

# Guidelines for 30<sup>th</sup> Southern UC Convocation

Congratulations on your graduation! Please be informed that you are cordially invited to attend the Convocation Ceremony. In order to fulfill the CMCO's SOP, the 30<sup>th</sup> Convocation will be held in **four (4) sessions\***.

*\*Subject to change*

Category	30 <sup>th</sup> Convocation (2021)
Date	15 & 16 January 2022 (Sat & Sun) *
Venue	Dato' Seri Joseph Chong Hall (MPH)
Mode	Physical
Graduation semester	20B, 20C, 21A

## (A) ATTENDANCE REGISTRATION

### Step 1: Online registration for attendance of convocation

All graduates are required to complete the online attendance form:

- Visit Southern UC's website <https://www.southern.edu.my/activities/convocation/en/>
- Login to G-Form

Category	30 <sup>th</sup> Convocation (2021)
G-Form	<a href="https://forms.gle/MY8VFEqWFbPFjvb8">https://forms.gle/MY8VFEqWFbPFjvb8</a>
Deadline	<b>31 December 2021 (Fri)</b>

- Complete the form
- Southern UC Alumni Surveys

### Graduation Message for Convocation Ceremony

Graduands can dedicate ONE short message to their parents/friends/lecturers during the convocation ceremony. The message will be displayed on the screen while you are on the stage to receive your scroll. We encourage all graduands to write a message to express their appreciation to their parents/friends/lecturers.

Notes:

- (1) Southern UC reserves the right to edit the messages, reject any indecent messages and not to display the messages without further notice.
- (2) Late submission of message will not be accepted.

### Southern UC Alumni Surveys

All graduands are required to complete the simple surveys

## (B) CONVOCAATION GOWN AND ENTRY TICKET

Graduands (excluding Foundation Students) shall make a deposit payment to Account & Finance Office before collecting the Convocation Gown.

Particulars	Amount
Deposit (Refundable)	RM300.00
Rental & Cleaning Fee	RM50.00
<b>Total</b>	<b>RM350.00</b>

### Step 1: Convocation Gown's Deposit (Diploma, Bachelor, Master & PhD programmes only)

- Login in to Google-Form

Category	30 <sup>th</sup> Convocation (2021)
G-Form	<a href="https://forms.gle/PZnB4AzL1yjT2EtV7">https://forms.gle/PZnB4AzL1yjT2EtV7</a>
Deadline	<b>9 January 2022</b> (Late penalty of RM20.00 will be charged from 10 January 2022)

- Payment Method

(i) Direct cash bank-in

(ii) Online transfer using Instant Transfer or DuitNow QR

Payee Name:	<b>KOLEJ UNIVERSITI SELATAN</b>	
Bank Account No:	<b>PUBLIC BANK</b>	<b>315 001 222 6</b>
	<b>RHB BANK</b>	<b>201 400 000 497 39</b>

- The softcopy of the official receipt will be sent to the graduands by email.
- Graduands are required to provide the softcopy of the official receipt upon collecting the convocation gown from Student Affairs Office.

### Step 2: Convocation Gown & Entry ticket collection

- Collection date, time & venue

Date of Collection	Time	Collection	Venue	Remarks
3-7 January 2022 (Mon -Fri)	9am-5pm	<b>Gown &amp; Entry Ticket</b>	Student Affairs Office (R151)	<ul style="list-style-type: none"><li>Show the receipt of Gown's Deposit</li></ul>
8 January 2022 (Sat)	10am-2pm	<b>Certificate</b>	Academic Affairs, Admission & Registration Office	<ul style="list-style-type: none"><li>Show your MyKad.</li><li>Students who have NO OUTSTANDING PAYMENT are allowed to collect the certificate.</li></ul>

#### Diploma Gown Size Reference

Measurement	<157cm	157-163cm	163-178cm	178-183cm	>183cm
Size	S	M	L	XL	2XL

#### Degree, Master & PhD Gown Size Reference

Measurement	<149cm	150-159cm	160-169cm	170-179cm	>183cm
Size	XS	S	M	L	XL

- Gown Size: On a first come first served basis (You may entrust a person to handle it for you)
- Graduands are not allowed to change the size and no fitting of Convocation Gown is allowed. Thus, please ensure your size correctly upon collecting the Convocation Gown (sample of sizes will be shown according to the height)
- Each graduand will be provided with Two (2) entry tickets only. ONLY three (3) persons are allowed for the entire convocation ceremony including graduand.

