

# INFRASTRUCTURE UNIVERSITY KUALA LUMPUR

## GRADUATION INFORMATION GUIDE

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#### 1. Convocation Date

The 18<sup>th</sup> Convocation Ceremony will be held at the Multi-Purpose Hall, Infrastructure University Kuala Lumpur on:

**Date : 19 March 2022**  
**Day : Saturday**

#### 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) **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 Hostel, Bursary, Library or relevant Faculty, Department or Unit).
- 2.4) Graduands must have **completed** at least 2 doses of vaccination and **present the digital certificate during registration.**

#### 3. Graduation Fees

- 3.1) All graduands attending the Convocation Ceremony are required to pay the **Graduation fee of RM350.00**  
*\*not applicable for franchise programme.*
- 3.2) Payment can be made by either one of the following:
  1. JomPay : Infrastructure University Kuala Lumpur (Biller Code :17186)
  2. Direct Bank-in/Online Transfer to: Ambank Islamic Account:
    - a) Account No : 8881021724939
    - b) Account Name : IKRAM EDUCATION SDN BHD
    - c) Swift Code : ARBKMYKL

3.2.1 The Graduation Fee must be paid not later than **09 March 2022**. Please email the payment slip to [bursary@iukl.edu.my](mailto: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 collection of robes (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 RM500.00 to the vendor during collection of robes (a deposit of robes rental, which is refundable)**
- 4.4) Deposit for item 4.2 and 4.3 is paid to the vendor (LAKARAN TUAH SDN BHD) during the collection of Robe.
- 4.5) 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).

<b>Faculty</b>	<b>Hood Colour</b>
<i>Faculty of Engineering, Science and Technology</i>	<i>Orange</i>
<i>Faculty of Architecture and Built Environment</i>	<i>Blue-Violet</i>
<i>Faculty of Business Information &amp; Human Science</i>	<i>Gold</i>
<i>Centre for Postgraduate Studies&amp; Research</i>	<i>Orange/Blue-Violet/Gold</i>

- 4.6) 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.
- 4.7) Due to the current condition of Malaysia's National Recovery Plan (NRP), the Graduation Attire will be on loan as follows. All robes will be sanitizing to ensure the safety of all graduands.
- 4.6.1) **Schedule to collect the Graduation Attire**
- a) Date : 16, 17 and 18 March 2022  
Time : 9:00am – 5:00pm  
Venue : Level 1, Block 11, IUKL

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

- a) Date : **19 March 2022 (Saturday)**  
Time : 11:00am – 6:00pm  
Venue : Level 1, Block 11, IUKL
- b) Date: **20 March 2022 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

- 4.8) Please print the Attendance Slip from the Reply Link (which will be email to the graduates who confirm to attend soon) before proceed with the rental of robe process.
- 4.9) Robes must be collected by the graduands in person.
- 4.10) All robes **MUST** be returned not later than 2 hours after the session end 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) 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 20 March 2022 (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.
- 4.13) Graduands are not allowed to make any alteration or modification to 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 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	-

- 4.15) Graduation Attire consists of:
- 1 piece of Robe
  - 1 piece of Hood (Colour according to the Faculty)
  - 1 piece of Mortar Board (for Master & 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. 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 via email and announcement via the IUKL website/SOCMED.
- 6.2) The link for online reply slip are available at the IUKL website.
- 6.3) The University will not be responsible for the loss of the invitation via email (due to invalid email) or letter through the mail, or collected through any representative.
- 6.4) **Only graduands are allowed to enter the hall for the ceremony and comply to the current SOP and regulations inforce.**
- 6.5) As we need to adhere to strict SOP, **only graduands are allowed to enter the hall for the ceremony.** However, IUKL have provided few rooms at Block 11, for parents or guardians (fully vaccinated and seats is limited to 2 persons ONLY) that wish to witness the event live from IUKL Facebook (limited space) with strict SOPs.

## 7. Briefing on Convocation

- 7.1) It is a compulsory graduates to participate in the briefing session to attend the 18<sup>th</sup> IUKL Convocation to ensure compliance with the Convocation Ceremony procedures according to the new norm.

