



GRADUATE GUIDELINES & INFORMATION PACK

CEREMONY:

15 NOVEMBER 2025

REHEARSAL:

14 NOVEMBER 2025

PRE-REGISTRATION & ACADEMIC ROBE COLLECTION:

11 & 12 NOVEMBER 2025

Version 1.2

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1.0 CONVOCAATION DATE & VENUE

1.1 Convocation Ceremony

UNITAR International University (UNITAR) will be holding the year 2024's Convocation Ceremony as follows:

Date:	15 November 2025
Day:	Saturday
Time:	7.30 a.m. – 5.30 p.m.
Venue:	Plenary Hall, Putrajaya International Convention Center (PICC), Putrajaya

Important Note:

- i) *Graduates are suggested to arrive at least 30 minutes prior the commencement of the ceremony.*
- ii) *Graduates are only required to attend their slot based on their programme/faculty/school.*

1.2 Rehearsal

To ensure smoothness of the event, all Graduates attending the Convocation Ceremony are required to attend a rehearsal as scheduled below:

Date:	14 November 2025
Day:	Friday
Time:	9.00 a.m. until 10.30 a.m.
Venue:	Plenary Hall, Putrajaya International Convention Center (PICC), Putrajaya

Important Notes:

- i. *Attendance for the rehearsal is **COMPULSORY**;*
- ii. *Graduates are required to arrive at the venue no later than 8.45 a.m. for the rehearsal; and*
- iii. *Graduates are required to dress appropriately for the occasion, preferably smart casual (short skirt, round neck t-shirt, sportswear, jeans, open-toed footwear, sports shoes, slippers and sandals are **NOT ALLOWED**).*

1.3 Pre-Registration & Academic Robe Collection

Date:	11 & 12 November 2025
Day:	Tuesday & Wednesday
Time:	12 p.m. until 7.30p.m. *Kindly arrive latest by 7.15p.m.
Venue:	UNITAR Main Campus, Kelana Jaya

1.4 Convocation Slots for Respective Programmes

Graduates who opted to attend the convocation ceremony are required to adhere and attend according to their allocated session.

Session	Date	Time	Faculty/Cohorts	Programme Involved
1	15-Nov-25	7.30am - 12.30pm	Faculty of Business	DOCTOR OF BUSINESS ADMINISTRATION MASTER OF BUSINESS ADMINISTRATION BACHELOR IN ACCOUNTING (HONOURS) BACHELOR OF BUSINESS ADMINISTRATION (HONS) BACHELOR OF HOSPITALITY MANAGEMENT (HONS) DIPLOMA IN ACCOUNTING DIPLOMA IN BUSINESS ADMINISTRATION DIPLOMA IN LOGISTICS MANAGEMENT BACHELOR OF MANAGEMENT (HONS)
School of Information Technology			MASTER OF INFORMATION TECHNOLOGY BACHELOR OF INFORMATION TECHNOLOGY (HONS) DIPLOMA IN INFORMATION TECHNOLOGY	
School of Media, Art & Design			BACHELOR OF FASHION DESIGN WITH MARKETING (HONOURS) DIPLOMA IN ANIMATION DESIGN DIPLOMA IN FASHION DESIGN DIPLOMA IN INTERIOR DESIGN	
School of Culinary Art			BACHELOR OF CULINARY ARTS (HONS) DIPLOMA IN CULINARY ARTS	
2		1.15pm – 5.30pm	Faculty of Education & Humanities	DOCTOR OF PHILOSOPHY (PHD) IN EDUCATION MASTER OF EDUCATION (EARLY CHILDHOOD EDUCATION) MASTER OF EDUCATION (EDUCATIONAL LEADERSHIP & MANAGEMENT) MASTER OF COUNSELLING MASTER OF EDUCATION (INSTRUCTIONAL TECHNOLOGY) MASTER OF EDUCATION (TEACHING OF ENGLISH AS A SECOND LANGUAGE) POST-GRADUATE DIPLOMA IN EDUCATION BACHELOR OF COMMUNICATION (HONS) BACHELOR OF EDUCATION (EARLY CHILDHOOD EDUCATION) (HONS) BACHELOR OF EDUCATION (HONS) BACHELOR OF ENGLISH (HONS) BACHELOR OF GUIDANCE AND COUNSELLING (HONS) BACHELOR OF PSYCHOLOGY (HONOURS) DIPLOMA IN PSYCHOLOGY DIPLOMA IN EARLY CHILDHOOD EDUCATION DIPLOMA IN COMMUNICATION STUDIES DIPLOMA PASCASISWAZAH PENDIDIKAN

