

**GUIDELINES AND
REGULATIONS FOR 8TH
CONVOCATION**

GUIDELINES AND REGULATIONS FOR 8TH CONVOCATION

DATE, TIME, AND VENUE OF THE EVENT

The 8th Convocation Ceremony of DRB-HICOM University of Automotive Malaysia (DRBHU) will be held in two sessions as per the following schedule:

Session 1

Date	:	24 February 2024/ 14 Sha'ban 1445H
Day	:	Saturday
Time	:	9.00 am – 12.00 pm
Venue	:	Sultan Haji Ahmad Shah Chancellery Hall, DRB-HICOM University of Automotive Malaysia, Pekan, Pahang.

Session 2

Date	:	24 February 2024/ 14 Sha'ban 1445H
Day	:	Saturday
Time	:	2.30 pm – 5.30 pm
Venue	:	Sultan Haji Ahmad Shah Chancellery Hall, DRB-HICOM University of Automotive Malaysia, Pekan, Pahang.

Note : Graduands should register for the convocation ceremony **one (1) hour before the ceremony begins**. The registration and assembly point for graduands is at the **Administration Building, 1st floor, right next to the lobby (receptionist counter)**.

Graduands should refer to their convocation session in details provided in the invitation email or check through the link <https://convo.dhuautomotive.edu.my/>

1. BEFORE THE CONVOCATION CEREMONY

1.0 CONFIRMING ATTENDANCE

All graduands are required to **confirm their attendance** through online link provided below on or before **30th January 2024 (Tuesday)**.

Link for attendance confirmation: <https://convo.dhuautomotive.edu.my/>

For any inquiries on the attendance, please contact the Graduands Invitation Committee as follows: -

Staff	Contact No.	Email
Mdm. Syazwani Rijaluddin	09-4242432	dhuregistry@dhu.edu.my
Mdm. Nor Izni Mohd Sham	09-4242435	
Mdm. Wan Nurul Syafiqah Wan Abdul Samad	09-4242412	
Mdm. Ida Natasha Hasanuddin	09-4242624	

1.1 CONVOCATION FEES

1.1.1 Please refer to below criteria for the convocation fees:

Graduands Category	Attending Convocation	Not Attending Convocation	Remarks (Please refer to the payment method below)
Graduands who do not receive DASP and JPA sponsorship	RM50.00	-	Only applicable to students who have made an initial deposit of RM300 during the registration for semester 1.

Graduands Category	Attending Convocation	Not Attending Convocation	Remarks (Please refer to the payment method below)
Graduands who received DASP and JPA sponsorship	RM350.00	RM150.00	-
Short Course Programme	-	-	-
TVET, Akademi Saga	RM200.00	-	-

1.1.2 Payment Methods

Payment is only accepted through **Internet Banking 'DuitNow / Instant Transfer'** to Bank Muamalat Malaysia Berhad under the name of HICOM University College Sdn Bhd (Account Number: 1211-0000-2197-18).

Payments made through deposit machines are **NOT accepted**.

A COPY OF THE PAYMENT RECEIPT (as proof of payment), along with your NAME, IDENTIFICATION NUMBER, or MATRICULATION NUMBER must be sent on or before **19th February 2024 (Monday)** to Bursary Unit via:

- Email to finance@dhu.edu.my ; or
- WhatsApp Bursary Unit - 010-3115797

Robe Deposit

Graduands **ATTENDING** the convocation ceremony are required to pay a graduation robe deposit of RM100. **Payment shall be made in CASH ONLY on the day of robe collection.** The deposit will be refunded if the robe is returned in good condition.

For payment details regarding graduands who will **NOT ATTEND** the convocation ceremony, please refer to the convocation fees payment schedule above.

For any inquiries on the convocation fees, please contact finance department as follows: -

Staff	Contact No.	Email
Mdm. Norazleena	09-4242464	norazleena@dhu.edu.my
Mdm. Nurulaini Marliyana	09-4242462	marliyana@dhu.edu.my

1.2 COMPLETING GRADUATE INFORMATION SURVEY IN THE MINISTRY OF HIGHER EDUCATION SYSTEM (MOHE GRADUATE TRACER STUDY)

Graduands of short courses and TVET are exempted from completing this survey.

Graduands who have not yet completed the survey form are required to do so in the "Ministry of Higher Education, Graduate Tracer Study" (MOHE Tracer Study) system, which can be accessed via the following link on or before **21st February 2024 (Wednesday)**.

Link for MOHE Tracer Study: <https://graduan.mohe.gov.my/SKPG2023/>

Once completed, please print or save the survey confirmation slip. You will need to present it during the convocation robe collection process **from 21st February 2024 (Wednesday) to 23rd February 2024 (Friday)**.

For any inquiries on the MOHE Tracer Study, please contact the Student Affairs Centre & Alumni as follows: -

Staff	Contact No.	Email
Mdm. Nurul Syazwani Che Mat Roplan	09-4242693	syazwani@dhu.edu.my
Ms. Farah Omar	09-4242598	farah.omar@dhu.edu.my

1.3 ALUMNI INFORMATION FORM

Graduands are required to complete the Alumni Information Form online at the following link: <https://tinyurl.com/dhualumniform2023> on or before **21st February 2024 (Wednesday)**.

For any inquiries, please contact the Student Affairs & Alumni as mentioned in section 1.3 above.

