

INFRASTRUCTURE UNIVERSITY KUALA LUMPUR**GRADUATION INFORMATION GUIDELINE**

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CONTENTS**1. Convocation Date**

The 21st IUKL Convocation Ceremony will be held at the **Bangi Avenue Convention Centre (BACC)** as per the following details:

Date : 24th May 2025
Day : Saturday
Time : 8.00 am – 5.00 pm
Venue : Bangi Avenue Convention Centre (BACC)
No. 21 & 22,
Pusat Perniagaan Bangi Avenue, Persiaran Bangi Avenue,
Seksyen 2, Taman Bangi Avenue, 43000 Kajang, Selangor

**2. Graduands' Attendance**

- 2.1) Doctor of Philosophy, Masters, Bachelor Degrees and Diplomas will only be conferred to graduands who are present on the day of the Convocation as written/stated in the Infrastructure University Kuala Lumpur Act unless the Senate can or under special circumstances allow any Doctor of Philosophy, Master, Bachelor Degree or Diploma be conferred without attendance.
- 2.2) **Graduands are not allowed to defer the Convocation Ceremony or nominate others to attend the Convocation Ceremony on their behalf.**
- 2.3) Attendance is confirmed subject to the settlement of all Fees/Fines with the University (please check with the Student Management & Services Division, Bursary, Library or relevant Faculty, Department or Unit).

3. Graduation Fees (MAIN CAMPUS ONLY)

- 3.1) All graduands attending the Convocation Ceremony are required to pay for the following:

For the graduate semester of **November 2023 & March 2024**
Graduation fee of RM350.00

**Not applicable for franchise programmes.*

For the graduate semester of **June 2024 & November 2024**
Graduation fee of RM350.00 for Diploma
Graduation fee of RM400.00 for Bachelor
Graduation fee of RM450.00 for Master
Graduation fee of RM500.00 for PhD

**Not applicable for franchise programmes.*

3.2) Payment can be made by either one of the following:

Direct Bank-in/Online Transfer to CIMB Bank Account:

- a) **Account No** : 8002883456
 b) **Account Name** : IKRAM EDUCATION SDN BHD
 c) **Swift Code** : CIBBMYKL

3.2.1) The Graduation Fee must be paid no later than **30 April 2025**. Please email the payment slip to bursary@iukl.edu.my.

3.3) Scrolls/Transcripts for Graduands will only be released after the convocation and after all the necessary fees, including the graduation fee and other debts (if any), are paid.

4. Graduation Attire

4.1) Graduands will have to pay their Graduation Fee before they are allowed to borrow the Graduation Attire.

4.2) In addition, **graduands are also required to pay RM200.00 to the vendor during the collection of robes (a deposit of robes rental, which is refundable)** in cash upon collection of the robes (other forms of payment will not be accepted).

4.3) Graduands who **have collected the certificate and wish to attend the convocation ceremony need to pay a deposit of RM700.00 in cash to the vendor during the collection of robes. A processing fee of RM200.00 will be deducted from the deposit once the request is approved. The balance of RM500.00 is refundable once the robe is returned in good condition.**

4.4) The deposit for items 4.2 and 4.3 is paid to the vendor (LAKARAN TUAH SDN BHD) during the collection of Robe.

4.5) Graduands conferred with a PhD degree during the Convocation Ceremony will be attired in a maroon gown, a hood (coloured according to the official Faculty colour) and a square black bonnet. A master's degree will be attired in a green robe, a hood (coloured according to the official Faculty colour), and a mortar board. Bachelor's degrees will be awarded in a blue robe, a hood (coloured according to the official Faculty colour), and a mortar board. Diploma graduands will be attired in a blue robe with a hood (coloured according to the official Faculty colour).

