

GUIDELINES AND REGULATIONS

FOR 10TH CONVOCATION

GUIDELINES AND REGULATIONS FOR 10TH CONVOCATION

DATE, TIME, AND VENUE OF THE EVENT

The 10th Convocation Ceremony of DRB-HICOM University of Automotive Malaysia (DRBHU) will be held in two sessions as per the following schedule:

Session 1

Date	:	4 April 2026/ 16 Syawal 1446H
Day	:	Saturday
Time	:	9.00 am – 12.00 pm
Graduands Registration	:	8.00 am
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)**.

As an additional reference, graduates can also review detailed information about the convocation via the following link: <https://convo.dhuautomotive.edu.my/>

1. BEFORE THE CONVOCATION CEREMONY

1.1 CONFIRMING OF ATTENDANCE

All graduands are required to **confirm their attendance** through online link provided below on or before **6 March 2025 (Friday)**.

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. Ida Natasha Hasanuddin	09-4242624	dhuregistry@dhu.edu.my
Mdm. Nor Izni Mohd Sham	09-4242435	
Mdm. Syazwani Rijaluddin	09-4242432	
Mdm. Wan Nurul Syafiqah Wan Abdul Samad	09-4242412	

1.2 CONVOCATION FEES

1.2.1 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 JPA sponsorship	RM50.00	-	Only applicable to students who have made an initial deposit of RM300 during the registration for semester 1.
Graduands who received JPA sponsorship	RM350.00	RM150.00	-

Graduands Category	Attending Convocation	Not Attending Convocation	Remarks (Please refer to the payment method below)
Short Course Programme	-	-	-
TVET (SKM 2, SKM 3 and DKM)	RM200.00	-	-

1.2.2 Convocation Fee Payment Method

1.2.2.1 Payment made via **Internet Banking** shall be through **DuitNow / Instant Transfer** only to Bank Muamalat Malaysia Berhad, under the name HICOM University College Sdn Bhd (Account No.: 1211-0000-2197-18);

1.2.2.2 Payment may also be made via QR payment.



HICOM UNIVERSITY COLLEGE

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 **31 March 2026 (Tuesday)** to Bursary Unit via:

- Email to finance@dhu.edu.my ; or
- WhatsApp Bursary Unit : 011-1312 7868

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
WhatsApp Unit Bendahari	011-1312 7868	

1.3 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 **15 February 2026 (Sunday)**.

Link for MOHE Tracer Study: <https://graduan.mohe.gov.my/SKPG25/LogMasuk.aspx>

Once completed, please print or save the survey confirmation slip. You will need to present it during the convocation robe collection process from **2 April 2026 (Thursday) to 3 April 2026 (Friday)**.

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

Staff	Contact No.	Email
Mdm. Aminah Ismail	09-4242693	aminah@dhu.edu.my
Mdm. Farah Omar	09-4242598	farah.omar@dhu.edu.my

1.4 ALUMNI INFORMATION FORM

Graduands are required to complete the Alumni Information Form online at the following link: <https://tinyurl.com/DHUALumniinform2025> on or before **15 February 2026 (Sunday)**.

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

1.5 COLLECTION OF CONVOCATION ROBE

Collection of convocation robe will be opened from **2 April 2026 (Thursday) to 3 April 2026 (Friday)** at the Student Activity Centre. The dates and times are as follows:

Date	Day	Time	Venue
2 April 2026	Thursday	9.00 am – 12.30 pm	Student Activity Centre, DRB-HICOM University of Automotive Malaysia, Pekan, Pahang.
3 April 2026	Friday	2.30 pm – 4.30 pm	

Graduands' movement during robe collection is as follows:

i. Counter A – Registration

Location: Admission & Record Unit Office, Level 1, Student Activity Centre.

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

Location: Student Affairs Centre (SAC) Office, Level 1, Student Activity Centre.

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

Location: Ground Floor, Student Activity Centre

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

Location: Ground Floor, Student Activity Centre

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.

1.6 CONVOCAATION REHEARSAL

All graduands are REQUIRED to attend the convocation rehearsal as scheduled below:

Date	Day	Time	Venue
3 April 2026	Friday	10.00 am – 12.00 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:

Date	Time	Venue
4 April 2026 (Saturday)	8.00 am	Administration Building, 1st floor, right next to the lobby (receptionist counter).

