27th CONVOCATION CEREMONY TERMS & CONDITIONS
DEWAN SERI SARJANA, UNIVERSITI TENAGA NASIONAL (UNITEN)
PUTRAJAYA CAMPUS

Dear Graduates,

UNITEN CONVOCATION CEREMONY

Congratulations on your success. On behalf of the University, we cordially invite you to attend the Convocation Ceremony.

The 27th Convocation Ceremony will be held on Saturday and Sunday, **1 November 2025 and 2 November 2025 in three (3) sessions.**

Session	Date	Time
1	1 November 2025, Saturday	7.00 AM (Morning)
2	2 November 2025, Sunday	7.00 AM (Morning)
3	2 November 2025, Sunday	2.00 PM (Afternoon)

The convocation information and details can be retrieved at this link:
https://convocation.uniten.edu.my/index.html

1. GRADUATE PARTICIPATION

1.1 Participation for the 27th Universiti Tenaga Nasional Convocation Ceremony must be made by submitting the **Convocation Attendance Feedback via UNITEN Info365 Online** at https://info365.uniten.edu.my/info365. Graduates may also refer to the convocation information at UNITEN Website https://convocation.uniten.edu.my/index.html

1.2 The attendance feedback and payment must be made by **4.00 pm, 24 October 2025 (Wednesday)**. Feedbacks received after this deadline will not be processed.

1.3 Graduates who decide not to attend the convocation ceremony may obtain their academic certificates after the ceremony. A charge of RM100.00 will be imposed (for album and certificate) and this charge **does not** include delivery charge.

2. PAYMENT

2.1 The convocation fee:

a. RM300.00 (Bachelor and Diploma)
b. RM350 (PhD and Master)

This fee is **not refundable.**

2.2 Fee payment can be made using **FPX and Flywire** at **https://info365.uniten.edu.my/info365.** Payment made using Flywire must clear before the collection of the academic attire.

2.3 For graduates **who have collected their degree/diploma certificates in advance**, a deposit of RM600.00 will be imposed for the academic attire (*deposit will be refunded within 3-5 working*

days [via local bank only] upon returning the academic attire to the Convocation Secretariat, subject to the robe being returned in good condition. Kindly provide the recipient's bank name and account number when completing the convocation attendance form for refund purposes).

3. COLLECTION AND RETURNING OF THE ACADEMIC ATTIRE (ROBE, MORTAR BOARD AND HOOD)

3.1. **Collection**

3.1.1 Sizes of the academic **attire are limited**. Thus, the distribution of the academic attire is based on 'first come, first serve' basis.

3.1.2 Graduate will get convocation **access card**. **It is compulsory to bring this card during the Convocation day.**

3.1.3 Graduate is required to produce national identification card (NRIC) or passport at the academic attire collection counter**.**

3.1.4 Please follow the academic attire collection scheduled listed below to avoid crowd during the collection.

3.1.5 **Any testing or changes of academic attire is not permitted.**

3.1.6 **Convocation Gown sizes are as follows:**

Size	Height To Measure
S	151 – 160 cm
M	161 – 170 cm
L	171 – 180 cm
XL	181 – 185 cm
XXL	186 – 190 cm

3.1.7 **Convocation Gown Collection Schedule**

Date/ Day	Time	College	Venue
25 October 2025 (Saturday)	9.30 am – 5.00 pm	All Graduates	**Sunken Garden** Ground Floor Administration Building, Putrajaya Campus
26 October 2025 (Sunday)	9.30 am – 5.00 pm	All Graduates	
31 October 2025 (Friday)	2.45 pm – 5.00 pm	All Graduates	

3.1.8 **Returning of Academic Attire Schedule**

Date/ Day	Time	College	Venue
1 November 2025 (Saturday)	12.00 pm – 6.00 pm	All Graduates	**Sunken Garden** Ground Floor Administration Building, Putrajaya Campus
2 November 2025 (Sunday)	9.30 am – 6.00 pm	All Graduates	
3 November 2025 (Monday)	9.30 am – 5.00 pm	All Graduates	
4 November 2025 (Tuesday)	9.30 am – 5.00 pm	All Graduates	

3.2. **Late Return of Convocation Gown**

Starting from **5 November 2025**, **ALL** late return of academic attire is subject to penalty of RM50.00 and a daily charges of RM5.00 per day to a maximum of RM300.00.

Examples of late return penalties are as follows:

Date/ Day of Return	Time	Penalty	Venue
5 November 2025 (Wednesday)	9.30 am – 4.30 pm	**Day 1** RM50.00 + RM5.00= RM55.00	**UNITEN Customer Centre (UCC),** Administration. Building, Putrajaya Campus
6 November 2025 (Thursday)	9.30 am – 4.30 pm	**Day 2** RM50.00 + RM10.00= RM60.00	
7 November 2025 (Friday)	9.30 am – 4.30 pm	**Day 3** RM50.00 + RM15.00= RM65.00	
10 November 2025 (Monday)	9.30 am – 4.30 pm	**Day 4** RM50.00 + RM20.00= RM70.00	
11 November 2025 (Tuesday)	9.30 am – 4.30 pm	**Day 5** RM50.00 + RM25.00= RM75.00	

4. SUMMARY OF THE CONVOCATION CEREMONY FLOW

4.1 All graduates are required to arrive at **Dewan Seri Sarjana (DSS)** in full dress academic attires by 7.00 am (Morning Session) and 2.00 pm (Afternoon Session). Graduates who are unable to come on time may not be allowed to enter the hall.

