

PROCESS FLOW GUIDELINES FOR GRADUANDS

PHASE 1: CONVOCATION PRE-REQUISITE AND CLEARANCE

STEP 1: EARLY NOTIFICATION

Receive email notification on 'PROCEDURES FOR GRADUANDS (CLASS OF 2023)'. Please begin the graduation process immediately (mandatory for all graduands, whether you attend/do not attend the ceremony):

- i. Fill up the UoC Alumni Survey
- ii. Obtain full clearance in Section 1: Study Completion Clearance Form
- iii. Clear any outstanding fees before **10 November 2023 (Friday)**
- iv. Request Completion of Study Letter (all students) & First-Class Honours Verification Letter (only for CGPA 3.67 achievers for PTPTN loan exemption purpose)



STEP 2: OFFICIAL INVITATION

Receive an official 'INVITATION TO THE UNIVERSITY OF CYBERJAYA 13TH CONVOCATION CEREMONY':

- i. Check your graduation status on the UoC convocation website; cyberjaya.edu.my/convocation
- ii. Clear any outstanding amount due to the University
- iii. Pay the convocation fee and keep a copy of the payment slip
- iv. Complete the Ministry of Higher Education (MOHE) Graduate Tracer Study online and keep a copy of the confirmation slip.

*You must complete all the above actions before **10 November 2023 (Friday)** to go to the next step.*



STEP 3: ATTENDANCE CONFIRMATION

Fill up the 'CONVOCATION ATTENDANCE CONFIRMATION FORM' online (cyberjaya.edu.my/convocation) before **10 November 2023 (Friday)**.

The academic scroll and transcript will only be released to graduates who have made full clearance. The counter for collection will be opened by the Examination Department after the convocation ceremony.

PHASE 2: PREPARATION FOR THE CEREMONY

STEP 1: COLLECTION OF REGALIA

Graduand must print the 'STUDY COMPLETION CLEARANCE FORM' and begin the Section 2 (Part A) clearance from counter to counter:

- i. Graduand Committee
- ii. Global Engagement Department
- iii. Robe Committee

The regalia collection schedule:

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

Graduands can self-collect the Regalia or appoint a representative by filling up the Authorization to Collect Regalia Form.



STEP 2: REHEARSAL

Attend the convocation rehearsal session at following details

Venue : Grand Hall, Level 4, UoC Campus
Date : 24 November 2023 (Friday)
Time : 2.45 pm

It is compulsory for graduands for the Session 1 & 2.

PHASE 3: CONVOCATION DAY (BEFORE THE CEREMONY BEGINS)

- Dressing according to the Convocation Dress Code.
- Only **one car** per graduand is allowed and on a first come first served basis. Place your Parking Pass on your dashboard and park in the designated area.
 - **Morning session**
 - Graduand must register at Student Lounge, UG Level (UoC Campus), and collect entrance passes and a goodie bag.
 - Graduands proceed to Room 103-107, Level 1, Academic Block.
 - Parents/guests with Entrance Pass proceed to UoC Grand Hall.
 - Other guests can watch the ceremony from the Live-Streaming room.
 - **Afternoon session**
 - Graduand must register at Student Lounge, UG Level (UoC Campus), and collect entrance passes and a goodie bag.
 - Graduands proceed to Room 103-107, Level 1, Academic Block.
 - Graduands and parents/guests proceed to Room 112-114, Level 1, Academic Block
 - Parents/guests with Entrance Pass may proceed to UoC Grand Hall **once the morning session has adjourned and hall is ready.**
 - Other guests can watch the ceremony from the Live-Streaming room.

- **Graduands robing and assembly** at Rooms 103-107

- **Morning session:** 8.00 am
- **Afternoon session:** 12.00 pm

Graduands line up and procession to the hall according to graduating class, programme and in alphabetical order.

PHASE 4: CONVOCATION DAY (CONFERMENT OF DEGREE)

Assemble at the designated location & follow the instructions of the conferment ceremony staff



Walk toward the stage and double check your name with the conferment ceremony staffs before going up the stage



Walk toward the Chancellor when graduand's name is announced



Stop at the 'X' mark. Bow with respect. Collect scroll from table/tray.



Take a side-step to the left. Graduands are to hold the scroll on their left hand, pose for second photoshoot and then proceed to walk back to their seats.

PHASE 5: POST-CONVOCATION CEREMONY

Graduates leave the Grand Hall following instructions of conferment ceremony staff and go for group photoshoot.

Bring along the 'STUDY COMPLETION CLEARANCE FORM' and begin the Section 2 (Part B) clearance.

Graduands must return the academic regalia in good condition. A fine will be imposed on the graduates for late return, damaged or loss of regalia (kindly refer to the Convocation Guidebook).

Bring along the 'STUDY COMPLETION CLEARANCE FORM' and begin the Section 3 clearance for collection of academic scroll and transcript.

Graduates MUST get clearance in all sections in the 'STUDY COMPLETION CLEARANCE FORM' to collect the academic transcript and scroll as scheduled below:

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	

For the collection of scroll and academic transcript after convocation days, please refer to the convocation guidebook.

Graduates who wish to send representatives (immediate family members) to collect the scroll on their behalf are required to fill in the Authorisation to Collect Academic Scroll and Academic Transcript Form and submit it with a copy of the identification card/passport of the representative and copy of graduate's identification card/passport as proof of authorization.