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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 who are graduating.

The 19th Convocation Ceremony of Universiti Teknikal Malaysia Melaka (UTeM) will be held on **4th until 6th November 2023** at the Dewan Canselor, Durian Tunggal Main Campus, Melaka. The Convocation Ceremony will mark a significant personal milestone for each graduate. We hope that all graduates will give their fullest cooperation in making this ceremony a day to remember.

This handbook is written as a guide to inform the graduates of the steps to go through before, during and after the Convocation Ceremony. Every graduate is required to read and understand the content of this book to avoid misunderstanding on important matters such as registration and collection of robes, academic transcripts, certificates and the detainment of certificates and transcripts. It also informs the graduates of the dress codes and the completion of the Graduate Tracer Study.

We hope that this handbook will help the graduates to handle themselves before, during, and after the Convocation Ceremony. Graduates are also reminded to visit the Convocation webpage at <https://konvo.utm.edu.my/ms> to obtain the latest information related to the ceremony. Your cooperation is highly appreciated to ensure the smooth flow of this glorious ceremony.

Congratulations, graduates!

MASDZARIF BIN MAHAT

Chief Operating Officer / Registrar
Universiti Teknikal Malaysia Melaka

**19th CONVOCATION CEREMONY
UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)
4th-6th NOVEMBER 2023 (SATURDAY - MONDAY)**

Greetings.

Mr./Ms.,

UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM) 19th CONVOCATION CEREMONY

All graduates are invited to attend this special event to celebrate their hard works and dedication over the last few years. The 19th Convocation Ceremony will be held from **4th until 6th November 2023 (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.

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 fees are to be paid to UTeM using the following methods:

Method 1:

Over-the-counter at Bank Islam Malaysia Berhad (BIMB). Graduates are required to present their identity cards upon payment. Please retain the payment slip.

Method 2:

Online payment at www.bankislam.com.my. Please retain the payment slip.

Method 3:

Payment via a BIMB auto-teller machine. Please retain the printed receipt.

Method 4:

Online payment at UTeM's website <https://payment.utem.edu.my/>
Please retain the payment slip.

Method 5:

JomPAY online at the internet and mobile banking:



JomPAY online at Internet and Mobile Banking with your Current, Savings or Credit Card account

- 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) Payment of outstanding fees, other payments or fines may be made as stated in 1.1.1 (d) or at the Bursary Office before collecting the robe.
- d) All payment transactions must be done via bank draft/ money order/ postal order /debit card/credit card only. **PAYMENT BY CASH WILL NOT BE ACCEPTED.**

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

NAME	E-MAIL	TELEPHONE NO.
Intan Naquiah Fazrin binti Tazar Aros	naquiah@utem.edu.my	06-270 2016
Puan Rosidah binti Awang	rosidahawang@utem.edu.my	06-270 2025
Encik Nazaruddin bin Md Yunus	nazaruddin@utem.edu.my	06-270 1196
Puan Siti Hajar binti Abd Latiff	siti.hajar@utem.edu.my	06-270 2027

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 from public or private Universities and Polytechnics since 2006. Hence, it is mandatory to all graduates to complete the online survey.

The Graduate Tracer Study is a yearly survey conducted to measure the employability and marketability rate among graduates. This will provide UTeM with an insight on the effectiveness of the academic programmes and facilities as well as help us develop a database on our graduates.

As graduates of a public institution of higher education, it is **COMPULSORY** for UTeM graduates to complete the survey form. The Graduate Tracer Study can be accessed at <https://graduan.mohe.gov.my/SKPG2023/> . Graduates are required **to print the online survey completion receipt (slip)** and present when collecting the robe.

Any enquiries regarding graduate tracer study please contact:

NAME	E-MAIL	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/> and present the alumni slip when taking the convocation robe later.

Graduates are also **ENCOURAGED** to register as a member of the UTeM Alumni Association (AUTeM). Registration can be made at the Centre of Alumni and Graduate Employability, at Technology Campus with a fee of RM30.00 (in cash) or through the following link https://linktr.ee/AUTeM_Melaka .

Any enquiries regarding AUTeM member registration, please contact:

NAMA	ALAMAT EMEL	NO TELEFON
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/ism/konvo/> .

