



2025 CONVOCATION GUIDELINES

Date : 16 November 2025, Sunday

Time : 10.00 am – 1.30 pm (All UNITAR Colleges and UUCKL)

Venue : Putrajaya International Convention Centre (PICC), Putrajaya

BEFORE CONVOCAATION

1. Convocation Date & Venue

1.1. Convocation Ceremony

We will be holding the year 2025's Convocation Ceremony as follows:

Date	16 November 2025
Day	Sunday
Time	10.00am – 1.30pm
Venue	Plenary Hall, Putrajaya International Convention Centre (PICC), Putrajaya

1.2. Rehearsal

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

Date	14 November 2025
Day	Friday
Time	9.00am – 10.30am
Venue	Plenary Hall, Putrajaya International Convention Centre (PICC), Putrajaya

For Graduands, attending the rehearsal is **NOT COMPULSORY**. You may decide to attend or not to attend the rehearsal.

2. Convocation Registration

All graduands must RSVP via the official Convocation Microsite to confirm attendance. After RSVP, you **MUST** make necessary payment to your college's designated account and upload the receipt/slip **by 17 October 2025 (Friday)**.

Centre	Microsite Link
UNITAR University College Kuala Lumpur	<u>UNITAR Convocation Ceremony</u>
UNITAR College Sungai Petani	
UNITAR College Penang	
UNITAR College Ipoh	
UNITAR College Melaka	
UNITAR College Johor Bahru	
UNITAR College Kuantan	
UNITAR College Kuala Terengganu	
UNITAR College Kota Bharu	
UNITAR College Kuching	
UNITAR College Kota Kinabalu	
UNITAR College Kelana Jaya	

3. The Convocation Fees & Payment

- 3.1. To be eligible to attend Convocation Ceremony, the graduands **MUST MAKE FULL SETTLEMENT OF ALL OUTSTANDING PAYMENT** as well as **CONVOCATION FEES**. Graduands who fail to do so will **NOT BE ALLOWED** to attend the Convocation Ceremony.

The convocation fees are as follows:

Payment Date	UUCKL	West Malaysia UC	East Malaysia UC
18 August – 17 October 2025	RM 550	RM 550	RM 300

- 3.2. Payment **MUST** be made before or on **17 October 2025 (Friday)**.
 3.3. Convocation Fees paid are **NON-REFUNDABLE** under any circumstances.
 3.4. Graduands may make necessary payment via **ONLINE TRANSFER OR CASH DEPOSIT** to:

Centre	Bank	Account Number	Beneficiary Account	Link for Convocation Attendance Reply Form
UUCKL	Maybank	014299120661	UNITAR Education Sdn Bhd	Convocation Registration UUCKL
UC Sungai Petani	Public Bank	3174427115	Cosmopoint Sdn Bhd	Convocation Registration UCSP
UC Penang	Maybank	507059113552	UNITAR Education Sdn Bhd	Convocation Registration UCPNG
UC Ipoh	Maybank	508029129704	UNITAR Education Sdn Bhd	Convocation Registration UCIPH
UC Melaka	Maybank	554026100590	UNITAR Education Sdn Bhd	Convocation Registration UCMLK
UC Johor Bahru	Public Bank	3174427115	Cosmopoint Sdn Bhd	Convocation Registration UCJB
UC Kuantan	CIMB	8005313864	Cosmopoint Sdn Bhd	Convocation Registration UCKTN
UC Kuala Terengganu	Maybank	514299419087	UNITAR Education Sdn Bhd	Convocation Registration UCKT
UC Kota Bharu	Maybank	503015230633	UNITAR Education Sdn Bhd	Convocation Registration UCKB
UC Kuching	Maybank	511038034206	UNITAR Education Sdn Bhd	Convocation Registration UCKCH
UC Kota Kinabalu	Maybank	514310104858	UNITAR Education Sdn Bhd	Convocation Registration UCKK
UNITAR College Kelana Jaya	Maybank	562302012217	UNITAR CAPITAL SDN. BHD	One Stop Centre Helpdesk System (OSCHS): https://osc.unitar.my//

References : Ref 1: Student ID/ IC Number and Ref 2: Contact Number

- 3.5. Save/Screenshot receipt/slip as proof of payment.
 3.6. Late payment after **17 October 2025 (Friday)** will **NOT BE ACCEPTED**.

