



## GRADUATION INFORMATION GUIDE (POSTGRADUATE) UNIVERSITI PUTRA MALAYSIA 46<sup>th</sup> CONVOCATION CEREMONY

### 1. UPM 46<sup>th</sup> Convocation Ceremony Information

- Date** : 26<sup>th</sup> November – 2<sup>nd</sup> December 2022  
**Time** : 8.00 am (Graduands must attend the convocation ceremony not later than 7.15 am. Graduands who are late will not be allowed to participate in the convocation ceremony)  
**Venue** : Sultan Salahuddin Abdul Aziz Shah Cultural and Arts Centre (PKKSSAAS), UPM

**Session** :

Day	Session
Saturday	First Session
Sunday	Second Session
Monday	Third Session
Tuesday	Fourth Session
Wednesday	Fifth Session
Thursday	Sixth Session
Friday	Seventh Session

### 2. Sessions by Programmes Order

Please refer to [Appendix 1](#)

### 3. Graduands Attendance

- 6.1 As statute the in UPM Convocation Event matters, Degrees and Diploma will only be conferred to graduates attending the convocation ceremony, provided that the Senate may, in exceptional circumstances, allow a degree or diploma conferred in absentia.
- 6.2 Graduands **must** comply with the attendance instructions according to sessions by the prescribed programmes' order.
- 6.3 Graduands **are not allowed to postpone** or **nominate any representative** to attend the convocation ceremony on their behalf.
- 6.4 Graduands who wish to attend the UPM 46<sup>th</sup> Convocation Ceremony are required to:
  - a) join 46<sup>th</sup> Convocation Ceremony Official Telegram for information and updates via [https://t.me/KonvoUPM46\\_Sidang2](https://t.me/KonvoUPM46_Sidang2) :
  - b) refer and comprehend the correct way to wear their academic regalia (convocation attire) at [https://sgs.upm.edu.my/convocation/graduation\\_attire-13581](https://sgs.upm.edu.my/convocation/graduation_attire-13581). It is a crucial matter to be given attention to as it is one of the major protocols of the convocation ceremony.

### 4. Graduation Fee

- 4.1 A graduation fee of **RM200.00 (Ringgit Malaysia: Two hundred only)** is compulsory for all graduands regardless of attendance. The fee covers both Academic Transcript and Academic

Certificate. The required Graduation Form (GS-17) can be found in the Student Portal at <http://sgsportal.upm.edu.my:8080/sgsportal/> which **must** be submitted to School of Graduate Studies if you have not made the payment.

- 4.2 If you have any difficulties accessing Student Portal, please contact the InfoComm Development Centre, UPM by email at [syazwina@upm.edu.my](mailto:syazwina@upm.edu.my) for further assistance.
- 4.3 The fee must be paid through any of the following payment methods at least two (2) working days before the information in e-SMP (My Konvokesyen) is updated:
- JomPAY (Internet banking for other than CIMB account holders)
  - CIMB Clicks (Internet banking for CIMB account holders only)

Payment Method	Procedures
a. JomPay	<p>Payment can be made using internet banking from all banks that have JomPAY facilities.</p> <ul style="list-style-type: none"> <li>➤ Select <b>Bill Payment</b> module</li> <li>➤ Click on <b>JomPAY</b></li> <li>➤ Select your payer account (<b>savings/ credit card account</b>)</li> <li>➤ Biller Code: <b>8441</b></li> <li>➤ Ref 1: <b>Matrix No (Compulsory)</b></li> <li>➤ Ref 2: <b>IC No</b></li> <li>➤ Proceed to the next process (TAC/OTP) and confirmation</li> </ul> <p><i>Upon completion, please input the JomPAY reference number (8 digits. Ex: 4HTY245W) into Student Information System (SMP) under MyConvocation menu as proof of payment.</i></p>
b. CIMB Clicks (through <i>CIMB Clicks</i> app or website)	<p>For CIMB account owners (graduand/ family member) that will be making the payment:</p> <ul style="list-style-type: none"> <li>➤ Click <b>Pay Bills</b></li> <li>➤ Enter Biller Name: <b>Type UPM</b></li> <li>➤ Select: <b>Universiti Putra Malaysia Kampus Serdang</b></li> <li>➤ Input your <b>Student ID/Matric No., IC Number and amount of RM200</b></li> <li>➤ Proceed to the next process (TAC/OTP) and confirmation.</li> </ul> <p><i>Upon completion, please input the JomPAY reference number (8 digits. Ex: 4HTY245W) into Student Information System (SMP) under MyConvocation menu as proof of payment.</i></p>
<p><b>Reminder:</b> Any payment method apart from the stated above are <b>NOT ALLOWED</b> and will be assumed that no payment has been made. Payment endorsement can only be made within two (2) working days from the date the payment was made (upon the bank's approval)</p> <p>Graduands that could not attend the Convocation Ceremony can make their payment at any time, using the provided methods. Scroll/ Academic Transcript will only be issued after the Convocation date and when it is confirmed that all the outstanding fees (graduands fee, tuition fees, library fines and traffic summons) are cleared, if there are any.</p>	

- 4.4 For further enquiries on payment issues, please contact the Bursar Office, UPM by email at [bursar.student\\_pg@upm.edu.my](mailto:bursar.student_pg@upm.edu.my).

## 5. Graduate Tracer Study Survey

- 5.1 Graduands are required to download and complete the Graduate Tracer Study Survey from 14th October 2022 (Saturday) onwards at <https://graduan.mohe.gov.my/SKPG>. The completed form must be brought along during the academic regalia collection at the Central Academic Complex (DKAP), UPM **starting from 11<sup>th</sup> November 2022 (Friday)**.
- 5.2 If you have any difficulties completing the survey, please contact the **Centre of Entrepreneurial Development and Graduate Marketability (CEM), UPM at 03-97691020 / 03-97691409** for further assistance.