1.6.2 The Robe Application System will be open from **5 October 2023 (Thursday) to 29 October 2023 (Sunday)**.

1.6.3 Please print the robe application slip and bring it along during the robe collection process.

1.6.4 The convocation robe collection process will be carried out by a drive-thru at the Dewan Canselor. Graduates are required to comply with the **Robe Collection Session Schedule** as follows to avoid congestion:

DATE	SESSION	TIME	FACULTY
28/10/2023 (Saturday)	Morning	8.30 a.m - 12.30 noon	FTMK/FKP
	Afternoon	2.30 p.m - 5.00 p.m	FTKMP/FKE
29/10/2023 (Sunday)	Morning	8.30 a.m - 12.30 noon	FTKEE/FPTT/IPTK
	Afternoon	2.30 p.m - 5.00 p.m	FKEKK/FKM

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

1.7 HALL ENTRANCE PASS & VEHICLE PASS

- 1.7.1 The QR code will be used for Hall Entrance Passes and Vehicle Passes starting from the 19th Convocation Ceremony.
- 1.7.2 All graduates are required to print out Hall Entrance Passes and Vehicle Passes through the Robe Application System which will be open from 5 October 2023 (Thursday) to 29 October 2023 (Sunday). Please follow the instructions issued by the administration from time to time through the UTeM convocation website.
- 1.7.3 Graduate are allowed to bring guests to witness the ceremony. The number of guests allowed to enter the hall is indicated on the entrance pass allocated to each graduates.

SESSION	DATE	ENTRANCE PASS
1	4 November 2023 (Saturday, Morning)	4
2	4 November 2023 (Saturday, Afternoon)	2
3	5 November 2023 (Sunday, Morning)	2
4	5 November 2023 (Sunday, Afternoon)	2
5	6 November 2023 (Monday, Morning)	2
6	6 November 2023 (Monday, Afternoon)	2

- 1.7.4 Guests must hold a printout of the Hall Entrance Pass to show to the staff at the hall entrance. Guests who do not have an entrance pass are **not allowed** to enter the hall.
- 1.7.5 Graduates **required** to place the printout vehicle pass on the left side of the vehicle's dashboard they are travelling in.
- 1.7.6 Please follow the security staff's directions and the signboards when parking to avoid congestion and obstruction to other vehicles.

Any enquiries related please contact:

NAME	E-MAIL	TELEPHONE NO.
Puan Siti Salwah binti Ahmad	salwah@utem.edu.my	062701961
Encik Sahlizam bin Maamin	sahlizam@utem.edu.my	062701962
Encik Azhar bin Ismail	azhar.ismail@utem.edu.my	062701968
Cik Erfa Fatin binti Bachik	erfa@utem.edu.my	062701098
Puan Sharifah Intan binti Osman	intan@utem.edu.my	062701965
Encik Azman bin Azahari	azmanaza@utem.edu.my	062701493
Encik Mohd Suhairi bin Mohd Saad	suhairi@utem.edu.my	062701970

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)	04/11/2023 (Saturday)	<ul style="list-style-type: none"> • Doctor of Philosophy • Doctor of Engineering • Master of Science in Electrical Engineering • Master of Science in Mechatronic Engineering • Master of Science in Electronic Engineering • Master of Science in Mechanical Engineering • Master of Science in Manufacturing Engineering • Master of Science in Information and Communication Technology • Master of Science in Entrepreneurship • Master of Science in Technology Management • Master of Science in Technical Communication • Master of Science in Human Resource Development • Master of Electrical Engineering • Master of Mechatronic Engineering • Master of Electronic Engineering (Electronic System) • Master of Electronic Engineering (Telecommunication System) • Master of Electronic Engineering (Electronic System) • Master of Electronic Engineering (Telecommunication System) • Master of Mechanical Engineering (Product Design) • Master of Mechanical Engineering (Energy Engineering) • Master of Mechanical Engineering • Master of Mechanical Engineering (Automotive) • Master of Manufacturing Engineering (Advanced Materials and Processing) • Master of Manufacturing Engineering (Industrial Engineering) • Master of Manufacturing Engineering (Quality System Engineering) • Master of Manufacturing Engineering (Manufacturing System Engineering) • Master of Computer Science (Multimedia Computing) • Master of Computer Science (Software Engineering) • Master of Computer Science (Security Science) • Master of Software Engineering (Mobile Development) • Master of Technology (Data Science and Analytics) 	8.00 a.m