4. Ministry of Higher Education (MoHE) Graduates Tracer Study

- 4.1. It is **COMPULSORY** for 2025 Graduates to fill up the “Tracer Study on Graduates from Higher Learning Institution” online survey form.
- 4.2. The online survey form is available at the Ministry of Higher Education (MoHE) website tentatively **three (3) weeks** before the convocation week.

Steps:

- a) Go to <https://graduan.mohe.gov.my/skpg25/LogMasuk.aspx>
- b) Login at the **Login area** column by using your **NRIC** or **Passport** number;
- c) Follow the instruction until **ALL** questions are completed; and
- d) Save/print the **MoHE Graduate Tracer Study Confirmation Slip** and present it during robe collection.

Important Notes:

- a) **Tracer Study is applicable to 2025 Graduates.** Graduands **MUST answer ALL** the MoHE Graduate Tracer Study questions;
- b) Graduands **MUST complete** the MoHE Graduate Tracer Study and **present the Graduate Tracer Study Confirmation Slip**; and
- c) Graduands will **NOT be allowed** to collect robe if they're unable to present the **MoHE Graduate Tracer Study Confirmation Slip**.

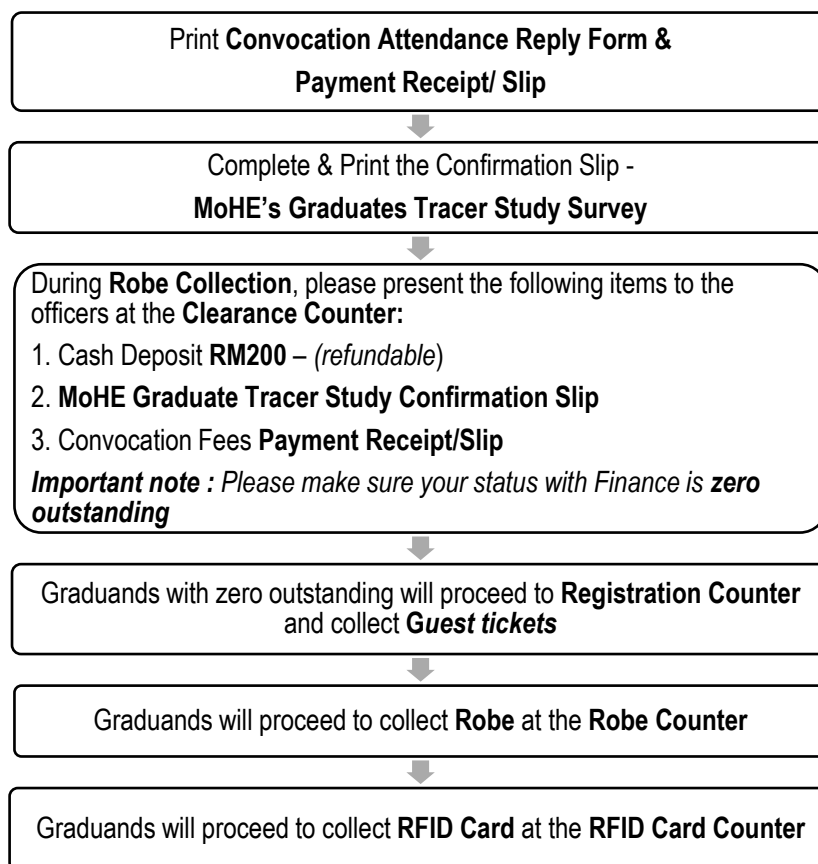
5. Collection of Robe

- 5.1. Collection of Robe can be made according to the schedule below:

Date	Time	Venue
14 November 2024 (Friday)	11 am – 4pm	Putra Hall B, Putrajaya International Convention Centre (PICC), Putrajaya
15 November 2024 (Saturday)	9 am – 12 pm	

- 5.2. Deposit for robe **RM 200.00 (CASH)** is applicable during robe collection (refundable after return the robe set).
- 5.3. Guest Tickets will be issued to you during robe collection.

5.4. Robe Collection Procedures:



Important Note: Only **TWO (2) guests** are allowed to enter the Convocation Hall during the Ceremony. All guests must present the Guest Tickets when entering the Convocation Hall. Children **below 12 years old** are **NOT ALLOWED** to enter the Convocation Hall during the Convocation Ceremony.