1.4 COLLECTION OF CONVOCATION ROBE

Collection of convocation robe will be opened **from 21st February 2024 (Wednesday) to 23rd February 2024 (Friday)** at the Student Activity Centre. The dates and times are as follows:

Date	Day	Time	Venue
21 st February 2024	Wednesday	9.00 am – 12.30 pm 2.30 pm – 4.30 pm	Student Activity Centre, DRB-HICOM University of Automotive Malaysia, Pekan, Pahang.
22 nd February 2024	Thursday		
23 rd February 2024	Friday		

Graduands' movement during robe collection is as follows:

i. Counter A – Registration (*Student Activity Centre, Level 1*)

Graduands need to complete the Convocation Regalia Collection & Returning form. Graduands will receive a Q-CARD and two (2) parent/guest admission passes.

Reminder:

- **Loss of parent/guest admission passes will not be replaced.**
- **Graduands shall bring the Q-CARD when attending the convocation ceremony.**
- **Graduands are required to keep the *Convocation Regalia Collection & Returning form* and bring it when returning the robe.**

ii. Counter B – Student Affairs & Alumni (*Student Activity Centre, Level 1*)

Officers will verify the status of the MOHE Tracer Study and the completion of the Alumni Information Form. Graduands will receive an endorsement stamp from the officers.

iii. Counter C – Finance Department (*Student Activity Centre, Ground Floor*)

Graduands will check the status of their convocation fee payment and make the robe deposit payment. Graduands will receive an endorsement stamp from the financial officers as confirmation.

iv. Counter D – Convocation Robe Collection (*Student Activity Centre, Ground Floor*)

Graduands will collect their convocation robes from the robe collection room. Graduands are advised to inspect the robe received to ensure that the correct robe has been collected, based on their awarded program.

1.5 CONVOCAATION REHEARSAL

Graduands are compulsory to attend the convocation rehearsal on **23rd February 2024 (Friday)**. The time and venue are as follows:

Date	Day	Time	Venue
23 rd February 2024	Friday	10.00 am – 12.00 pm 3.00 pm – 4.30 pm	Sultan Haji Ahmad Shah Chancellery Hall, DRB-HICOM University of Automotive Malaysia, Pekan, Pahang.

2. CONVOCAATION CEREMONY

2.1 DRESS CODE

Graduands are reminded to dress neatly and appropriately when attending the convocation ceremony.

The dress code regulations for graduands are as follows:

Attire for MALE GRADUANDS:

- i. Academic robes for graduands (provided by the University).
- ii. Plain, long-sleeved shirt with a black tie; or
- iii. Black blazer, plain long-sleeved shirt, black tie without patterns; or
- iv. Complete black Baju Melayu with five buttons and a sampin.
- v. Formal black closed shoes and black socks. (Wearing slippers, sandals, clogs, sneakers, or sports shoes and short socks is **NOT ALLOWED**).
- vi. **NOT ALLOWED** to wear short-sleeved shirts, Nehru suits, kurta, T-shirts, jeans, khaki/cargo pants, or ceremonial/uniform attire such as civil defence uniform, and the like.
- vii. **NOT ALLOWED** to pierce ears or any facial area such as the nose, forehead, lips, or others; have long hair or colored hair. Hair should be neatly combed and not extend beyond the collar.

Attire for FEMALE GRADUANS:

- i. Academic robes for graduands (provided by the University).
- ii. Baju kurung or modern baju kurung (long, past the hip), and long kebaya.
Graduands who are pregnant may wear suitable attire.

- iii. **NOT ALLOWED** to wear a sarong with a front, side, or back slit.
- iv. Lace fabric **WITH LINING** is allowed.
- v. **NOT ALLOWED** to wear niqab/purdah.
- vi. The color of the attire is a personal choice.
- vii. Closed and heeled formal shoes, with a minimum height of one inch. (**NOT ALLOWED** to wear slippers, sandals, sneakers, or sports shoes).
- viii. If wearing gloves, ensure they are worn on both hands. Permitted glove colors are black or skin tone.
- ix. **NOT ALLOWED** attire includes attention-grabbing outfits, dresses or skirts above the knee, sleeveless blouses, T-shirts, sarongs, pants, or ceremonial/uniform attire such as civil defence uniform, and the like.
- x. Female graduands who are not wearing a headscarf must have neatly combed and **UNCOLORED HAIR**.
- xi. **NOT ALLOWED** to pierce any facial area such as the nose, forehead, lips, and others.

Graduands **MUST** adhere to the specified dress code. The Secretariat reserves the right to prevent graduates from entering the hall if they are **LATE** or **NOT COMPLYING WITH THE DRESS CODE**.

The dress code regulations for guests (parents/family members) are as follows:

Attire for MALE GUESTS:

- i. National attire/Batik/Long-sleeved or short-sleeved shirt/Slim-fit trousers/Lounge suit.
- ii. Appropriate footwear. (**NOT ALLOWED** to wear slippers, sandals, clogs, sneakers, or sports shoes).

- ii. **NOT ALLOWED** to wear jeans, khaki / cargo pants, or T-shirts.

Attire for FEMALE GUESTS:

- i. National attire / Baju kurung / Long kebaya.
- ii. Appropriate footwear. (**NOT ALLOWED** to wear slippers, sandals, sneakers, or sports shoes).
- iii. **NOT ALLOWED** to wear short dresses/skirts (above the knee), sleeveless blouses, T-shirts, sarongs, palazzo pants, or trousers.