2.0 CONVOCAATION FEES & PAYMENT

2.1 Convocation Fees

To be eligible to attend the Convocation Ceremony, the graduate **MUST MAKE FULL SETTLEMENT OF ALL OUTSTANDING PAYMENT** due to the University (e.g. tuition fees, library charges etc.) as well as **CONVOCAATION FEE BY Friday, 17 October 2025**. Graduates who fail to do so will **NOT BE ALLOWED** to attend the Convocation Ceremony.

Graduations as well as Convocation Ceremony fees are differentiated by level of study as listed below:

GRADUATION FEE				
* Graduation fees as per table below, is to be imposed on graduates who have been endorsed by Senate to have fulfilled the graduation requirements				
Level of Study	PhD	Masters	Bachelors	Diploma
Fee (RM)	700	550	450	400
CONVOCAATION FEE				
* Convocation Fees as per table below, is to be imposed to eligible graduates who wish to attend the Convocation Ceremony				
Level of Study	PhD	Masters	Bachelors	Diploma
Fee (RM)	550			

Important Note:

Basic photography packages are included in the convocation fee (11R Stage Photo + 8R Stage Photo + 5R Stage Photo). For additional photo package, graduates are advised to liaise directly with the official photography assigned by the university. A dedicated booth by our appointed photography team will be made available during the *Pre-Registration & Academic Robe Collection Day* on campus, as well as at Putrajaya International Convention Centre (PICC) during the Convocation day for your to upgrade your packages.

*Kindly note that upgrades, frames & postage are **not included** in the basic photography package.

2.2 Payment Method

Graduates may make necessary payment via the method below:

ONE STOP CENTRE UNITAR International University Jalan SS6/3, Kelana Jaya 47301 Petaling Jaya Selangor Darul Ehsan	OR	FINANCE COUNTER AT REGIONAL CENTRE
<ul style="list-style-type: none">• JOMPAY (Saving, Current or Credit Card) (please refer to : https://www.youtube.com/watch?v=IVCxankxp2k for guideline) <ol style="list-style-type: none">1. Login2. Select 'Pay & Transfer'3. Choose 'JOMPAY'4. To : Enter Biller Code : 63125. Ref #1 : Insert matrix number6. Ref #2 : Insert Payment Details (i.e. course fee, hostel, partial transcript etc)7. Biller Code Name : UNITAR Int University8. From : Saving / Current / Credit Card Account9. Amount : Insert amount to pay to university10. Agree and click 'Make Payment'• For International Student, you may also pay through Flywire. Please refer link pages : https://www.flywire.com/pay/unitar/• Maybank Islamic Berhad Beneficiary Acct : UNITAR CAPITAL SDN BHD Acc. Number : 562302012217 Reference 1: Matric Number Reference 2: Phone Number <p>Note:</p> <ol style="list-style-type: none">1. Save/Screenshot receipt/transaction receipts as proof of payment.2. Provide your proof of payment to One Stop Centre via One Stop Centre Helpdesk (https://osc.unitar.my/)3. Help Topic: Payment Evidence Submission > Sub Topic: Others.3. Include student details (Name, Matric Number, Contact Number) for reference.		

Important Notes:

- Late payment **after 17 OCTOBER 2025** will **NOT be accepted**;*
- Payment Counter will **NOT be opened** on the Registration Day, Rehearsal Day and Convocation Day.*

3.0 MINISTRY OF EDUCATION (MOHE) GRADUATE TRACER STUDY

It is **COMPULSORY** for 2025 Graduates to fill up the “Tracer Study on Graduates from Higher Learning Institution” online survey form.

The online survey form is available at the Ministry of Higher Education (MOHE) website tentatively **three (3) weeks** before the convocation week.