CONVOCATION DAY

1. Convocation Session

SESSION	TIME	REMARKS
All UNITAR Colleges and UUCKL	10.00 am – 1.30 pm	Graduands are advised to arrive by 9.30 am

2. Guests for Convocation Ceremony

- 2.1. Every graduand is entitled to bring along a **maximum of TWO (2) guests** to sit in the Convocation Hall during the Ceremony. The rest of your accompanying guests may wait at the designated area, **PUTRA Hall A**, for the LIVE viewing of the Convocation Ceremony.
- 2.2. Children **below 12 years old** are **NOT ALLOWED** to enter the Convocation Hall during the Convocation Ceremony.
- 2.3. Guests will **NOT be Allowed** to enter the Hall **without the Guest Tickets**.
- 2.4. Graduand with special needs (pregnant, disabilities or injured) requiring assistance are advised to contact us via email at uuckl.convo@unitar.my or 011-1154 8841, Ms. Nurqamarina Jasri.

3. Dress Code for Convocation Ceremony

3.1. Graduands and guests are required to observe the following dress code:

GRADUANDS / GUEST	DRESS CODE	STRICTLY PROHIBITED
MALE	<ul style="list-style-type: none"> • National outfit (Baju Melayu Cekak Musang with Sampin) • Lounge Suit with neck tie • Appropriate Traditional Dress • Black or Dark shoes and socks 	<ul style="list-style-type: none"> • Casual wear (T-shirts and jeans) and sports shoes are strictly prohibited. • Gowns or dresses that are above the knee short skirt, sleeveless blouse, t-shirt or trousers are not allowed. • Slippers or sandals are strictly prohibited to enter the Convocation Hall. • Heavy accessories are NOT ALLOWED.
FEMALE	<ul style="list-style-type: none"> • National outfit or Formal Dress (Baju Kurung or Maxi) • Long pants or Long skirt suit • Appropriate Traditional Dress • Clean court shoes or covered shoes 	
GUEST	<ul style="list-style-type: none"> • Male - National outfit/ Lounge Suit/ Long Sleeve or Batik Shirt • Female – National Dress/ Formal Dress • Appropriate Traditional Dress 	

3.2. Examples of the dress code **ALLOWED** for graduands (while attending the convocation).



3.3. Examples of the dress code **ALLOWED** for parents/ guests (while attending the convocation).



Important Note: The Convocation Ceremony is a **formal occasion**. Graduands are advised to adhere to the dress code as stated above. The university has the authority to prevent graduands from participating in the ceremony if they do not follow the rules and regulations for the Convocation Ceremony.

4. CONVOCATION CEREMONY ETIQUETTE

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

- 4.1. The seating time for graduands and guests will commence **one (1) hour** prior to the official start time of each ceremony.
- 4.2. Graduands and guests are expected to respect and to **NOT** disrupt the event. Usage of mobile phone is **STRICTLY PROHIBITED** during the convocation ceremony. Please keep your mobile phones off, or turn on silent mode at all times.
- 4.3. Guests may take shots with cameras or video cameras *in your seated position only*. Please **DO NOT STAND UP**, move from your seat, or block the aisles and passageways while taking the shots. Graduands are to advise their guests prior to this ceremony.

POST CONVOCATION CEREMONY

1. Returning of Convocation Robe, Mortarboard and Hood (if any)

- 1.1. Robe, mortarboard and hood shall be returned as scheduled below:

Date	Day & Time	Venue
16 November 2025	Sunday 1.30 pm – 7.00 pm	Putrajaya International Convention Centre (PICC), Putrajaya

- 1.2. Graduates must return their robes immediately after the convocation ceremony concludes. Failure to do so will result in the forfeiture of the deposit.
- 1.3. A penalty fee will be imposed to the graduates in the event of loss or damage of the convocation robe. The robe deposit will be forfeited.