2.2 GRADUANDS REGISTRATION BEFORE ENTERING THE CONVOCATION HALL

On the convocation day, all graduands are required to report to the staff in charge **one hour before the ceremony begins**. The registration and assembly point for graduands is at the **Administration Building, 1st floor, right next to the lobby (receptionist counter)**. Please pay attention and follow the instructions of the officer in charge. Graduands shall bring and show the **Q-CARD**, which was provided during the robe collection day.

The registration time for the Convocation Ceremony is as follows:

Session	Date	Time
Session 1	24 th February 2024 (Saturday)	8.00 am
Session 2	24 th February 2024 (Saturday)	1.30 pm

Please refer to Attachment A for information on parking locations.

2.3 GRADUANDS/PARENTS/GUESTS ATTENDING THE CONVOCATION CEREMONY

Only **TWO (2) parents/guests are allowed** to enter the hall. Parents/guests should have the **Admission Passes** given by the graduands during the robe collection day. Other family members and guests can wait in the designated waiting area.

Children under the age of 12 are **NOT ALLOWED** to enter the hall.

Guests and parents are **NOT ALLOWED** to enter/leave the hall when the ceremony is in session.

Food and drinks are **NOT ALLOWED** in the hall. Guests and parents are advised to have their meals and refreshments before entering the hall.

Guests and parents are reminded to always follow every instruction provided by the management.

3. AFTER THE CONVOCATION DAY

3.1 ROBE RETURNING AND COLLECTION OF CERTIFICATES & TRANSCRIPTS

The convocation robe SHALL be returned from 24th February 2024 – 26th February 2024 at Student Activity Centre, ground floor (Mensa). The dates and times are as follows:

Date	Day	Time	Venue
24 th February 2024	Saturday	12.30 pm – 6.30 pm	Student Activity Center, ground floor (Mensa)
25 th February 2024	Sunday	9.00 am – 1.00 pm	
26 th February 2024	Monday	9.00 am – 5.00 pm	Finance Department

Note: Graduands should present the **same Convocation Regalia Collection & Returning form** they received during the robe collection day.

Penalty will be imposed for late robe returns on the specified dates as follows:

Date	Penalty
27 th February 2024 – 1 st March 2024	RM50
4 th March 2024 – 15 th March 2024	RM100
18 th March 2024 onwards	RM300

Additional charges will be imposed for any damage or loss, details as follows:

Damage/ Lost by Programme	Robe	Mortarboard	Hood	Scroll Re-print
Foundation	RM260	-	-	RM250
Diploma	RM280	RM60	RM60	RM250
Bachelor	RM330	RM60	RM60	RM250
Master	RM380	RM60	RM60	RM250
PhD	RM400	RM60	RM60	RM250

Damage/ Lost by Programme	Robe	Mortarboard	Hood	Scroll Re-print
Certificate (<i>TVET & Non-Graduate Programme</i>)	RM240	-	-	RM250

Movement of graduands during the return of convocation robe and the collection of certificates and transcripts are as follows:

i. Counter A – Returning Convocation Robe (*Student Activity Centre, Ground Floor*)

Graduands should bring the same Convocation Regalia Collection & Returning form that they received during the robe collection day.

Graduands will return the convocation robe and receive an endorsement stamp from the official.

ii. Counter B - Finance

Graduands will receive a refund of the robe deposit and check for any outstanding tuition fees. Graduates will obtain an endorsement stamp from the financial officer.

iii. Counter C – Collecting Scroll & Transcript

Graduands will collect their Scroll & Transcript from the respective staff after returning the convocation robe. Staff from the respective division will be available at the collection counter on **24th February 2023 (Saturday) between 12:30 pm until 5:30 pm.**

