

# **INFRASTRUCTURE UNIVERSITY KUALA LUMPUR**

## **GRADUATION INFORMATION GUIDE**

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### **1. Convocation Date**

The 16th Convocation Ceremony will be held at the Multi-Purpose Hall, Infrastructure University Kuala Lumpur on:

**Date : 22 September 2018**

**Day : Saturday**

**Details on the group procession will be announced in the IUKL website, [www.iukl.edu.my](http://www.iukl.edu.my) in early September 2018.**

### **2. Graduand 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) As such, it is important for the University to know the exact number of graduands attending the ceremony or otherwise. All graduands are advised to confirm the attendance via online at <http://www.webapps.iukl.edu.my/iukl/convocation/login>. Please reply by **30 August 2018.**
- 2.3) **Graduands are not allowed to defer the Convocation Ceremony or nominate others to attend the Convocation Ceremony on their behalf.**
- 2.4) Attendance is confirmed subject to the settlement of all Fees/Fines with the University, (please check with the Hostel, Bursary, Library or relevant Faculty, Department or Unit).

### **3. Graduation Fees**

- 3.1) All graduands attending the Convocation Ceremony are required to pay the **Graduation fee of RM350.00 (attending) and RM150.00 (not attending).**
- 3.2) Payment can be made by either one of the following :
  - a) Cash / Visa / Master Credit Card / Bank Card "e-Debit" at the Bursary Department,
  - b) Online payment via FPX in the Student Portal,
  - c) Bank Draft / Money Order / Postal Order / Cheque made payable to **Ikram Education Sdn Bhd,**

- d) Online Bill Payment Services via maybank2u.com.my under the Payee Corporation Name '**Infrastructure University Kuala Lumpur**'.

3.2.1 The Graduation Fee must be paid not later than **21 September 2018**.

- 3.3) For graduands who are not attending the Convocation Ceremony, they can make the payment anytime during office hours at the Bursary Office, 1st Floor of the Corporate Block. 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 (a deposit of robes rental, which is refundable)** in cash or credit card 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 RM800.00. **A processing fee of RM200.00 will be deducted from the deposit once the request approved.**
- 4.4) Graduands conferred with 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. Master degree will be attired in a green robe, a hood (coloured according to the official Faculty colour), and a mortar board. Bachelor degrees will be attired 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 official Faculty colour). All of the above will be loaned by the university.

<b>Faculty</b>	<b>Hood Colour</b>
<i>Faculty of Engineering and Technology Infrastructure</i>	<i>Orange</i>
<i>Faculty of Architecture and Built Environment</i>	<i>Blue-Violet</i>
<i>Faculty of Business and Accounting</i>	<i>Drab</i>
<i>Faculty of Applied Science and Foundation Studies</i>	<i>Russet</i>
<i>Faculty of Arts, Communication and Education</i>	<i>Silver</i>
<i>Faculty of Creative Media and Innovative Technology</i>	<i>Gold</i>

- 4.5) Graduands are to ensure that:
  - (a) the academic regalia received is in good condition; and
  - (b) the correct regalia is received i.e. Postgraduate, Bachelor or Diploma.
- 4.6) For the 16th Convocation, the Graduation Attire will be on loan as follows:
  - 4.6.1) **Schedule to collect the Graduation Attire**
    - a) Date : 19- 21 September 2018  
(Wednesday, Thursday and Friday)
    - Time : 9:00am – 5:00pm
    - Venue : Conference Hall, 1st Floor, Corporate Block, IUKL

#### 4.6.2) Schedule to return the Graduation Attire:

- a) Date : 22 September 2018 (Saturday)  
Time : 1:00pm – 5:00pm  
Venue : Conference Hall, 1st Floor, Corporate Block, IUKL
- b) Date : 24<sup>th</sup> & 25<sup>th</sup> September 2018  
(Monday & Tuesday)  
Time : 9:00 am – 5.00 pm  
Venue : Conference Hall, 1st Floor, Corporate Block, IUKL
- c) Date : **26<sup>th</sup> September 2018 ONWARDS WITH PENALTY.**  
Time : 9:00 am – 5.00 pm  
Venue : LAKARAN TUAH SDN BHD  
152-1-12 Kompleks Maluri  
Jalan Jejaka Taman Maluri  
55100 Kuala Lumpur  
Tel: 017-6675571

- 4.7) Robes must be collected by the graduands in person.
- 4.8) All robes **MUST** be returned not later than **25<sup>th</sup> September 2018 (Tuesday)** as a **PENALTY** shall be imposed on those who fail to return the robes on time. (Refer to statement in item 4.10)
- 4.9) Penalty will be imposed for any late return, damage or loss of robes. The Graduation Certificate/Transcripts will be withheld until payment is made.
- 4.10) **Graduands will be charged a late fee penalty for any late returns starting 26th September 2018 (RM50.00 for the first day after the last date for returning the items and 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 back. The Graduation Certificate/Transcripts will be withheld until the payment is made.
- 4.11) Graduands are not allowed to make any alteration or modification to any part of the robe loaned to them.
- 4.12) 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 would be released until all payments have been made. Penalties are as follows:

