

INFRASTRUCTURE UNIVERSITY KUALA LUMPUR

GRADUATION INFORMATION GUIDE

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1. Convocation Date

The 19th Convocation Ceremony will be held at the Multi-Purpose Hall, Infrastructure University Kuala Lumpur on:

Date : 10 Sept 2022
Day : Saturday
Venue : IUKL Multi Purpose Hall

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).

3. Graduation Fees (MAIN CAMPUS ONLY)

- 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: 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 not later than **31 August 2022**. 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 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 RM500.00 in cash 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).

Faculty	Hood Colour
<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 & Human Science</i>	<i>Gold</i>
<i>Centre for Postgraduate Studies & 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) For the 19th Convocation, the Graduation Attire will be on loan as follows:

4.7.1) Schedule to collect the Graduation Attire

- a) Date : 7, 8 and 9 Sept 2022
 Time : 9:00am – 5:00pm
 Venue : SRC Room, Level 5,
 Block 11, IUKL

4.7.2) Schedule to return the Graduation Attire

- b) Date : **10 September 2022 (Saturday)**
 Time : 11:00am – 6:00pm
 Venue : Room 106, Level Block 11, IUKL
- c) Date : **11 September 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 emailed to the graduates who confirm to attend soon) before proceeding 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 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) 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 11 September 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:

	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 & 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 skirts 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 slips 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) 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. Rehearsal on Convocation

- 7.1) It is compulsory for graduates to participate in the rehearsal session to attend the 19th IUKL Convocation to ensure a smooth run of the Convocation Ceremony.

- 7.2) The rehearsal will be held on **09 September 2022 (Friday) 3:00pm at IUKL Multi-Purpose Hall.**
- 7.3) All graduands are strongly encouraged to attend the 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 wear a mask and 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 wheelchair or an assistant need to inform the University via email convocation@iukl.edu.my at least 1 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 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 **10 September 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 19th 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 19th IUKL Convocation Ceremony is deeply appreciated. For further enquiries please E-mail: convocation@iukl.edu.my

