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## **A MESSAGE FROM THE REGISTRAR**

### **Greetings.**

I would like to take this opportunity to congratulate all the graduands who are graduating.

**The 17<sup>th</sup> Convocation Ceremony** of Universiti Teknikal Malaysia Melaka (UTeM) will be held on **14<sup>th</sup> until 17<sup>th</sup> March 2022** at the Dewan Canselor, Durian Tunggal Main Campus, Melaka. The Convocation Ceremony will mark a significant personal milestone for each graduand. We hope that all graduands will give their fullest cooperation in making this ceremony a day to remember.

This handbook is written as a guide to inform the graduands of the steps to go through before, during and after the Convocation Ceremony. Every graduand 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 graduands of the dress codes and the completion of the Graduate Tracer Study.

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

Congratulations, graduands!

**MASDZARIF BIN MAHAT**

Registrar

Universiti Teknikal Malaysia Melaka

**17<sup>th</sup> CONVOCATION CEREMONY  
UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)  
14<sup>th</sup> -17<sup>th</sup> MARCH 2022 (MONDAY - THURSDAY)**

**Greetings.**

Mr./Ms.,

**UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM) 17<sup>th</sup> CONVOCATION CEREMONY**

All graduands are invited to attend this special event to celebrate the hard works and dedication over the last few years. The 17<sup>th</sup> Convocation Ceremony will be held on **14<sup>th</sup> until 17<sup>th</sup> March 2022 (Monday until Thursday) at the Dewan Canselor, Durian Tunggal Main Campus, Melaka.**

It is requested that all graduands read this handbook carefully and adhere to every instruction herein. For the ease of use of the graduands, a **checklist** has been provided at 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 PAYMENT OF CONVOCATION FEES, OUTSTANDING FEES, OTHER PAYMENTS OR FINES**

**1.1.1 CONVOCATION FEES**

- a) All graduands are **REQUIRED** to pay the convocation fees.
  
- b) Graduands 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). Graduands are required to present their identity cards upon payment. Each graduand must submit a copy of the deposit/ bank-in slip to the Fees Counter before

proceeding to the other counters and to finally collect the robe. **(Refer to Appendix A)**

**Method 2:**

Online payment at [www.bankislam.com.my](http://www.bankislam.com.my). A receipt is to be printed and submitted to the Fees Counter before proceeding to the other counters and to finally collect the robe. **(Refer to Appendix A)**.

**Method 3:**

Payment via a BIMB auto-teller machine. A printed receipt with the graduand's name is to be submitted to the Fees Counter before proceeding to the other counters and to finally collect the robe. **(Refer to Appendix A)**

**Method 4:**

Online payment at UTeM's website <http://migs.utem.edu.my/payment/>

**Method 5:**

JomPAY online at internet and mobile banking:



<b>Billor Code:</b> 88393 <b>Ref-1:</b> Matric Card No. <b>Ref-2:</b> IC/Passport/ID No.
--

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

- e) A graduand 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.**

1.1.2 **OUTSTANDING FEES, OTHER PAYMENTS OR FINES**

- a) Graduands 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 at 1.1.1 (d) or 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.**

Please forward all related enquiries to the Bursary:

NAME	E-MAIL	TELEPHONE NO.
Cik Farah Farhanah binti Md Lani	farhanah@utem.edu.my	06-270 2032
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

## 1.2 RETURN OF LIBRARY MATERIALS / LOCKER KEYS / FINES

Graduands 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 also retain any receipts issued for future reference.

## 1.3 COLLECTION OF ROBES

1.3.1 Graduand **MUST make an advance booking** of the Convocation Robe through the UTeM Convocation website <https://portal.utem.edu.my/ismp/konvo/> . Please print the robe application slip and bring along during the robe collection process.