	<b>Robe</b>	<b>Hood</b>	<b>Mortar Board</b>
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	-

- 4.13) Graduation Attire consists of:
  - 1 piece of Robe
  - 1 piece of Hood (Colour according to the Faculty)
  - 1 piece of Mortar Board (for Master & Bachelor 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:** Long dress/skirt covering the ankles.  
Long-sleeve blouse covered to the neck. (Any colour)  
Proper shoes with heels.

**REMINDER:**

Mini skirt or short pants are **STRICTLY PROHIBITED.**  
Sandals or slippers are **STRICTLY PROHIBITED.**  
Jeans or any forms of denim are **STRICTLY PROHIBITED**

**Male:** 'Lounge Suit' (Black) or Baju Melayu (Black).  
Black Shoes.  
Shorts and T-Shirts are **STRICTLY PROHIBITED.**

**REMINDER:**

Sandal, Sport Shoes or Slippers are **STRICTLY PROHIBITED.**  
Jeans or any forms of denim are **STRICTLY PROHIBITED.**

- 5.2) Graduands should be in neat, complete and decent attire. You are not allowed to cover your face with any form of clothing. Your hair should be neatly groomed.

- 5.3) The Convocation Ceremony is an official ceremony. **Graduands are advised to adhere to the dress code prescribed. 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 letter (with reply slip) / sms and announcement via the IUKL website.
- 6.2) The reply slip and Convocation Guidelines are available at the IUKL website.
- 6.3) The University will not be responsible for the loss of the invitation letter through the mail, or collected through any representative.
- 6.4) Each graduand will be given **two entry passes** which allows entry for **TWO (2)** parents / guardians to enter the hall for the ceremony. The entry passes will be provided upon collection of robes.

## 7. Briefing and Rehearsal

- 7.1) A briefing and rehearsal session will be held on the **21 September 2018 (Friday), 3:00pm** at the **Multi-Purpose Hall.**
- 7.2) All graduands are strongly encouraged to attend the briefing and rehearsal to have a better understanding of the flow of the event and protocol involved during the ceremony.

## 8. Procession of Graduands

- 8.1) Graduands attending the Convocation should assemble at the IUKL Auditorium.
- 8.2) Graduands are reminded to assemble according to the respective Faculties at the place mentioned above. 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 wheel chair or an assistant need to inform the University by phone at 03-89266993 at least 2 weeks 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 and / or guests are not allowed to leave the hall 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 Multi-Purpose Hall.
- 9.3) Mobile phones must be switched off or set in silent mode.
- 9.4) The use of flash lights 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 wellbeing are taken care of during the proceedings of the Convocation Ceremony.*
- 9.8) Parents and guests **ARE PROHIBITED FROM BRINGING BOUQUETS OF FLOWERS OR SOUVENIRS** into the hall as they may disrupt the seating arrangement of other guests.

## 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) Graduates can collect the certificates beginning from **22 September 2018 until 25 September 2018** after fulfilling all the requirements listed below:

- i. Graduates must present the original receipt as a proof of payment for all fees.*
- ii. Graduates who had borrowed and returned their Graduation Attire must also present the receipt as proof of the graduation attire being returned.*
- iii. If the graduate is not able to collect the certificate personally, he / she may send a representative to collect on his / her behalf. The Graduate must fill in an authorization form to allow the representative to collect the certificate.*

**Note:** *You are known as a graduate after you have been conferred the Master / Bachelor Degree / Diploma. Prior to conferment you are called a graduand.*

**Graduands' cooperation in adhering to the specified rules and regulations of the 16<sup>th</sup> IUKL Convocation Ceremony is deeply appreciated. For further enquiries please contact 03-89266993 or E-mail: [adawiyah@iukl.edu.my](mailto:adawiyah@iukl.edu.my), [melissa@iukl.edu.my](mailto:melissa@iukl.edu.my), [sitifaraziah@iukl.edu.my](mailto:sitifaraziah@iukl.edu.my), [islinda@iukl.edu.my](mailto:islinda@iukl.edu.my).**