- 7.2) The briefing will be held on 16 March 2022 through an online platform which will be notified via email soon.
- 7.3) All graduands are strongly encouraged to attend the briefing to have a better understanding of the flow of the event and protocol involved during the ceremony.

## **8. Procession of Graduands**

- 8.1) The day before the graduate-related session, graduates must complete the Google Form provided (which will be email later to the graduates who confirmed to attend) and must perform the Covid 19 (Saliva Test) self-screening test and upload pictures and results (JPEG).
- 8.2) On that day (convocation session), graduates need to ensure that the MySejahtera Application (Profile) is updated and displayed to the officers. Please ensure to scan the mysejahtera barcode which made available during the registration.
- 8.3) Graduands attending the Convocation should assemble at the tents provided besides the IUKL Multi-Purpose Hall
- 8.4) Graduands are reminded to wear a mask and assemble according to the respective Faculties at the place mentioned above (social distance of 1 meter). 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.
- 8.5) 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.
- 8.6) **Graduands who are late will not be allowed in and be a part of the Convocation Ceremony.**
- 8.7) Graduands with special needs (pregnant, disabled or injured) requiring equipment such as a wheel chair or an assistant need to inform the University via email [convocation@iukl.edu.my](mailto:convocation@iukl.edu.my) at least 1 weeks before the convocation day.
- 8.8) During the ceremony, graduands are required to follow all the rules and instructions from the officers in charge.
- 8.9) **Graduands are not allowed to leave the hall until the ceremony is over.**

## **9. Parking for Graduates/Parents/Guardians.**

- 9.1) Graduands who drive on their own is advised to use parking lot in front of Printing Unit. Please refer to Appendix 1. Those who coming with parents/guardians are required to dropped off the graduates near the IUKL, Multi-Purpose Hall. Parents/guardians may proceed to the Block 11, if wish to witness the event live via online. Traffic routes are as in Appendix 1.

## **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 **19 March 2022** after fulfilling all the requirements listed below:

- i. Graduates must present the original receipt as a proof of payment for all fees.*
- ii. Graduates must present the 18<sup>th</sup> IUKL Convocation Reply Slip/University Clearance Form.*
- iii. Graduates 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 on his / her behalf. The Graduate must fill in an authorization form to allow the representative to collect the certificate.*

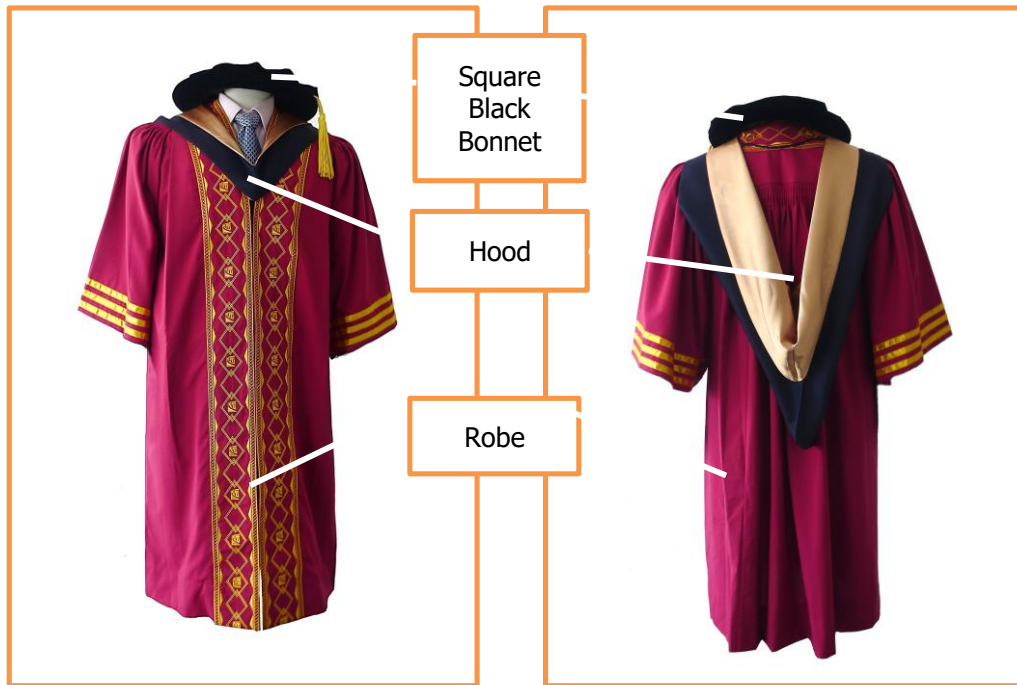
**Note:** *You are known as a graduate after you have been conferred the Master / Bachelor Degree / Diploma. Prior to conferment you are called a graduand.*

