOSS / DAMAGED OF CERTIFICATES AND/OR TRANSCRIPTS**

- 3.4.1 UTeM has established the rule that all original certificates and transcripts will only be issued **once** to a graduate. In case of lost or damaged certificates or transcripts, UTeM will only issue duplicate certificate or transcripts.
- 3.4.2 In cases where the certificates and/or transcripts are lost, graduates must lodge a police report and attach the report when submitting the application to the Academic Management Division, Office of the Registrar (for Bachelor degree and Diploma graduates), or the Centre for Graduate Studies (PPS) (for Master and Doctorate graduates).

- 3.4.3 In cases where the certificates and/or transcripts are damaged, graduates must attach the damaged certificates and/or transcripts together with their application to the Academic Management Division or Centre for Graduate Studies (PPS).
- 3.4.4 All applications to issue duplicate certificates and/or transcripts will be charged RM50.00 each, for Bachelor and Diploma graduates whereas for Doctorate and Masters graduates, the amount chargeable is RM100.00 for the certificate and RM50.00 for the transcripts. Therefore, graduates are advised to keep them safe. They are also advised to make sufficient copies as well.

### **3.5 MISTAKES IN THE CERTIFICATES AND ACADEMIC TRANSCRIPTS**

Upon receiving the certificate and transcript, each graduate must check for any mistakes. If there is any, the certificate and transcript can be replaced provided that the mistake is due to UTeM and it is reported within four (4) weeks after the convocation date or 90 days for those who do not attend the convocation. Beyond this period, the new certificate or transcript will not be issued.

## **4 DRESS CODE**

### **4.1 GUESTS / PARENTS**

#### **4.1.1 Male Guests (Muslim / Non-Muslim)**

Formal dress / national costume / "lounge suit" or appropriate clothing. The appropriate clothing order for men (including children aged 12 years and above) are long trousers and long-sleeved shirts (**T-shirts are not permitted**).

#### **4.1.2 Female Guests (Muslim / Non-Muslim)**

- a) The appropriate clothing for women (including children aged 12 years and above) is *baju kurung/modern* or *kebaya*.
- b) For non-Muslim guests, the length of dresses or skirts **must reach the ankle**.
- c) Sleeveless blouses, T-shirts, and pants that do not reach the ankle are considered inappropriate. Guests wearing such clothing are not allowed to enter the Hall.

**IMPORTANT NOTES:**

- i) **THE GUIDE TO GUESTS DRESS'S CODE IS BASED ON THE GUIDELINES OF CLOTHING FOR FORMAL OCCASIONS.**
- ii) **CHILDREN UNDER THE AGE OF 12 ARE NOT ALLOWED INTO THE HALL.**
- iii) **USHERS/OFFICERS HAVE THE RIGHT TO DENY ENTRY TO THE GUESTS IF THEY FAIL TO COMPLY WITH THE STIPULATED DRESS CODE.**

**4.2 CONVOCATION DRESS CODE FOR GRADUATES**

**4.2.1 Male Graduates:**

- a) Mortar Board or Bonnet (provided by the University).
- b) Robe and Hood (provided by the University).
- c) A black or dark coloured lounge suit (coat or blazer) with a necktie. There is no colour restriction on the shirt or necktie; OR

A pair of black 'Baju Melayu' with five buttons ("baju melayu cekak musang"), worn with a 'sampin' made of songket embroidered with flowers in gold threads. Sampin must not be worn with bengkung (girdle).

- d) Fully covered black leather shoes.

**4.2.2 Female Graduates:**

- a) Mortar Board or Bonnet (provided by the University).
- b) Robe and Hood (provided by the University).
- c) Modern *Baju Kurung Labuh* or *kebaya labuh/bandung*. The sarong skirt must be made without any side slit. A pleat in front is allowed; OR

Long black skirts that fall below the ankle and long-sleeved blouses of any colour.

- d) "Lace" fabric can be used provided that it is lined with another fabric.
- e) Shawls/headscarves/gloves are allowed.
- f) There is no colour restriction on clothes.