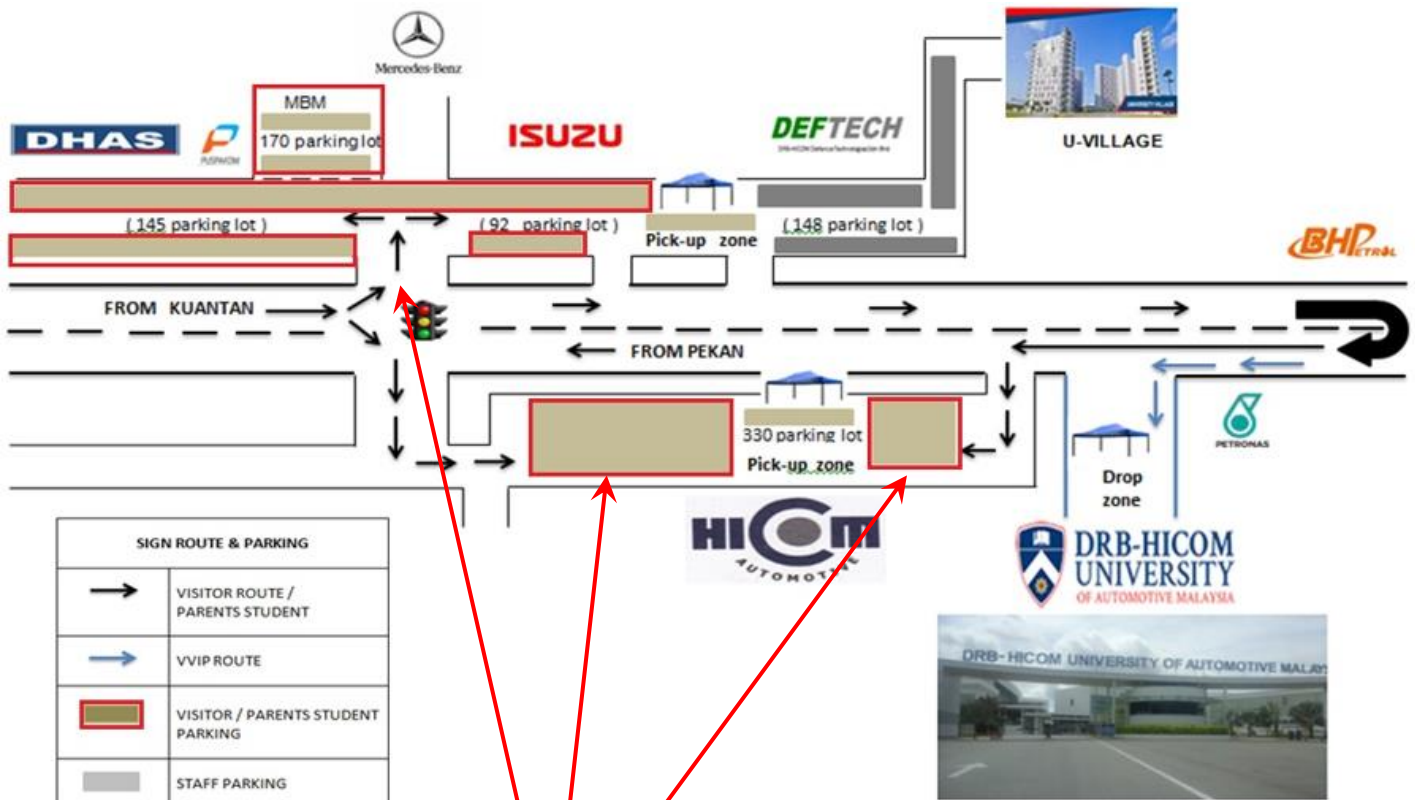
The collection of scrolls & transcripts after 24th February 2024 should be directly contact the following officer:

Staff	Contact No.	Email
<u>Program: Foundation, Diploma, Bachelor, Master and PhD</u> Mr. Ahmad Faris Mohamed Shukri Ms. Maizatul Shahira Bahajanuri <u>Program: TVET</u> Ts. Mustakim Mohamed Tahmed <u>Short Course</u> Mdm. Nurul Hanim Tahrim	 09-4242723 09-4242623 09-4242536 09-4242413	 dhuregistry@dhu.edu.my mustakim@dhu.edu.my hanim@dhu.edu.my

Certificates and transcripts will not be handed over to graduates with outstanding fees.

Appendix A

Parking for Graduands/Parents/Guests



Parking spots for graduands/
parents and guests

PANDUAN DAN PERATURAN
ISTIADAT KONVOKESYEN
YANG KE-8

PANDUAN DAN PERATURAN ISTIADAT KONVOKESYEN YANG KE-8

TARIKH, MASA, DAN TEMPAT

Istiadat Konvokesyen DRB-HICOM University of Automotive Malaysia (DRBHU) yang ke-8 akan diadakan dalam dua sidang seperti ketetapan berikut:

Sidang 1

Tarikh	:	24 Februari 2024 bersamaan 14 Syaaban 1445H
Hari	:	Sabtu
Waktu	:	9.00 pagi – 12.00 tengah hari
Tempat	:	Dewan Canselori Sultan Haji Ahmad Shah, DRB-HICOM University of Automotive Malaysia, Pekan, Pahang.

Sidang 2

Tarikh	:	24 Februari 2024 bersamaan 14 Syaaban 1445H
Hari	:	Sabtu
Waktu	:	2.30 petang – 5.30 petang
Tempat	:	Dewan Canselori Sultan Haji Ahmad Shah, DRB-HICOM University of Automotive Malaysia, Pekan, Pahang.

Nota : Graduan hendaklah mendaftar masuk ke Istiadat Konvokesyen **satu (1) jam sebelum** istiadat **bermula**. Tempat pendaftaran masuk dan berkumpul graduan adalah di **Bangunan Pentadbiran, Aras 1, ruang di sebelah kanan lobi (kaunter penyambut tetamu)**.

Graduan hendaklah merujuk sidang konvokesyen pada email yang dihantar kepada graduan atau menyemak melalui pautan <https://convo.dhuautomotive.edu.my/>

1. SEBELUM ISTIADAT KONVOKESYEN

1.1 PENGESAHAN KEHADIRAN

Semua graduan perlu **mengesahkan kehadiran** secara dalam talian melalui pautan yang diberikan seperti di bawah sebelum atau pada **30 Januari 2024 (Selasa)**.

Pautan bagi pengesahan kehadiran: <https://convo.dhuautomotive.edu.my/>

Sebarang pertanyaan mengenai kehadiran, sila berhubung dengan Jawatankuasa Jemputan Graduan seperti berikut: -

Pegawai	No. Telefon	Email
Puan Syazwani Rijaluddin	09-4242432	dhuregistry@dhu.edu.my
Puan Nor Izni Mohd Sham	09-4242435	
Puan Wan Nurul Syafiqah Wan Abdul Samad	09-4242412	
Puan Ida Natasha Hasanuddin	09-4242624	

1.2 MENJELASKAN YURAN KONVOKESYEN

1.2.1 Kadar bayaran yuran konvokesyen adalah mengikut kategori graduan berikut:

Kategori Graduan	Jumlah Bayaran Jika Hadir	Jumlah Bayaran Jika Tidak Hadir	Catatan (Sila rujuk kaedah pembayaran di bawah)
Graduan yang bukan di bawah tajaan DASP dan JPA.	RM50.00	-	Hanya kepada pelajar yang telah membuat bayaran deposit RM300 pada awal pendaftaran semester 1.