4.2 The Convocation Card will be distributed during the collection of the academic attire and must be brought on the convocation day.

4.3 Graduate seating will be arranged according to the programme. Staff on duty will assist accordingly.

4.4 Staff on duty will usher graduates at the queuing process and graduates are to pass the convocation card at the designated check-point before proceeding to the stage.

4.5 During the conferment of the degrees, the graduates' names will be announced accordingly as follows: Doctor of Philosophy, Master's Degree, Bachelor's Degree and Diploma.

4.6 Once a graduate's name is announced, he/she shall proceed directly to the Chancellor / Pro-Chancellor, bow as a mark of respect, receive the scroll with both hands, and say "Thank you". After receiving the scroll, graduates must return to their seats and remain seated. Graduates are not permitted to leave the hall while the ceremony is in progress, to ensure the event proceeds in an orderly and respectful manner.

5 OFFICIAL INVITATION CARD AND CAR STICKER

5.1 Each graduate will receive an official invitation card to attend the ceremony. The card will be issued during the collection of the academic attire.

5.2 A car sticker will be provided together with the invitation card. Only vehicles displaying the official convocation car sticker will be permitted to enter the campus.

5.3 The university is not responsible for lost invitation card and car sticker. The invitation card and car sticker will not be replaced.

6 REHEARSAL

To ensure the smooth running of the ceremony, all graduates **MUST** attend **the rehearsal** session as follows:

Date : 31 October 2025 (Friday)
Time : 8.00 am
Venue : Dewan Seri Sarjana (DSS)
Universiti Tenaga Nasional,
Jalan Ikram-UNITEN,
43000 Kajang, Selangor.

7 DRESS CODE AND PERSONAL GROOMING – GRADUATES

7.1 **Male**

7.1.1 Baju Melayu (dark/ black) with 'Sampin' or Dark/ Black Lounge Suit with necktie and full convocation robe;

7.1.2 Black/dark leather shoes with black/dark socks;
7.1.3 'Songkok' is allowed but not necessary;
7.1.4 Graduate of Sikh religion are allowed to wear their 'Turban';
7.1.5 **Any form of jeans pants, shorts and t-shirts are NOT ALLOWED**;
7.1.6 **Any form of sport shoes/ sandals/ slippers are NOT ALLOWED**;
7.1.7 Hair styles should be short and neat. Graduates are not allowed to color their hair or put on dreadlock hairstyle.

7.2 **Female**

7.2.1 Graduates are not allowed to color their hair or put on dreadlock hairstyle.
7.2.2 National costume/ formal dress/ long dresses which cover until the ankles/ maxi skirts, long sleeved shirts/ blouses/ dark suit and wearing full convocation robe;
7.2.3 Black/dark leather cover shoes with black/dark socks;
7.2.4 **Any form of jeans pants, shorts and t-shirts are NOT ALLOWED**;
7.2.5 **Any form of sport shoes/ sandals/ slippers are NOT ALLOWED**;
7.2.6 Choice of clothes/ dress must be decent (thin layered fabric or sensual designs or styles that may attract uncomfortable glares should be avoided).

THE UNIVERSITY RESERVES THE RIGHT TO DENY ENTRY INTO THE CONVOCATION HALL TO ANY GRADUATE WHO DOES NOT / FAILS COMPLY WITH THE PRESCRIBED DRESS CODE.

8 LOST/ DAMAGE OF ACADEMIC ATTIRE

7.1 A compensation fee will be imposed to the graduates in the event of any loss or damage to the academic attire as follows:

- Academic Robe - RM400
- Mortar Board - RM100
- Hood - RM100
- All items - RM600

7.2 Graduates who fail to pay the compensation fee due to loss or damage of the academic attire will not be allowed to collect their Academic Certificate.

9 COLLECTION OF CERTIFICATES.

9.1 Graduates may collect their original Certificates at **UNITEN Student Centre (UCC)** from **1 - 4 November 2025 (please refer 3.1.8)** once the academic attires are safely returned and in good condition.

9.2 Collections made after the specified dates above must be done at the UNITEN Customer Centre (UCC), Administration Building, Putrajaya Campus, from Monday to Friday between 9.30 am and 4.30 pm.

9.3 Graduates who are not able to join the convocation ceremony are advised to collect their certificates as soon as possible after the convocation ceremony ends.