- g) For graduates who wear the hijab/headscarves, there is no colour restriction.
- h) Fully covered black shoes with heels. **Sandals are strictly prohibited.**

#### 4.2.2 Graduates Robes

- i. Doctorates : Blue Black with three (3) bands at the sleeves with hood and bonnet
- ii. Masters : Blue Black with two (2) bands at the sleeves with hood and mortarboard
- iii. Bachelor : Blue Black with one (1) band at the sleeves with hood and mortarboard
- iv. Diploma : Blue Black with no band on the sleeves and mortarboard

**IMPORTANT NOTE:**

**CLOTHING TYPES OTHER THAN LISTED ABOVE ARE STRICTLY FORBIDDEN. (PLEASE SEE THE ATTACHMENT AT THE BACK OF THIS HANDBOOK FOR SAMPLES OF PERMITTED GRADUATES CLOTHING)**

### 4.3 PERSONAL APPEARANCE OF GRADUATES

#### 4.3.1 Male Graduates

The hair should be short and neat, not artificially coloured, and does not reach the collar.

#### 4.3.2 Female Graduates

The design of the clothing and the thickness of the material should not be revealing.

**GRADUANDS WHO FAIL TO COMPLY WITH THE PRESCRIBED CONVOCATION DRESS'S CODE AND PERSONAL APPEARANCE, WILL BE DENIED ENTRY TO THE HALL AND WILL NOT BE ALLOWED TO PARTICIPATE IN THE CEREMONY.**

## 5 GRADUATES WITH DISABILITIES/ REQUIRING SPECIAL ASSISTANCE

Graduates who require special assistance should inform the Academic Management Division at the Robe Collection Counter **upon collecting the robes** or they may inform the Academic Management Division email [bpa@utem.edu.my](mailto:bpa@utem.edu.my) .

**“UTeM TERBILANG”**

DI SINI SEGALA BERMULA  
CEMERLANG MENCIPTA GEMILANG  
BERTUAH BUMIKU MENYAKSI  
BERSAMA KITA BERJUANG

TERSOHOR PERSADA DUNIA  
SENADA WAWASAN NEGARA  
MELAHIR INSAN LUHUR JIWA  
MAMPAN MENAMBAT DUNIA

PERKONGSIAN PINTAR  
UNIVERSITI DAN INDUSTRI  
KREATIF INOVATIF

PEMBELAJARAN TERAS  
APLIKASI DAN KOMPETENSI  
TEKAD MENCAPAI VISI

DEMI SEMANGAT NEGARA  
KAMI MENCURAH BAKTI  
NASIB PERTIWI TERUS DIBELA  
KEPADA IBUNDA KAMI BERJANJI

UTeM KU CEMERLANG  
UTeM KU GEMILANG  
UTeM KU TERBILANG  
UTeM TERUS BERJUANG

## 7 MUSLIM PRAYER TIMES FOR MELAKA

<b>DATE</b>	<b>DAY</b>	<b>SUBUH</b>	<b>SYURUK</b>	<b>ZOHOR</b>	<b>ASAR</b>	<b>MAGHRIB</b>	<b>ISYA'</b>
1 November 2025	Saturday	5:44 am	6:54 am	12:57 pm	4:17 pm	6:57 pm	8:08 pm
2 November 2025	Sunday	5:44 am	6:54 am	12:57 pm	4:17 pm	6:57 pm	8:08 pm
3 November 2025	Monday	5:44 am	6:54 am	12:57 pm	4:17 pm	6:57 pm	8:08 pm