Kategori Graduan	Jumlah Bayaran Jika Hadir	Jumlah Bayaran Jika Tidak Hadir	Catatan (Sila rujuk kaedah pembayaran di bawah)
Graduan di bawah tajaan DASP dan JPA	RM350.00	RM150.00	-
Graduan Kursus Pendek	-	-	-
TVET, Akademi Saga	RM200.00	-	-

1.2.2 Kaedah Pembayaran Yuran Konvokesyen

Pembayaran adalah melalui **Perbankan Internet ‘DuitNow / Instant transfer’** sahaja ke Bank Muamalat Malaysia Berhad atas nama HICOM University College Sdn Bhd. (No. akaun: 1211-0000-2197-18).

Pembayaran melalui mesin deposit adalah **TIDAK** diterima.

SALINAN SLIP PEMBAYARAN (sebagai bukti pembayaran dibuat) perlu dihantar berserta NAMA, NO KAD PENGENALAN, atau NO MATRIK pada atau sebelum **19 Februari 2024 (Isnin)** kepada Unit Bendahari melalui:

- Email finance@dhu.edu.my ; atau
- WhatsApp Unit Bendahari - 010-3115797

Deposit Jubah

Graduan **HADIR** konvokesyen hendaklah membayar deposit jubah sebanyak RM100. **Bayaran hendaklah dibuat pada hari pengambilan jubah. Bayaran deposit jubah adalah secara TUNAI Sahaja.** Deposit akan dikembalikan sekiranya jubah dalam keadaan yang baik semasa pemulangan jubah.

Bagi Graduan yang **TIDAK HADIR** konvokesyen, sila rujuk jadual bayaran yuran konvokesyen di atas.

Sebarang pertanyaan mengenai yuran konvokesyen, sila berhubung dengan Unit Bendahari seperti berikut: -

Pegawai	No. Telefon	Email
Puan Norazleena	09-4242464	norazleena@dhu.edu.my
Puan Nurulaini Marliyana	09-4242462	marliyana@dhu.edu.my

1.3 MELENGKAPKAN MAKLUMAT SOAL SELIDIK DI DALAM SISTEM “KAJIAN PENGESANAN GRADUAN KEMENTERIAN PENDIDIKAN TINGGI” (MOHE TRACER STUDY)

Graduan bagi kursus pendek dan TVET adalah dikecualikan dari mengisi soal selidik ini.

Graduan yang masih belum mengisi borang maklumat soal selidik dikehendaki mengisi borang maklumat soal selidik di dalam sistem “Kajian Pengesanan Graduan Kementerian Pendidikan Tinggi” (*MOHE Tracer Study*) yang boleh dilayari di pautan di bawah pada atau sebelum **21 Februari 2024 (Rabu)**.

Pautan bagi *MOHE Tracer Study*: <https://graduan.mohe.gov.my/SKPG2023/>

Slip pengesahan soal selidik *MOHE Tracer Study* hendaklah dikemukakan semasa proses peminjaman jubah konvokesyen pada **21 Februari 2024 (Rabu) - 23 Februari 2024 (Jumaat)**.

Sebarang pertanyaan mengenai maklumat soal selidik, sila berhubung dengan Bahagian Hal Ehwal Pelajar & Alumni seperti berikut:

Pegawai	No. Telefon	Email
Puan Nurul Syazwani Che Mat Roplan	09-4242693	syazwani@dhu.edu.my
Cik Farah Omar	09-4242598	farah.omar@dhu.edu.my

1.4 MELENGKAPKAN BORANG MAKLUMAT ALUMNI

Graduan perlu mengisi Borang Maklumat Alumni secara atas talian di pautan <https://tinyurl.com/dhualumniform2023> pada atau sebelum **21 Februari 2024 (Rabu)**.

Sebarang pertanyaan, sila berhubung dengan Bahagian Hal Ehwal Pelajar & Alumni seperti di perkara 1.3.

1.5 PEMINJAMAN JUBAH KONVOKESYEN

Kaunter pengambilan jubah konvokesyen akan dibuka pada **21 Februari 2024 (Rabu) - 23 Februari 2024 (Jumaat)** di Pusat Aktiviti Pelajar. Tarikh dan masa adalah seperti di bawah:

Tarikh	Hari	Masa	Tempat
21 Februari 2024	Rabu	9.00 pagi – 12.30 tengah hari 2.30 petang – 4.30 petang	Pusat Aktiviti Pelajar, DRB-HICOM University of Automotive Malaysia, Pekan, Pahang.
22 Februari 2024	Khamis		
23 Februari 2024	Jumaat		

Pergerakan graduan semasa mengambil jubah adalah seperti berikut:

i. Kaunter A – Pendaftaran (*Pusat Aktiviti Pelajar, Tingkat 1*)

Graduan perlu melengkapkan borang *Convocation Regalia Collection & Returning*. Graduan akan menerima Q-CARD dan dua (2) pas masuk ibubapa/ tetamu.