1.3.2 The convocation robe collection process will be carried out by drive thru at the Dewan Chancellor's. Graduand are required to comply with the **Robe Collection Session Schedule** as follows to avoid congestion:

DATE	SESSION	TIME	FACULTY
3/03/2022 (Thursday)	Morning	8.30 a.m - 12.30 noon	FKM
	Afternoon	2.30 p.m - 5.00 p.m	FKP/IPTK
4/03/2022 (Friday)	Morning	8.30 a.m - 12.15 noon	FKE
	Afternoon	2.45 p.m - 5.00 p.m	FKEKK
5/03/2022 (Saturday)	Morning	8.30 a.m - 12.30 noon	FTMK
	Afternoon	2.30 p.m - 5.00 p.m	FPTT
6/03/2022 (Sunday)	Morning	8.30 a.m - 12.30 noon	FTKEE
	Afternoon	2.30 p.m - 5.00 p.m	FTKMP

- 1.3.3 The robe collecting process is done earlier to allow graduands to take pictures with family members before the Convocation ceremony.
- 1.3.4 We will NOT entertain any request after the dates and time given above.

#### 1.4 ENTRANCE PASS AND VEHICLE PASS

- 1.4.1 The Entrance Pass and Vehicle Pass will be handed over to each graduand beginning from 3<sup>rd</sup> March until 6<sup>th</sup> March (Monday - Thursday)
- 1.4.2 Graduands 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 graduand.

SESSION	DATE	ENTRANCE PASS
1	14 March 2022 (Monday, Morning)	2
2	14 March 2022 ( Monday, Afternoon)	2
3	15 March 2022 (Tuesday, Morning)	2
4	15 March 2022 ( Tuesday , Afternoon)	2
5	16 March 2022 (Wednesday, Morning)	2
6	16 March 2022 ( Wednesday, Afternoon)	2
7	17 March 2022 (Thursday, Morning)	2
8	17 March 2022 ( Thursday, Afternoon)	2

- 1.4.3 Guests must show their entrance passes to the staff at the hall entrance. **Guests without an entrance pass will not be allowed to enter the hall.**
- 1.4.4 Graduands **MUST** place the vehicle pass on the right side of the vehicle's dashboard they are travelling in.
- 1.4.5 Graduands and their guests **MUST** board in **one (1) vehicle** with a maximum capacity of three (3) people including graduands. **Other guests are not allowed.**
- 1.4.6 Please follow the security staff's directions and the signboards when parking to avoid congestion and obstruction to other vehicles.

Please forward any related enquiries to the Academic Management Division, Office of the Registrar at:

<b>NAME</b>	<b>E-MAIL</b>	<b>TELEPHONE NO.</b>
Encik Sahhizam bin Maamin	sahhizam@utem.edu.my	062701962
Puan Siti Salwah binti Ahmad	salwah@utem.edu.my	062701961
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 Reduan bin Ahmad @ Samad	reduan@utem.edu.my	062702839

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

### **2.1 REGISTRATION OF GRADUANDS**

- 2.1.1 **Graduands must register** and **present** their **Alumni Card** at the Academic Complex lobby. The registration time for each convocation session is stated at 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 behind.
- 2.1.3 Graduands for **MORNING SESSIONS** are advised to have breakfast prior to the registration.
- 2.1.4 Graduands for **AFTERNOON SESSIONS** are to register after they have performed Zuhr prayer.
- 2.1.5 Graduands 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 Graduands are **NOT ALLOWED** to leave the Hall until the ceremony concludes.

#### **IMPORTANT NOTE:**

**A GRADUAND WHO FAILS TO RETURN TO THE QUEUE WHEN ALL OTHER GRADUANDS 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)	14/03/2022 (Monday)	<ul style="list-style-type: none"> <li>• Doctor of Philosophy</li> <li>• Doctor of Engineering</li>   <li>• Master of Science in Electrical 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 Technology Management</li> <li>• Master of Science in Human Resource Development</li>   <li>• Master of Electrical Engineering (Industrial Power)</li> <li>• Master of Electrical Engineering</li> <li>• Master of Mechatronics 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 (Manufacturing System Engineering)</li>   <li>• Master of Computer Science (Multimedia Computing)</li> <li>• Master of Computer Science (Database Technology)</li> <li>• Master of Computer Science (Internetworking 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>Presentations of the Academic Awards</b></li> </ul>	8.00 a.m



