



**RULES AND GUIDELINES
GRADUATES AND PARENTS
UCYP & KYP CONVOCATION CEREMONY 2023**

1. DATE OF CONVOCATION CEREMONY

1.1 The UCYP & KYP 2023 Convocation Ceremony will be held on **29 October 2023 (Sunday)** at the **Sultan Ahmad Shah International Convention Center (SASICC) & The Zenith Hotel, Kuantan, Pahang.**

1.2 The Convocation Ceremony information is as follows:

1.2.1. This ceremony is divided into 2 sessions:

Session 1 – 29 October 2023 (Sunday Morning)

Session 2 – 29 October 2023 (Sunday Afternoon)

1.2.2. The session for each graduate is as stated in the invitation letter of this convocation ceremony.

2. PARTICIPATION IN THE CONVOCATION CEREMONY

2.1 Graduates' participation in the convocation ceremony must be done via online by filling out the 'confirmation of attendance' at the link <http://esemakan.ucyp.edu.my/login.php>. Graduates must pay the stipulated convocation fee.

2.2 Graduates and parents/guardians (2 family members who will enter the hall) are asked to follow the etiquette listed in the link <https://konvo.ucyp.edu.my>

2.3 It is recommended that graduates or parents/guardians who are sick or have a fever to not attend this Convocation Ceremony.

3. CONVOCATION REHEARSAL AND BRIEFING

3.1 The rehearsal and briefing for graduates who have confirmed their attendance will be held as follows:

CONCERT DATE : **28 OCTOBER 2023 (SATURDAY)**
TIME : **3.00 PM**
PLACE : **EXHIBITION HALL 1 & 2, THE ZENITH HOTEL, KUANTAN, PAHANG**

3.2 The attire during the rehearsal should be neat and appropriate. ('Jeans', slippers and collarless T-Shirts are not permitted).

3.3 Attendance of ALL graduates to the rehearsal session is MANDATORY. The Convocation Ceremony Secretariat reserves the right to prevent graduates from participating in the convocation ceremony if the graduate does not attend the rehearsal and briefing session.

4. CONVOCATION ROBE SET

4.1 COLLECTION OF CONVOCATION ROBE SETS

4.1.1 Graduates must collect their robe set as follows:

Date / Day	Time	Place
27/10/2023 (Friday)	09:00 am – 12:00 pm	Taman Gelora Campus Library

4.2 Please bring the following documents when picking up the robe set:

4.2.1. Convocation fee receipt. Receipts can be printed via the following link: <http://esemakan.ucyp.edu.my/login.php>

4.2.2. For graduates who have no payment because they have an excess balance, they can proceed to the counter to fill in the **Borang Pengesahan Tolak Lebihan** as proof of payment.

4.2.3. Please complete the **Borang Kemaskini Maklumat** that will be distributed by the Course Executive for the use of the Collection Unit.

4.2.4. A printout of the **Sistem Kajian Pengesanan Graduan** (SKPG) slip - softcopy is allowed

4.3 Graduates who cannot collect the robe sets on their own can represent other graduates by submitting all the documents mentioned in para 4.2.

All these documents must be submitted to the representative before the robe sets can be picked up. Only THREE (3) sets of robes are allowed to be taken by a representative (including yourself). Please complete the **BORANG KEBENARAN KEPADA WAKIL UNTUK MENGAMBIL JUBAH** (Attachment 1) which can be obtained through the following link: <https://konvo.ucyp.edu.my>

4.4 **RETURN OF THE ROBE SET**

4.4.1 Robe set CAN BE RETURNED AFTER THE CONVOCATION SESSION at Exhibition Hall 2, 1st Floor, The Zenith Hotel.

4.4.2 **DUE DATES AND TIMES** for the return of the robe set are as follows:

Date / Day	Time	Place
29/10/2022 (Sunday)	End of session 1 - 5.30 pm	Exhibition Hall 2, 1st Floor, The Zenith Hotel
30/10/2023 (Monday)	9.00 am – 12.00 noon	Taman Gelora Campus Library

4.4.3 Graduates can ask another person to return the robe set by submitting the **BORANG KEBENARAN WAKIL UNTUK PULANG JUBAH** (Attachment 2)

4.4.4 TRANSCRIPTS WILL BE GIVEN AFTER THE GRADUATE RETURNS THE CONVOCATION ROBE SET.

4.5 **LATE CHARGES**

4.5.1 If graduate fails to return the convocation robe set by the deadline date and time above, a late charge of RM20.00 per day (including holidays) will be charged. Late fees are calculated starting from the deadline. Graduate transcripts will also be withheld until the robe set is returned.

4.5.2 **REMINDER LETTER** will be issued after a period of 30 days and late charges will still be calculated until the graduate returns the robe set.

4.5.3 The UCYP reserves the right to take any action it deems necessary if the graduate still fails to provide feedback and return the robe set upon expiry of 30 days from the date the reminder letter is issued.

4.6 DAMAGE TO THE CONVOCATION ROBE

4.6.1 Compensation will be charged if the robe set is DAMAGED or LOST.

4.6.2 The compensation charge rate for the robe set in case of loss or damage is as follows:

Robe	Mortarboard	Hood	Amount
RM 200.00	RM 45.00	RM 150.00	RM 395.00

4.6.3 Graduates are NOT ALLOWED to alter any part of the robe. If the graduate does so, the full payment of RM 395.00 will be charged.