		<ul style="list-style-type: none"> • Master of Business Administration (Advanced Operations Management) • Master of Business Administration (Technology and Innovation Management) • Master of Technovation • Presentations of the Academic Awards 	
2 (Afternoon)	04/11/2023 (Saturday)	<p><u>Bachelor</u></p> <ul style="list-style-type: none"> • Bachelor of Mechanical Engineering Technology (Automotive Technology) with Honours • Bachelor of Mechanical Engineering Technology (Refrigeration and Air Conditioning Systems) with Honours • Bachelor of Mechanical Engineering Technology (Maintenance Technology) with Honours • Bachelor of Mechanical Engineering Technology with Honours • Bachelor of Manufacturing Engineering Technology (Product Design) with Honours • Bachelor of Manufacturing Engineering Technology (Process and Technology) with Honours • Bachelor of Manufacturing Engineering Technology with Honours • Bachelor of Technology in Industrial Machining with Honours • Bachelor of Technology in Welding with Honours • Bachelor of Electrical Engineering with Honours • Bachelor of Mechatronics Engineering with Honours 	1.00 p.m
3 (Morning)	05/11/2023 (Sunday)	<p><u>Bachelor</u></p> <ul style="list-style-type: none"> • Bachelor of Computer Science (Computer Networking) with Honours • Bachelor of Computer Science (Database Management) with Honours • Bachelor of Information Technology (Games Technology) with Honours • Bachelor of Computer Science (Artificial Intelligence) with Honours • Bachelor of Computer Science (Interactive Media) with Honours • Bachelor of Computer Science (Software Development) with Honours • Bachelor of Computer Science (Computer Security) with Honours • Bachelor of Manufacturing Engineering with Honours • Bachelor of Industrial Engineering with Honours 	8.00 a.m

<p>4 (Afternoon)</p>	<p>05/11/2023 (Sunday)</p>	<p><u>Bachelor</u></p> <ul style="list-style-type: none"> • Bachelor of Technopreneurship with Honours • Bachelor of Technology Management with Honours (Technology Innovation) • Bachelor of Technology Management with Honours (High Technology Marketing) • Bachelor of Technology Management (Supply Chain Management and Logistics) with Honours • Bachelor of Electronic Engineering with Honours • Bachelor of Computer Engineering with Honours 	<p>1.00 p.m</p>
<p>5 (Morning)</p>	<p>06/11/2023 (Monday)</p>	<p><u>Bachelor</u></p> <ul style="list-style-type: none"> • Bachelor of Electrical Engineering Technology (Industrial Automation and Robotics) with Honours • Bachelor of Electrical Engineering Technology (Industrial Power) with Honours • Bachelor of Electrical Engineering Technology with Honours • Bachelor of Electronics Engineering Technology (Industrial Electronics) with Honours • Bachelor of Electronics Engineering Technology (Telecommunications) with Honours • Bachelor of Computer Engineering Technology (Computer Systems) with Honours • Bachelor of Electronics Engineering Technology with Honours • Bachelor of Mechanical Engineering with Honours • Bachelor of Automotive Engineering with Honours 	<p>8.00 a.m</p>
<p>6 (Afternoon)</p>	<p>06/11/2023 (Monday)</p>	<p><u>Diploma</u></p> <ul style="list-style-type: none"> • Diploma in Electrical Engineering • Diploma in Electronic Engineering • Diploma in Mechanical Engineering • Diploma in Manufacturing Engineering • Diploma in Information Technology 	<p>1.00 p.m</p>

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 / THANK YOU 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 upon the conclusion of the graduate's award session.
- 3.1.2 Graduates will be charged rental rates and/or late fines one day after their respective award sessions.
- 3.1.3 All Doctorates, Master, Bachelor's degree and Diploma graduates are required to return their robes, mortar boards or bonnets and hoods following the dates and time given below:

