

UNIVERSITI TUNKU ABDUL RAHMAN			
Guideline Title: <b>UTAR Student Academic Handbook</b>			
Guideline Number: <b>GD-IAD-004</b>	Rev No.: <b>15</b>	Effective Date: <b>May 2024</b>	Page No.: <b>Page 1 of 22</b>

## 17.0 CONVOCAATION



*UTAR 22nd Convocation in Dewan Tun Dr Ling Liong Sik.*



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*UTAR 38th Convocation in Dewan Tun Dr Ling Liong Sik.*

#### **17.1 Convocation Ceremony**

The Universiti Tunku Abdul Rahman Convocation will be held in March and August every year.

#### **17.2 Settlement of Outstanding Fees**

Graduands owing fees to the University are required to settle all outstanding payments before they are allowed to attend the Convocation Ceremony.

#### **17.3 Fees Payable**

All graduands are required to pay fees stipulated by the University. Graduands may opt not to attend the Convocation ceremony. Attending graduands are required to pay for Graduation Fee and Convocation Attire Fee whereas graduands who are not attending the ceremony are required to pay for Graduation Fee.

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#### **17.4 Attending Graduands, Convocation Attire Deposit Form, Graduation Fee and Not Attending Graduands**

- For Graduands Attending the Convocation

All graduands attending the Convocation Ceremony are required to pay for Graduation Fee and Convocation Attire Fee and Deposit as stipulated on the Student Bill.

The Convocation Fee and Graduation Fee entitle graduands to the following souvenir items (subject to change):

- Guest Entrance Card
- Rental of Convocation Attire  
(Graduation Gown, Hood and Mortar-board / Bonnet)
- Degree Certificate
- Academic Transcript
- One (1) Scroll Box
- One (1) Convocation Book
- A set of three (3) Convocation Ceremony Photographs
- One (1) T-shirt
- One (1) Car Sticker

- For Graduands NOT Attending the Convocation

All graduands who are not attending the Convocation Ceremony are required to pay for Graduation Fee.

The Graduation Fee entitles the non-attending graduands to the following souvenir items (subject to change):

- Degree Certificate
- Academic Transcript
- One (1) Convocation Book
- One (1) Scroll Box
- One (1) T-shirt
- One (1) Car Sticker

#### **17.5 Testimonial**

Testimonials are issued to graduates who have been UTAR student leaders, or involved in UTAR extracurricular activities, or have achieved academic excellence, e.g. President's List, Dean's List and Book Prize winner etc.

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## 17.6 Convocation Attire

### Dress Code

All graduands are to observe the following dress code for the Convocation Ceremony:

- (a) Convocation Attire : Graduation gown, hood and mortar-board / bonnet.
- (b) Male graduand: ONLY ALLOWED: Dark-coloured lounge Suit (Optional), formal long-sleeved shirt with tie, dark coloured socks, dark-coloured formal shoes. (Sport / Casual Shoes are not acceptable).
- (c) Female graduand : ONLY ALLOWED: Light color long-sleeved blouse / shirt with buttons in front, black or dark-coloured jacket (Optional), dark-coloured skirt(at least knee-length or longer length) skirt or long pants, black or dark-coloured court shoes. (Sport / Casual Shoes are not acceptable).

## 17.7 Photography

The official photographer appointed by Universiti Tunku Abdul Rahman will take photographs of graduands while they are receiving their scrolls on the stage. No photography, videotaping, or audio / visual recording of any kind is allowed near the stage during convocation ceremony except by official photographers.

Professional photographers have been engaged to take graduands' photographs on stage during the Convocation Ceremony. Guests may take photographs with their cameras or video cameras from their seats only.

The official photographer will also set up a photo studio at the assigned dates / venues for graduands who would like to take portrait photographs.

## 17.8 Alumni Surveys

Before collection of convocation attire, all graduands are required to complete the following survey forms:

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- (a) <https://portal.utar.edu.my/loginPageV2.jsp?catid=00&portalType=alumniIntranet>
- (b) <https://graduan.mohe.gov.my/SKPG2023/> (MOHE website)

Note:

All graduates will have to complete Tracer Study in February (for March Convocation Graduands) and July (for August Convocation Graduands) each year as required by the Ministry of Higher Education.

DARP will inform the recent graduates by email either in February or July each year the exact date the graduates can start completing the Tracer Study. The feedback on Tracer Study is important to help university improve its performance.

## 17.9 Barcode Card

Barcode Card will be issued to graduands during collection of convocation attire.