Please refer to Appendix A at the last page 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

3.1 ROBE RETURNING AND COLLECTION OF CERTIFICATES & TRANSCRIPTS

All graduates are REQUIRED to return the convocation robe on the following date and time:

Date	Day	Time	Venue
4 April 2026	Saturday	12.30 pm – 6.00 pm	Ground Floor (Mensa), Student Activity Center

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
5 April 2026 – 11 April 2026	RM50
12 April 2026 – 18 April 2026	RM100
19 April 2026 onwards	RM300

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

Programme	Damage/ Lost			
	Robe	Mortarboard	Hood	Scroll/ Transcript Re-print
Foundation	RM260	RM80	-	RM250
Diploma	RM280	RM80	RM60	RM250
Bachelor	RM330	RM80	RM60	RM250
Master	RM380	RM80	RM60	RM250
PhD	RM400	RM80	RM60	RM250
Certificate (<i>TVET & Non-Graduate Programme</i>)	RM240	RM80	-	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

Location: Ground Floor, Student Activity Centre.

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

Location: Ground Floor, Student Activity Centre.

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

iii. Counter C – Collecting Scroll & Transcript

Graduands may collect their scrolls and transcripts immediately after returning their graduation robes to the university. Officers from the relevant department will be available at the scroll and transcript collection counter as follows:

Program	Date and Time	Location for Scroll and Transcript Collection
Foundation, Diploma, Bachelor, Master and PhD	4 April 2026 (Saturday)	Admission & Record Office, Level 1, Student Activity Center
Short Courses	12.30 pm - 5.00 pm	Ground Floor, Student Activity Center

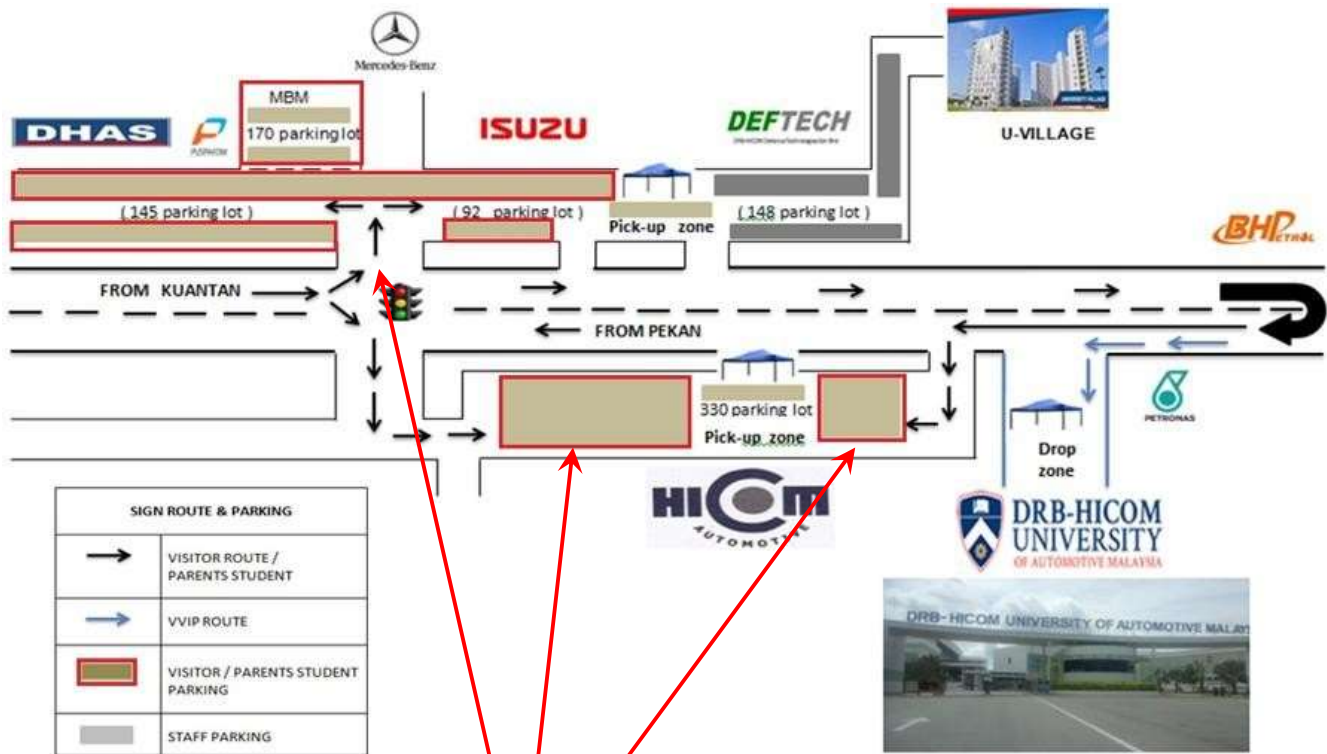
Important Note: Certificates and transcripts will only be issued to graduands who have settled all outstanding fees.