Peringatan:

- Pas masuk ibubapa/ tetamu yang hilang tidak akan diganti.
- Graduan wajib membawa Q-CARD masing – masing semasa menghadiri Istiadat Konvokesyen.
- Graduan wajib menyimpan borang *Convocation Regalia Collection & Returning* dan membawanya semasa penyerahan kembali jubah.

ii. Kaunter B – Bahagian Hal Ehwal Pelajar & Alumni (*Pusat Aktiviti Pelajar, Tingkat 1*)

Petugas akan menyemak status bagi soal selidik kajian pengesanan graduan (*MOHE Tracer Study*) dan pengisian Borang Alumni. Graduan akan menerima cop pengesahan daripada petugas.

iii. Kaunter C – Bahagian Kewangan (*Pusat Aktiviti Pelajar, Aras Bawah*)

Graduan menyemak status pembayaran yuran konvokesyen dan membayar deposit jubah. Graduan akan menerima cop pengesahan daripada petugas kewangan.

iv. Kaunter D – Bahagian Pengurusan Jubah Konvokesyen (*Pusat Aktiviti Pelajar, Aras Bawah*)

Graduan mengambil jubah konvokesyen di bilik jubah. Graduan dinasihatkan untuk memeriksa jubah bagi memastikan jubah yang betul berdasarkan program yang dianugerahkan.

1.6 RAPTAI KONVOKESYEN

Graduan diwajibkan untuk menghadiri raptai konvokesyen pada **23 Februari 2024 (Jumaat)**. Masa dan tempat adalah seperti di bawah:

Tarikh	Hari	Masa	Tempat
23 Februari 2024	Jumaat	10.00 pagi – 12.00 tengah hari 3.00 petang – 4.30 petang	Dewan Canselori Sultan Haji Ahmad Shah, DRB-HICOM University of Automotive Malaysia, Pekan, Pahang.

2. ISTIADAT KONVOKESYEN

2.1 ETIKA KOD PAKAIAN

Graduan adalah diingatkan untuk berpakaian dengan kemas dan sopan semasa menghadiri Konvokesyen.

Peraturan –peraturan pemakaian bagi graduan adalah seperti berikut:

Pakaian GRADUAN LELAKI:

- i. Jubah akademik graduan (disediakan oleh pihak Universiti).
- ii. Kemeja polos (*plain*) berlengan panjang, tali leher dan slek hitam; atau
- iii. *Blazer* hitam, kemeja polos (*plain*) lengan panjang, tali leher dan slek hitam; atau
- iv. Baju melayu hitam berbutang lima lengkap bersampin.
- v. Kasut hitam formal bertutup dan stokin hitam. (**TIDAK DIBENARKAN** memakai selipar, *sandal*, capal, *sneaker* atau kasut sukan dan stokin pendek).
- vi. **TIDAK DIBENARKAN** memakai kemeja lengan pendek, *Nehru suit*, kurta, kemeja-T, *jeans*, *khaki/cargo pants* atau pakaian istiadat/ pakaian seragam seperti pertahanan awam dan sebagainya.
- vii. **TIDAK DIBENARKAN** menindik telinga ataupun pada mana-mana kawasan muka seperti hidung, kening, bibir atau lain-lain; berambut panjang atau rambut diwarnakan. Rambut hendaklah disisir rapi dan panjang tidak mencecah kolar.

Pakaian GRADUAN PEREMPUAN:

- i. Jubah akademik graduan (disediakan oleh pihak Universiti).
- ii. Baju kurung atau kurung moden (labuh melepasi paras punggung), kebaya labuh. Graduan yang mengandungi boleh memakai pakaian yang bersesuaian.

- iii. **TIDAK DIBENARKAN** memakai kain sarung dengan belah (*slit*) di hadapan, tepi atau belakang.
- iv. Kain jenis *lace* boleh dipakai dengan syarat ada *lining*.
- v. **TIDAK DIBENARKAN** memakai niqab/purdah.
- vi. Warna pakaian adalah pilihan sendiri.
- vii. Kasut formal **BERTUTUP** dan **BERTUMIT** sekurang-kurangnya satu inci tinggi. (**TIDAK DIBENARKAN** memakai selipar, *sandal*, *sneaker* atau kasut sukan).
- viii. Sekiranya memakai sarung tangan, sila pastikan ianya dipakai di kedua-dua belah tangan. Sarung tangan yang dibenarkan ialah warna hitam atau mengikut warna kulit.
- ix. Pakaian yang **TIDAK DIBENARKAN** ialah pakaian yang menjolok mata, gaun atau *skirt* atas paras lutut, *blouse* tanpa lengan, kemeja-T, kain pario, seluar atau pakaian istiadat/ pakaian seragam seperti pertahanan awam dan sebagainya.
- x. Graduan perempuan yang tidak memakai tudung, rambut perlu disisir rapi dan **TIDAK DIWARNAKAN**.
- xi. **TIDAK DIBENARKAN** meninik pada mana-mana kawasan muka seperti hidung, kening, bibir dan lain-lain.

Graduan **MESTI** mematuhi etika pakaian yang ditetapkan. Pihak Urus Setia berhak menghalang graduan memasuki dewan sekiranya **LEWAT** atau **TIDAK MEMATUHI ETIKA BERPAKAIAN**.

