

Our Ref. : UoC/CNV13/2023-01
Date : 25 September 2023

Dear Graduand,

Invitation to the University of Cyberjaya 13th Convocation Ceremony

On behalf of the University, we would like to congratulate you on your success in completing your tertiary education. It is indeed a great accomplishment. In celebrating your success, we cordially invite you to participate in the UoC 13th Convocation Ceremony which will take place on **25 November 2023 (Saturday)** and **26 November 2023 (Sunday)**. For details on the Convocation Ceremony, please refer to **Appendix 1**.

Further details of this event are as follows:

Venue	: Grand Hall, Level 4, UoC Campus
Morning Session	: 7:00 a.m.
Afternoon Session	: 12:00 p.m.

We wish to highlight important information regarding the UoC 13th Convocation Ceremony for your kind attention:

1. Get notified on the 'Procedures for Graduands (Class of 2023)'

Please begin the graduation process immediately (mandatory for all graduands, whether you attend/do not attend the ceremony):

- Fill up the UoC Alumni Survey;
- Obtain full clearance in Section 1: Study Completion Clearance Form;
- Clear any outstanding fees before **10 November 2023 (Friday)**; and
- Request Completion of Study Letter (all students) & First-Class Honours Verification Letter (only for CGPA 3.67 achievers in the bachelor's degree programme for PTPTN loan exemption purposes).

2. Get an official 'Invitation to the University of Cyberjaya 13th Convocation Ceremony'

Here are the things that you need to do:

- Check your graduation status on the UoC convocation website; <https://cyberjaya.edu.my/convocation>;
- Clear any outstanding amount due to the University (if any);
- Pay the convocation fee of **RM450** and keep a copy of the payment slip. Please refer to **Appendix 2** for the Payment Instructions (Convocation). Please make payment before you confirm your attendance for the ceremony by **10 November 2023 (Friday)**; and
- Complete the Ministry of Higher Education (MoHE) Graduate Tracer Study (*Sistem Kajian Pengesanan Graduan*) online and keep a copy of the confirmation slip.

- It is compulsory for graduand of diploma, bachelor's & postgraduate degree programmes, either attending or not attending the ceremony, to complete the MoHE Graduate Tracer Study questionnaires at <https://graduand.mohe.gov.my/SKPG2023>. This is an initiative of the MoHE to improve the standard of higher education in Malaysia by obtaining views and feedback from graduands.
- The confirmation slip must be uploaded by every graduand upon submission of confirmation of attendance, which will be verified by the Global Engagement Department (GED) on the day of academic regalia collection.
- If the collection of regalia and/or scroll and transcript is by a representative, the representative must provide a copy of the tracer study slip on behalf of graduand.
- Each graduands must complete the Graduate Tracer Study by **10 November 2023 (Friday)**.
- Should you have any issues with accessing and filling up the questionnaires, kindly email ged@cyberjaya.edu.my.

3. Confirm your attendance

You must confirm your attendance online via <https://cyberjaya.edu.my/convocation> by **10 November 2023 (Friday)**. You will be required to upload the following:

- Study Completion Clearance Form (partially completed in Section 1);
- MoHE Graduates Tracer Study Confirmation Slip; and
- Payment Slips for the Convocation Fee.
 - For issuance of receipt, kindly submit a copy of the payment slip via the Finance Helpdesk at www.cyberjaya.edu.my/students. Please click on "Finance Department", then choose the option "Convocation Payment" and start filling in your details.
 - For students who wish to set off your excess fees to convocation fees, please mention them in the summary.

4. Rehearsal Session

- Attendance to rehearsal session is **COMPULSORY** to graduands scheduled for Session 1 and 2.
- Graduands scheduled for the ceremony on 26 November 2023 (Sunday) are advised to view the rehearsal session via a link which will be provided later through our website.
- The rehearsal will start at **3.00 p.m** on **24 November 2023 (Friday)**. All graduands must gather at 2.45 p.m. as per below:
 - Postgraduate, MBBS and BPHARM programmes – R103, Level 1 Academic Block
 - Other programmes – Grand Hall, Level 4, Academic Block
- Only graduands are allowed to attend the rehearsal session.

5. Convocation Ceremony Dress Code

- i. All Diploma, Bachelor's Degree & Postgraduate graduands must adhere to the dress code and rules stipulated in the Convocation Guidebook.
- ii. You may access the information online at <https://cyberjaya.edu.my/convocation> starting 25 September 2023 (Monday).

6. Academic Regalia, Scroll, and Transcript Collection

- i. Kindly refer to **Appendix 3** for details on the time and venue for the collection and return of regalia; and for scroll and transcript collection.
- ii. A fine will be imposed on the graduand for late return, damage, or loss of academic regalia.