## 6. Borrowing of Academic Regalia (Convocation Attire)

### 6.1 Borrowing Process:

- a) Graduands are required to pay the graduation fee as indicated in **item 4.3** above.
- b) Complete the 'Academic Regalia Form' through the Student Information System (e-SMP) at <https://smp.upm.edu.my/> via 'MyConvocation' menu starting from 26<sup>th</sup> **September 2022 until 29<sup>th</sup> October 2022** with the following detail:

Item	Detail
Username	Student ID/Matric No. (e.g GS12346)
Password	Designated password by student him/herself

***Graduands are advised to access SMP by using Internet Explorer (IE) or Mozilla Firefox. For further information, please refer to <https://sgs.upm.edu.my/convocation-3846>***

- c) Provide a printed copy of the completed **Academic Regalia Form** and the **Graduate Tracer Study form** before collecting the academic regalia, at the Central Academic Complex (DKAP), UPM.
- d) Graduands that are unable to collect the academic regalia in person, may appoint a representative. Ensure that the representative brings along an authorisation letter, a copy of his/her IC/passport and a printed copy of the completed 'Academic Regalia Form' (limited to two (2) graduands per representative). An example of the authorisation letter is as in Appendix 2.
- e) When all the above-stated requirements have been fulfilled, graduands can walk-in to the Central Academic Complex (DKAP) in front of the Faculty Of Computer Science and Information Technology (FSKTM) to collect their set of academic regalia.
- 6.2 Graduands are required to ensure the requested size and list of the complete set of academic regalia (as per in Appendix 3) borrowed from the University as described below in good condition before they leave the collection counter:

Level of Studies	Detail
Doctor of Philosophy	<ul style="list-style-type: none"><li>• Regalia (maroon) with three (3) gold embroidered line on the arm</li><li>• Hood (peach)</li><li>• Bonnet</li></ul>
Master's Degree of Medicine	<ul style="list-style-type: none"><li>• Regalia (maroon) with two (2) gold embroidered line on the arm</li></ul>

	<ul style="list-style-type: none"> <li>• Hood (peach)</li> <li>• Bonnet</li> </ul>
Master's Degree	<ul style="list-style-type: none"> <li>• Regalia (maroon) with two (2) embroidered line on the arm</li> <li>• Hood (peach)</li> <li>• Mortar board</li> </ul>

6.3 Graduands are **not allowed to alter or modify any parts of the academic regalia.**

6.4 Academic regalia collection will be held at the Central Academic Complex (DKAP), UPM on an as per the following schedule:

Date	Time
12 <sup>th</sup> and 13 <sup>th</sup> November 2022	9.00 am to 5.00 pm
20 <sup>th</sup> – 23 <sup>rd</sup> November 2022	

6.5 If you have any difficulties or for further assistance, you may contact:

<b>MyConvocation System (e-SMP)</b>	<b>03-97696026/1464/6147</b> <b>E-mail: <a href="mailto:akademik@upm.edu.my">akademik@upm.edu.my</a></b>
<b>Fees Payment</b>	<b>03-97694156/4161</b> <b>E-mail: <a href="mailto:bursar.student_pg@upm.edu.my">bursar.student_pg@upm.edu.my</a></b>

## 7. Returning of Academic Regalia (Convocation Attire)

7.1 Graduands are required to return their academic regalia, **WITHOUT ANY PENALTY CHARGED**, within the following allocated date and time:

Date	Time	Location
26 <sup>th</sup> November 2022 (Saturday)	12.30 pm – 4.30 pm	<b>Academic Regalia Returning Room, Central Academic Complex (DKAP), Zone C</b> (In front of the Faculty Of Computer Science and Information Technology (FSKTM))
27 <sup>th</sup> November – 2 <sup>nd</sup> December 2022 (Sunday- Thursday)	9.00 am- 4.30 pm (Break: 1.00 pm – 2.00 pm)	
2 <sup>nd</sup> December 2022 (Friday)	9.00 am- 4.30 pm (Break: 12.15 pm – 2.45 pm)	
3 <sup>rd</sup> – 8 <sup>th</sup> December 2022 (Saturday – Thursday)	9.00 am- 4.30 pm (Break: 1.00 pm – 2.00 pm)	
9 <sup>th</sup> – 12 <sup>th</sup> December 2022 (Friday – Monday)	<b>Counter Closed</b>	

7.2 Penalty fee will be imposed on graduates who are late in returning their academic regalia starting from **13<sup>th</sup> December 2022** and onwards are as the following:

- RM10.00 on the first day** and an additional **RM5.00** the subsequent days;
- Penalty payment shall be made at **Bursar Counter 3, Ground Floor, Cancellory Putra Building, UPM** formerly known as **Administration Building** and payment receipt must be presented upon returning academic regalia.
- Representative who returns the academic regalia on behalves of the graduates must ensure to receive the return endorsement before leaving the counter.

7.3 Graduands are responsible for any damaged or loss of academic regalia borrowed.

7.4 Any damages or lost items charges will be incurred, and Academic Certificates and Academic

Transcripts will not be released until the payment has been made. The payment rates are as follows:

Level of Studies	Amount (RM)				Total Amount (RM)
	Regalia	Hood	Mortar Board	Bonnet	
Bachelor Degree	280.00	35.00	50.00	-	365.00
Diploma	150.00	-	50.00	-	200.00
Master's Degree	400.00	35.00	50.00	-	485.00
PhD Degree	750.00	35.00	-	75.00	860.00

7.5 Graduands attending the convocation ceremony **must** adhere to the dress code as stated below and the list suggested attires in **Appendix 3 and 4 (A & B)**.