If graduates are unable to collect their scrolls and transcripts on the specified date, collection after 4th April 2026 must be arranged by contacting the following officer:

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

Appendix A

Parking for Graduands/ Parents/ Guests



Parking spots for graduands/
parents and guests

PANDUAN DAN PERATURAN ISTIADAT KONVOKESYEN YANG KE-10

PANDUAN DAN PERATURAN ISTIADAT KONVOKESYEN YANG KE-10

TARIKH, MASA, DAN TEMPAT

Istiadat Konvokesyen DRB-HICOM University of Automotive Malaysia yang ke-10 akan diadakan seperti ketetapan berikut:

Sidang 1

Tarikh	:	4 April 2026 bersamaan 16 Syawal 1447H
Hari	:	Sabtu
Waktu	:	9.00 pagi – 12.00 tengah hari
Graduan Mendaftar Masuk	:	8.00 pagi
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)**.

Sebagai rujukan tambahan, graduan juga boleh menyemak maklumat lengkap mengenai konvokesyen melalui pautan berikut: <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 **6 Mac 2026 (Jumaat)**.

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 Ida Natasha Hasanuddin	09-4242624	dhuregistry@dhu.edu.my
Puan Nor Izni Mohd Sham	09-4242435	
Puan Syazwani Rijaluddin	09-4242432	
Puan Wan Nurul Syafiqah Wan Abdul Samad	09-4242412	

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 JPA.	RM50.00	-	Hanya kepada pelajar yang telah membuat bayaran deposit RM300 pada awal pendaftaran semester 1.
Graduan di bawah tajaan JPA	RM350.00	RM150.00	-

Kategori Graduan	Jumlah Bayaran Jika Hadir	Jumlah Bayaran Jika Tidak Hadir	Catatan (Sila rujuk kaedah pembayaran di bawah)
Graduan Kursus Jangka Pendek	-	-	-
TVET (SKM 2, SKM 3 and DKM)	RM200.00	-	-

1.2.2 Kaedah Pembayaran Yuran Konvokesyen

1.2.2.1 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);

1.2.2.2 Atau pembayaran secara QR



HICOM UNIVERSITY COLLEGE

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 **31hb Mac 2026 (Selasa)** kepada Unit Bendahari melalui:

- Email finance@dhu.edu.my ; atau
- WhatsApp Unit Bendahari : 011-1312 7868

Deposit Jubah

Graduan yang **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
WhatsApp Unit Bendahari	011-1312 7868	

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 **15 Februari 2026 (Ahad)**.

Pautan bagi *MOHE Tracer Study*: <https://graduan.mohe.gov.my/SKPG25/LogMasuk.aspx>

Slip pengesahan soal selidik *MOHE Tracer Study* hendaklah dikemukakan semasa proses peminjaman jubah konvokesyen pada **2 April 2026 (Khamis) - 3 April 2026 (Jumaat)**.

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

Pegawai	No. Telefon	Email
Puan Aminah Ismail	09-4242693	aminah@dhu.edu.my
Puan Farah Omar	09-4242598	farah.omar@dhu.edu.my

1.4 MELENGKAPKAN BORANG MAKLUMAT ALUMNI

Graduan perlu mengisi Borang Maklumat Alumni secara atas talian dipautan <https://tinyurl.com/DHUALumniform2025> pada atau sebelum **15 Februari 2026 (Ahad)**.