- (a) It is compulsory for all graduands to bring along their Barcode Cards to their Convocation Session for scanning on the convocation stage.
- (c) Failing to bring along his / her Barcode Card, the graduand will be charged **RM10.00** for replacement.

## 17.10 Guest Entrance Card and Dress Code

- (a) Each graduand will receive one (1) guest entrance card for 2 guests for entry into Convocation Hall.
- (b) Graduands Guest Entrance Card will be issued during the collection of convocation attire. Graduands have to ensure that their guests bring along the guest entrance cards on Convocation Day as no replacement will be issued.
- (c) Guests are kindly requested to dress formally for the auspicious occasion. Traditional dresses, long sleeved batik & formal attire with appropriate footwear are acceptable. Shorts, t-shirts, jeans, bermudas, slippers, sandals and inappropriate footwear are strictly prohibited.

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- (d) Kindly take note that children below the age of 12 will not be permitted into the Convocation Hall.

The University management appreciates the cooperation of graduands and guests in complying to the above dress code. The University reserves the rights to restrict any graduand or guest who is not appropriately dressed from entering the Convocation Hall.

Note:

ONLY original hardcopy of guest card issued by UTAR is acceptable.

### 17.11 Online Pre-registration for Collection & Returning of Convocation Attire

There are two (2) venues arranged for collection and returning of convocation attire. Graduands are required to choose the venue they would like to collect and return the convocation attire by carrying out online pre-registration for collection and returning of convocation attire. Online pre-registration is accessible through Convocation Portal.

- (a) The compulsory online registration is for all graduands to opt for:

- Venue for Collecting & Returning Convocation Attire
- Date for Collecting & Returning Convocation Attire
- Size of Convocation Attire
- Person to collect / return Convocation Attire

Note: Venue to collect Stage Photos (next day of the last Convocation session)

- (b) A graduand is required to print out a confirmation slip for him / her or his / her appointed agent to collect and return the convocation attire **EITHER** at Sungai Long Campus **OR** Kampar Campus.
- (c) Online pre-registration is accessible through UTAR Convocation Portal:
- Go to <https://convo.utar.edu.my/>
  - Login to Convocation Portal
  - Click on the "Online Registration (For Venue, Date of Collection, Size of Convo Attire Etc.)"
- (d) Upon returning the convocation attire, a graduate may collect the following items from the opted **venue for returning the convocation attire**:
- souvenir items

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- certificate and academic transcripts
  - stage graduation photographs
- (e) If a graduate has opted to return the convocation attire at **Kampar** campus on **the same day after his / her convocation session**, he / she will have to collect his / her Stage graduation photographs, at the venue that he / she has choose in the online pre-registration form.
- (f) **THOSE WHO DO NOT REGISTER ON-LINE by the deadline:** either the graduand concerned or his / her agent will have to **COLLECT his / her convocation attire etc.** at Sungai Long Campus, Jalan Sungai Long, Bandar Sungai Long, Cheras, 43000 Kajang, Selangor **ONLY** during the stipulated time frame.

Note:

**Change of venue is not allowed.**

#### **17.12 Collection of Convocation Attire - Collection by Graduands**

It is compulsory for all graduands to complete UTAR & Tracer surveys and print the confirmation slips for the survey. Graduands must bring along the confirmation slips and proceed to the **venue assigned** to collect the convocation attire as well as **Convocation Barcode Card** and **Guest Entrance Card**.

#### **17.13 Collection of Convocation Attire - Collection by an Authorised Agent**

Graduands, who are unable to collect or return their convocation attire, and wish to authorize another person to do so, are required to complete Authorisation Letter for Collection of Convocation Attire. Graduands may download, complete and sign the **Letter** in their own handwriting.

Graduands must complete UTAR & Tracer surveys and print the confirmation slips for the survey. Graduands must give the following documents to the authorized agents:

- (a) completed Authorisation Letter for Collection of Convocation Attire;
- (b) a photocopy of the graduand's NRIC;
- (c) a photocopy of his / her agent's NRIC;
- (d) confirmation slips of the UTAR surveys; and Tracer Study

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- (e) UTAR reply on confirmation of venue for **online registration** of collecting and returning of convocation attire.

**\*\* The authorised agents must produce the abovementioned documents when they collect the convocation attire as well as **Convocation Barcode Card** and **Guest Entrance Card** at the venue assigned.**

#### **17.14 Returning of Convocation Attire & Issuance of Souvenir Items**

Graduates are required to return their convocation attire at the venue that they have registered online. Change of venue for returning the attire is not allowed.

