



YOUR GUIDE TO THE 21ST CONVOCAATION

1. ONLINE REGISTRATION AND PAYMENT

STEP	ACTION	LOCATION	DON'T FORGET
1	Online Registration	Dedicated website	<ul style="list-style-type: none"> Go to https://convo.unirazak.edu.my/ and register your participation in the 21st Convocation Ceremony (please also refer to Step 2 below and item 4 of this guideline).
2	Payment	Online	<ul style="list-style-type: none"> Please refer to item 4 of this guideline. This step needs to be done concurrently during the registration process to secure your place in the ceremony. Only applicable to student intakes before February 2018.
3	Convocation Confirmation Slip	SELF-PRINT (No counter will be set-up)	<ul style="list-style-type: none"> Register and print the Convocation Confirmation Slip from the dedicated convocation website.
4	MOHE Tracer Study Confirmation Slip		<ul style="list-style-type: none"> Print the MOHE Tracer Study Confirmation Slip (please refer to item 10 of this guideline for the Ministry of Higher Education (MOHE) Tracer Study details). Bring these TWO (2) slips on the Registration Day.

2. REGISTRATION DAY | Name Card & Invitation Card Collection, Academic Robe Collection, Rehearsal and Briefing | 9 December 2022, 9:00 a.m. - 3:00 p.m.

STEP	ACTION	LOCATION	INSTRUCTIONS
1	Registration	Registration Counter (TBC) Labuan Room (Level 5) WTCKL	<ul style="list-style-type: none"> Make sure you bring along the 21st Convocation slip and MOHE Tracer Study confirmation slips. There will be no counter set-up for printing at the university or WTCKL.
2	Name Card & Invitation Card Collection	Academic Counter Labuan Room (Level 5) WTCKL	<ul style="list-style-type: none"> Once you are done with registration, please proceed to the Academic Counter at the same venue. Collect your name card and invitation card(s).



STEP	ACTION	LOCATION	INSTRUCTIONS
3	Academic Robe Collection	Robe Counter Kuala Lumpur Room (Level 5) WTCKL	<ul style="list-style-type: none"> Proceed to the Robe Counter at the same venue. Collect your academic robe and mortar board (if applicable). A deposit of RM200 will be imposed upon collection of the Academic Robe. The appointed vendor, Foto Prime, will be collecting the deposit from Graduands. Graduands who return the Academic Robe in good condition on 10 December 2022 shall have their deposits refunded into their bank account within fourteen (14) working days.
4	Rehearsal and Briefing	Kuala Lumpur Room (Level 5) WTCKL	<ul style="list-style-type: none"> Please ensure that you attend the rehearsal and briefing session at 12:00 p.m. – 1:00 p.m.

3. CONVOCAATION CEREMONY

DETAILS	DATE/TIME	VENUE
21 st Convocation Ceremony	Saturday, 10 December 2022 7:00 a.m. – 12:30 p.m.	Merdeka Hall (Level 4) World Trade Centre Kuala Lumpur (WTCKL) 41, Jalan Tun Ismail 50480 Kuala Lumpur

4. FEES AND PAYMENT

All graduands who wish to attend the Convocation Ceremony are required to pay the **CONVOCAATION FEES** via online payment transfer to the university's **Maybank account** by **31 OCTOBER 2022, 5:30 p.m.**

Convocation Fee				
* Graduands who wish to attend the Convocation Ceremony shall pay the following convocation fee.				
Level of Study	PhD	Master	Bachelor	Diploma
Fee (RM)	500			
Bank Details	Maybank Berhad Account No.: 562357109093 Made Payable to UNIVERSITI TUN ABDUL RAZAK SDN BHD			

NOTE: Convocation Fees are only applicable to student Intakes from February 2018 (182) and earlier.



Proof of payment (JPEG file format) needs to be uploaded to the Convocation Registration Website (<http://regconvo.unirazak.edu.my>) upon registration (please refer to item 1 of this guideline).

5. GRADUANDS' CONVOCAATION CEREMONY GUESTS

- Every Graduand is entitled to bring along **TWO (2) guests** to sit in the Convocation Hall during the ceremony;
- All guests need to present the Convocation Invitation Card when entering the Convocation Hall;
- Guests will NOT be allowed to enter the Hall WITHOUT the Convocation Invitation Card; and
- Children below TWELVE (12) years old are NOT allowed to enter the Hall during the Convocation Ceremony.

6. CONVOCAATION CEREMONY RULES & ETIQUETTE

Graduands and guests are required to adhere to the following etiquette during the Convocation Ceremony:

- Graduands and guests are required to take their seats in the Convocation Hall at least **HALF (1/2) an hour** before the ceremony begins;
- Graduands and guests MUST always remain seated while the Convocation Ceremony is in progress;
- Graduands and guests are advised to use the restrooms before the ceremony begins, and after the ceremony ends to minimize disruption to the ceremony;
- No one, except for the officially appointed photographers, is allowed to take photographs during ceremony or make audio-visual recording of the ceremony;
- Handphones are to be turned off or put on silent mode. Use of handphones are strictly prohibited while the ceremony is in progress;
- Please follow the instructions given by Officers-in-Charge of the event; and
- Graduands are NOT ALLOWED to pose for selfies / wefies on stage.