**Graduands' cooperation in adhering to the specified rules and regulations of the 18<sup>th</sup> IUKL Convocation Ceremony is deeply appreciated. For further enquiries please E-mail: [convocation@iukl.edu.my](mailto:convocation@iukl.edu.my)**

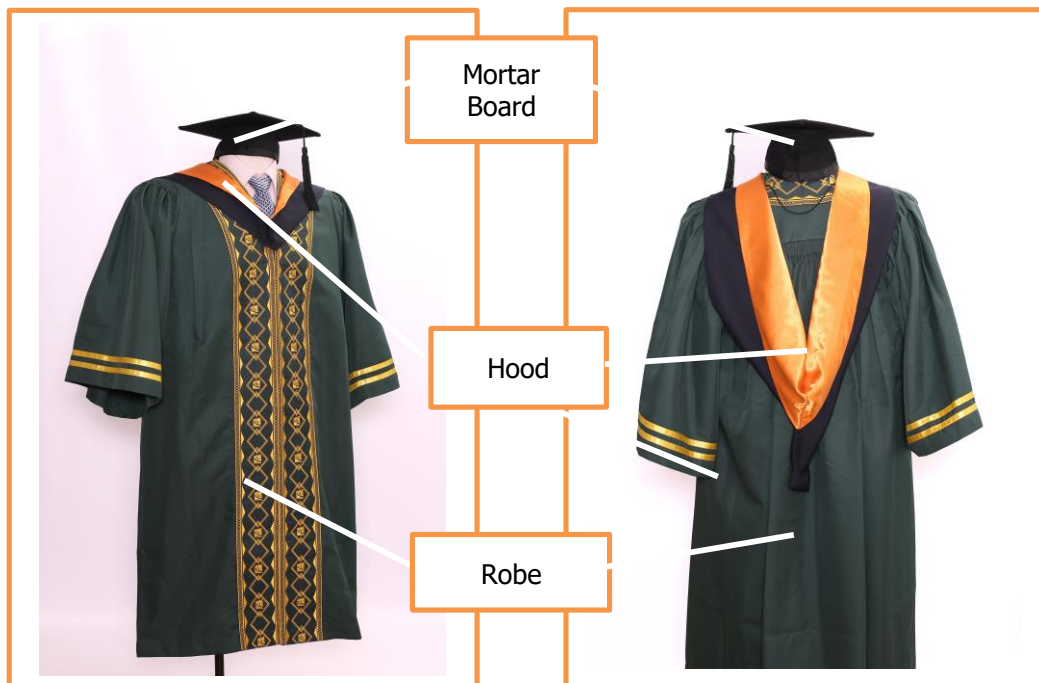
*\*Rules and regulations are subject to changes without prior notice.*