<b>Ladies</b>	<ul style="list-style-type: none"> <li>• <i>Baju kurung</i> (modern/traditional)</li> <li>• National attire</li> <li>• Official/formal attire</li> <li>• Long skirt and blouse with long-sleeves (covers the chest)</li> <li>• Dark colored/ black shoes that are covered at both front and back.</li> <li>• Hijabs are recommended to be in light in color to match the peach-colored hood.</li> </ul> <p><u>Note:</u></p> <ol style="list-style-type: none"> <li>1. <i>Small-sized sling bag should be kept inside the academic regalia;</i></li> <li>2. <i>Pregnant graduand can wear a proper attire from mentioned above;</i></li> <li>3. <i>If you are using hand gloves, please ensure you have them on both hands (Muslim graduands)</i></li> </ol>
	<p><b><u>NOT ALLOWED</u></b></p> <ul style="list-style-type: none"> <li>• <b>Short skirts (above knee level)</b></li> <li>• <b>shoes that are (in bright colors/ sports shoes/ open toes or ankle)</b></li> </ul>
<b>Gents</b>	<ul style="list-style-type: none"> <li>• Collared shirts with long sleeves and slacks.</li> <li>• Dark-colored, with/without tie</li> <li>• Dark-colored lounge suit</li> <li>• Black <i>Baju Melayu</i> with 5 buttons, with complete sampin and no girdle.</li> <li>• Formal black shoes with dark-colored socks.</li> <li>• Neat and decent haircut.</li> </ul>
	<p><b><u>NOT ALLOWED</u></b></p> <ul style="list-style-type: none"> <li>• <b>T-shirts, jeans.</b></li> <li>• <b>Slippers/shoes with bright colors.</b></li> </ul>

7.6 The convocation ceremony is an official event. Therefore, graduands are reminded to abide to the dress code as stated above. Failing which, you will be denied entry into the convocation hall to join in the convocation procession or receiving scroll on stage.

7.7 The video on how to wear the academic regalia can be assessed at:

- <https://akademik.upm.edu.my/>

- [https://sgs.upm.edu.my/convocation/video\\_guide\\_for\\_graduand\\_new\\_norm13581](https://sgs.upm.edu.my/convocation/video_guide_for_graduand_new_norm13581)

7.8 Graduands are required to wear the UPM facemasks provided to them and allowed **to only take it off** while receiving their scroll on stage.

## 8. Invitation Card

- 8.1 Invitation card and other related instructions will be provided to graduands upon their academic regalia collection;
- 8.2 Each graduand will receive **one (1) invitation card for two (2) guests** and the University management shall not be held responsible on the loss of the provided invitation card. Lost invitation card will not be replaced.
- 8.3 **Two (2) names of the attending guests should be written on the card** and handed over to the officer on duty prior to entering the hall. Secretariat/Officer on Duty has the rights to restrict any guest from entering the hall if he/she does not comply to the provided dress code below or upon ceremony's safety factor.

### GUESTS' DRESS CODE

<b>GENTS</b>	<ul style="list-style-type: none"> <li>• <i>Batik</i>, lounge suit, formal/ official attire that is appropriate</li> <li>• Covered shoes</li> </ul>
	<b>Note:</b> <i>T-shirts, jeans, sport shoes, slippers/shoes with bright colors are strictly not allowed.</i>
<b>LADIES</b>	<ul style="list-style-type: none"> <li>• <i>Batik</i>, lounge suit, formal/ official and decent attire that is appropriate</li> <li>• Covered shoes</li> </ul>
	<b>Note:</b> <i>Above knee length skirts/pants, T-shirts, jeans, sport shoes, slippers/shoes/sandals with bright colours are strictly prohibited.</i>

**Children below 12 years old are not allowed to enter the hall and graduands are not allowed to leave the hall before the ceremony officially ends.**

## 9. Etiquettes On Attending UPMKB Convocation Ceremony

All graduands **MUST** watch the Procedures for Attending UPMKB Convocation Ceremony video at [www.akademik.upm.edu.my](http://www.akademik.upm.edu.my) or using the video link provided in the official Telegram channel [https://t.me/KonvoUPM46\\_Sidang2](https://t.me/KonvoUPM46_Sidang2) .

## 10. Parking and Drop- Off Location

Guests and graduands can use the parking and drop-off facilities that are provided at the Central Parking in front of the Academic Complex and the *Padang Kawad* Parking. The traffic route is as per in Appendix 5.

## 11. Graduands' Procession

- 11.1 Graduands are required to convene at the Central Parking in front of the Academic Complex in between **7.15 am. to 7.30 am** for the procession arrangement and arrangement.
- 11.2 Late Graduands **WILL NOT BE ALLOWED** to join the Convocation ceremony.

- 11.3 **Graduands with special needs/ disabled** that require assistance such as wheelchair or assistant are required to fill up the Google Form at <http://bit.ly/UPMKonvo46-SurveiBerkeperluanKhas> on or **before 18<sup>th</sup> October 2022**.
- 11.4 Graduands are not allowed to bring handbags (except for a sling bag that to be kept inside the academic regalia) or other valuable personal belongings at the gathering venue or during the procession.
- 11.5 To avoid traffic congestion, graduands are obliged to follow all the instructions given by the traffic officers on duty and gather at the predetermined time and place accordingly.
- 11.6 Graduands **MUST** adhere to all the mentioned regulations and the instructions from the officers in duty during the ceremony and **NOT ALLOWED** to leave the hall till the end of the ceremony.