7. CONVOCAATION CEREMONY DRESS CODE

Graduands and guests are required to observe the following dress codes:

GRADUANDS		
	Male	Female
Attire	Dark-coloured "Baju Melayu" with "Sampin Songket" or dark-coloured Lounge Suit with light-coloured long sleeve shirt and necktie.	Malay National dress (i.e. Baju Kurung or Kebaya Labuh) or modest Formal Dress.
Hair	Short crop, above ear and neckline.	Tied back or "sanggul".
Shoes	Dark-coloured shoes and socks.	Dark-coloured covered shoes with heels (court or dress shoes).
	(Open-toed footwear, sports shoes, slippers or sandals are NOT allowed)	



GUESTS		
Attire	Male	Female
	National Dress, Lounge Suit or Batik.	National Dress or modest Formal Dress.

NOTE: The Convocation Secretariat reserves the right to refuse anyone entry to the venue at their discretion and any person who fails to comply with instructions from a steward or other person acting on behalf of the university may be requested to leave the hall.

8. RETURNING OF ACADEMIC ROBE & COLLECTION OF SCROLL AND TRANSCRIPTS

- a. Graduands can collect their official academic scroll and final transcripts upon returning of the Academic Robe (robe and mortar board) as scheduled below:

DATE	10 December 2022
TIME	2:00 p.m. - 5:00 p.m.
VENUE	Labuan Room (Level 5), World Trade Centre Kuala Lumpur (WTCKL) 41, Jalan Tun Ismail, Chow Kit, 50480 KL

- b. A fine of **RM50.00** per day will be imposed on Graduands who return the Academic Robe after **10 December 2022**.
- c. An additional charge will be imposed, as compensation, if the robe is lost or not returned accordingly or in good condition, as stipulated below:

LEVEL OF STUDY	PhD	Master	Bachelor	Diploma
PRICE PER SET (RM)	800.00	700.00	600.00	500.00

NOTES:

- The appointed UNIRAZAK vendor, Foto Prime, will be responsible for Academic Robe-related matters.
- Graduands who have **opted not to register and attend** the Convocation Ceremony may collect their scroll and transcripts starting from **19 December 2022 onwards**.
- Scrolls and academic transcripts can only be collected **AFTER** full settlement of all outstanding fees to the University (such as financial charges, library charges, facilities and others).

9. PHOTOGRAPHY SERVICES

- a. The Official Photographer appointed by the University will be responsible for taking the photographs of Graduands during the Convocation Ceremony. The captured photographs will be mailed to Graduands once they are ready. Please contact Foto Prime for the mailing/courier charges.
- b. A few photo booths will be set up at Level 5 of WTCKL for additional photography services such as family photo portraits as well as personal studio portraits.



c. For further enquiries, please contact the Official Photographer directly:

Kedai Maju Sdn. Bhd. (Trading as Foto Prime)
Address: 77-M Jalan 3/93, Taman Miharja, 55200 Kuala Lumpur.
Phone: 017-377 6988 (**WhatsApp Text only**)
E-mail: event@fotoprime.com.my

10. MINISTRY OF HIGHER EDUCATION (MOHE) GRADUAND TRACER STUDY

It is **COMPULSORY** for the Graduands to fill up a “**Tracer Study on Graduands from Higher Learning Institution**” on-line survey form. The on-line survey form is available at the Ministry of Higher Education (MOHE) website from **1 November 2022**. Steps:

- Go to <http://graduan.mohe.gov.my/SKPG/>;
- Login at the **Login area** column by using your **NRIC** or **Passport** number;
- Select Universiti Tun Abdul Razak as the Institution Name.
- Follow the instructions until all questions are completed; and
- Print the **MOHE Tracer Study Confirmation Slip**.

11. ENQUIRIES

For further enquiries or assistance, please contact the relevant officers-in-charge as listed below:

MATTER	CONTACT PERSON	E-MAIL ADDRESS	PHONE NUMBER
General Enquiry	Mr. Syafiq Ms. Sabiha	syafiqjapar@unirazak.edu.my sabiha@unirazak.edu.my	+6018-292 5714 +6010-960 7320
Academic Administration	Ms. Faridah Ms. NorShazreena Mr. Hairul	faridah@unirazak.edu.my shazreena@unirazak.edu.my hairul.affandy@unirazak.edu.my	+603-2730 7074 +603-2730 7236 +603-2730 7136 (WA Business only)
Finance and Accounts Department (Students at UNIRAZAK Main Campus)	Ms. Noryati Ms. Norzayani Ms. Adelyn	noryati_saidin@unirazak.edu.my norzayani@unirazak.edu.my adelyn@unirazak.edu.my	+603-2730 7261 +603-2730 7189 +603-2730 7259 (WA Business only)
Graduation Robe	Mr. Mukmin Mr. Aiman	mukmin@unirazak.edu.my aimansyafiq@unirazak.edu.my	+6012-239 8913 +6013-525 5596

Graduands and Guests are expected to comply with any Covid-19 or Infectious Diseases SOP as and when it is issued by the Ministry of Health Malaysia. The university will also advise graduands of the latest SOP should there be any changes before the Convocation Ceremony excitement begins.

It's Going to be Another Great Razakian Celebration!