2 (Afternoon)	14/03/2022 (Monday)	<u>Bachelor</u> <ul style="list-style-type: none"> <li>• Bachelor of Mechanical Engineering with Honours</li> <li>• Bachelor of Manufacturing Engineering with Honours</li> </ul>	1.00 p.m
3 (Morning)	15/03/2022 (Thursday)	<u>Bachelor</u> <ul style="list-style-type: none"> <li>• Bachelor of Electrical Engineering with Honours</li> <li>• Bachelor of Mechatronics Engineering with Honours</li> <li>• Bachelor of Electronic Engineering with Honours</li> </ul>	8.00 a.m
4 (Afternoon)	15/03/2022 (Thursday)	<u>Bachelor</u> <ul style="list-style-type: none"> <li>• Bachelor of Computer Science (Computer Networking) With Honours</li> <li>• Bachelor of Computer Science (Database Management) With Honours</li> <li>• Bachelor of Information Technology (Games Technology) With Honours</li> <li>• Bachelor of Computer Science (Artificial Intelligence) With Honours</li> <li>• Bachelor of Computer Science (Interactive Media) With Honours</li> <li>• Bachelor of Computer Science (Software Development) With Honours</li> <li>• Bachelor of Computer Science (Computer Security) With Honours</li> </ul>	1.00 p.m
5 (Morning)	16/03/2022 (Wednesday)	<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> </ul>	8.00 a.m
6 (Afternoon)	16/03/2022 (Wednesday)	<u>Bachelor</u> <ul style="list-style-type: none"> <li>• Bachelor of Electrical Engineering Technology (Industrial Automation and Robotics) With Honours</li> <li>• Bachelor of Electrical Engineering Technology (Industrial Power) With Honours</li> <li>• Bachelor of Electronics Engineering Technology (Industrial Electronics) With Honours</li> <li>• Bachelor of Electronics Engineering Technology (Telecommunications) With Honours</li> <li>• Bachelor of Computer Engineering Technology (Computer Systems) With Honours</li> <li>• Bachelor of Electrical Engineering Technology With Honours</li> </ul>	1.00 p.m

		<ul style="list-style-type: none"> <li>• Bachelor of Electronics Engineering Technology With Honours</li> </ul>	
7 (Morning)	17/03/2022 (Thursday)	<u>Bachelor</u> <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 Manufacturing Engineering Technology (Product Design) With Honours</li> <li>• Bachelor of Manufacturing Engineering Technology (Process and Technology) With Honours</li> <li>• Bachelor of Mechanical Engineering Technology With Honours</li> <li>• Bachelor of Manufacturing Engineering Technology With Honours</li> </ul>	8.00 a.m
8 (Afternoon)	17/03/2022 (Thursday)	<u>Diplomas</u> <ul style="list-style-type: none"> <li>• Diploma in Electrical Engineering</li> <li>• Diploma in Electronic Engineering</li> <li>• Diploma in Mechanical Engineering</li> <li>• Diploma in Manufacturing Engineering</li> <li>• Diploma in Information Technology</li> </ul>	1.00 p.m

## 2.3 GUIDELINES WHEN RECEIVING THE DOCTORATE / MASTER / BACHELOR DEGREE / DIPLOMA

### **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 graduand'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 graduand's award session.
- 3.1.2 All Doctorates, Master, Bachelor's degree and Diploma graduands are required to return their robes, mortar boards or bonnets and hoods following the dates and time given below:

DATE	VENUE	TIME
14 March 2022(Monday)	<b>Bilik Kuliah 6, Kompleks Dewan Kuliah, Kampus Induk, Durian Tunggal, Melaka</b>	12.00 noon - 6.00 p.m
15 March 2022(Tuesday)		8.00 a.m - 6.00 p.m
16 March 2022(Wednesday)		8.00 a.m - 6.00 p.m
17 March 2022(Thursday)		8.00 a.m - 6.00 p.m

**After** the date and time stated above all graduands are to return their robes, mortar boards or bonnets and hoods to the **Academic Management Division, Office of the Registrar** 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 Graduands 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.