## 12. Graduate Official Photos for Convocation Ceremony

- 12.1 Academic Certificates and Academic Transcripts can be collected right after the graduands have returned the academic. The details for collection are as the following:

Programme	Venue
Postgraduates (PhD and Master)	Central Academic Complex (DKAP), UPM

- 12.2 Graduand's representative who collect the Academic Certificates and Academic transcripts should present an authorisation letter addressed to the Academic Unit of School of Graduate Studies, UPM by email at [sgs\\_academic@upm.edu.my](mailto:sgs_academic@upm.edu.my) stating the name, identification card number and a copy of identification card of the representative.

## 13. Graduate Official Photos for Convocation Ceremony

- 13.1 Graduands are not allowed to take any photos or ask other parties to do so during the convocation ceremony in the hall. All photos during the convocation ceremony will be handled by UPM Holdings Sdn. Bhd.
- 13.2 Officially appointed photographers and videographers can be reached through Telegram at <https://bit.ly/3qRAW0Q> for stage photos/videos booking. For more information, do contact:

Customer Service: 0102437491/011-18842485  
 E-mail: [richmoment.konvoupm@gmail.com](mailto:richmoment.konvoupm@gmail.com)

## 14. Other Information

- 14.1 The convocation book will be published in digital form (e-book). Graduands/parents/guests can access the e-book via <http://konvo.upm.edu.my/> starting from **26<sup>th</sup> November 2022** or by scanning the QR Code provided in the official Telegram channel.
- 14.2 The Ministry of Education Malaysia (MOE) coordination meeting on the Recruitment Integration System and Education Graduates' Job Placement held on 19<sup>th</sup> August 2014 has decided that all Education Graduates are required to register with JobsMalaysia which can be accessed at [www.jobsmalaysia.gov.my](http://www.jobsmalaysia.gov.my) for their job placements by the MOE.

For further enquiries please contact:

<b>Entities</b>	<b>Contact Details</b>
<b>Postgraduate</b> School of Graduate Studies (SGS)	03-9769 4211 (Mr. Muhammad Akees) 03-9769 4220 (Mr. Mohamad Hafiz) 03-9769 4222 (Mrs. Messiah) 03-9769 4153 (Mrs. Siti Noor Alia) 03-9769 4246 (Mr. Arif)  <a href="mailto:sgs_academic@upm.edu.my">sgs_academic@upm.edu.my</a> <a href="http://www.sgs.upm.edu.my/convocation-3846">http://www.sgs.upm.edu.my/convocation-3846</a>
<b>Postgraduate</b> Distance Learning (PJJ) Category	03-8959 3404 (Mrs. Syafiqah)
Putra Business School (PBS) Category	017-2543607 (Mrs. Norhayati) 016-2458700 (Puan Norizan)
UPM 46 <sup>th</sup> Convocation Ceremony Secretariat	03-9769 6060 (Mrs. Aida) 03-9769 1464 (Mrs. Junaidah) 03-9769 6026 (Ms. Siti Hajar/ Mrs. Hanita)



**CONVOCATION SESSIONS FOR THE UPM 46<sup>TH</sup> CONVOCATION CEREMONY  
(POSTGRADUATE STUDIES)  
UNIVERSITI PUTRA MALAYSIA**

