

# BRIEFING NOTES

## Graduation Ceremony 2018

### CONFIRMATION OF PARTICIPATION

Graduands have the option of confirming the attendance via:

- 1) Online Reply Form and payment. The registration is only processed once payment has been received, **OR**
- 2) Payment can be done at Bursary, KDU Penang University College.

### GRADUATION ATTIRE

The Graduation regalia comprises of:

Certificate & Diploma graduands	(Black robe and hood)
Degree graduands	(Black robe, hood and mortar board)

**Besides wearing the official graduation regalia, all graduands must be formally dressed.**

Male graduands: Long sleeved collared shirt (preferably white) with a tie and dark coloured trousers. Formal shoes. A jacket/blazer/suit may be worn if desired.

Female graduands: Long sleeved blouse (preferably white) with long skirt or pants. Court shoes with reasonable heel height. Traditional wear may be worn if preferred.

**Jeans, shorts, T-shirts, mini skirts, sports shoes and slippers are NOT allowed.** Hairstyles are to be kept neat and presentable. Ladies are advised to pin your hair away from your face to allow a clear view of your face when the photograph is taken. You are also required to bring along some small safety-pins to hold your hoods in place.

### COLLECTION AND RETURN OF GRADUATION GOWNS

#### **A. COLLECTION**

Graduation gowns will be distributed to graduands on 25<sup>th</sup> October 2018 at KDU Penang University College (*Refer to the Summary of Itinerary*)

Please present your **Tracer Study acknowledgement notification** for collection of gowns. You are required to check all the items collected before leaving the collection counter. Any defects should be highlighted to the staff immediately.

#### **B. RETURN**

All graduation gowns, hoods and mortar boards must be returned to the University College immediately after the graduation ceremony. Please ensure you have fill out the **photo card** for stage photo package delivery and drop it into the box at the designated counter upon returning the graduation attire. A full refund will be given on return of the graduation attire in good condition. A penalty fee will be imposed for soiled/damaged/lost of graduation attire.



## GUEST

Each graduands will be given two (2) guest invitations. The guest invitation tickets will be given to graduands during rehearsal.

All guests (ie. parents, family members etc) are to proceed to **Grand Ballroom, Equatorial Hotel** and present the guest invitation card to the guest reception desk at the entrance to the Ballroom.

**GUESTS MUST BE SEATED BY 9.45 A.M. (Session 1) / 3.15 P.M (Session 2)** after which the doors to the ballroom will be closed until after the procession. Late-comers **will not** be allowed into the hall when the procession is in progress or during speeches. Guests are advised to be punctual. Free-seating arrangements apply.

## GRADUATION REHEARSAL & BRIEFING

Please be informed that there will be a graduation rehearsal and briefing for all graduands on:

**Date** : 25<sup>th</sup> October 2018 (Thursday)  
**Venue** : Auditorium, 6<sup>th</sup> Floor, KDU Penang University College  
**Reporting Time** : 9.15am (Session 1)  
1.15pm (Session 2)

Your punctual attendance is **COMPULSORY** as vital information and instructions concerning the graduation ceremony will be informed to you. You will need to remain for the whole rehearsal session, which will take approximately 2 hours. Kindly make the necessary arrangements (transport, time-off from work etc) to facilitate your participation in the graduation rehearsal.

1. All graduands will have to report their attendance and collect tickets, name slips and seat numbers from the registration counters (based on your respective schools) at KDU Penang University College.
2. All graduands attending the Ceremony will have to collect the gowns at KDU Penang University College after the rehearsal.

## GRADUATION DAY

The Graduation Ceremony and proceedings of the ceremony is a formal and solemn function. In order to ensure the Ceremony proceeds smoothly, you are required to observe the followings:

1. You are to report to the registration counters (based on your respective schools) located outside the function rooms to mark your attendance and to collect your name slip and seat number before proceeding to the changing rooms to put on your graduation robes. Changing rooms will be indicated by signs posted on the doors.
2. **Graduands are to remain in the changing rooms until the cue is given by your respective School's Academic Marshall(s) to adjourn to the Grand Ballroom.**

3. Once in the Grand Ballroom, you are to remain seated and are not allowed to move around the hall nor leave without the permission of the Academic Marshalls. **Switching of seats is strictly prohibited except on the instructions of the staff-in-charge.**
4. All hand phones are to be switched off when you are in the Grand Ballroom.

#### **PROHIBITION OF PHOTO TAKING / VIDEO RECORDING DURING AWARD PRESENTATION**

The University College has arranged for a professional photographer to take photographs of all graduands when they receive their awards on stage.

As such, guests are **not allowed** to approach the stage area or block the aisle to take photographs or to record any part of the presentation of awards as this will obstruct the official photo taking / recording.

#### **PAYMENT AND DEADLINE**

Graduands who wish to attend the KDU Penang University College Graduation Ceremony 2018 are to complete the online Reply Form by **21<sup>st</sup> September 2018** together with the applicable payment or pay directly at Bursary.

#### **PAYMENT**

- i. Payment can be made with cash, cheque, credit cards (Visa or Master only), debit card, JomPAY and telegraphic transfer (TT) / online transfer.
- ii. All cheques must be crossed and payable to “**KDU UNIVERSITY COLLEGE (PG) SDN BHD**”. Postdated cheques will not be accepted.
- iii. For payment through TT/online transfer, please transfer the amount to the following bank account:  
  
Beneficiary Name : **KDU University College (PG) Sdn Bhd**  
Beneficiary Bank : **CIMB Islamic Bank Berhad**  
Account Number : **8601003506**  
Bank Address : **450, Jalan Dato Keramat, 10460, Penang, Malaysia**  
Swift Code : **CTBBMYKL (for International students only)**
- iv. Please email the copy of payment advice together with Student ID, Student Name and Contact Number to [convo@kdupg.edu.my](mailto:convo@kdupg.edu.my) or fax to Bursar’s office at (604)227 6368.

For further enquiries, visit our website [www.kdupg.edu.my/graduation-ceremony](http://www.kdupg.edu.my/graduation-ceremony) or send e-mail to [convo@kdupg.edu.my](mailto:convo@kdupg.edu.my)

**IMPORTANT REMINDER!**

**TRACER STUDY**

This is a requirement set by the Ministry of Education that all graduating students are required to visit the website <http://graduan.moe.gov.my/v/> and to complete the Graduate Tracer Study from **24<sup>th</sup> September – 31<sup>st</sup> October 2018**. Please print the **acknowledgement notification** when collecting your Graduation Tickets/Certificate of Award.

**NO Graduation Tickets/Certificate of Award will be issued if the Tracer Study is not completed.**