### Step 3: Returning of Convocation Gown



Date	15-16/01/2022
Time:	<b>Morning session: Before 1pm; Afternoon Session: Before 4.30pm</b> (RM10 will be charged for the delay of per working day)
Venue	<b>Wan Heong Hall (Main Building) – Convocation Gown Return Station</b>

### Step 4: Refund of Convocation Gown's Deposit


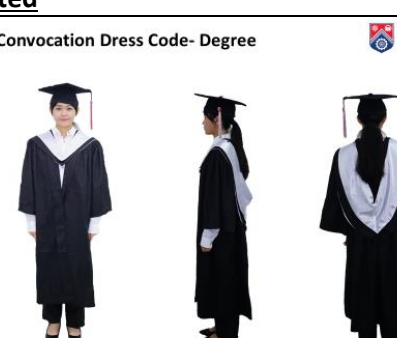
The deposit of RM300 will be refunded by online transfer to student's personal account within 6 weeks after the convocation ceremony.

## (C) DRESS CODE



### a) Diploma graduands:

MALE	FEMALE
<ul style="list-style-type: none"> <li>- White long-sleeved shirt with tie</li> <li>- Dark-colored long pants</li> </ul> <p><b>*JEANS &amp; SHORT PANTS are <u>strictly prohibited</u></b></p>	<ul style="list-style-type: none"> <li>- White long-sleeved shirt</li> <li>- Dark-colored long pants/long skirt</li> </ul> <p><b>*JEANS, SHORT SKIRT &amp; SHORT PANTS are <u>strictly prohibited</u></b></p>
<p>Convocation Dress Code - Diploma</p>  <p>Front Side Back</p>	<p>Convocation Dress Code - Diploma</p>  <p>Front Side Back</p>

### b) Bachelor, Master & PhD graduands:

MALE	FEMALE
<ul style="list-style-type: none"> <li>- White long-sleeved shirt with tie</li> <li>- Dark-colored long pants</li> </ul> <p><b>*JEANS &amp; SHORT PANTS are <u>strictly prohibited</u></b></p>	<ul style="list-style-type: none"> <li>- White long-sleeved shirt</li> <li>- Dark-colored long pants/long skirt</li> </ul> <p><b>*JEANS, SHORT SKIRT &amp; SHORT PANTS are <u>strictly prohibited</u></b></p>
<p>Convocation Dress Code - Degree</p>  <p>Front Side Back</p>	<p>Convocation Dress Code- Degree</p>  <p>Front Side Back</p>

### c) Certificate and Foundation graduands are required to wear a dark-colored suit/coat to attend the ceremony (you may rent the suit from us on the date of gown collection on first-come-first served basis).

 <p>Male</p>	 <p>Female</p>
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### d) Slipper, sandals, T-shirts and shorts are strictly prohibited.

## D-) DURING CONVOCATION CEREMONY

### 1.) LINING-UP ROOM

- a) You are required to assemble at the specified classroom before entering the Dato' Seri Joseph Chong Hall.  
The details are as follows:  
(i) Morning Session – 8.00 am  
(ii) Afternoon Session – 12.30 pm  
**Kindly be punctual (latecomers will not be entertained).**
- b) The classrooms will be announced on **12 January 2022 (Wednesday)**.

**Session: 1      Date: 15 January 2022, Saturday      Time: 9.00am – 12.00pm**

Session	Faculty	Programme	Check-in time
Sat (AM)	FBM	Master of Business Administration	8.00am
		Bachelor in Accounting (Honours)	
		Bachelor of Business Administration (Honours)	
		Bachelor of Business Administration (Honours) in Human Resource Management	
		Bachelor of Business Administration (Honours) in Finance and Investment	
		Bachelor of Business Administration (Honours) in Marketing	
		Bachelor of Business Administration (Hons) in Tourism Management	
	FHSS	M.A. in Chinese Studies	
		Bachelor of Arts (Honours) Chinese Studies	
		Bachelor of Arts (Honours) English Language Teaching	
		Bachelor of Communication (Honours) (Mass Communication)	
	FEIT	Bachelor of Electronic Engineering with Honours	
		Bachelor of Information Technology (Hons) in Software Engineering	
		Bachelor of Software Engineering (Honours)	
	FAD	Bachelor of Design (Honours) Computer Graphic Design	