Faculty	Hood Colour
<i>Faculty of Engineering, Science & Technology</i>	<i>Orange</i>
<i>Faculty of Architecture & Built Environment</i>	<i>Blue-Violet</i>
<i>Faculty of Business, Information & Human Science</i>	<i>Gold</i>

Centre for Postgraduate Studies

Orange/Blue-Violet/Gold

- 4.6) Graduands are to ensure that:
- The academic regalia received are in good condition; and
 - The correct regalia is received, i.e., Postgraduate, Bachelor or Diploma.
- 4.7) For the 21st Convocation, the Graduation Attire will be on loan as follows:
- 4.7.1) **Schedule to collect the Graduation Attire**
- a) Date : **22 & 23 May 2025 (Thursday & Friday)**
 Time : 22 May 2025 : 10:00 am – 5:00 pm
 23 May 2025 : 10:00 am – 12:30 pm
 12:30 pm – 2.30 pm (*closed for Friday Prayer*)
 2:30 pm – 5:00 pm
 Venue : **Jasmine Room 3, Ground Floor, (BACC)**
- 4.7.2) **Schedule to return the Graduation Attire**
- b) Date : **24 May 2025 (Saturday)**
 Time : 11:00 am – 5:00 pm
 Venue : **Jasmine Room 3, Ground Floor, (BACC)**
- c) Date : **26 May 2025 (Monday) ONWARDS WITH PENALTY.**
 Time : 10:00 am – 5.00 pm
 Venue : LAKARAN TUAH SDN BHD
 No.7-G, Jalan 5/91, Taman Shamelin Perkasa,
 56100 Kuala Lumpur
 Contact person numbers (Prefer WhatsApp):
017-6675571 / 013-8331930 / 012-2178813 / 019-2907211
- 4.8) Please print the Attendance Slip from the Reply Link (which will be emailed to the Graduands who confirm to attend soon) before proceeding with the rental of the robe process.
- 4.9) Robes must be collected by the graduands in person.
- 4.10) All robes **MUST** be returned after the session ends on the same day. **A PENALTY** shall be imposed on those who fail to return the robes on time. (Refer to statement in item 4.11)
- 4.11) A penalty will be imposed for any late return, damage or loss of robes. The Graduation Certificate/Transcripts will be withheld until payment is made.
- 4.12) **Graduands will be charged a late fee penalty for any late returns starting 25 May 2025 (RM50.00 for the first day after the last date for returning the items and an additional RM10.00 for each additional day).** The penalty will be deducted from the rental deposit, and any shortage or excess after the penalty will be charged/returned. The Graduation Certificate/ Transcripts will be withheld until the payment is made.
- 4.13) Graduands are not allowed to alter or modify any part of the robe loaned to them.
- 4.14) The University will not be responsible for any lost or damaged items. In the event of lost or damaged items, a charge will be incurred, and no academic scroll or transcript will be released until all payments have been made. Penalties are as follows:

Study Level	Robe	Hood	Mortar Board
Doctor of Philosophy	RM700.00	RM90.00	RM300.00
Master	RM600.00	RM90.00	RM70.00
Bachelor	RM600.00	RM90.00	RM70.00
Diploma	RM600.00	RM90.00	-

- 4.15) Graduation Attire consists of:
- 1 piece of Robe
 - 1 piece of Hood (Colour according to the faculty)
 - 1 piece of Mortar Board (for Master's & Bachelor's Degree only)
 - 1 piece of square bonnet (for PhD only)

5. Graduands' Dress Code

- 5.1) All graduands attending the Convocation Ceremony should dress as stated in the guidelines below:

Female: Formal dress, traditional attire or Long dress/skirt covering the ankles.
Long-sleeve blouse covered to the neck. (Any colour)
Proper shoes with heels.

REMINDER:

Miniskirts or short pants are **STRICTLY PROHIBITED.**
Sandals or slippers are **STRICTLY PROHIBITED.**
Jeans or any form of denim are **STRICTLY PROHIBITED.**

Male: Long-sleeve shirt, long pants, dark lounge suit and necktie or Baju Melayu (Black)
Black Shoes.

