



RULES AND GUIDELINES FOR GRADUATES AND PARENTS UCYP & KYP CONVOCATION CEREMONY 2025

1. DATE OF CONVOCATION CEREMONY

- 1.1 The UCYP & KYP 2025 Convocation Ceremony will be held on **1 DECEMBER 2025 (MONDAY)** from 8.00 a.m. to 5.00 p.m. at the **DEWAN JUBLI PERAK SULTAN HAJI AHMAD SHAH, KUANTAN PAHANG.**

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:

REHEARSAL DATE	:	30 NOVEMBER 2025 (SUNDAY)
TIME	:	3.00 P.M.
PLACE	:	DEWAN JUBLI PERAK SULTAN HJ AHMAD SHAH, 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
Graduates must collect their robe set as follows:

Date / Day	Time	Place
28th November 2025 (Friday)	09:30 am – 03:30 pm	Library UCYP Taman Gelora
29th November 2025 (Saturday)	09:30 am – 02:00 pm	Library UCYP Taman Gelora

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 have an excess balance, can proceed to the counter to fill in the **Borang Pengesahan Tolak Lebihan** as proof of payment.
- 4.2.3. A printout of the **Sistem Kajian Pengesanan Graduan** (SKPG) slip or softcopy also is allowed

4.3 Graduates who cannot collect the robe sets on their own, can be represented by other graduates by submitting all the documents mentioned in para 4.2 and also **AUTHORIZATION FORM FOR REPRESENTATIVE TO COLLECT ROBE SET** (Attachment 1). This form can be obtained through the following link: <https://konvo.ucyp.edu.my>

Only **THREE (3)** sets of robes are allowed to be taken by a representative including yourself.

4.4 RETURN OF THE ROBE SET

4.4.1 Robe set **CAN BE RETURNED AFTER THE CONVOCATION SESSION** at the Dewan Jubli Perak Sultan Haji Ahmad Shah, Kuantan.

4.4.2 **DEADLINE DATE AND TIME** for the return of the robe set are as follows:

Date (Day)	Time	Venue
1 st December 2025 (Monday)	After the session, from 1:00 p.m. to 2:00 p.m.	Canopy Site at Dewan Jubli Perak
2nd December 2025 (Tuesday)	9.30 am – 12.00 pm	Library UCYP Taman Gelora

4.4.3 Graduates can ask representative to return the robe set by submitting **FORM OF AUTHORIZATION FOR REPRESENTATIVE TO RETURN ROBE SET** (Attachment 2).

4.4.4 Transcripts will be given **AFTER** 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 given, a late charge of **RM 50.00 per day (including holidays)** will be given. Late fees are calculated starting from the **deadline given**. 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 University **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 / LOST OF THE CONVOCATION ROBE

- 4.6.1 In case of damage or loss, the compensation charge rate for the set of robes or one the listed is as follows:

Robe	Mortarboard	Hood	Amount
RM 400.00	RM 100.00	RM 200.00	RM 700.00

- 4.6.2 Graduates are **NOT ALLOWED** to alter any part of the robe. If the graduate does so, the full payment of RM 700.00 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 are NOT ALLOWED to leave their seats to take photos of graduates during the ceremony.
- 5.4 Parents/guests are asked to respect the ceremony by not leaving the hall and making noise in the hall.
- 5.5 Parents/guests must comply with the dress code that has been set.
- 5.6 Please ensure that mobile phones are placed in silent mode throughout the ceremony.

6 CONVOCATION CEREMONY

- 6.1 All graduates must register at the Registration Counter in front of the Dewan Jubli Perak Sultan Haji Ahmad Shah, Kuantan.
- 6.2 Graduates who are late to register on the specified date and time, **will not be allowed** to participate in the convocation ceremony.
- 6.3 Graduates who have registered are required to line up according to the order set by convocation officers.
- 6.4 Graduates are not allowed to wander during the parade.
- 6.5 During the ceremony, graduates are asked to respect the ceremony by not making noise or leaving the hall.
- 6.6 Graduates are not allowed to take selfies while in the convocation ceremony hall.
- 6.7 Please ensure that mobile phones are placed in silent mode throughout the ceremony.

7 RECEIPT OF DIPLOMA

- 7.1 Graduates who ATTEND the convocation ceremony can pick up the diploma/certificate scroll and transcript after returning the robe set.
- 7.2 Unclaimed certificates will be kept by the Registrar's Department and can be claimed at a later date.
- 7.3 **COLLECTION OF DIPLOMA SCROLLS AND TRANSCRIPTS THROUGH REPRESENTATIVES IS NOT ALLOWED.**

8 DRESS ETIQUETTE FOR GRADUATES, PARENTS, GUARDIANS AND INVITEES

MALE GRADUATES

TEM	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. Full socks and shoes (dark colored) <p><u>NOT ALLOWED:</u></p> <ul style="list-style-type: none"> i. Wearing a bow tie ii. 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>). ii. 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. Wear slack jeans, jeans, leggings and informal clothes ii. High-heeled shoes, sandals, sports shoes and those that are not suitable for formal occasions. iii. Fashion clothes with pants are not allowed at all. iv. 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. Wearing thin clothesiii. Appropriate headscarf/scarfiv. 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*

CONGRATULATIONS AND HAPPY GRADUATION DAY