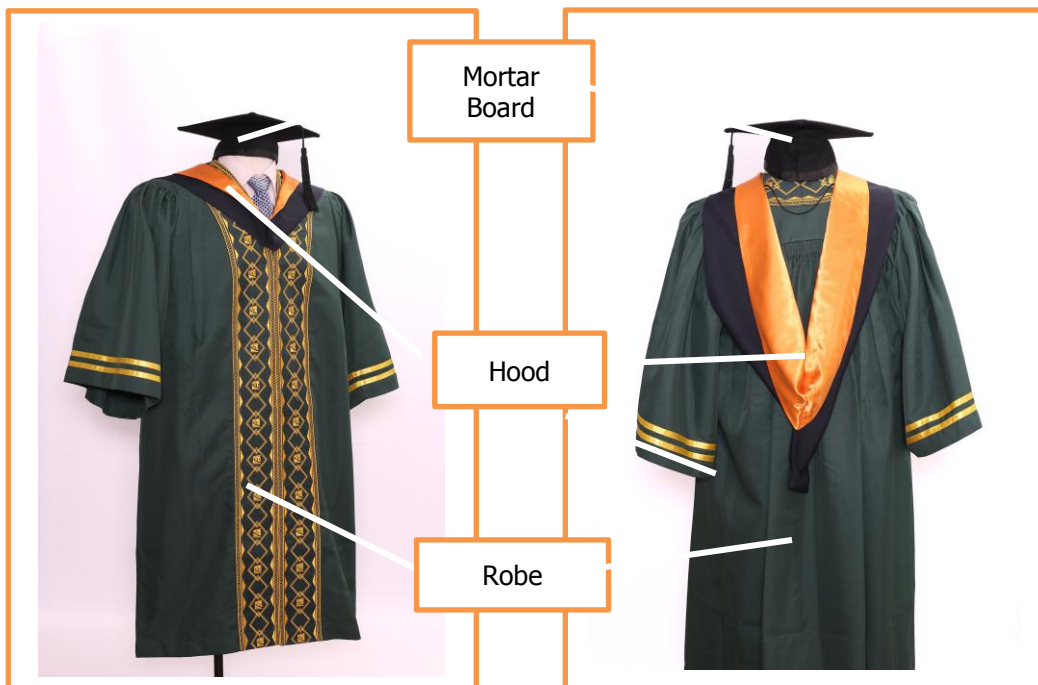
*\*Rules and regulations are subject to changes without prior notice.*