3.1.4 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 Graduands 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 graduand 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 graduands 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 graduands** are to collect their certificate and transcripts after the conclusion of their award session as follows:-

DATE	VENUE	TIME
14 March 2022(Monday)	<b>Bilik Kuliah 5, Lecture Hall Complex, Main Campus, Durian Tunggal, Melaka</b>	5.00 p.m - 6.00 p.m
15 March 2022(Tuesday)		8.00 a.m - 6.00 p.m
16 March 2022(Wednesday)		8.00 a.m - 6.00 p.m
17 March 2022(Thursday)		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, Office of the Registrar**. 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 graduands** are to collect their certificate and transcripts after the conclusion of their award session **at the Centre For Graduate Studies (PPS) 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 Graduands 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 graduands) or the Centre for Graduate Studies (PPS) (for Master and Doctorate graduands) 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 graduands who have returned the robes, hoods, and mortar boards 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 Graduands 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 graduand. 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 graduand has returned the robes, hoods, and mortar boards 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**

Graduands 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 graduand'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 graduand. In case of lost or damaged certificate or transcripts, UTeM will only issue duplicate certificate or transcripts.
- 3.4.2 In cases where the certificates and/or transcripts are lost, graduands 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 graduands) or the Centre for Graduate Studies (PPS) (for Master and Doctorate graduands).

3.4.3 In cases where the certificates and/or transcripts are damaged, graduands 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 graduands whereas for Doctorate and Masters graduands, the amount chargeable is RM100.00 for the certificate and RM50.00 for the transcripts. Therefore, graduands 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 graduand 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 the 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 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 CONVOCAATION DRESS CODE FOR GRADUANDS**

### **4.2.1 Male graduands :**

- 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 graduands :**

- 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 graduands who wear the hijab/headscarves, there is no colour restriction on the head dress.
- h) Fully covered black shoes with heels. **Sandals are strictly prohibited.**

#### 4.2.2 **Graduands 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 GRADUANDS CLOTHING)**

#### 4.3 **PERSONAL APPEARANCE OF GRADUANDS**

##### 4.3.1 **Male graduands**

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

##### 4.3.2 **Female graduands**

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 CODE AND PERSONAL APPEARANCE, WILL BE DENIED ENTRY TO THE HALL AND WILL NOT BE ALLOWED TO PARTICIPATE IN THE CEREMONY.**

#### 5. **GRADUANDS WITH DISABILITIES/ REQUIRING SPECIAL ASSISTANCE**

Graduands 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.



## 6. UTeM ALUMNI ASSOCIATION REGISTRATION

Graduands are also encouraged to register as member of UTeM Alumni Association (AUteM). Registration can be done for a fee of RM30.00 (cash) at the Graduate Tracer Study Counter or at the Centre for Alumni Management and Graduate Employability, Office of The Assistant Vice Chancellor - Industry and Community (PPNC- JIM), Samsung IoT, Technology Campus, UTeM.

Please forward any AUteM related enquiries to the Centre for Alumni Management and Graduate Employability, Office of The Assistant Vice Chancellor - Industry and Community (PPNC- JIM):

<b>NAME</b>	<b>E-MAIL</b>	<b>TELEPHONE NO.</b>
Mrs. Ernawatie binti Md Sah	ernawatie@utem.edu.my	06-270 4011
Mr. Mohd Safar bin Adim	safar@utem.edu.my	06-270 4006

7. **THE UNIVERSITY SONG**

**“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

## 8. MUSLIM PRAYER TIMES FOR MELAKA

Date	Day	Fajr	Sunrise	Zuhr	Asar	Maghrib	Isya'
14-Mar-2022	Monday	6:10 am	7:18 am	1:23 pm	4:30 pm	7:25 pm	8:34 pm
15-Mar-2022	Tuesday	6:10 am	7:18 am	1:23 pm	4:29 pm	7:25 pm	8:33 pm
16-Mar-2022	Wednesday	6:09 am	7:17 am	1:23 pm	4:28 pm	7:24 pm	8:33 pm
17-Mar-2022	Thursday	6:09 am	7:17 am	1:22 pm	4:28 pm	7:24 pm	8:33 pm

❖ Source: [www.e-solat.gov.my](http://www.e-solat.gov.my)