7. Arrival

- i. Morning session (Session 1 & 3)
 - The ceremony will take place at the **UoC Grand Hall PROMPTLY at 9.00 a.m.** and will last approximately 3.5 hours.
 - **Doors will open at 8.00 a.m. for guests and graduands.**
 - Graduands should plan their **arrival NO LATER than 7.45 a.m.**
- ii. Afternoon session (Session 2 & 4)
 - The ceremony will take place at the **UoC Grand Hall PROMPTLY at 2.00 p.m.** and will last approximately 3.5 hours.
 - **Doors will open at 1.30 p.m. for guests and graduands.**
 - Graduands should plan their **arrival NO LATER than 12.00 p.m.**
- iii. Ushers will be on hand to direct parents and guests to the event hall, where they will be seated.
- iv. Indoor parking inside the UoC campus building is provided.
- v. Parking for Persons with Disability (OKU) will be provided at UoC Campus. You must inform the Graduand Committee at convo13@cyberjaya.edu.my of this requirement when making your attendance confirmation.
- vi. There will be a convocation festival within the campus. Graduands and guests may purchase food, drinks, and convocation bouquets from the stalls.

8. Registration and Seating

- i. Graduands need to register at Graduand Registration Area at the Student Lounge, UG Level, UoC Campus before proceeding to the Graduand Hall at R103-107, Level 1 of the Academic Block. A live telecast of the ceremony will be streamed.
- ii. Seating for graduands in the Grand Hall is by programme and in alphabetical order.
- iii. Parents and guests are welcome to attend. Each graduand will be given **two (2) entrance passes** to the Grand Hall.
- iv. No replacement passes will be given if they are lost/missing on the convocation day. Entrance Pass is made available once graduand confirm their attendance and collect their academic regalia.
- v. Children **below 12 years** old are not allowed to enter the Grand Hall.

- vi. Graduands and Guests who need wheelchairs must notify the Graduand Committee at convo13@cyberjaya.edu.my in advance.

9. Conferral

- i. Formal degree conferral will be done all at once for the entire graduating class. We will recognise and congratulate each graduand on stage following the formal degree conferral.
- ii. To be recognized, you will march by programme, following the Convocation Staff's instructions, and cross the stage individually. You will then follow the instructions of the ushers and Convocation Staff to return to your seat.

We hope your attendance is filled with a joyous experience to be cherished for a long time. **Please confirm your attendance at <https://cyberjaya.edu.my/convocation> from 16 October 2023 (Monday) to 10 November 2023 (Friday).**

We look forward to your favourable reply.

“NURTURING THE PASSION TO CARE”

Yours sincerely,



HASNUL KUSHAIRI NORDIN
Registrar

APPENDIX 1: CONVOCAATION CEREMONY DETAIL OF SESSION

Date	Morning Session (7.00 am)	Afternoon Session (12.00 pm)
25 November 2023 (Saturday)	<ol style="list-style-type: none"> 1. Doctor of Philosophy (PhD) 2. Doctor of Philosophy (PhD) in Medical Science 3. Doctor of Philosophy (PhD) (Management) 4. Master in Science 5. Master of Medical Science 6. Master of Pharmaceutical Sciences 7. Master in Clinical Pharmacy 8. Master of Clinical Psychology 9. Master of Science in Occupational Safety and Health Management 10. Master of Science in Public Health (Global Health) 11. Bachelor of Medicine and Bachelor of Surgery (MBBS) 12. Bachelor of Pharmacy (Hons) 	<ol style="list-style-type: none"> 1. Master of Business Administration 2. Bachelor of Homeopathic Medical Science (Hons) 3. Bachelor of Physiotherapy (Hons) 4. Bachelor of Biomedical Engineering Technology (Hons) 5. Bachelor of Psychology (Hons) 6. Bachelor of Business Administration (Hons) 7. Bachelor in International Business Management (Honours)
26 November 2023 (Sunday)	<ol style="list-style-type: none"> 1. Bachelor of Occupational Safety and Health (Hons) 2. Diploma in Occupational Safety and Health 3. Diploma in Nursing 	<ol style="list-style-type: none"> 1. Diploma in Psychology 2. Diploma in Medical and Health Science 3. Diploma in Business Administration 4. Diploma in Accounting 5. Diploma in Cosmetics

APPENDIX 2: PAYMENT INSTRUCTION (CONVOCATION)



PAYMENT INSTRUCTIONS (CONVOCATION)

Please follow the steps stated as per below. For student who has excess fees, you may opt for setting off your excess fee to convocation fee and refer to step 2.

STEP 1: PAYMENT OPTIONS

You can make payment through the following payment options and refer to the payment instruction after payment is made.