DATE	VENUE	TIME
04 November 2023 (Saturday)	Bilik Kuliah 3, Kompleks Dewan Kuliah, Kampus Induk, Durian Tunggal, Melaka	12.00 noon - 6.00 p.m
05 November 2023 (Sunday)		8.00 a.m - 6.00 p.m
06 November 2023 (Monday)		8.00 a.m - 6.00 p.m
07 November 2023 (Tuesday)		8.00 a.m - 6.00 p.m

After the date and time stated above all graduates have to return their robes, mortar boards or bonnets and hoods to the **Academic Management Division, Level 2, Kompleks Dewan Kuliah** and are subject to payment of rental and late charges. All items must be returned during office hours (**between 8.00 a.m and 5.00 p.m**).

- 3.1.3 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 seven (7) days after the conferment session, robe rental will be charged.	RM2.00/per day *
If the robe is returned from the eighth (8) day and thereafter robe rental and a fine will be imposed.	(Rental RM14) + RM30.00/per day*

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

- 3.1.4 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

- 3.1.5 Graduates who return their robes, mortar boards or bonnets and hoods in a **damaged condition** shall be presumed to have lost them and shall be charged according to the Penalty for Loss.
- 3.1.6 Late notification of such damage shall also render the graduate liable to pay for rental, late charge and Penalty for Loss.
- 3.1.7 All rental, late charge and Penalty for Loss must be paid in full at the Bursary office before collecting the 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 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
04 November 2023 (Saturday)	Bilik Kuliah 4, Kompleks Dewan Kuliah, Kampus Induk, Durian Tunggal, Melaka	12.00 noon - 6.00 p.m
05 November 2023 (Sunday)		8.00 a.m - 6.00 p.m
06 November 2023 (Monday)		8.00 a.m - 6.00 p.m
07 November 2023 (Tuesday)		8.00 a.m - 6.00 p.m

After the date specified above, all certificate and transcripts can be claimed at the **Academic Management Division, Level 2, Kompleks Dewan Kuliah**. The certificate and transcripts are to be collected only during office hours (between 8.00 a.m until 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 Centre for 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 Centre for Graduate Studies (PPS) (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 .

“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

DATE	DAY	SUBUH	SYURUK	ZOHOR	ASAR	MAGHRIB	ISYA'
4 November 2023	Saturday	5:44 am	6:54 am	12:57 pm	4:17 pm	6:57 pm	8:08 pm
5 November 2023	Sunday	5:44 am	6:54 am	12:57 pm	4:18 pm	6:57 pm	8:08 pm
6 November 2023	Monday	5:44 am	6:55 am	12:57 pm	4:18 pm	6:57 pm	8:08 pm

❖ Source: www.e-solat.gov.my

8 CHECKLIST

TIME	NO.	CHECKLIST	NECESSARY DOCUMENT
BEFORE THE CONVOCATION CEREMONY	1	Visit https://konvo.utem.edu.my/ 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 https://portal.utem.edu.my/ismp/konvo/	Print: <ul style="list-style-type: none"> - robe application slip - tracer study slip - alumni slip - hall entrance pass - vehicle pass
	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, graduate tracer study slip and alumni slip to the staff.	Submit: <ul style="list-style-type: none"> - robe application slip - tracer study slip - alumni slip
	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"> - a set of convocation robe, - alumni card and - souvenirs.

	12	Book and pay for stage photos.	Retain payment receipt
DURING THE CONVOCATION CEREMONY	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"> - Display a printout of the QR code of the Vehicle Pass (place on the left side of the vehicle's dashboard) - Please bring a printout of the Hall Entrance Pass QR code (held by parents / guests of graduates entering the UTeM Chancellor's Hall) - Alumni Card (held by graduates) - Robe, mortar board or bonnet, hood (held by graduates)
	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>REMINDER: 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. The University will not responsible for any loss/damage to the graduates belongings .</p>
	15	Line up (according to programme of study) and follow the staffs 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.	
AFTER THE CONVOCATION CEREMONY	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"> - Convocation Robe - Hood - Mortarboard/Bonnet
	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 / 1351 / 1961 / 1098 / 1493 / 1965 / 1962 /
1968 / 1970 / 1974 / 1963 / 1964/ 1967 / 1207/ 2713**
e-mail : bpa@utem.edu.my