9.4 Graduates may send their representatives to collect the certificates and academic transcripts on his/her behalf by presenting a consent letter and a copy of the graduate's identification card. The above documents should also be accompanied by a copy of the paid convocation/certificate fee (if applicable).

9.5 Graduates who are not able to attend the convocation ceremony **may request in writing for their certificates and academic transcripts** to be couriered to any valid postal address with nominal processing and handling charges.

9.6 The University will not be responsible or liable for any damages/ loss of the certificates and academic transcripts couriered to the specified address. Any replacement of the original set is chargeable.

9.7 Any application for subsequent copies of the document will be chargeable and shall be made available for collection or delivered within **one (1)** month from the date of application has been approved.

9.0 LOST OF ACADEMIC CERTIFICATE OR TRANSCRIPT

9.1 Your academic certificate is a valuable document. To protect against fraudulent use of certificates, copies cannot be issued, except when the original has been permanently lost or destroyed.

9.2 Certificates and transcript are only issued once and no replacement will be printed/ entertained, unless with a valid reason agreeable to the Registrar.

9.3 Graduates are advised to keep sufficient copies and preserve the original set safely.

9.4 Replacement certificates will be issued in the current format.

9.5 A replacement of permanently lost or destroyed academic certificate is chargeable as follows:

- Certificate: RM450.00 for each copy
- Must be accompanied by a Police report for a lost certificate
- A police report and the proof of payment is required for every request for replacement of loss certificate.

9.6 A replacement of permanently lost or destroyed transcript is chargeable RM20.00 for each copy.

9.7 Payments can be made online. Please refer to the UNITEN website for the payment guidelines **https://www.uniten.edu.my/student-hub/payment**. Please provide proof of payment via email to financehelpdesk@uniten.edu.my and copy to academicreg@uniten.edu.my. [Semak semula]

9.8 All applications will be processed once all the required documents has been received. The process for certificate will take approximately one (1) month and for transcript, it will take approximately three (3) working days.

10.0 ALUMNI

All graduates are UNITEN Alumni. All are invited to join the UNITEN ALUMNI Association. A membership registration fee is RM30.00. This fee is NOT included in the Convocation Fee. Registration fee payment can be made via FPX and Flywire at https://info365.uniten.edu.my/info365.

11.0 PHOTOGRAPHY SERVICE DURING THE CONVOCATION CEREMONY

11.1 UNITEN will engage a photography service provider for the Convocation Ceremony. Further details will be provided later during the collection of academic attire on **25 – 26 October 2025 & 31 OCT 2025.**

11.2 During the Convocation Ceremony, no camera is allowed to be brought into the Convocation Hall.

12.0 GENERAL RULES

- Male graduates are required to maintain short and neat haircut.
- Graduates are not allowed to color their hair or put on dreadlock hairstyle.
- Graduates are advised not to bring any personal belongings such as bags, video cameras, cameras, pagers and other forbidden items into the hall.
- During the convocation ceremony, graduates are requested to respect and not to disrupt the event**.**
- Mobile phones are to be switched off or set to silent mode.
- Please hold applause until the last name of the graduate for each program is read out.
- During the convocation ceremony, graduates are prohibited from standing or leaving their seats to take any pictures or photographs.
- Graduates who leave the hall during the convocation ceremony are not allowed to re-enter the convocation hall.
- Graduates who are unable to adhere to these rules and regulations are advised not to participate in the convocation ceremony.
- Graduates without academic attire during Convocation Ceremony are not allowed to participate in the event.
- Graduates are advised to have meals prior to the event.
- To preserve the equipment as well as the decoration in the convocation hall, the hall's temperature may be lowered. Graduates and parents are advised to wear appropriate attire to ensure comfort throughout the event.
- Each graduate will be given an official invitation card that allows three (3) guests to attend the ceremony. The invitation card will be given during the collection of the convocation attire. Guests are not allowed to enter the Convocation Hall without the invitation card. [Semak dengan CCRD on bilangan tetamu]
- For graduates who have collected the degree/diploma certificate in advance, they need to pay a deposit of RM600.00 for the academic attire *(deposit will be refunded within 3-5 working days [via local bank only] upon returning the academic attire to the Convocation Secretariat,*

subject to the robe being returned in good condition. Kindly provide the recipient's bank name and account number when completing the convocation attendance form for refund purposes).

12.1 For enquiries, please contact :

Description	Department	Extension Number
Convocation Event	Marketing, Admission and Corporate Communication	03-89212020; 7108,7184 & 7458
Graduates Management	Academic Registrar Office	0389212020; 1122, 1196 & 2146; unitenconvocation@uniten.edu.my
Technical: Username, password and technical issues	ICT	603-8921 2020 ext 1669
Payment Method	Finance Department	03-89212020; 7162,7155,7127, 1045 financehelpdesk@uniten.edu.my
MOHE survey and Alumni	Alumni Relations & Career Department	norasha@uniten.edu.my : 7545 norashikin@uniten.edu.my : 7585

Academic Registrar Office
Universiti Tenaga Nasional
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