For those who have not registered online, they may return the convocation attire either at Kampar campus on the same day after their convocation session or at Sungai Long campus on the mentioned stipulated date in the Convocation website.

After the deadline of Returning Convocation Attire, a late penalty fee of RM10.00 per working day (late) will be imposed on the graduate concerned, until the full amount of deposit is forfeited.

**Charges** may be imposed to a graduate if the convocation attire is damaged (defined and determined by the Supplier as ***either torn / tattered / stained / discoloured or in such condition not fit to be worn for Convocation***) or lost. Souvenir items, Certificates and Academic Transcripts will be issued to the graduate upon returning of the convocation attire and payment of any charges imposed on him / her is fully settled.

#### **17.15 Application for Refund of Convocation Attire Deposit**

All attending graduands are required to complete online "Application for Refund of Convocation Attire Deposit" by the stipulated time. Login to the Convocation Portal to complete the form.

The deposit will be refunded through account transfer after the full set of Convocation Attire (i.e. one gown, one hood and one mortar-board / bonnet) is returned in good condition.



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### 17.16 Deduction from Convocation Attire Deposit

A charge may be imposed on the graduate under the following conditions:

- (a) The convocation attire is returned after deadline  
Returning of convocation attire after the deadlines of respective faculty schedules, a penalty charge at the rate of RM10.00 per day late to be imposed on the graduate concerned.

**OR / AND**

- (b) The convocation attire damaged or lost (*defined and determined by the Supplier as either torn / tattered / stained / discoloured or in such condition not fit to be worn for Convocation*) or lost

**OR**

- (c) The Convocation Attire is not returned  
In the event that the full set of Convocation Attire is not returned, the deposit money will be forfeited.

*Note: Graduating students will be provided with the Full Version of Convocation Handbook in due course.*

### 17.17 Returning by Graduands

Graduates must present the full set of convocation attire for inspection at the venue chosen in the online pre-registration form and fill out the Google Form for the 'Registration for Returning of Convocation Attire'. Upon collection of attire, UTAR staff will issue souvenir items to the graduates. Graduates must present their original NRIC when they go to Division of Examination and Awards (DEAS) office to collect **Degree Certificate and Academic Transcript**.

### 17.18 Returning by an Authorised Agent

Graduates who are unable to return their convocation attire may authorize another person to do so. An Authorized Agent is required to fill in the graduand's details on the 'Registration for Returning of Convocation Attire' form provided by UTAR at the venue for returning the convocation attire.

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Authorised agents must present the full set of convocation attire for inspection at the venue chosen in the online pre-registration form. Upon collection of attire, UTAR staff will issue souvenir items to the authorised agents.

If there are any **charges imposed** upon returning of the convocation attire, authorised agents must proceed to Division of Finance to make the payment. Authorised agents shall produce the receipt of payment for collection of the souvenir items.

Authorised agents must present the form (Letter of Authorisation For the Collection Of Document(s) Issued By DEAS) and their original NRIC when they go to Division of Examination and Awards (DEAS) office to collect **Degree Certificate and Academic Transcript**.

After verification by DEAS, should the authorised agent be rejected for collecting the Certificate and Academic Transcript on behalf, graduate concerned will have to collect the Certificate and Academic Transcript personally.

For more details, please refer to Convocation website at <https://convo.utar.edu.my/>.



*Installation ceremony of UTAR President, Ir. Prof. Dato' Dr Ewe Hong Tat (right)*

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*Prof Dato' Ewe with (Fourth, from right) posing for a group photo.*

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*Prof Dato' Ewe with (Second, from right) with gradaunds*



*Tan Sri Chuah (left) , Prof Dato' Ewe (right) with a gradaund*



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*Tan Sri Chuah and Tun Ling Liong Sik (Fifth, from right) posing for a group photo.*



*Pioneer batch of Bachelor of Medicine and Bachelor of Surgery (MBBS) graduates.*



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*Graduates of Bachelor of Medicine and Bachelor of Surgery smiling and posing with their professors.*



*Faculty of Science graduates smiles for a group photo.*



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### Graduates in jubilant mood





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### 17.19 Department of Alumni Relations and Placement (DARP)

The Department of Alumni Relations and Placement (DARP) provides the following services:

(a) Alumni and Existing Student Career Development Programme

- Employment

Posting notices of job vacancies in the alumni job portal and notice boards, arranging counseling/advisory services, organising career fairs/days, virtual career fair, career workshops, UTAR – JACTIM Career Fair, GTI M100 Career Challenge; and arranging career talks and interview sessions.