9 CHECKLIST

TIME	NO.	CHECKLIST	NECESSARY DOCUMENT
BEFORE THE CONVOCATION CEREMONY	1	Visit <a href="https://konvo.utm.edu.my/">https://konvo.utm.edu.my/</a> from time to time to obtain current updates on the convocation ceremony.	
	2	Read thoroughly the content of the convocation website as well as the Graduands Handbook.	
	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 1.1.1 in the Graduands Handbook and keep the receipt. <b>You will need to present the receipt at the Fees Counter.</b>	
	6	Review and pay any outstanding fees/ other fees/dues according to the procedure mentioned in paragraph 1.1.1 of the Graduand Handbook. Keep the receipts. <b>You will need to present the receipt at the Fees Counter.</b>	
	7	Book your Convocation Robe through the UTeM Convocation website <a href="https://portal.utm.edu.my/ismp/konvo/">https://portal.utm.edu.my/ismp/konvo/</a> . Please print the robe application slip and bring along during the robe collection process.	Print robe application slip
	8	Read and understand UTeM SOP for Convocation	SOP for Convocation
	9	Attend to the University on the stipulated dates to collect your robe as stated in paragraph 1.3.2 of the Graduand Handbook. <ul style="list-style-type: none"> <li>Update your COVID-19 status in MySejahtera application before entering UTeM.</li> </ul>	
	10	Show the digital vaccination certificate on the MySejahtera application or the vaccination card at the UTeM Main Entrance. Graduand/ and guests who have reached the maturity period of vaccination are allowed to enter UTeM.	Digital Vaccination Certificate
	11	Proceed to Dewan Canselor for the process of collecting alumni cards and convocation robes by drive thru.	

	12	Proceed to Alumni Card Counter to collect your alumni card. Please check and keep the Alumni Card properly (please bring this Alumni Card during the Convocation Ceremony)	Robe application slip
	13	Pick up convocation robes, entry passes, vehicle passes and souvenirs at the Robe Delivery Counter.	Robe application slip
	14	Book and pay for photos on stage.	Retain payment receipt
<b>DURING THE CONVOCATION CEREMONY</b>	15	Attend to the University on the stipulated dates according to your conferment session as stated in paragraph 2.2 of the Graduand Handbook. <ul style="list-style-type: none"> <li>Update your COVID-19 status in MySejahtera application before entering UTeM.</li> </ul>	<ul style="list-style-type: none"> <li>- Vehicle Pass (to be displayed on the right side of the vehicle's dashboard)</li> <li>- Invitation card (to be held by parents/guests)</li> <li>- Entrance pass (to be held by parents/guests)</li> <li>- Alumni Card (to be held by the graduand)</li> <li>- Robe, hood and mortar board or bonnet (to be held by the graduand)</li> </ul>
	16	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><b>REMINDER:</b></p> <p>Graduands 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 graduands belongings .</b></p>

	17	Line up in rows (according to programme of study) and follow the staffs instructions.	
	18	Walk into the main hall in an orderly manner.	
	19	Take your seat according to the instructions given by the staffs.	
	20	Wait for your faculty/programme's turn.	
	21	Line up when prompted by the staffs.	
	22	Swipe your Alumni Card when prompted by the staff to display your name on screen.	Alumni Card
	23	Receive your certificate (please refer to paragraph 2.3 in the Graduand Handbook). Graduand's photographs will be taken by appointed photographers while walking on the stage and when presented with the Doctorate / Master / Bachelor / Diploma album by the Chancellor or Pro Chancellors.	
	24	Leave the hall at the end of the ceremony.	
<b>AFTER THE CONVOCATION CEREMONY</b>	25	Return the convocation robe, hood, mortarboard/bonnet in good condition to the University, (refer to paragraph 3.1 in the Graduands Handbook)	<ul style="list-style-type: none"> <li>- Convocation Robe</li> <li>- Hood</li> <li>- Mortarboard/Bonnet</li> </ul>
	26	Collect your certificate and transcripts from the Certificates and Transcripts Counter (refer to paragraph 3.2 in the Graduands Handbook)	<ul style="list-style-type: none"> <li>- Payment receipts (convocation fees and outstanding fees/ other payments/ fines)</li> </ul>

### A) Bank Counter – How to Pay

1. Fill in graduand's name and identity card number in the Bill Payment Form (Slip Pembayaran Bil).
2. Fill in University name with "Universiti Teknikal Malaysia Melaka".
3. Fill in Reference Number/ Bill Account Number with YK followed by Matric Number. For example: YKB010110111
4. Hand in the completed Bill Payment Form (Slip Pembayaran Bil) as shown below to the Teller.