**SUITABLY ATTIRED**

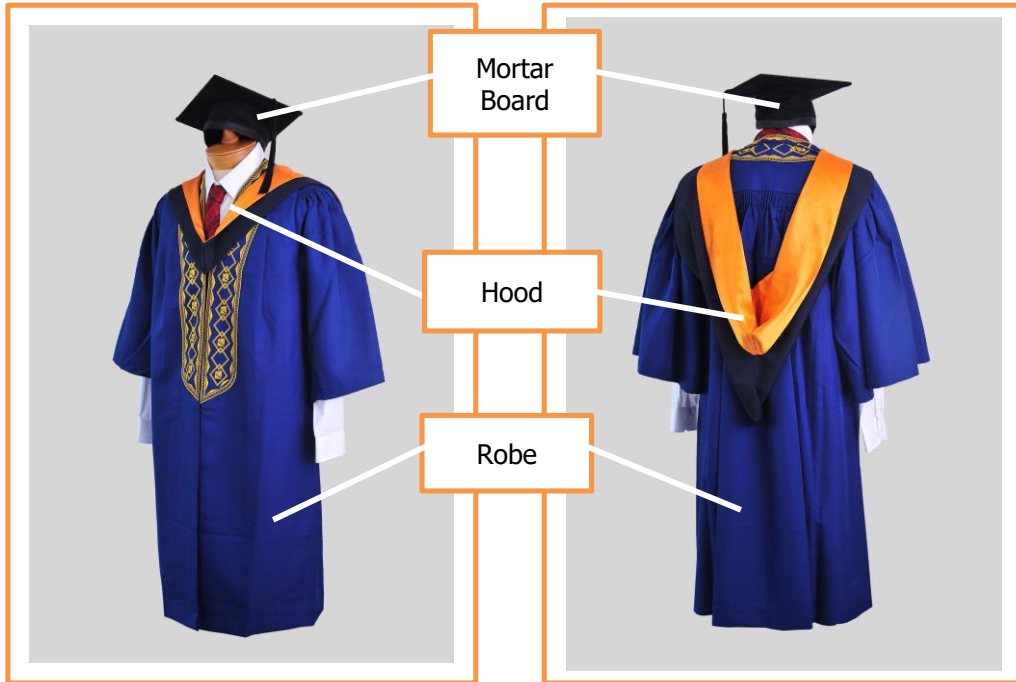
**Doctor of Philosophy**



**Master Degree**



## Bachelor Degree



## Diploma





## THE 18<sup>TH</sup> IUKL CONVOCATION CEREMONY

### IMPORTANT DATES

Date	Activity
<b>16, 17 and 18 March 2022</b>	Dates for the collection of the robe at the Level 1, Block 11 IUKL.
<b>16 March 2022 (Thursday, 3.00 pm)</b>	Convocation Briefing via online
<b>19 March 2022 (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>19 March 2022 (Saturday)</b>	Date to return the robe and to collect the scroll / transcript at the Level 1, Block 11 IUKL. <b>before 6:00 pm.</b>

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

### **GRADUAND'S CHECKLIST**

Please ensure that you:

1.	( )	have received, read and understood the information on the 18 <sup>th</sup> IUKL Convocation Ceremony.
2.	( )	complete the Graduates Tracer Study 2022 and print out the survey slip.
3.	( )	have checked for any outstanding arrears which may include tuition fees and / or penalties.
4.	( )	Complete the Google Form provided (which will be email later to the graduates who confirmed to attend) and must perform the Covid 19 (Saliva Test) self-screening test and upload pictures and results (JPEG) on 18 March 2022 before 12:00pm.
5.	( )	have settled all graduation fees (refer to clause 3.2) under the name <b>'INFRASTRUCTURE UNIVERSITY KUALA LUMPUR'</b> by <b>9 March 2022</b> .
6.	( )	present the <b><u>Attendance Slip (printed from online reply) of 18th IUKL Convocation / University Clearance Form</u></b> when you pick up the academic regalia at the Level 1, Block 11, IUKL on 16,17 and 18 March 2022.
7.	( )	Fill in robes collection form and <b><u>pay a deposit of RM 200.00 or RM500 (rental of robes – refundable)</u></b> , collect the correct academic regalia and ensure it is in good condition.
8.	( )	attend the Briefing via online (link would be provided later) for the 18th Convocation on <b>16 March 2022 at 3.00 p.m.</b>
9.	( )	bring your name card (for graduands-which will be given during registration on 19 March 2022)
10.	( )	arrive early before the ceremony begins.
11.	( )	and your guests should be appropriately attired for the occasion. Short skirts, jeans and slippers are <b><u>STRICTLY PROHIBITED.</u></b>
12.	( )	return the academic regalia on <b>19 March 2022 before 6.00 p.m. Failure to do so (starting 20 March 2022) will result in a late penalty fee as stated.</b>
13.	( )	bring along the required documents when collecting the academic scroll and transcript.