FIRST SESSION (SATURDAY) 26 <sup>TH</sup> NOVEMBER 2022		SECOND SESSION (SUNDAY) 27 <sup>TH</sup> NOVEMBER 2022	
<ul style="list-style-type: none"> <li>• Doctor of Philosophy (Joint Degree) with University of Newcastle</li> <li>• Doctor of Philosophy (Dual Degree) with Kasetsart University</li> <li>• Doctor of Philosophy (A-B)</li> <li>• Doctor of Public Health</li> <li>• Master of Science (Dual Degree) with Kasetsart University</li> <li>• Master of Nutritional Sciences</li> <li>• Master of Human Resource Development</li> <li>• Master of Corporate Communication</li> <li>• Master of Environmental Engineering</li> <li>• Master of Education in Guidance and Counselling</li> <li>• Master of Medicine (Family Medicine)</li> </ul>	SGS	<ul style="list-style-type: none"> <li>• Doctor of Philosophy (C-K)</li> <li>• Master of Engineering Management</li> <li>• Master of Computer Science</li> <li>• Master of Highway and Transportation Engineering</li> <li>• Master of Water Engineering</li> <li>• Master of Malay Language</li> <li>• Master of Medicine (Anaesthesiology)</li> <li>• Master of Medicine (Paediatrics)</li> <li>• Master of Education in Sport Science</li> <li>• Master of Science (FPSK, FSPH)</li> </ul>	SGS
THIRD SESSION (MONDAY) 28 <sup>TH</sup> NOVEMBER 2022		FOURTH SESSION (TUESDAY) 29 <sup>TH</sup> NOVEMBER 2022	
<ul style="list-style-type: none"> <li>• Doctor of Philosophy (L-M)</li> <li>• Master of Finance</li> <li>• Master of Education in Educational Administration</li> <li>• Master of Manufacturing Systems Engineering</li> <li>• Master of Landscape Architecture</li> <li>• Master of Sustainable Landscape Management</li> <li>• Master of Medicine (Psychiatry)</li> <li>• Master of Emergency Responses and Planning</li> <li>• Master of Applied Statistics</li> <li>• Master of Science (FBSB, FKPS, FRSB, FSTM, INTROP, FSKTM)</li> </ul>	SGS	<ul style="list-style-type: none"> <li>• Doctor of Philosophy (N-Q)</li> <li>• Master of Economics</li> <li>• Master of Education in Educational Psychology</li> <li>• Master of Education in Curriculum and Instruction</li> <li>• Master of Food Technology</li> <li>• Master of Software Engineering</li> <li>• Master of Environmental Technology Management</li> <li>• Master of Innovation and Engineering Design</li> <li>• Master of Veterinary Medicine</li> <li>• Master of Education in Instructional Technology and Innovation</li> <li>• Master of Science (FEM, SPE, FPP, INSPEM, IKP)</li> </ul>	SGS
FIFTH SESSION (WEDNESDAY) 30 <sup>TH</sup> NOVEMBER 2022		SIXTH SESSION (THURSDAY) 1 <sup>ST</sup> DECEMBER 2022	
<ul style="list-style-type: none"> <li>• Doctor of Philosophy (R-T)</li> <li>• Master of Communication Engineering</li> <li>• Master of Business Administration</li> <li>• Master of Arts</li> <li>• Master in Analytical Chemistry</li> <li>• Master of Entrepreneurship</li> <li>• Master of Food Safety and Quality Assurance</li> <li>• Master of Plantation Management</li> <li>• Master of Remote Sensing and GIS</li> <li>• Master in Mathematical Sciences</li> <li>• Master of Medicine (Internal Medicine)</li> <li>• Master of Electrical Power Engineering</li> <li>• Master of Science (FS, FPV, IPSAS, IBS)</li> </ul>	SGS	<ul style="list-style-type: none"> <li>• Doctor of Philosophy (U-Z)</li> <li>• Master of Applied Linguistics</li> <li>• Master of Process Safety and Loss Prevention</li> <li>• Master of Education in Teaching of English as a Second Language (TESL)</li> <li>• Master of Environment</li> <li>• Master of Structural Engineering and Construction</li> <li>• Master of Medicine (Radiology)</li> <li>• Master of Public Health</li> <li>• Master of Environmental and Occupational Health</li> <li>• Master of Pathology</li> <li>• Master of Architecture</li> <li>• Master of Science (FK, FHAS, FBMK)</li> <li>• Master of Corporate Communication</li> <li>• Master of Education in Educational Administration</li> </ul>	SGS  PJJ PJJ
SEVENTH SESSION (FRIDAY) 2 <sup>ND</sup> DECEMBER 2022			
<ul style="list-style-type: none"> <li>• Doctor of Philosophy</li> <li>• Master of Science</li> <li>• Master of Education</li> <li>• Master of Surgery (Orthopaedics)</li> <li>• Master of World Literature</li> <li>• Master of Information Security</li> <li>• Master of Tropical Urban Design</li> <li>• Master in Materials Physics</li> <li>• Master of Science (FP, IPPH, ION2)</li> <li>• Master Human Resource Development</li> <li>• Master of Malay Language</li> <li>• Master of Education in Malay Language</li> </ul>	PBS PBS       PJJ PJJ PJJ		

**NOTE”:**

<b>A-Z</b>	:	<b>Based on first name</b>	FEP	:	Faculty of Economics and Management
FBMK	:	Faculty of Modern Languages and Communication	FHAS	:	Faculty of Forestry and Environmental
FSKTM	:	Faculty of Computer Science and Information Technology	FBSB	:	Faculty of Biotechnology and Biomolecular Sciences
FPV	:	Faculty of Veterinary Medicine	IPSAS	:	Institute for Social Science Studies
FKPS	:	Faculty of Humanities, Management and Science	INSPEM	:	Institute for Mathematical Research
FSPH	:	Faculty of Agriculture and Food Science	INTROP	:	Institute of Tropical Forestry and Forest Product
FRSB	:	Faculty of Design and Architecture	IBS	:	Institute of Bioscience
FPSK	:	Faculty of Medicine and Health Sciences	IKDPM	:	Institute of Agricultural and Food Policy Studies
FSTM	:	Faculty of Food Science and Technology	IPPM	:	Malaysian Research Institute On Ageing
FS	:	Faculty of Science	ITAFoS	:	Institute of Tropical Agriculture and Food Security
FK	:	Faculty of Engineering	ITMA	:	Institute of Advanced Technology
FP	:	Faculty of Agriculture	IPPH	:	Halal Products Research Institute
FEM	:	Faculty of Human Ecology	FPP	:	Faculty of Educational Studies
			SPE	:	School of Business Economics

**SAMPLE OF AUTHORISATION LETTER**

Head  
Division Of Admission And Division Of Academic Governance  
Universiti Putra Malaysia  
43400 Serdang  
Selangor

Sir/Madam,

**AUTHORISATION LETTER FOR REPRESENTATIVE TO COLLECT ACADEMIC REGALIA**

With due respect, referring to the above mentioned matter.

I ..... NRIC No. .... am a graduand of Universiti Putra Malaysia from the programme..... Matric Num.. ..... hereby authorise ..... to represent me in collecting my academic regalia.

This form has also been attached with my Academic Regalia Form, Graduate Tracer Study 2022 and a copy of my representative's NRIC.

I am fully responsible to any damages/lost fo the academic regalia. Your cooperation is highly appreciated.

Thank you.

Yours truly:

.....

Name:  
H/P Num:

**WEARING YOUR ACADEMIC REGALIA**



Graduands should watch the procedures of wearing the academic regalia at [https://sgs.upm.edu.my/convocation/graduation\\_attire-13581](https://sgs.upm.edu.my/convocation/graduation_attire-13581) and follow the correct steps provided in the video.