### How to Pay 'IPT FEES' via Bank Islam Counter

BANK ISLAM		SLIP PEMBAYARAN BIL / BILL PAYMENT																																				
NAMA / NAME: NAMA PELEJAR NO. KP / IC No: NO KP PELEJAR Bayar kepada / Pay To: NAMA UNIVERSITI Jenis Pembayaran / Payment Type: YK DAN NO MATRIK PELEJAR No. Proj / No. Akais Bil / Ref No. / Bill Acc. No:		NO TEL / TEL NO TARIKH / DATE		SILA PASTIKAN NO. RUJ. ATAU NO. AKAIH BIL DITULIS DI BELAKANG CEK PLEASE ENSURE YOUR REF. NO OR BILL NO/NO. DITULIS DI BAKULH UT YOUR CHEQUE																																		
Wang Tunai / Cash RM Dabit Akaun / Account Debited Jumlah Didabit / Debited Amount RM		<table border="1"> <thead> <tr> <th>Bank / Bank</th> <th>No. Cek / Cheque No.</th> <th>Tempat / Place</th> <th>RM</th> <th>sen</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2">Cek diterima untuk pembayaran subject of Cheque are accepted for collection only Sila pastikan bahawa semua barangan bersempitan ini tidak Please see separate slip for each</td> <td>JUMLAH TOTAL</td> <td>JUMLAH BERSIH NET TOTAL</td> <td> </td> </tr> </tbody> </table>		Bank / Bank	No. Cek / Cheque No.	Tempat / Place	RM	sen																										Cek diterima untuk pembayaran subject of Cheque are accepted for collection only Sila pastikan bahawa semua barangan bersempitan ini tidak Please see separate slip for each		JUMLAH TOTAL	JUMLAH BERSIH NET TOTAL	
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ASM 38AN-1 No : <b>044490</b>		TELLER		OFFICER'S VERIFICATION																																		

### B) Internet Banking – How to Pay

#### Payment of 'IPT FEES' via Bank Islam Internet Banking

1. Go to [www.bankislam.com.my](http://www.bankislam.com.my)
2. Click on "Internet Banking Login" and click "ok" on "Security Alerts"
3. Enter your user ID and password to enter the Bank Islam Internet Banking system
4. Choose "Bill Presentment" in "Bill Payment".
5. Choose **University Teknikal Malaysia Melaka** in the University list.
6. Enter identity card number and click "next".
7. A list of bills will be displayed. Select the bill that begins with 'YK' followed by matric number. For example: YKB01010111. And then click "pay".

8. Details on the bill will be displayed. Select "source account", enter and verify the amount, and click "pay"
9. The following screen will display the payment details for verification.
10. Click "Confirm" to proceed.
11. The following screen will display details of the payment made. Students are advised to retain a copy of the proof of payment.

**C) BANK ISLAM ATM – How to Pay**

Payment of 'IPT FEES' via Bank Islam ATM

Select Menu

- Others
- "Bill Payment"/ IPT Fees
- IPT Fees
- Select payer's account
- Enter identity card number
- Select the bill that begins with 'YK' followed by matric number, for example: YKB01010111, and then click "pay".
- verify the amount
- End of transaction. Graduands are advised to retain a copy as proof of payment.



Any general inquiries can be directed to:  
**Academic Management Division,  
Universiti Teknikal Malaysia Melaka.**  
**Telephone : 06-270 1990 / 1351 / 1961 / 1098 / 1493 / 1965 / 1966 /  
1962 / 1968 / 2839 / 1970 / 1974 / 1963 / 1964/ 2846 / 2845**  
**Faks : 06-331 6079**  
**E-mel : bpa@utem.edu.my**