5 PARENTS / GUESTS

5.1 Each graduate is only allowed to bring TWO (2) invitees either (mother/father/guardian/guest) to enter the hall during the convocation ceremony. Entrance Passes will be distributed at the time of picking up the robe set. Only guests with the Entry Pass are allowed to enter the hall.

5.2 Children under the age of 12 are NOT ALLOWED to be in the convocation hall.

5.3 Parents/guests who do not enter the hall will be provided a special place to follow the convocation ceremony via live broadcast in the adjacent Exhibition Hall.

5.4 Parents/guests are NOT ALLOWED to leave their seats to take photos of graduates during the ceremony.

5.5 Parents/guests are asked to respect the ceremony by not leaving the hall and making noise in the hall.

5.6 Parents/guests must comply with the dress code that has been set.

5.7 Please ensure that mobile phones are placed in silent mode throughout the ceremony.

6 DRESS ETIQUETTE FOR GRADUATES, PARENTS, GUARDIANS AND INVITEES

MALE GRADUATES

ITEM	DESCRIPTION
DRESS ETHICS	<p><u>ALLOWED:</u></p> <ul style="list-style-type: none">i. Well dressed, complete Suit (light Long Sleeve shirt without pattern, Dark colored Trousers and Tie).ii. Black baju melayu cekak musang with full buttons, black songkok and sampin.iii. Full socks and shoes (dark colored) <p><u>NOT ALLOWED:</u></p> <ul style="list-style-type: none">i. Wearing a bow tieii. Office shoes other than black, safety boots, sports shoes, sandals, or without socks.iii. Short-sleeved shirt, T-shirt, no tie, jeans, khakis or non-formal pants.iv. Wearing earrings, necklaces or bangles.
HAIR/MUSTACHES/ BEARD	Short and neat (hair must be above the collar)

DRESS AND APPEARANCE ETIQUETTE FOR MALE GRADUATES
(colors and patterns must be in accordance with official ceremonies)



Note: Please make appropriate preparations so that the graduates will not face any difficulties such as being prevented from participating in the convocation ceremony

FEMALE GRADUATES

ITEM	DESCRIPTION
DRESS ETHICS	<p><u>ALLOWED:</u></p> <ul style="list-style-type: none">i. Baju kurung/loose and long kebaya/formal wear (dress politely, neatly with neatly <i>hijab</i>).i. The color and pattern of the dress should be suitable for the official occasion.iii. Heeled and full shoes (dark in color) <p><u>NOT ALLOWED:</u></p> <ul style="list-style-type: none">i. Wearing yellow and white clothes.ii. Dress the same (same color hijab, dress and cloth)iii. Wear slack jeans, jeans, leggings and informal clothesiv. High-heeled shoes, sandals, sports shoes and those that are not suitable for formal occasions.v. Fashion clothes with pants are not allowed at all.vi. Dresses, blouses, and pantsvii. Excessive hair coloring.

DRESS AND APPEARANCE ETIQUETTE FOR FEMALE GRADUATES
(colors and patterns must be in accordance with official ceremonies)



Note: Please make appropriate preparations so that graduates will not face any difficulties such as being prevented from participating in the convocation ceremony

INVITEES/PARENTS/GUARDIANS

ITEM	DESCRIPTION
DRESS ETHICS	<p><u>MEN:</u></p> <ul style="list-style-type: none">i. Well Dressed - National Dress / Batik / Complete Suit / Shirt and Black <i>Songkok</i>. <i>Tanjak</i> is not allowed.ii. Dark color Long Slack Pantsiii. Closed Shoes – slippers and sandals are NOT ALLOWED <p><u>WOMEN:</u></p> <ul style="list-style-type: none">i. Well Dressed – Baju Kurung/Modern Kurung/Baju Kurungii. It is not allowed to wear yellow and white clothes.iii. Dress the same (same color hijab, dress and cloth)iv. Wearing thin clothesv. Appropriate headscarf/scarfvi. Closed Shoes – slippers, sandals are NOT ALLOWED

Note: Please make appropriate preparations so that invitees/parents/guardians will not face any difficulties such as being prevented from entering the convocation ceremony hall

7 CONVOCATION CEREMONY

- 7.1 All graduates must register at the Registration Counter in front of Exhibition Hall 2, 1st Floor, The Zenith Hotel.
- 7.2 Graduates who are late to register on the specified date and time, **will not be allowed** to participate in the convocation ceremony.
- 7.3 Graduates who have registered are required to line up according to the order set by convocation officers.
- 7.4 Graduates are not allowed to wander during the parade.
- 7.5 During the ceremony, graduates are asked to respect the ceremony by not making noise or leaving the hall.
- 7.6 Graduates are not allowed to take selfies while in the convocation ceremony hall.
- 7.7 Please ensure that mobile phones are placed in silent mode throughout the ceremony.

8 RECEIPT OF DIPLOMA

- 8.1 Graduates who ATTEND the convocation ceremony can pick up the diploma/certificate scroll and transcript after returning the robe set.
- 8.2 Unclaimed certificates will be kept by the Registrar's Department and can be claimed at a later date.
- 8.3 **COLLECTION OF DIPLOMA SCROLLS AND TRANSCRIPTS THROUGH REPRESENTATIVES IS PROHIBITED.**

HAPPY GRADUATION DAY AND CONGRATULATIONS