

INFRASTRUCTURE UNIVERSITY KUALA LUMPUR**GRADUATION INFORMATION GUIDELINE**

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CONTENTS**1. Convocation Date**

The 20th IUKL Convocation Ceremony will be held at the **Bangi Avenue Convention Centre (BACC)** as per the following details:

Date : 18th November 2023
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



Details on the group procession will be announced in the IUKL Convocation page at <https://iukl.edu.my/current-students/convocation/> after 27 October 2023.

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 STAM, 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 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 **20 October 2023**.

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. 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 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>
<i>Centre for Postgraduate Studies</i>	<i>Orange/Blue-Violet/Gold</i>

- 4.6) Graduands are to ensure that:

- (a) The academic regalia received are in good condition; and
 (b) The correct regalia is received i.e., Postgraduate, Bachelor or Diploma.

- 4.7) For the 20th Convocation, the Graduation Attire will be on loan as follows:

4.7.1) Schedule to collect the Graduation Attire/Entry Passes

- a) Date : **16 and 17 November 2023 (Thursday & Friday)**
 Time : 10:00 am – 5:00 pm
 Venue : Jasmine Room 3, Ground Floor, (BACC)

4.7.2) Schedule to return the Graduation Attire

- b) Date : **18 November 2023 (Saturday)**
 Time : 11:00 am – 6:30 pm
 Venue : Jasmine Room 3, Ground Floor, (BACC)
- c) Date : **20 November 2023 (Monday) ONWARDS WITH PENALTY.**
 Time : 9:00 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 / 019-2995190 / 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 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 19 November 2023 (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:

	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:

Miniskirts 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:

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 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 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 (2) 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. The link is available at **IUKL Convocation Attendance Link**. If you wish to purchase more than 2 extra seats, please email your request to convocation@iukl.edu.my. However, we would like to remind that children below 12 years old are **NOT ALLOWED** into the Grand Ballroom, (BACC)

7. Rehearsal on Convocation

- 7.1) It is compulsory for graduands to participate in the rehearsal session to attend the 20th IUKL Convocation to ensure a smooth run of the Convocation Ceremony.
- 7.2) The rehearsal will be held on **17 November 2023 (Friday) at 3:00 pm at 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 register and 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 in 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) 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.
- 9.9) The Official Florist for 20th IUKL Convocation 2023 is available at BACC during the convocation day. You may do an early booking via this link <https://forms.gle/BeEqCB6MAbntnh499> (Flowrina Florists)
- 9.10) There are cashless on-site parking facilities available at the BACC. The mode of payment is via Touch & Go (minimum balance of RM5.00) or by Debit Card.

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 **18 November 2023** after fulfilling all the requirements listed below:
- Graduands must present the original receipt as proof of payment for all fees (once required).*
 - Graduands must present the 20th IUKL Convocation Reply Slip/University Clearance Form.*
 - Graduands who had borrowed and returned their Graduation Attire must also present the receipt as proof of the graduation attire being returned.*
 - 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 | : 18 November 2023 (Saturday) |
| | Time | : 11:00 am – 5:00 pm |
| | Venue | : Jasmine Room 3, Ground Floor, (BACC) |
| b) | Date | : 20 November 2023 (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 20th 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