Steps:

- Go to <https://graduan.mohe.gov.my/skpg25/LogMasuk.aspx>
- Login at the **Login area** column by using your **NRIC** or **Passport** number;
- Follow the instruction until ALL questions are completed; and
- Save/print the **MOHE Graduate Tracer Study Confirmation Slip** and present it to the Convocation Registration Counter during registration.

Important Notes:

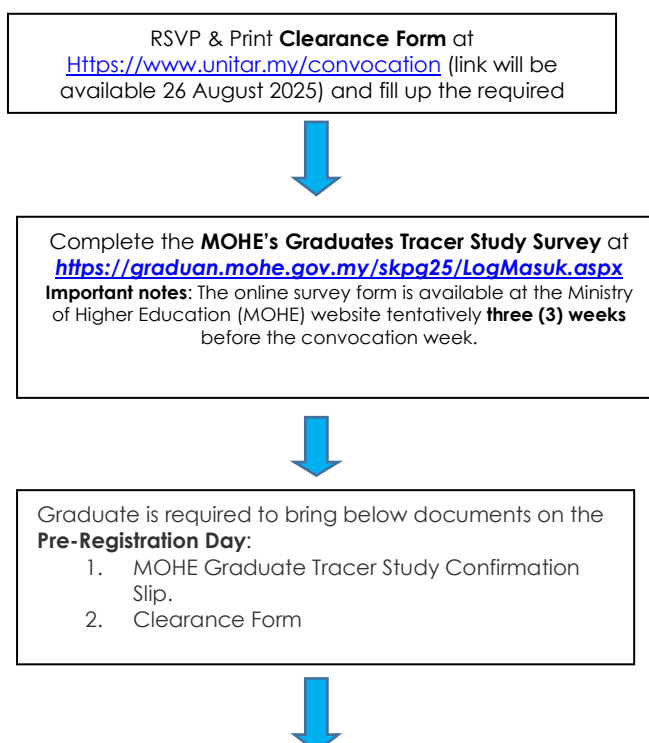
- Tracer Study is applicable to 2025 Graduates.** Graduates **MUST answer ALL** the MOHE Graduate Tracer Study questions;
- Graduates **MUST** complete the MOHE Graduate Tracer Study and **present the Graduate Tracer Study Confirmation Slip** prior to registering for the convocation; and
- Graduates will **NOT be allowed** to register if they're unable to present the **MOHE Graduate Tracer Study Confirmation Slip**.

4.0 PRE-REGISTRATION & ROBE COLLECTION

4.1 Pre-Registration Schedule & Robe Collection

Date	Time	Venue
11 November 2025 (Tues) & 12 November 2025 (Weds)	12 p.m. – 7.30 p.m. *Kindly arrive latest by 7.15pm	UNITAR International University Level 2, Tierra Crest Jalan SS6/3, Kelana Jaya 47301 Petaling Jaya Selangor Darul Ehsan

4.2 Registration Procedures



On the **Pre-Registration Day** please present the above documents to the **officers at Clearance counter**
Important notes: Please make sure your status with Finance, Hostel and Library is **zero outstanding**



Graduates with **zero outstanding** will proceed to **Registration Counter** and collect **Guest Tickets & Robe**



Graduates will proceed to collect **Robe** at the **Robe Counter** and lastly, graduates to collect **RFID Card** at **RFID Card Counter**.

Important Notes:

- i. Graduates can only register **AFTER** payment for all fees due to the University including Convocation Fees has been fully settled;
- ii. Graduates will **NOT be allowed** to register **WITHOUT** the **Clearance Form** and without completing the **MOHE Tracer Study**.
- iii. Graduates who fail to register are **NOT allowed** to enter the Convocation Hall on the 15 November 2025
- iv. **Graduate's Name Card (RFID) MUST** be brought along and presented upon request during Rehearsal and Convocation Ceremony;
- v. **Guest Ticket MUST** be presented by Graduates' guests upon entering the Convocation Hall. Guests will **NOT be allowed** to enter the Hall **WITHOUT** the **Guest Ticket**.