REMINDER:

Shorts and T-Shirts are **STRICTLY PROHIBITED.**
Sandals, Sport Shoes or Slippers are **STRICTLY PROHIBITED.**
Jeans or any form of denim are **STRICTLY PROHIBITED.**

- 5.2) Graduands should be in neat, complete and decent attire. Your hair should be neatly groomed.
- 5.3) The Convocation Ceremony is an official ceremony. **Graduands are advised to adhere to the prescribed dress code. GRADUANDS WHO DO NOT CONFORM TO THE PRESCRIBED DRESS CODE WILL NOT BE ALLOWED TO ATTEND THE CEREMONY OR TO BE CONFERRED.**

6. Invitation

- 6.1) All graduands will receive an invitation via email and an announcement via the IUKL website/SOCMED.
- 6.2) The link for online reply slips is available on the IUKL website.
- 6.3) The University will not be responsible for the loss of the invitation via email (due to invalid email), letter through the mail, or collected through any representative.
- 6.4) Each graduand will be given **two entry passes**, which allow entry for **TWO (2)**

parents/guardians to enter the hall for the ceremony. The entry passes will be provided upon collection of robes.

- 6.5) Graduands may purchase a maximum of **TWO (2) extra seats at RM50.00** per seat for a Standard seat **OR RM100.00** per seat for a VIP seat. The link is available at the **IUKL Convocation Attendance Link**.

7. Rehearsal on Convocation

- 7.1) It is compulsory for graduands to participate in the rehearsal session to attend the 21st IUKL Convocation to ensure a smooth run of the Convocation Ceremony.
- 7.2) The rehearsal will be held on **23 May 2025 (Friday) at 3:00 pm at the Grand Ballroom, (BACC)**.
- 7.3) All Graduands are strongly encouraged to attend the rehearsal to better understand the flow of the event and the protocol involved during the ceremony.

8. Procession of Graduands

- 8.1) Graduands attending the Convocation should assemble at the **Lavender Room, Ground Floor, (BACC)**
- 8.2) To avoid any difficulties in finding the right group, graduands are advised to obey all instructions and orders given by the officers-in-charge from time to time.
- 8.3) Graduands are reminded not to bring their bags or other personal and valuable possessions during the graduation ceremony. This is to avoid missing personal items and other mishaps during the ceremony.
- 8.4) **Graduands who are late will not be allowed in and be a part of the Convocation Ceremony.**
- 8.5) Graduands with special needs (pregnant, disabled or injured) requiring equipment such as a wheelchair or an assistant need to inform the University via email at convocation@iukl.edu.my at least 1 week before the convocation day.
- 8.6) During the ceremony, graduands are required to follow all the rules and instructions from the officers in charge.
- 8.7) **Graduands are not allowed to leave the Grand Ballroom (BACC) until the ceremony is over.**

9. Instructions for Parents/Guardians and Guests.

- 9.1) Parents and Guests should be appropriately attired for the occasion. Short skirts, jeans and slippers are **STRICTLY PROHIBITED**.
- 9.2) Children below 12 years old are **NOT ALLOWED** into the Grand Ballroom (BACC).
- 9.3) Mobile phones must be switched off or set to silent mode.
- 9.4) The use of flashlights is strictly prohibited as it might affect the quality of photos taken by our professional photographers. No one is allowed to come up to the front row to take photographs or capture videos during the Convocation Ceremony.

- 9.5) Guests are requested to be seated **20 minutes** before the commencement of the ceremony.
- 9.6) Kindly ensure to bring along the entry passes when attending the ceremony.
- 9.7) Parents and guests are advised to have breakfast or lunch before entering the hall to ensure their health and well-being are taken care of during the proceedings of the Convocation Ceremony.
- 9.8) The Official Florist is available at BACC during the convocation day.
- 9.9) There are cashless on-site parking facilities available at the BACC, so please ensure that your Touch & Go or debit card has at least a minimum balance of RM5.00.

10. Process Flow of Conferment and Receiving Scrolls

Graduands will receive their folders/scrolls individually one-by-one, on the stage from the VVIP. The certificate will be given according to the rules and regulations stated in item 11.