**SUITABLY ATTIRED**

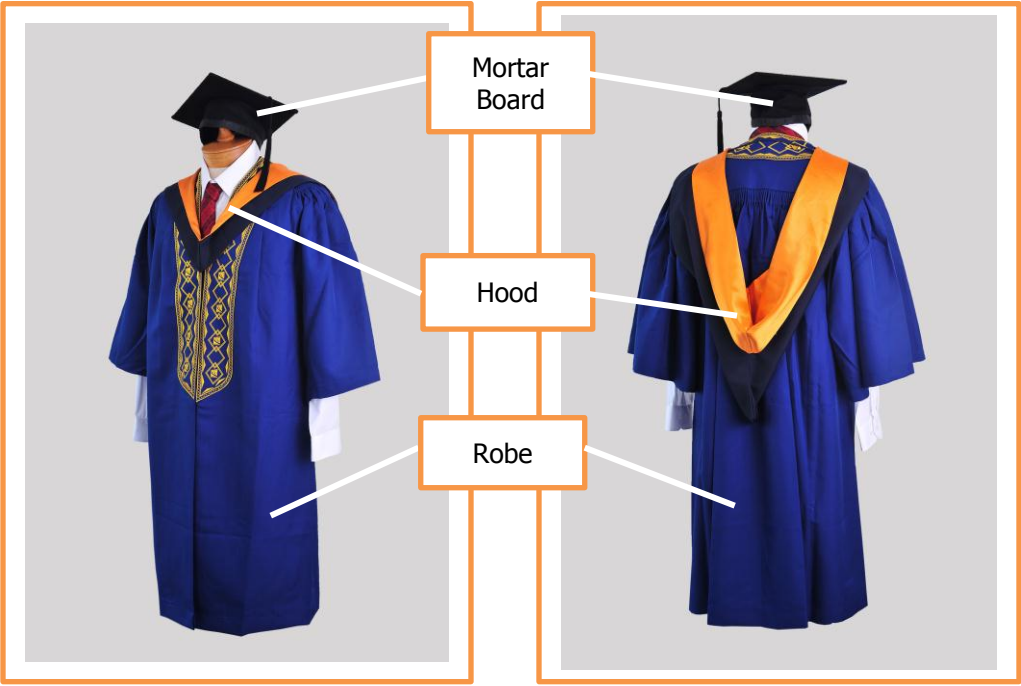
**Doctor of Philosophy**



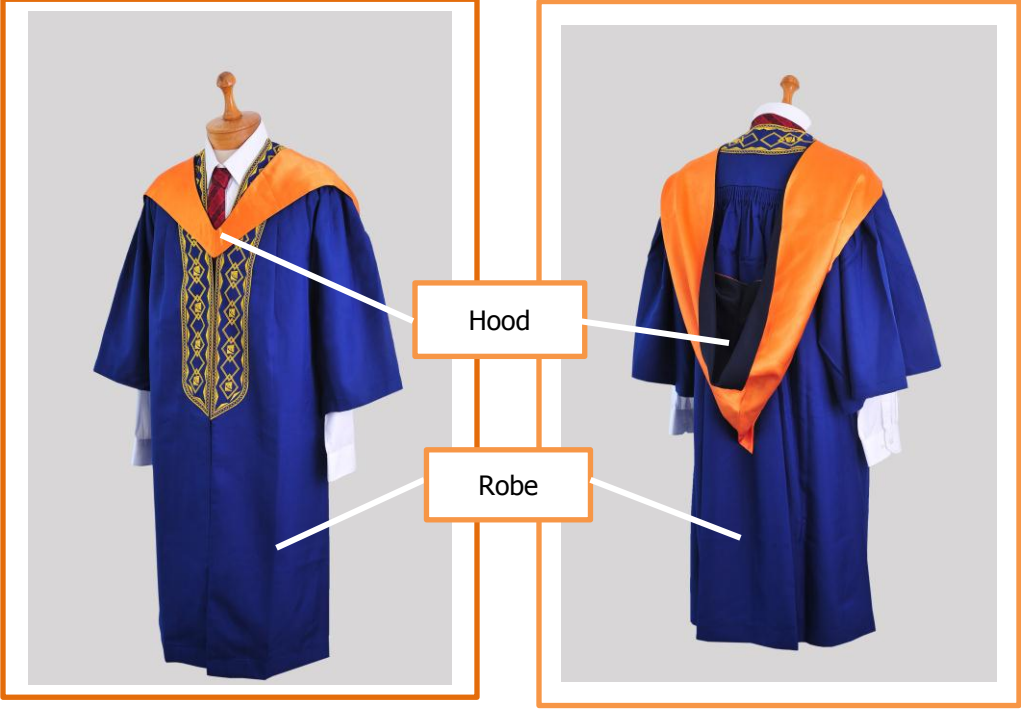
**Master Degree**



**Bachelor Degree**



**Diploma**





## THE 16<sup>TH</sup> IUKL CONVOCATION CEREMONY

### IMPORTANT DATES

Date	Activity
<b>19th -21 September 2018 (Wednesday, Thursday – Friday)</b>	Dates for the collection of the robe at the Conference Hall, 1st Floor, Corporate Block, IUKL.
<b>21September 2018 (Friday, 3.00 pm)</b>	Convocation Briefing and Rehearsal Session at IUKL Multi-Purpose Hall.
<b>22 September 2018 (Saturday)</b>	Convocation Ceremony at IUKL Multi-Purpose Hall. (Graduands to congregate at IUKL in accordance with the session and time that has been predetermined).
<b>22 September 2018 (Saturday)</b>	Date to return the robe and to collect the scroll / transcript at the Conference Hall, 1st Floor, Corporate Block, IUKL. <b>before 5:00 pm.</b>
<b>24 – 25 September 2018 (Monday &amp; Tuesday)</b>	Dates to return the robe and to collect the scroll / transcripts at the Conference Hall, 1st Floor, Corporate Block, IUKL. <b>before 5:00 pm.</b>

## **16<sup>TH</sup> IUKL CONVOCATION**

### **GRADUAND'S CHECKLIST**

Please ensure that you:

1. ( ) have received, read and understood the information on the 16<sup>th</sup> IUKL Convocation Ceremony.
2. ( ) complete the Graduates Tracer Study 2018 and print out the survey slip.
3. ( ) have checked for any outstanding arrears which may include tuition fees and / or penalties.
4. ( ) have settled all graduation fees (refer to clause 3.2) under the name **'INFRASTRUCTURE UNIVERSITY KUALA LUMPUR'** by **21 September 2018**.
5. ( ) present the **Attendance Slip of 16th IUKL Convocation / University Clearance Form** when you pick up the academic regalia at the Conference Hall, 1st Floor, Corporate Block, IUKL on the stated dates.
6. ( ) Fill in robes collection form and **pay a deposit of RM 200.00 (rental of robes – refundable)**, collect the correct academic regalia and ensure it is in good condition.
7. ( ) attend the Briefing and Rehearsal Ceremony for the 16th Convocation on **21 September 2018 at 3.00 p.m.**
8. ( ) bring your name card (for graduands) and invitation cards (for guests) for the Convocation Ceremony.
9. ( ) arrive early before the ceremony begins.
10. ( ) and your guests are attired according to the stated dress code.
11. ( ) return the academic regalia **before 25<sup>th</sup> September 2018 before 5.00 p.m. Failure to do so (starting 26 September 2018) will result in a late penalty fee as stated.**
12. ( ) bring along the required documents when collecting the academic scroll and transcript.