**DRESS CODE FOR GRADUANDS**  
**SUGGESTED DRESS CODE BEFORE WEARING THE ACADEMIC REGALIA**

L  
A  
D  
I  
E  
S



D  
R  
E  
S  
S



L  
A  
D  
I  
E  
S



F  
O  
O  
T  
W  
E  
A  
R

G  
E  
N  
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D  
R  
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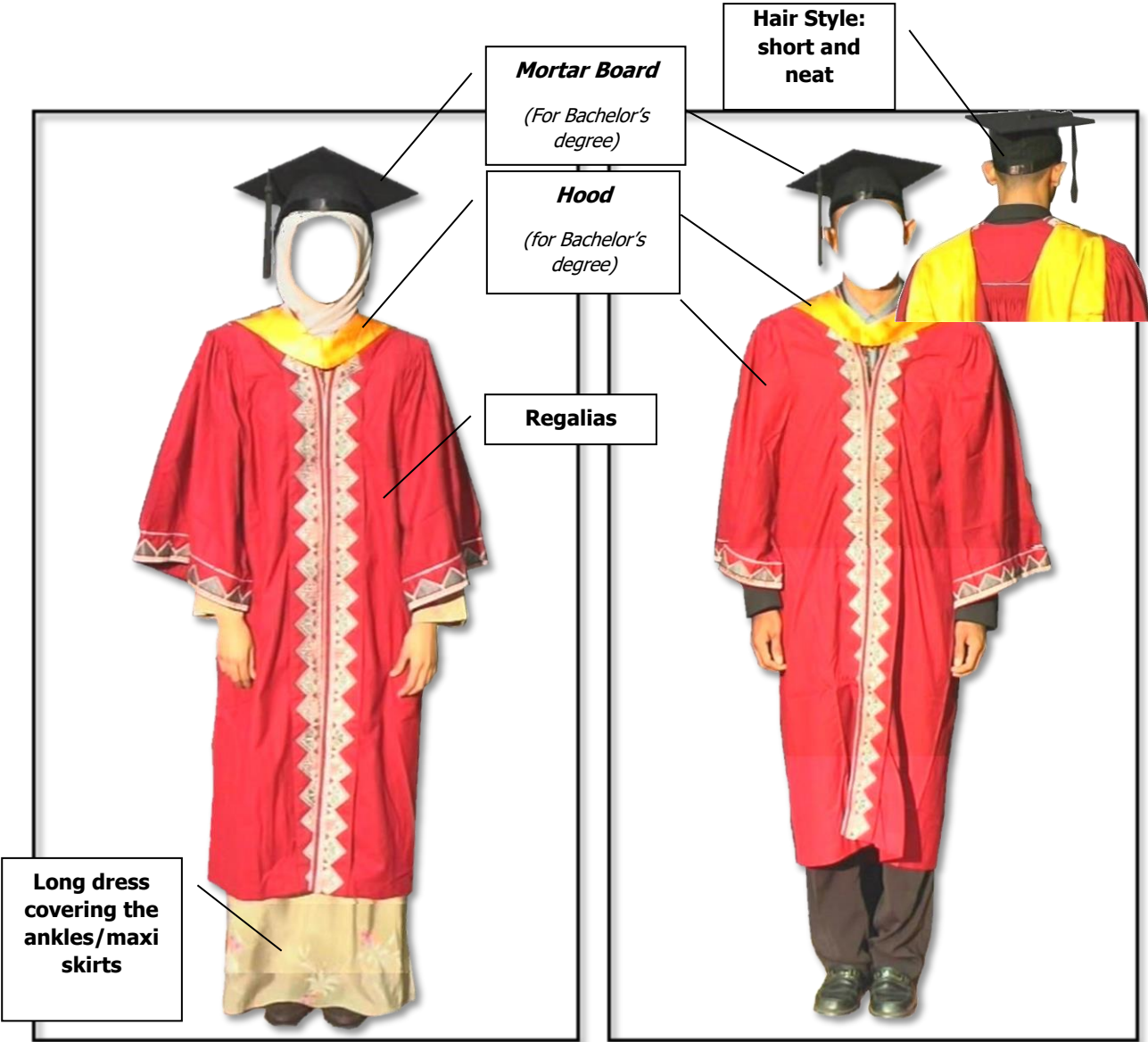