11. Collection of Certificate

- 11.1) Graduands can collect the certificates beginning from **24 May 2025** after fulfilling all the requirements listed below:
 - i. Graduands must present the original receipt as proof of payment for all fees.*
 - ii. Graduands must present the 21st IUKL Convocation Reply Slip/University Clearance Form.*
 - iii. Graduands who had borrowed and returned their Graduation Attire must also present the receipt as proof of the graduation attire being returned.*
 - iv. If the graduate is not able to collect the certificate personally, he/she may send a representative to collect it on his / her behalf. The Graduate must fill in an authorization form to allow the representative to collect the certificate.*

Schedule for Certificate Collection

- a) Date : **24 May 2025 (Saturday)**
Time : 11:00 am – 5:00 pm
Venue : Lavender Room, Ground Floor, (BACC)
- b) Date : **26 May 2025 (Monday) ONWARDS**
Time : 9:00 am – 5.00 pm
Venue : Registrar's Office Counter,
Block 11, Ground Floor,
Infrastructure University Kuala Lumpur (IUKL)

Graduands' cooperation in adhering to the specified rules and regulations of the 21st IUKL Convocation Ceremony is deeply appreciated. For further enquiries, please email: convocation@iukl.edu.my

**Rules and regulations are subject to changes without prior notice.*

SUITABLY ATTIRED

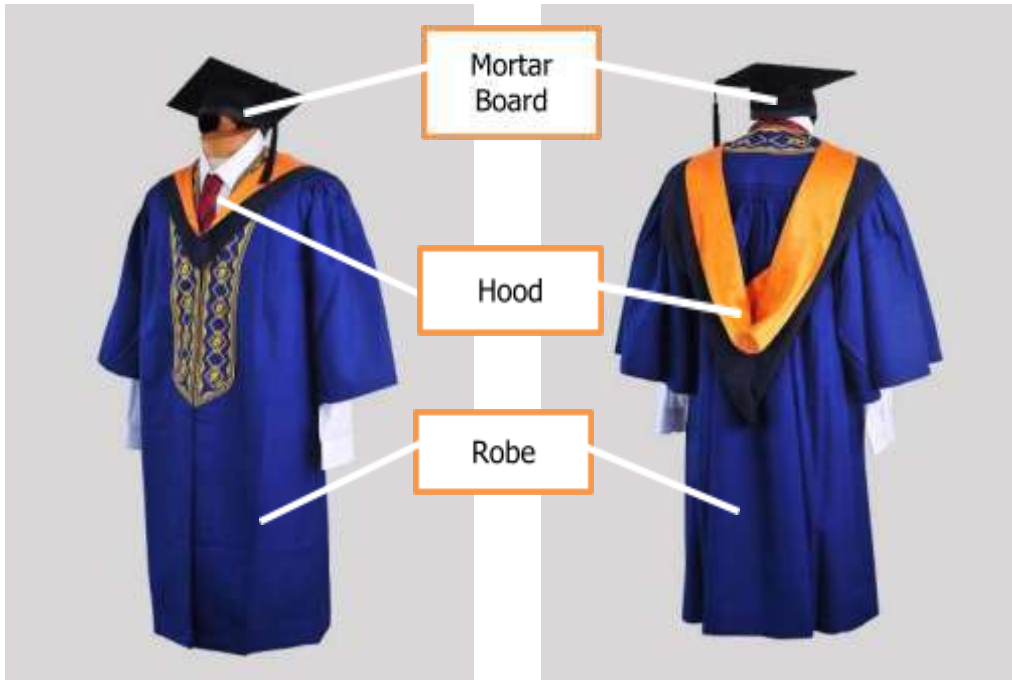
Doctor of Philosophy



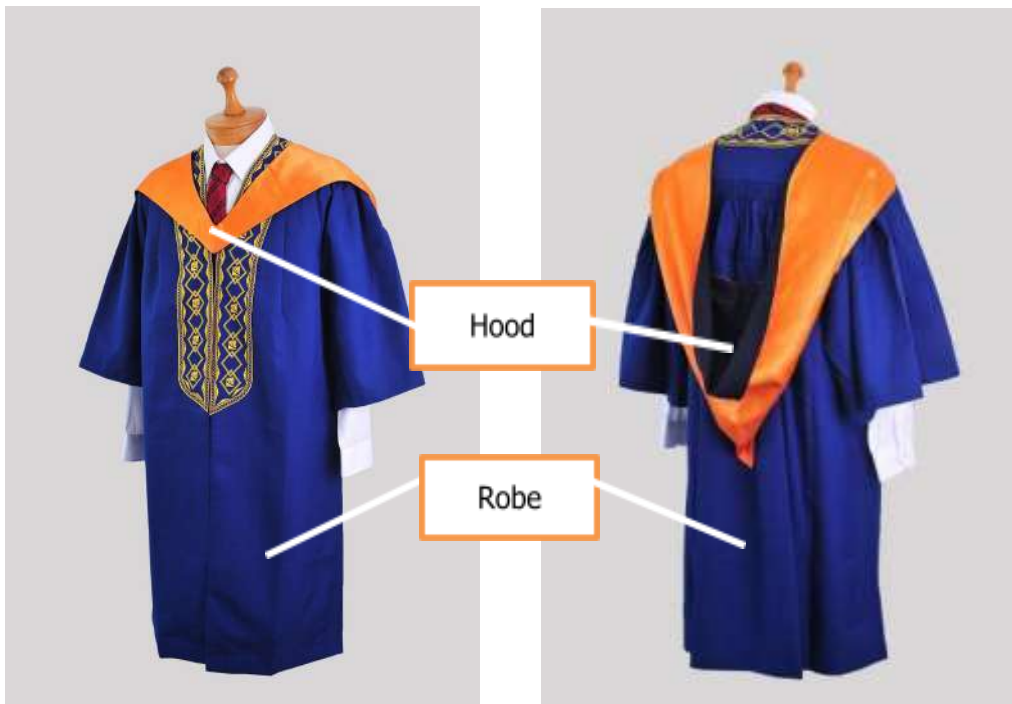
Master Degree



Bachelor Degree



Diploma



21st IUKL CONVOCATION CEREMONY**IMPORTANT DATES**

Date	Activity
22 and 23 May 2025 (Thursday & Friday)	Collection of the robe at Jasmine Room 3, Ground Floor, (BACC) .
23 May 2025 (Friday)	Convocation Briefing/Rehearsal at Grand Ballroom, (BACC) .
24 May 2025 (Saturday)	Convocation Ceremony at Grand Ballroom, (BACC) . (Graduands to congregate at IUKL following the session and time that has been predetermined).