Peraturan –peraturan pemakaian bagi tetamu (ibu bapa/ ahli keluarga) adalah seperti berikut:

Pakaian TETAMU LELAKI:

- i. Pakaian Kebangsaan / Batik / Kemeja (berlengan panjang atau pendek) / seluar slek / *Lounge suit*.
- ii. Kasut yang bersesuaian. (**TIDAK DIBENARKAN** memakai selipar, *sandal*, capal, *sneaker* atau kasut sukan).
- iii. **TIDAK DIBENARKAN** memakai jeans, khaki / *cargo pants* atau kemeja-T.

Pakaian TETAMU PEREMPUAN:

- i. Kebangsaan / Baju kurung / Kebaya labuh.
- ii. Kasut yang bersesuaian. (**TIDAK DIBENARKAN** memakai selipar, *sandal*, *sneaker* atau kasut sukan).
- iii. **TIDAK DIBENARKAN** memakai gaun / *skirt* pendek (atas paras lutut), *blouse* tanpa lengan, kemeja-T, kain pario, *palazzo* atau seluar.

2.2 GRADUAN MELAPOR DIRI

Pada hari Istiadat Konvokesyen, semua graduan dikehendaki melapor diri kepada petugas **1 jam sebelum Istiadat bermula**. Tempat pendaftaran masuk dan berkumpul graduan ialah di ruang **sebelah kanan lobi (kaunter *receptionist*), Aras 1, Bangunan Pentadbiran**. Sila beri perhatian dan patuh kepada arahan petugas untuk pendaftaran masuk graduan. Graduan **wajib membawa Q-CARD** yang diberikan semasa hari pengambilan jubah.

Masa pendaftaran masuk Istiadat Konvokesyen adalah seperti berikut:

Sidang	Tarikh	Masa Mendaftar
Sidang 1	24 Februari 2024 (Sabtu)	8.00 pagi
Sidang 2	24 Februari 2024 (Sabtu)	1.30 tengah hari

Mohon rujuk Lampiran A bagi maklumat tempat meletakkan kenderaan.

2.3 GRADUAN/ IBUBAPA/ TETAMU JEMPUTAN MENGHADIRI ISTIADAT KONVOKESYEN

Hanya **DUA (2)** orang ibubapa/ tetamu sahaja dibenarkan untuk masuk ke dalam dewan. Ibubapa/ tetamu perlu **membawa Pas Masuk** dewan yang diberikan melalui graduan semasa hari pengambilan jubah. Ahli keluarga dan tetamu yang lain boleh menunggu di ruang tetamu yang disediakan.

Kanak-Kanak di bawah umur 12 tahun **TIDAK DIBENARKAN** untuk masuk ke dalam Dewan.

Tetamu dan ibubapa **TIDAK DIBENARKAN** memasuki / meninggalkan dewan semasa Istiadat Konvokesyen sedang berlangsung.

TIDAK DIBENARKAN untuk membawa masuk makanan dan minuman ke dalam dewan. Tetamu dan ibubapa dinasihatkan untuk makan dan minum sebelum masuk ke dalam dewan.

Tetamu jemputan dan ibubapa diingatkan supaya sentiasa mematuhi setiap arahan yang diberikan oleh petugas.

3. SELEPAS ISTIADAT KONVOKESYEN

3.1 PEMULANGAN JUBAH DAN PENGAMBILAN SKROL & TRANSKRIP

Jubah konvokeysyen **WAJIB** dipulangkan pada 24 Februari 2024 - 26 Februari 2024 di Pusat Aktiviti Pelajar, aras bawah (Mensa). Tarikh dan masa adalah seperti berikut:

Tarikh	Hari	Masa	Tempat
24 Februari 2024	Sabtu	12.30 tengah hari – 6.30 petang	Pusat Aktiviti Pelajar, aras bawah (Mensa)
25 Februari 2024	Ahad	9.00 pagi – 1.00 petang	
26 Februari 2024	Isnin	9.00 pagi – 5.00 petang	Pejabat Kewangan

Nota: Graduan perlu mengemukakan borang *Convocation Regalia Collection & Returning* yang sama semasa hari pengambilan jubah.

Bayaran denda akan dikenakan bagi kelewatan memulangkan jubah pada tarikh yang telah ditetapkan seperti berikut:

Tarikh	Denda
27 Februari 2024 – 1 Mac 2024	RM50
4 Mac 2024 – 15 Mac 2024	RM100
18 Mac 2024 dan seterusnya	RM300

Sebarang kerosakan atau kehilangan akan dikenakan bayaran gantirugi seperti berikut;

Kerosakan/kehilangan/ Program	Jubah	Topi (Mortarboard)	Selendang (Hood)	Sijil (Re-print)
Asasi (<i>Foundation</i>)	RM260	-	-	RM250
Diploma (<i>Diploma</i>)	RM280	RM60	RM60	RM250
Ijazah Sarjana Muda (<i>Degree</i>)	RM330	RM60	RM60	RM250
Ijazah Sarjana (<i>Master</i>)	RM380	RM60	RM60	RM250

Kerosakan/kehilangan/ Program	Jubah	Topi (Mortarboard)	Selendang (Hood)	Sijil (Re-print)
Doktor Falsafah (<i>PhD</i>)	RM400	RM60	RM60	RM250
Sijil (<i>TVET & Non- Graduate Programme</i>)	RM240	-	-	RM250

Pergerakan graduan ketika pemulangan jubah konvokesyen dan pengambilan skrol & transkrip

i. Kaunter A – Bahagian Pengurusan Jubah Konvokesyen

Graduan perlu mengemukakan **borang *Convocation Regalia Collection & Returning*** yang sama semasa hari pengambilan jubah.