#### UTAR Career Day



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### First Ever GTI M100 Career Challenge



*A group photo of the participants, organisers and representatives from the participating companies.*



*A group photo of the top three teams and their mock cheques.*

- **Industrial Training**

Coordinating industrial training placements for students and providing information relating to internship programmes organised by government appointed agents, industry partners and the private sector.



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- **Postgraduate Studies and Financial Assistance**

Providing information; including scholarships and grants to graduating students and alumni, posting updated information on postgraduate studies and financial assistance on alumni webpage and notice boards as well as through emails; organising workshops on postgraduate studies, initiating talks and meetings with visiting universities on overseas studies, scholarships, research and other related opportunities.

- **Business Networking or Enterprise**

The mission is to inspire, connect and collaborate with alumni entrepreneurs in local community; provide alumni entrepreneurs, professionals and SMEs with a platform to share, learn, discover and network with one another; provide consultancy assistance for alumni and graduating students who are interested in business start-ups.

New project called UTAR Alumni Entrepreneur Project (UAEP) that focuses on senior and young Alumni whoever running their business successfully in a small or big range. Through these efforts, DARP believes that we can support more Alumni to expand their market and also can bring more contribution to UTAR.

- **The UTARian e-Newsletter & UTAR Alumni e-Magazine**

Serving as a two-way communication channel between the alumni and the University, providing the link for alumni to contact each other, keeping alumni updated with the developments of UTAR, providing opportunities for alumni to share their views, comments, and suggestions through writing to the officer-in-charge at [alumni@utar.edu.my](mailto:alumni@utar.edu.my)

Alumni are encouraged contribute articles relating their own experiences and achievements.

(b) **Activities for Alumni and Existing Student**

Organising events relevant to the alumni; acting as a link between the university, its existing student, its alumni, the UTAR Alumni Association and other UTAR alumni societies or clubs (please refer to the Alumni webpage) as well as being a contact centre for alumni to get the latest

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news and developments of UTAR. Example of the activities and services: UTARian e-Newsletter, Alumni Annual Dinner, Amazing Race, Alumni Get Together with President, Charity Sale, Donation Drive, Local Trip, Oversea Trip, sports & recreation game.

Alumni are encouraged to stay in touch with DARP. Alumni may obtain updates and information by visiting the alumni page at <https://alumni.utar.edu.my/>, Facebook: [www.facebook.com/utardarp/](http://www.facebook.com/utardarp/)

- **UTAR Alumni Community ... A huge alumni network**  
It's our privilege to invite you to become part of the UTAR Alumni Community. The UTAR Alumni Community calls upon those who act as the UTAR Voluntary committee by offering their valuable time and skills and engage in the University volunteering opportunities and alumni networks in the different city, or town in Malaysia / overseas. The Alumni community will be supported and guided by the Chancellery Office, Department of Alumni Relations and Placement (DARP), and work closely with the UTAR Alumni Association of Malaysia (UAAM).

For more details, please contact +605-468 8888 ext 2537 or email to [tancwah@utar.edu.my](mailto:tancwah@utar.edu.my)

Follow us in Social Media formal page and groups

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UTAR Alumni Association of Malaysia

UTAR-Singapore Alumni Club

UTAR North Malaysia Alumni Chapter

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### Alumni shine at Huawei United Arab Emirates (UAE)



*UTAR alumni and their Huawei UAE co-workers.*

#### (c) UTAR Alumni Association of Malaysia

UTAR Alumni Association of Malaysia has been established since 10<sup>th</sup> December 2010. The main objectives of the association are as below.

- (i) To promote communication and enhance rapport among its member
- (ii) To serve as a liaison body between the Association and the University
- (iii) To promote and enhance the image of the University
- (iv) To contribute towards the development of the University

For detailed information, please login to the following related links:

- (i) Alumni Association Committee  
<https://alumni.utar.edu.my/Alumni-Association.php>
- (ii) UTAR Alumni Association of Malaysia Facebook  
<https://www.facebook.com/UTAR-Alumni-Association-of-Malaysia-641120499254250/>

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## UTAR Alumni Association of Malaysia

1.3K likes • 1.3K followers

UTAR Alumni Association of Malaysia has been established on the 10th December 2010. We serve as an o

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