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

SUITABLY ATTIRED

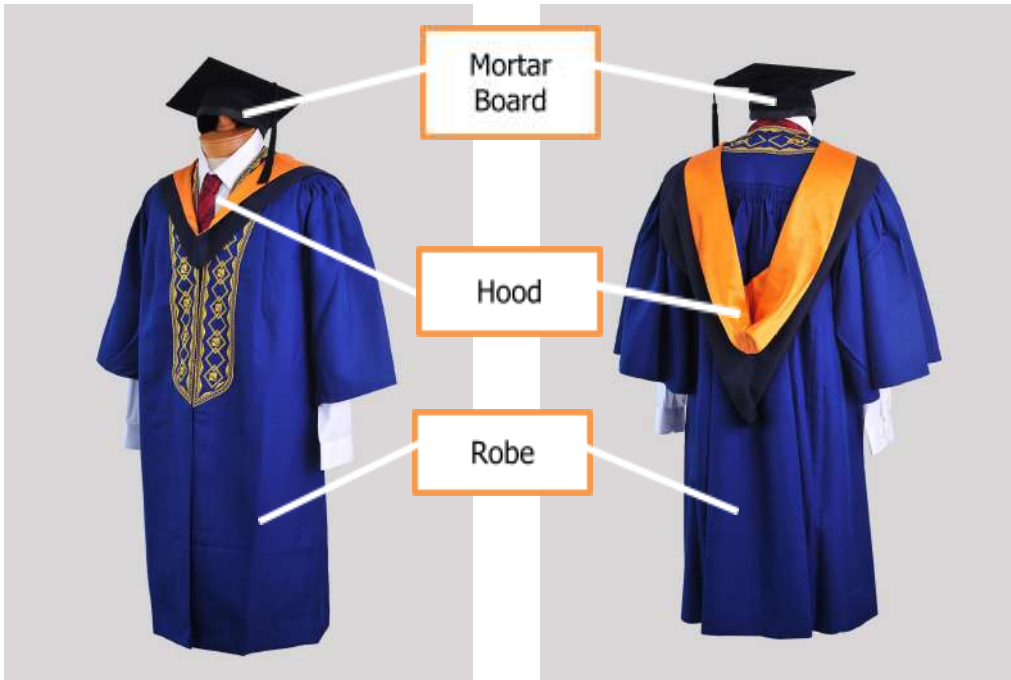
Doctor of Philosophy



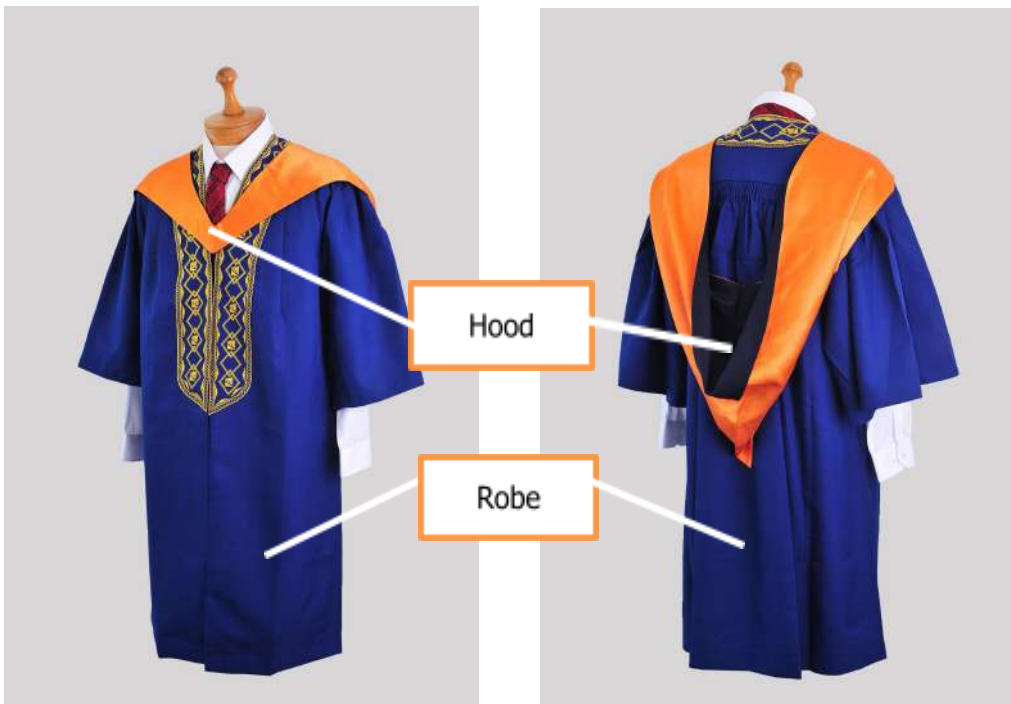
Master Degree



Bachelor Degree



Diploma



THE 19TH IUKL CONVOCATION CEREMONY**IMPORTANT DATES**

Date	Activity
7, 8 and 9 September 2022	Dates for the collection of the robe at the SRC Room, Level 5, Block 11 IUKL.
09 September 2022 (Friday, 3.00 pm)	Convocation Briefing/Rehearsal at IUKL Multi-Purpose Hall.
10 September 2022 (Saturday)	Convocation Ceremony at IUKL Multi-Purpose Hall. (Graduands to congregate at IUKL in accordance with the session and time that has been predetermined).
10 September 2022 (Saturday)	Date to return the robe and to collect the scroll / transcript at the Room 106, Level 1, Block 11 IUKL. before 6:00 pm.

19TH IUKL CONVOCATION**GRADUAND'S CHECKLIST**

Please ensure that you:

1.	()	have received, read and understood the information on the 19 th 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.	()	have settled all graduation fees (refer to clause 3.2) under the name ' INFRASTRUCTURE UNIVERSITY KUALA LUMPUR ' by 31 August 2022 .
5.	()	present the Attendance Slip (printed from online reply of 19th IUKL Convocation / University Clearance Form) when you pick up the academic regalia at the SRC Room Level 5, Block 11, IUKL on 07,08 and 09 September 2022.
6.	()	Fill in the robes collection form and pay a deposit of RM 200.00 or RM500 in cash (rental of robes – (refundable)) , collect the correct academic regalia and ensure it is in good condition.
7.	()	attend the Briefing/Rehearsal for the 19th Convocation on 9 September 2022 at 3.00 p.m.
8.	()	bring your name card (which will be given during the registration on 10 September 2022)
9.	()	arrive early before the ceremony begins.
10.	()	and your guests should be appropriately attired for the occasion. Short skirts, jeans and slippers are STRICTLY PROHIBITED .
11.	()	return the academic regalia on 10 September 2022 before 6.00 p.m. Failure to do so (starting 11 September 2022) 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.