5.0 ACADEMIC ROBES

Graduates are required to wear a complete set of the Academic Robe as follows:

- Robe
- Hood according to the Faculties/Schools as below:
 - i. Faculty of Business (Blue)
 - ii. Faculty of Education and Humanities (Yellow)
 - iii. School of Information Technology (Purple)
 - iv. School of Media, Art & Design (Pink)
- Mortar Board
- Stripes on Academic Robes based on level:

PhD: 3 Stripes
Masters: 2 Stripes
Bachelor: 1 Stripe
Diploma: None



5.1 Collection of Academic Robe

The graduate who has made payment for all fees due to University including Convocation Fees and has registered him/herself at the Convocation Registration Counter may proceed to Robe Collection Counter for collection of Academic Robe.

Collection of Academic Robes can be made according to the schedule below:

Date	Time	Venue
11 November 2025 (Tues) & 12 November 2025 (Weds)	12 p.m. – 7.30 p.m. *Kindly arrive latest by 7.15pm	UNITAR International University Level 2, Tierra Crest Jalan SS6/3, Kelana Jaya 47301 Petaling Jaya Selangor Darul Ehsan

Important Notes:

- i. The graduate **MUST** collect the Academic Robe according to the given schedule. The last date to collect the Academic Robe is on **12 November 2025 (Weds), by 7.30pm.**
- ii. The graduate **MUST** collect the Academic Robe personally to ensure a size that fits him/her;
- iii. The graduate **MUST** present the **CLEARANCE Form** to the Officer in charge when collecting the Academic Robe;
- iv. Please check for the following before leaving the Robe Collection Counter:
 - Having the right set of Academic Robe (according to Faculty);
 - RFID card
- v. The graduate is **NOT allowed** to make any alteration to the Academic Robe;
- vi. The graduate is held fully liable for any damages or loss of the Academic Robe;
- vii. The graduate **MUST** strictly dress in Academic Robe and observe the dress code as described in item **8.0 Dress Code for Convocation Ceremony**; and
- viii. The Secretariat of Convocation reserves the right to refrain any Graduate from participating in the Convocation Ceremony should he/she fail to comply with the requirements.

5.2 Returning of Academic Robes

All Academic Robes must be returned to the Robe Returning Counter as scheduled below:

Date & Day	Time	Venue
15 November 2025	2.00 p.m. – 6.30 p.m.	PICC, Putrajaya
17 November until 19 November 2025		One Stop Centre, UNITAR International University Tierra Crest Jalan SS6/3, Kelana Jaya 47301 Petaling Jaya Selangor Darul Ehsan
Monday – Wednesday	9.00 a.m. – 4.00 p.m.	

A fine or penalty of RM50 per day will be imposed upon the graduate who returns the Academic Robe after 19 November 2025. The University reserves the right to claim compensation if the Academic Robe is damaged, lost or not returned.

Important Notes:

- i. Last date to return the Academic Robe is on **19 November 2025, by 4 p.m.**
- ii. Academic Robe **MUST** be returned in satisfactory condition, any loss or damages will be borne by graduates, and graduates **MUST** present the **Clearance Form** upon returning the Academic Robe.

6.0 ACADEMIC SCROLLS & TRANSCRIPTS

Graduates can collect their official academic scrolls and final transcripts (**after returning the academic robe**) as scheduled below:

Date & Day	Time	Venue
15 November 2025	3.00 p.m. – 6.30 p.m.	PICC, Putrajaya
17 November until 19 November 2025	9.00 a.m. – 4 p.m.	One Stop Centre, UNITAR International University Level 2, Tierra Crest Jalan SS6/3, Kelana Jaya 47301 Petaling Jaya Selangor Darul Ehsan

Important Notes:

- i. The scroll and academic transcripts can only be collected **AFTER** full settlement of all outstanding items to the University (such as financial charges, library charges, facilities, etc.);
- ii. The scroll and academic transcripts can only be collected **after convocation ceremony** session has ended and the **Academic Robe has been returned** in satisfactory condition; and
- iii. The graduate **MUST** present the **Clearance Form** after returning of robes for verification purposes.

7.0 GUESTS FOR CONVOCATION CEREMONY

Every Graduate is entitled to bring along **a maximum of two (2) guests** to sit in the Convocation Hall during the Ceremony. All guests must present the **Guest Ticket** when entering the Convocation Hall.