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**DRESS CODE FOR GRADUANDS  
(AFTER WEARING THE ACADEMIC REGALIA)**

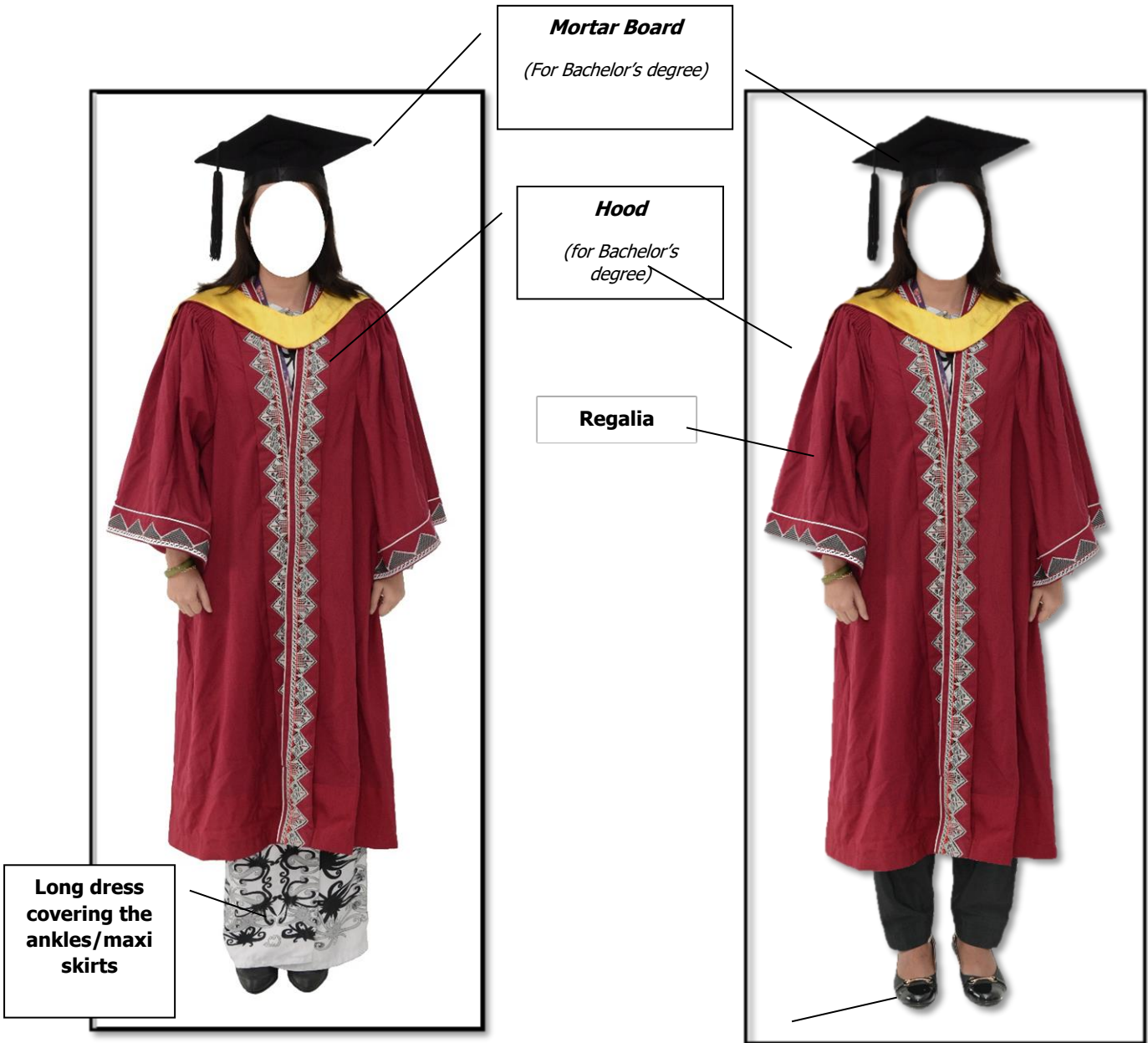
**LADIES ATTIRE**

**MEN ATTIRE**



**Sport shoes/slippers/sandle**  
**NOT ALLOWED**

# LADIES ATTIRE



**Mortar Board**  
*(For Bachelor's degree)*

**Hood**  
*(for Bachelor's degree)*

**Regalia**

**Long dress covering the ankles/maxi skirts**

**Sport shoes/slippers/sandle**  
**NOT ALLOWED**



Direction:	
	Entrance Route
	Exit Route
	Walking route for graduands to the Sultan Salahuddin Abdul Aziz Shah Cultural and Arts Centre (PKSSAAS), UPM





THE IMPORTANT DATES FOR UPM 46<sup>TH</sup> CONVOCATION CEREMONY

DATE	MATTERS/ACTIVITIES	REMARKS
11 <sup>th</sup> November – 1 <sup>st</sup> December 2022	<b>GRADUATE TRACER STUDY 2022</b>	Login to <a href="https://graduan.mohe.gov.my/SK_PG">https://graduan.mohe.gov.my/SK_PG</a> to complete the survey.
12 <sup>th</sup> & 13 <sup>th</sup> November 2022	<b>ACADEMIC REGALIA COLLECTION</b>	Central Academic Complex (DKAP), UPM from 9.00 am to 5.00 pm <i>*Including break time</i>
20 <sup>th</sup> -23 <sup>rd</sup> November 2022		
Before 18 <sup>th</sup> November 2022	<b>ASSISTANCE REQUEST FOR GRADUANDS WITH SPECIAL NEEDS/ DISABLED</b>	Fill up the Google Form at <a href="http://bit.ly/UPMKonvo46-SurveiBerkeperluanKhas">http://bit.ly/UPMKonvo46-SurveiBerkeperluanKhas</a>
26 <sup>th</sup> November – 2 <sup>nd</sup> December 2022	<b>UPM 46TH CONVOCATION CEREMONY AND UPM-IPTS CONVOCATION CEREMONY</b>	Pusat Kebudayaan dan Kesenian Sultan Salahuddin Abdul Aziz Shah (8.00 am – 12.00 pm)
26 <sup>th</sup> November – 8 <sup>th</sup> December 2022	<b>RETURNING THE ACADEMIC REGALIA (Refer to page 4 for the detailed schedule)</b>	Without any late return penalty charged. - Central Academic Complex (DKAP), UPM
13 <sup>th</sup> December 2022		Inclusive of late return penalty charged. Penalty payment shall be made at: - Bursar Counter 3, Ground Floor, Chancellery Putra Building, UPM formerly known as Administration Building - From 8:30 am – 12:30 pm and 2:00 pm – 3:45 pm. The payment receipt <b>must be</b> presented upon returning academic regalia.