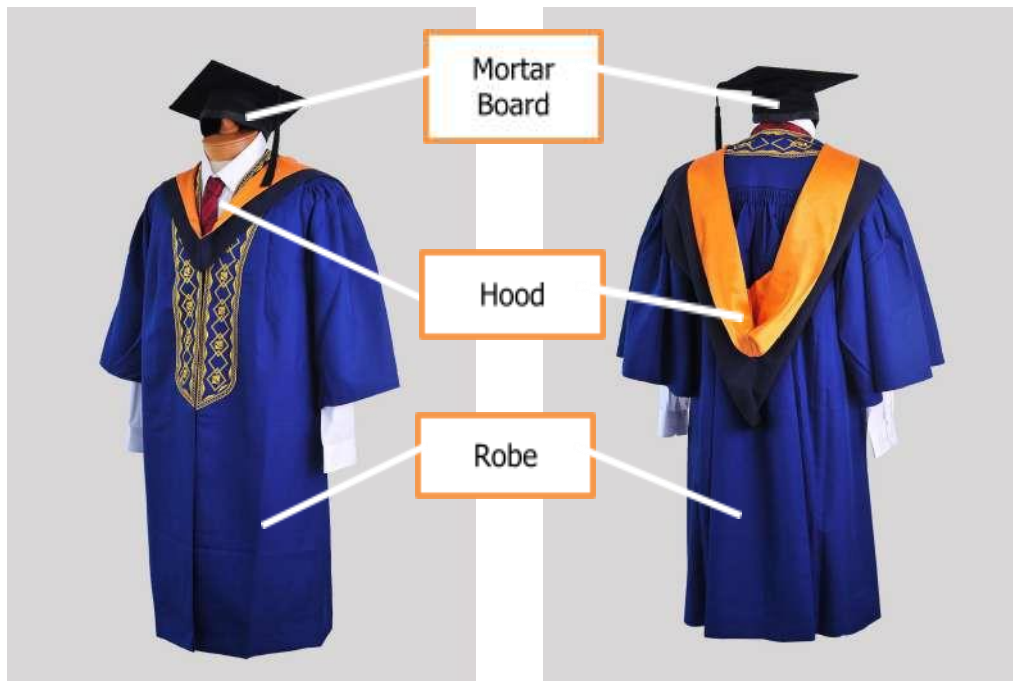
Doctor of Philosophy



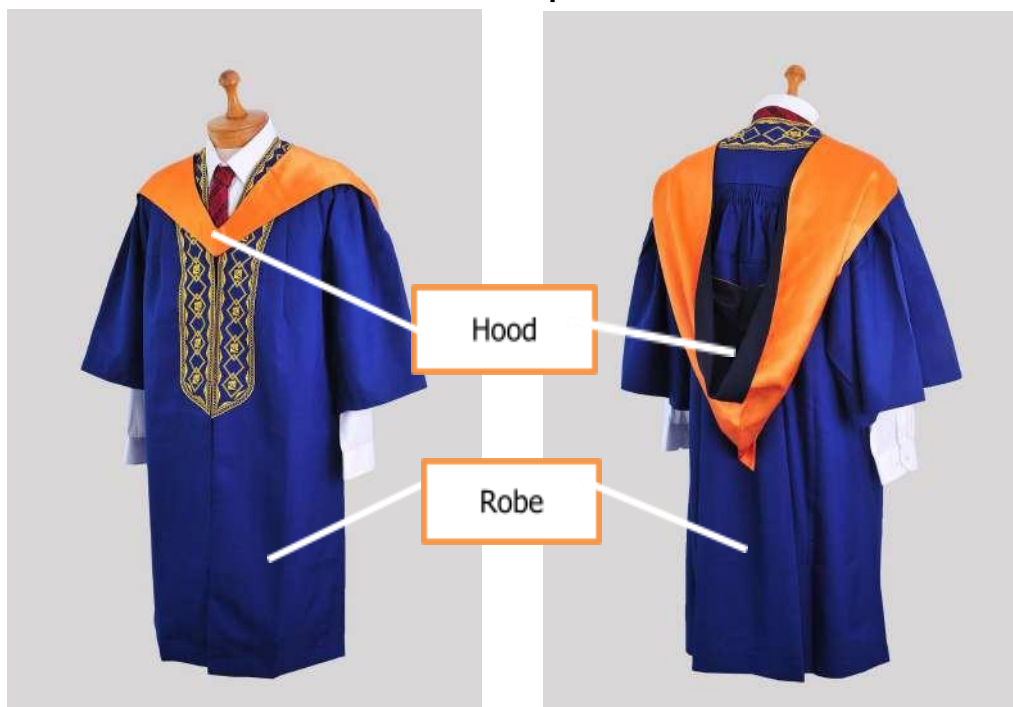
Master Degree



Bachelor Degree



Diploma



20TH IUKL CONVOCATION CEREMONY**IMPORTANT DATES**

Date	Activity
16 and 17 November 2023 (Thursday & Friday)	Collection of the robe at Jasmine Room 3, Ground Floor, (BACC) .
17 November 2023 (Friday)	Convocation Briefing/Rehearsal at Grand Ballroom, (BACC) .
18 November 2023 (Saturday)	Convocation Ceremony at Grand Ballroom, (BACC) . (Graduands to congregate at IUKL in accordance with the session and time that has been predetermined).
18 November 2023 (Saturday)	Returning of robe (refer to clause 4.7.2) and collection of the certificate and transcript (refer to clause 11.1) at Jasmine Room 3, Ground Floor, (BACC) .

20th IUKL CONVOCATION CEREMONY

GRADUAND'S CHECKLIST

Please ensure that you:

1.	()	have received, read and understood the information on the 20th IUKL Convocation Ceremony.
2.	()	complete the Graduands Tracer Study 2023 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 20 October 2023 .
5.	()	present the <u>Attendance Slip (printed from the online reply of the 20th IUKL Convocation / University Clearance Form)</u> when you pick up the academic regalia at the Jasmine Room 3, (BACC), on 16 and 17 November 2023 .
6.	()	fill in the robes collection form and pay a deposit of RM 200.00 (refer to clause 4.2) or RM700 in cash (refer to clause 4.3). Collect the correct academic regalia and ensure it is in good condition.
7.	()	attend the Briefing/Rehearsal for the 20th Convocation on 17 November 2023 at 3.00 p.m.
8.	()	bring your name card (which will be given during the registration on 18 November 2023).
9.	()	arrive early before the ceremony begins.
10.	()	and your guests should be appropriately attired for the occasion. Short skirts, jeans and slippers are <u>STRICTLY PROHIBITED</u> .
11.	()	return the academic regalia on 18 November 2023 before 6.30 p.m. Failure to do so (Starting from 19 November 2023) will result in a late penalty fee as stated (refer to clause 4.12).
12.	()	bring along the required documents when collecting the academic scroll and transcript.