2. Photography Services

- 2.1. Official photographers appointed are responsible for taking photographs of Graduands during the Convocation Ceremony.
- 2.2. Graduates may collect their photographs in **6-8 weeks** after the convocation ceremony at photographer's studio.
- 2.3. For graduates who opted for the delivery/postage option, the delivery/postage cost will be borne by the graduates and payable directly to the appointed photographer.
- 2.4. Basic photography packages are included in the convocation fee (11R Stage Photo + 8R Stage Photo + 5R Stage Photo)

- 2.5. Any enquiries or issues pertaining to the graduate's photographs are to be addressed directly to the official photographer as per details below:

Photography	Contact Number	Address	Email Address
Mr. Eric	+6017-667 5571	Lakaran Tuah Sdn Bhd. No7-G, Jalan 5/91, Taman Shamelin Perkasa, 56100 Kuala Lumpur https://q.co/kgs/4pXhKXc	lakarantuah@gmail.com
Puan Ida	+6019-290 7211		
Mr. Thomas	+6012-217 8813		

3. Enquiries

For further enquiries or assistance regarding Convocation Ceremony 2025 kindly contact the Convocation Secretariat as follows:

Centre	Convo Registration	Student Finance (Outstanding)
UUCKL	Ms Qamarina (011-1154 8841) Ms Wardah (011-70119772) uuckl.convo@unitar.my	Ms Besneesa Anak Dennis 03-7627 7426 / 011-7013 9772 besneesa.dennis@unitar.my
UC Sungai Petani	Ms. Noor Hafizah Abu Hassan 017-5754945 noorhafizah.hassan@unitar.my	Ms. Siti Norhijjah Jabar 012-5884253 hijjah.jabar@unitar.my
UC Penang	Mr. Muhammad Haniff bin Khairi 04-6110658/019-4737499 haniff.khairi@unitar.my	Ms. Nurul Hidayah Binti Pawanchek 04-6110658/ 019-4982895 hidayah.pawanchek@unitar.my
UC Ipoh	Pn Norizah Hashim 011-39811635 norizah.hashim@unitar.my	Pn Noor Ain Jumain 011-3785 6039 ain.jumain@unitar.my
UC Melaka	Ms. Ielmie Binti Sabtu 016-7387531 ielmie.sabtu@unitar.my	Ms. Rohana Binti Ahamad 012-6190454 rohana.ahamad@unitar.my
UC Johor Bahru	Pn. Nor Azahani binti Gimon 019-7226643 azahani.gimon@unitar.my	Ms. Julizaa binti Jaafar 012-7301752 julizaa.jaafar@unitar.my
UC Kuantan	Ms. Nor Diana Ali 017-4634025 nordiana.ali@unitar.my	Ms. Nazirah Ibrahim 017-9161809 nazirah.ibrahim@unitar.my
UC Kuala Terengganu	Mr. Othman A Wahab 013-2460906 othman.wahab@unitar.my	Mr. Othman A Wahab 013-2460906 othman.wahab@unitar.my

UC Kota Bharu	Ms. Ainul Asma Binti Kamaruzaman 019-9255285 ainul.kamaruzaman@unitar.my	Ms. Aida Marliani Binti Che Abdullah 011-50205029 aida.abdullah@unitar.my
UC Kuching	Puan Asong Tubang 019-8788780 asong.tubang@unitar.my	Puan Asong Tubang 019-8788780 asong.tubang@unitar.my
UC Kota Kinabalu	Mr. Chris Hendrus 01131680410 chris.hendrus@unitar.my	Ms. Marlina Syamsuri 017-350 1803 marlina.syamsuri@unitar.my
UC Kelana Jaya	One Stop Centre Helpdesk System (OSCHS): https://osc.unitar.my//	

4. Other Information

Details of Event venue and Accommodation (for those who require accommodation during convocation ceremony, please make your own booking arrangement)

4.1. Venue : Putrajaya International Convention Centre (PICC), Putrajaya

Address : Precinct 5, 62000 Putrajaya Wilayah Persekutuan Putrajaya

Contact Number : 03-8887 6000

Website : <https://www.picc.com.my/>

Location : <https://g.co/kgs/KLk76cL>

Note: All car park under PICC, Putrajaya is **FREE OF CHARGE**.

4.2. Accommodation – available around the Putrajaya area

Hotel: Pulse Grande Hotel

Address: Taman Putra Perdana, Jalan Putra Perdana, Presint 1, 62000 Putrajaya

Contact Number : [03-8887 8888](tel:03-88878888)

Website Link: <https://system.idb.com.my/rev/booking/promotion/PULS/0C4MkcoYMPbYn2JKAgrg4g>

Note: This promotion is applicable for the entire **UNITAR Education Group**

There are several hotels and accommodations available within and near the Putrajaya area.