24 May 2025 (Saturday)	Returning the robe to Jasmine Room 3 and collection of the certificate and transcript at Lavender Room, Ground Floor, (BACC), before 5:00 pm.

21st IUKL CONVOCATION CEREMONY

GRADUAND'S CHECKLIST

Please ensure that:

1.	()	I acknowledge that I have received, read and understood the information regarding the 21 st IUKL Convocation Ceremony.
2.	()	I have completed the Graduands Tracer Study 2023 / 2024 and printed out the survey slip.
3.	()	I have checked for any outstanding arrears, which may include tuition fees and/or penalties.
4.	()	I have settled all graduation fees (refer to clause 3.2) under the name ' INFRASTRUCTURE UNIVERSITY KUALA LUMPUR ' by 30 April 2025 .
5.	()	Present the <u>Attendance Slip (printed from the online reply of the 21st IUKL Convocation /University Clearance Form</u> when you pick up the academic regalia at the Jasmine Room 3, (BACC), on 22 and 23 May 2025 .
6.	()	Fill in the robes collection form and pay a robe rental deposit of RM 200.00 (refundable) or RM 700.00 in cash (A processing fee of RM200.00 will be deducted from the deposit). The balance of RM500.00 is refundable once the robe is returned in good condition. <i>Please refer to items 4.2 & 4.3.</i> Also, ensure the correct academic regalia is collected and it is in good condition.
7.	()	Attend the Briefing/Rehearsal for the 21 st Convocation on 23 May 2025 at 3.00 p.m.
8.	()	Bring your name card (which will be given during the registration on 24 May 2025).
9.	()	Arrive early before the ceremony begins.
10.	()	Ensure the guests are appropriately attired for the occasion. Short skirts, jeans and slippers are <u>STRICTLY PROHIBITED</u> .
11.	()	Return the academic regalia on 24 May 2025 before 5.00 p.m. Failure to do so (Starting from 25 May 2025) will result in a late penalty fee as stated (Item 4.12).
12.	()	Bring along the required documents when collecting the academic scroll and transcript.