DOMESTIC PAYMENT INSTRUCTIONS

OPTION 1: JomPAY (Preferred Option)



Biller Code: 72207

Ref-1: Student Matric Number (State 8 digit Student Matrix Number without space/hyphen)

Ref-2: Convo Fee

Step 1: Look for the JomPAY logo on your invoice

Step 2: Login to Internet or Mobile Banking at your bank and look for JomPAY

Step 3: Enter the JomPAY Biller code "72207", Student Matric at Ref-1 and Convo Fee at Ref-2

OPTION 2: Online Payment Portal FPX (Preferred Option)



Please access our online payment portal for payment via bank-transfer and credit card and choose option "Convocation Fee" at <http://www.cyberjaya.edu.my/onlinepayment/onlinepayment.php>

OPTION 3: On-campus Payment Counter



You may make payment by credit card/debit card over the Finance counter at Level UG, UOC Campus
Please note that we do not accept **cash payment** above RM200 per transaction per student per day

Operating hours: Mon – Fri 09.15 am to 05.15 pm (Lunch break 01.00 pm – 02.00 pm on Mon - Fri, 12.30 pm – 02.30 pm on Fri)

OPTION 4: Online Banking



Account Name: UOC SDN BHD

Beneficiary Bank: AFFIN ISLAMIC BANK BHD

Account Number: 10-673-000249-2

Important: Kindly indicate Student Matric Number and Convo Fee as reference

(This is applicable to both students and parents)

OPTION 5: DUITNOW /QR PAY



Merchant Name: UNIVERSITY OF CYBERJAYA

You can scan the QR Code provided via your Ewallet apps (Boost App, M2U, MAE, T&G and more)

Important: Kindly indicate Student Matric Number and Convo Fee as reference

INTERNATIONAL PAYMENT INSTRUCTIONS

OPTION 1: Flywire (Preferred Option)



Login to <https://payment.flywire.com/pay/payment> bottom of the webpage and choose option "Convocation Fee" or simply log in to flywire.com/help

OPTION 2: Online Banking/ Telegraphic Transfer



Account Name: UOC Sdn Bhd

Beneficiary Bank: Malayan Banking Berhad

Account Number: 5686 0302 8978

Branch Address: No. P1-13, Shaftsbury Square, Lot No 2350 Cyber 6, Persiaran Multimedia, 63000 Cyberjaya, Selangor

Company Registration No: 201901030593 (1339923-X)

Swift Code: MBBEMYKL

Important: Kindly indicate Student Matric Number and Convo Fee as reference

(This is applicable to both students and parents)

STEP 2: FINANCE HELPDESK



Kindly scan and email to Finance Helpdesk a copy of proof of payment (e.g., bank in slip, transfer receipts) via www.cyberjaya.edu.my/students. Please click on "Finance Department", then choose the option "Convocation Payment" and start filling up your details. Proof of payment must be enclosed in the attachment for Finance processing. Proof of payment will be accepted by UOC only upon UOC and/or bank's verification.

For student who wish to set off your excess fees to convocation fee, please mention in the summary.

APPENDIX 3: SCHEDULE FOR REGALIA COLLECTION AND RETURN & SCROLL AND TRANSCRIPT COLLECTION

1. Regalia Collection

DATE	TIME	VENUE
20 - 23 November 2023 (Monday – Thursday)	10.00 am – 12.00 pm	Room 265, Level 2, Academic Block, UoC Campus
	3.00 pm – 4.00 pm	
24 November 2023 (Friday)	10.00 am – 12.00 pm	

2. Regalia Return

DATE	TIME	VENUE
25 November 2023 (Saturday)	3.00 pm - 4.00 pm	Room 265, Level 2, Academic Block, UoC Campus
26 November 2023 (Sunday) till 1 December 2023 (Friday)	10.00 am - 12.00 pm	
	3.00 pm - 4.00 pm	

Note: Charges apply for late return and/or damage to OR loss of regalia starting from **2 December 2023 (Saturday)** onwards. Kindly refer to the Convocation Guidebook for details.

3. Scroll and Transcript Collection

Collection During Convocation Days		
Date / Day	Time	Venue
25 November 2023 (Saturday)	3.00 pm – 5.00 pm	Examination Counter, Level 2, Office Block, UoC Campus
26 November 2023 (Sunday)	10.00 am – 12.00 pm 3.00 pm – 5.00 pm	

Collection After Convocation Days		
Date / Day	Time	Venue
27 November 2023 (onwards) Monday – Friday (Except Public Holidays)	10.00 am – 12.00 pm 3.00 pm – 5.00 pm	Examination Counter, Level 2, Office Block, UoC Campus

Note: The original academic transcript and scroll will only be released after the convocation ceremony.