**Session: 2      Date: 15 January 2022, Saturday      Time: 1.30pm – 3.30pm**

Session	Faculty	Programme	Check-in time
Sat (PM)	FEP	Bachelor of Early Childhood Education (Honours)	12.30pm
		Bachelor of Psychology (Honours)	
	FCM	Foundation in Traditional Chinese Medicine	
	SFS	Foundation in Arts	
		Foundation in Science	
	FHSS	Diploma in Chinese Studies	
		Diploma in English	
		Diploma in Journalism	
	FEIT	Diploma in Computer Science	
		Diploma in Electrical and Electronic Engineering	
		Diploma in Information Technology	

**Session: 3      Date: 16 January 2022, Sunday      Time: 9.00am – 11.00am**

Session	Faculty	Programme	Check-in time
Sun (AM)	FBM	Diploma in Accountancy	8.00am
		Diploma in Business Administration	
		Diploma in Financial Analysis	
		Diploma in International Business	
		Diploma in Logistics Management	
		Diploma in Marketing	
		Diploma in Tourism Management	

**Session: 4      Date: 16 January 2022, Sunday      Time: 1.30pm – 3.30pm**

Session	Faculty	Programme	Check-in time
Sun (PM)	FAD	Diploma in Advertising Design	12.30pm
		Diploma in Industrial Design	
		Diploma in Multimedia Design	
		Diploma in Visual Art	

	FEP	Diploma in Early Childhood Education	
	SCEM	SITE & SPACE	

## 2) Reminder:

- a) Please do not bring along any personal belongings. Family members are allowed to bring flowers and other belongings in the hall. Kindly switch your mobile phone to the silent mode to avoid any interruption.
- b) After receiving your certificate's cover, you are required to go back to your seat until the end of the ceremony.
- c) Graduates may proceed to their photo taking and flower presenting session after the ceremony.

*\* The organisers reserve the right to change the number of sessions and adjust the schedule of programmes*

## SOPs of the Convocation Ceremony:

- 1) Please place the Car Entry Pass on the dashboard of the driver's seat upon entering Southern UC campus on the day of the convocation.
- 2) All attendees are required to check in MySejahtera, scan temperature and hand sanitise before entering MPH.
  - Graduands' checking point is at the IEB lobby.
  - Parents and guardians checking point (including checking of the vaccination status or the self-test result) at the MPH entrance.
- 3) Please maintain a 1-metre social distance at all times when you are on campus.
- 4) You must wear a mask throughout the entire ceremony.
- 5) Please follow your programme and attend the session accordingly.
- 6) Only limited to 3 persons including the graduand are allowed to attend this 30<sup>th</sup> Southern UC Convocation Ceremony.

## Reminder:

1. If you have been fully vaccinated, you will be allowed entry into the hall.
2. If you have not been fully vaccinated, you are required to perform COVID-19 self-test then update the results **one day before\*** the convocation ceremony. **Self-test results will be allowed entry if you have been tested COVID-19 NEGATIVE.**

*\*Subject to change*

### 2.1 How to report your COVID-19 self-test results through the MySejahtera app

#### Bagaimanakah cara melaporkan keputusan ujian sendiri?

Semua keputusan ujian sendiri (positif, negatif atau tidak sah) perlu dilaporkan melalui aplikasi MySejahtera.

1. Buka aplikasi MySejahtera
2. Pilih 'Ujian Kendiri COVID-19'
3. Pilih 'Kemas kini Keputusan Ujian Kendiri'
4. Isikan butiran (nombor telefon, nama dan emel)
5. Isikan butiran alamat anda
6. Pilih tempat kit ujian sendiri diperolehi
7. Pilih jenis sampel anda
8. Pilih keputusan ujian anda dan tekan 'Hantar'

- 2.2 Or use COVID-19 Antigen Detection Kit of a specified brand (NEWGENE) and scan the QR code on the box to upload the test results and get an e- certificate.