Graduan membuat pemulangan jubah konvokesyen dan menerima cop pengesahan daripada petugas.

ii. Kaunter B - Bahagian Kewangan

Graduan menerima bayaran balik deposit jubah dan menyemak tunggakan yuran pengajian. Graduan akan menerima cop pengesahan daripada petugas kewangan.

iii. Kaunter C – Bahagian Skrol & Transkrip

Graduan boleh membuat pengambilan skrol & transkrip sebaik sahaja jubah graduan dipulangkan kepada universiti. Kakitangan dari bahagian yang berkaitan akan berada di kaunter pengambilan skrol & transkrip pada **24 Februari 2024 dari pukul 12.30 tengahari sehingga 5.30 petang**.

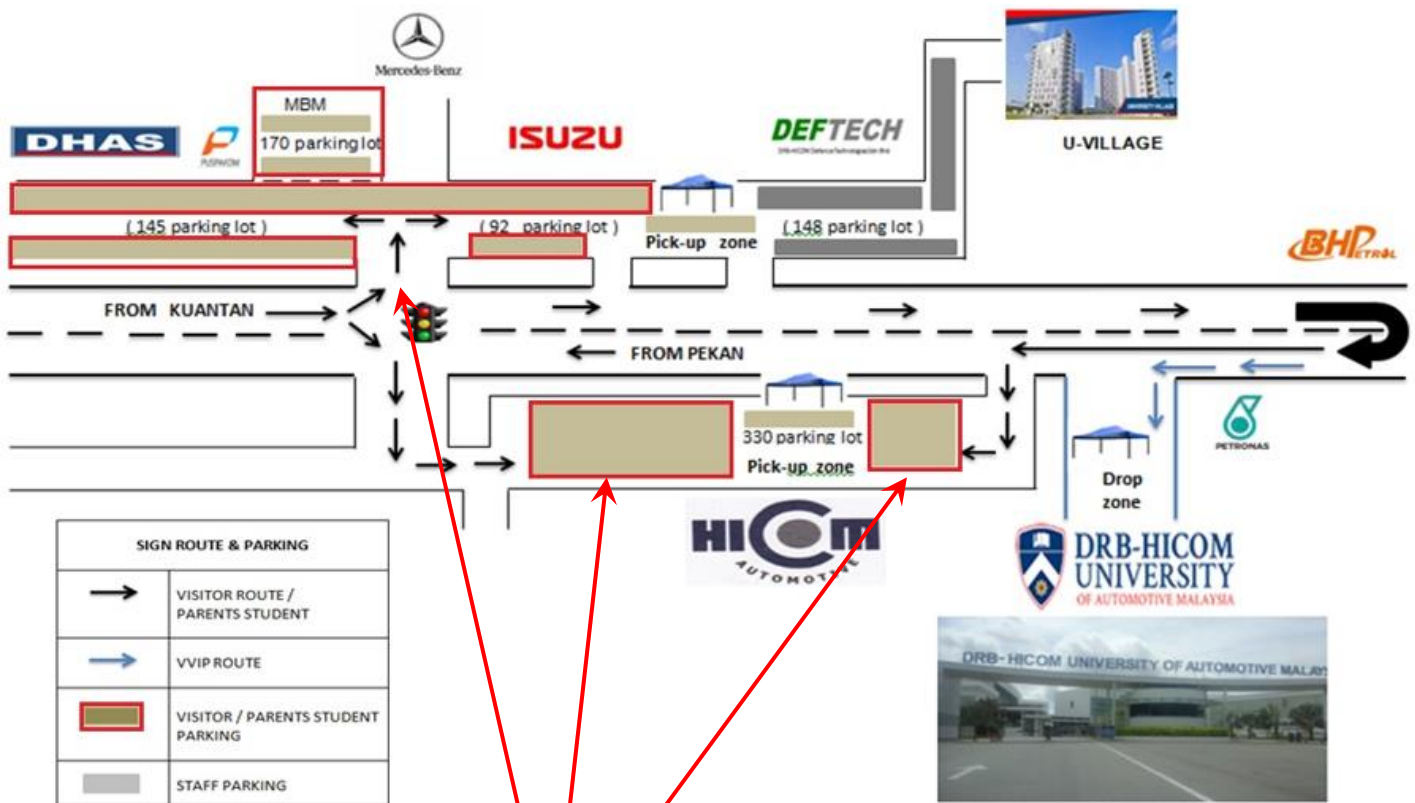
Pengambilan Skrol & transkrip selepas **24 Februari 2024** hendaklah terus berhubung dengan pegawai seperti berikut:

Pegawai	No. Telefon	Email
<u>Program: Foundation, Diploma, Bachelor, Master and PhD</u>		
En. Ahmad Faris Mohamed Shukri Cik Maizatul Shahira Bahajanuri	09-4242723 09-4242623	dhuregistry@dhu.edu.my
<u>Program: TVET</u>		
Ts. Mustakim Mohamed Tahmed	09-4242536	mustakim@dhu.edu.my
<u>Program Pendek</u>		
Puan Nurul Hanim Tahrim	09-4242413	hanim@dhu.edu.my

Skrol & transkrip tidak akan diserahkan kepada graduan yang memiliki yuran tertunggak.

Lampiran A

Tempat meletakkan kenderaan Graduan/ ibu bapa/ tetamu



Tempat meletakkan kenderaan graduan/ ibu bapa/ tetamu