**GRADUANDS CHECKLIST (POSTGRADUATE)  
UPM 46<sup>th</sup> CONVOCATION CEREMONY**

<b>PRE - CONVOCATION</b>												
1	( )	<p><b>General Instructions</b></p> <p>i. Instructions are understood and followed as stated in the <b>Graduation Information Guide (Postgraduate)</b> and <b>General Procedure (SOP) Implementation of The 46th Convocation Ceremony</b>; and</p> <p>ii. join the <b>Official Telegram</b> for latest updates – <a href="https://t.me/KonvoUPM46_Sidang2">https://t.me/KonvoUPM46_Sidang2</a> .</p>										
2	( )	<p><b>Graduate Tracer Study</b></p> <p>Complete and present the confirmation slip on the last page of 'Graduates Tracer Study' survey at <a href="https://graduam.mohe.gov.my/SKPG">https://graduam.mohe.gov.my/SKPG</a> before collecting the academic regalia at the Central of Academic Complex (DKAP), UPM.</p>										
3	( )	<p><b>Outstanding Debt (if any)</b></p> <p>Settle any outstanding debt and settle at least two (2) days before collecting the academic regalia if any.</p>										
4	( )	<p><b>Graduation Fee</b></p> <p>Pay the graduation fee of RM200.00 as stated in item 4 of Graduation Information Guide (Postgraduate) and complete the 'Graduation Form (GS-17)' via student portal at <a href="http://sgsportal.upm.edu.my:8080/sgsportal/">http://sgsportal.upm.edu.my:8080/sgsportal/</a></p>										
5	( ) ( ) ( )	<p><b>Academic Regalia Collection</b></p> <p>i. Complete the 'Academic Regalia Form' at <a href="https://smp.upm.edu.my/">https://smp.upm.edu.my/</a> via 'MyConvocation&gt;Academic Regalia Form&gt;New Application'</p> <p>ii. Present the hardcopy of completed 'Academic Regalia Form' before collecting the academic regalia at the Central Academic Complex (DKAP), UPM</p> <p>iii. Collect the right academic regalia and ensure good condition at the Central of Academic Complex (DKAP), UPM.</p>										
6	( )	<p><b>Assistance Request For Graduands With Special Needs/ Disabled, if needed.</b></p> <p>Apply for the assistance by filling up the Google Form at <a href="http://bit.ly/UPMKonvo46-SurveiBerkeperluanKhas">http://bit.ly/UPMKonvo46-SurveiBerkeperluanKhas</a> by 18th November 2022.</p>										
7	( )	<p><b>Etiquettes on Attending the Convocation Ceremony and How To Wear The Academic Regalia</b></p> <p>Watch and understand the outlined etiquette of attending the ceremony at <a href="https://sgs.upm.edu.my/convocation/graduation_attire-13581">https://sgs.upm.edu.my/convocation/graduation_attire-13581</a>.</p>										
<b>ATTENDING THE CONVOCATION CEREMONY</b>												
8	( )	<p><b>Arriving at the Convocation Ceremony</b></p> <p>i. Arrive early (<b>not later than 7.15 am</b>). Attend convocation ceremony adhering to the provided dressing etiquette with complete academic attire:</p> <ol style="list-style-type: none"> <li>Academic Regalia (robe, hood and mortarboard/ bonnet)</li> <li>UPM's Face Mask</li> <li>Calling Card</li> </ol>										
<b>POST CONVOCATION</b>												
9	( )	<p><b>Returning of Academic Regalia</b></p> <p>i. Return the academic regalia on:</p> <table border="1" data-bbox="395 1921 1549 2123"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>26<sup>th</sup> November 2022 (Saturday)</td> <td>12.30 pm – 4.30 pm</td> <td rowspan="3"><b>Academic Regalia Returning Room, Central Academic Complex (DKAP), Zone C</b></td> </tr> <tr> <td>27<sup>th</sup> November – 2<sup>nd</sup> December 2022 (Sunday- Thursday)</td> <td>9.00 am- 4.30 pm (Break: 1.00 pm – 2.00 pm)</td> </tr> <tr> <td>2<sup>nd</sup> December 2022 (Friday)</td> <td>9.00 am- 4.30 pm</td> </tr> </tbody> </table>	Date	Time	Location	26 <sup>th</sup> November 2022 (Saturday)	12.30 pm – 4.30 pm	<b>Academic Regalia Returning Room, Central Academic Complex (DKAP), Zone C</b>	27 <sup>th</sup> November – 2 <sup>nd</sup> December 2022 (Sunday- Thursday)	9.00 am- 4.30 pm (Break: 1.00 pm – 2.00 pm)	2 <sup>nd</sup> December 2022 (Friday)	9.00 am- 4.30 pm
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			(Break: 12.15 pm – 2.45 pm)	(In front of the Faculty Of Computer Science and Information Technology (FSKTM))
		3 <sup>rd</sup> – 8 <sup>th</sup> December 2022 (Saturday – Thursday)	9.00 am- 4.30 pm (Break: 1.00 pm – 2.00 pm)	
		9 <sup>th</sup> – 12 <sup>th</sup> December 2022 (Friday – Monday)	<b>Counter Closed</b>	

ii. Penalty will be imposed upon graduates' failure to return the academic regalia within stipulated date beginning on the **13<sup>th</sup> December 2022 onwards** based on prior stated rate.

iii. At the Academic Regalia Counter: Receive confirmation slip upon returning academic regalia.

iv. At the Scroll Counter: Present the 'Academic Regalia Return' form to collect the Academic Certificates/Academic Transcripts.