Important Notes:

- i. Guests will **NOT be allowed** to enter the Hall **WITHOUT** the **Guest Ticket**;
- ii. Children **below twelve (12) years old** are **NOT allowed** to enter the Hall during the Convocation Ceremony; and
- iii. The **Guest Ticket** will be distributed during the Pre-Registration & Academic Robe Collection Day.

8.0 DRESS CODE FOR CONVOCATION CEREMONY

Graduates and guests are required to observe the following dress code:

GRADUATES		
	<u>Male</u>	<u>Female</u>
Attire:	Dark coloured “Baju Melayu” with “Samping Songket”; or Dark coloured Lounge Suit with light coloured long sleeved shirt and necktie.	Malay National dress (i.e. Baju Kurung or Kebaya Labuh) or Formal dress.
Hair:	Short crop above ear and neckline.	Tied back or “sanggul”. Tudung in white or cream colored for the Muslims.
Shoes:	Dark coloured shoes and socks. Open-toed footwear, sports shoes, slippers or sandals are NOT allowed.	Dark coloured covered shoes with heels (court or dress shoes). Open-toed footwear, sports shoes, slippers or sandals are NOT allowed.
GUESTS		
	<u>Male</u>	<u>Female</u>
Attire:	National Dress, Lounge Suit or Batik	National Dress or Formal Dress

8.1 Picture examples of the dress code **ALLOWED** for graduates (while attending the convocation).



8.2 Picture examples of the dress code **ALLOWED** for parents/ guests (while attending the convocation).



Important Notes:

- i. Convocation Secretariat reserves the right to refrain any Graduate or Guest from participating in the Convocation Ceremony should he/she fail to comply with the requirement; and

9.0 CONVOCATION CEREMONY ETIQUETTE

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

- i. Graduates and Guests are required to take their seats in the Convocation Hall at least half (1/2) an hour before the ceremony begins;
- ii. Children **BELOW TWELVE (12) YEARS OLD** are **NOT allowed** to enter the Hall during the Convocation Ceremony;
- iii. Graduates and guests are to remain seated at all times while the Convocation Ceremony is in progress. Please use the restrooms before the ceremony starts or after the ceremony ends;
- iv. No one, except for officially appointed photographers, is allowed to leave their seats to take photographs during the ceremony or make audio-visual recording of the ceremony; Graduates & guests may take personal photographs only from their own seat.
- v. Handphones are to be turned off or put on silent mode while the ceremony is in progress.
- vi. Please follow instructions given by Officers in charge of the event.
- vii. Guests are not allowed to bring food in the hall.

10.0 PHOTOGRAPHY SERVICES

- i. Official photographers appointed by the University are responsible for taking photographs of Graduates during the Convocation Ceremony.
- ii. Graduates may collect their photographs in **6-8 weeks** after the convocation ceremony. The collection venue would be at photographer's studio.
- iii. For graduates who opted for the delivery/postage option, the delivery/postage cost will be borne by the graduates and payable directly to the photographer company.
- iv. Important Notes:
Any enquiries or issues pertaining to the graduates' photographs are to be addressed directly to the Official Photographer as per details below:

Address for Photo Collection :

Lakaran Tuah Sdn Bhd

No7-G , Jalan 5/91 , Taman Shamelin Perkasa , 56100 Kuala Lumpur, Wilayah Persekutuan

Working hours :

* Monday - Friday (11am - 5pm)

* Saturday 11am-3pm (By appointments only)

* Sunday - Closed

Contact Number :

Mr Eric - 017-6675571

Pn Ida - 019-2907211

Mr Thomas - 012-2178813

11.0 ENQUIRIES

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

Matters	Contact Person	Email Address	Phone Number
General Enquiries	One Stop Centre	One Stop Centre Helpdesk (https://osc.unitar.my/) *Log in using your UNITAR credentials	+603 7627 7200
Photography	Mr Eric Pn Ida Mr Thomas	azamteguh1983@gmail.com	+6017-667 5571 +6019 290 7211 +6012-2178813

Graduates may also get access to the latest information on the year 2025's Convocation through:

<https://www.unitar.my/convocation>

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