❖ Sumber daripada <https://www.e-solat.gov.my>

8 CHECKLIST

TIME	NO.	CHECKLIST	NECESSARY DOCUMENT
<b>BEFORE THE CONVOCATION CEREMONY</b>	1	Visit <a href="https://konvo.utem.edu.my/">https://konvo.utem.edu.my/</a> from time to time to obtain current updates on the convocation ceremony.	
	2	Check your convocation session.	
	3	Check the required convocation dress code. Ensure your dress/outfit complies with the dress code.	
	4	Please also inform your guest/parent on the dress code applicable to them before attending the ceremony.	
	5	Pay the convocation fees according to the procedure stated in paragraph 1.2.1 in the Graduates Handbook and keep the receipt. Retain your payment receipt.	
	6	Check and pay if you have any outstanding fees/ other fees/dues according to the procedure mentioned in paragraph 1.2.2 of the Graduate Handbook. Keep the receipts. Retain your payment receipt.	
	7	Make a convocation robe reservation on the website <a href="https://portal.utem.edu.my/ismp/konvo/">https://portal.utem.edu.my/ismp/konvo/</a>	Print: <ul style="list-style-type: none"> <li>- robe application slip</li> <li>- tracer study slip</li> <li>- hall entrance pass</li> <li>- vehicle pass</li> </ul>
	8	Attend UTeM according to the Schedule of the Robe Collection Session in paragraph 1.6.4 of the Graduate Handbook.	
	9	Attend the Chancellor's Hall for the process of picking up alumni cards and convocation robes by drive-thru.	
	10	Submit the robe application slip and graduate tracer study slip	Submit: <ul style="list-style-type: none"> <li>- robe application slip</li> <li>- tracer study slip</li> </ul>
	11	Please make sure the robe bag handed over contains the convocation robe set, alumni card and souvenirs.	Received: <ul style="list-style-type: none"> <li>- a set of convocation robe,</li> <li>- alumni card and</li> <li>- souvenirs.</li> </ul>

	12	Book and pay for stage photos.	Retain payment receipt
<b>DURING THE CONVOCATION CEREMONY</b>	13	Attend to the University on the stipulated dates according to your conferment session as stated in paragraph 2.2 of the Graduate Handbook.	<ul style="list-style-type: none"> <li>- <b>Display a printout of the QR code of the Vehicle Pass</b> (place on the left side of the vehicle's dashboard)</li> <li>- <b>Please bring a printout of the Hall Entrance Pass QR code</b> (held by parents / guests of graduates entering the UTeM Chancellor's Hall)</li> <li>- <b>Alumni Card</b> (held by graduates)</li> <li>- <b>Robe, mortar board or bonnet, hood</b> (held by graduates)</li> </ul>
	14	<p>Register and present your Alumni Card at the Lobby Academic Complex. The registration time for each convocation session is stated at paragraph 2.2</p> <p>Please adhere to the time and dress code set in the Graduate Handbook. Morning Session Graduates are advised to have breakfast early.</p>	<p><b>REMINDER:</b>  Graduates are not allowed to bring in any kind of personal belongings (bag/handbag/ cash / purse) upon registration EXCEPT the convocation bag to keep the robe. Bags/handbags are not allowed to be brought into the hall. <b>The University will not responsible for any loss/damage to the graduates belongings.</b></p>
	15	Line up (according to programme of study) and follow the staff's instructions.	
	16	Walk into the main hall in an orderly manner.	
	17	Take your seat according to the instructions given by the staffs.	
	18	Wait for your faculty/programme's turn.	
	19	Line up when prompted by the staffs.	
20	Swipe your Alumni Card when prompted by the staff to display your name on screen.	Alumni Card	

	21	Receive your certificate (please refer to paragraph 2.3 in the Graduate Handbook). Graduate's photographs will be taken by appointed photographers.	
	22	Leave the hall at the end of the ceremony.	
<b>AFTER THE CONVOCATION CEREMONY</b>	23	Return the convocation robe, hood, mortarboard/bonnet in good condition to the University, (refer to paragraph 3.1 in the Graduates Handbook)	<ul style="list-style-type: none"> <li>- Convocation Robe</li> <li>- Hood</li> <li>- Mortarboard/Bonnet</li> </ul>
	24	Collect your certificate and transcripts from the Certificates and Transcripts Counter (refer to paragraph 3.2 in the Graduates Handbook)	Alumni Card

Any general inquiries can be directed to:  
**Academic Management Division,  
Universiti Teknikal Malaysia Melaka.**  
**Telephone : 06-270 1990 / 1961 / 1098 / 2976 / 1965 / 1962 / 1968 /  
1970 / 1974 / 1963 / 1964/ 1967 / 1207/ 2713**  
**e-mel : bpa@utem.edu.my**