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 **2 April 2026 (Khamis)** – **3 April 2026 (Jumaat)** di Pusat Aktiviti Pelajar. Tarikh dan masa adalah seperti di bawah:

Tarikh	Hari	Masa	Tempat
2 April 2026	Khamis	9.00 pagi – 12.30 tengah hari	Pusat Aktiviti Pelajar, DRB-HICOM University of Automotive Malaysia, Pekan, Pahang.
3 April 2026	Jumaat	2.30 petang – 4.30 petang	

Pergerakan graduan semasa mengambil jubah adalah seperti berikut:

i. Kaunter A – Pendaftaran

Lokasi: Pejabat *Admission & Record Unit* (ARU), Tingkat 1, Pusat Aktiviti Pelajar.

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

Lokasi: Pejabat Hal Ehwal Pelajar (SAC), Tingkat 1, Pusat Aktiviti Pelajar.

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

Lokasi: Aras Bawah, Pusat Aktiviti Pelajar.

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

Lokasi: Aras Bawah, Pusat Aktiviti Pelajar.

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

Semua graduan **DIWAJIBKAN** menghadiri raptai konvokesyen seperti ketetapan berikut:

Tarikh	Hari	Masa	Tempat
3 April 2026	Jumaat	10.00 pagi – 12.00 tengah hari	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 berbentuk 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** menindik pada mana-mana kawasan muka seperti hidung, kening, bibir dan lain-lain.

Graduan **WAJIB** 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:

Tarikh	Masa Mendaftar	Tempat
4 April 2026 (Sabtu)	8.00 pagi	Sebelah kanan lobi (kaunter <i>receptionist</i>), Aras 1, Bangunan Pentadbiran.

Mohon rujuk Lampiran A pada mukasurat akhir 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

Semua graduan DIWAJIBKAN memulangkan jubah konvokesyen pada tarikh dan masa berikut:

Tarikh	Hari	Masa	Tempat
4 April 2026	Sabtu	12.30 tengah hari – 5.00 petang	Aras bawah (Mensa), Pusat Aktiviti Pelajar.

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

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

Tarikh	Denda
5 April 2026 – 11 April 2026	RM50
12 April 2026 – 18 April 2026	RM100
19 April 2026 dan seterusnya	RM300

Sebarang kerosakan atau kehilangan akan dikenakan bayaran gantirugi seperti berikut;

Program	Kerosakan/ Kehilangan			
	Jubah	Topi (Mortarboard)	Selendang (Hood)	Sijil/ Transcript (Cetakan Semula)
Asasi (<i>Foundation</i>)	RM260	RM80	-	RM250
Diploma (<i>Diploma</i>)	RM280	RM80	RM60	RM250
Ijazah Sarjana Muda (<i>Bachelor</i>)	RM330	RM80	RM60	RM250
Ijazah Sarjana (<i>Master</i>)	RM380	RM80	RM60	RM250
Doktor Falsafah (<i>PhD</i>)	RM400	RM80	RM60	RM250
Sijil (<i>TVET & Non-Graduate Programme</i>)	RM240	RM80	-	RM250

Pergerakan graduan ketika pemulangan jubah konvokesyen dan pengambilan skrol & transkrip:

i. Kaunter A – Bahagian Pengurusan Jubah Konvokesyen

Lokasi: Aras Bawah, Pusat Aktiviti Pelajar

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

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

ii. Kaunter B - Bahagian Kewangan

Lokasi: Aras Bawah, Pusat Aktiviti Pelajar

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 mengambil skrol dan transkrip sebaik sahaja jubah graduan dipulangkan kepada universiti. Pegawai dari bahagian berkaitan akan berada di kaunter pengambilan skrol & transkrip seperti berikut:

Program	Tarikh dan Masa	Tempat Mengambil Skrol dan Transkrip
Foundation, Diploma, Bachelor, Master and PhD	4 April 2026 (Saturday)	Pejabat Admission & Record, Tingkat 1, Pusat Aktiviti Pelajar
Program Jangka Pendek	12.30 pm - 5.00 pm	Aras Bawah, Pusat Aktiviti Pelajar

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

Sekiranya graduan tidak dapat mengambil skrol dan transkrip pada tarikh tersebut, pengambilan selepas 4 April 2026 hendaklah dilakukan dengan menghubungi pegawai berikut:

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

Lampiran A

Tempat meletakkan kenderaan Graduan/ Ibu bapa/ Tetamu



Tempat meletakkan kenderaan graduan/ ibubapa/ tetamu