

**PROCEDURES AND GUIDELINES FOR THE 29th CONVOCATION 2016
UNIVERSITI UTARA MALAYSIA**

1.0 INTRODUCTION

Convocations are meaningful, joyous and memorable occasions. The management of UUM hopes that you will give us your fullest cooperation to ensure the smooth running of this year's ceremony. We do hope that this Convocation Procedures and Guidelines will be useful guide to you.

2.0 CONVOCATION CEREMONY

UUM 29th. Convocation ceremony will be held as follows:

Date: 12 – 16 November 2016
Day: Saturday – Wednesday
Venue: Dewan Mu'adzam Shah, UUM, Sintok, Kedah Darul Aman

This ceremony consists of nine sessions. *The inauguration of the postgraduate degrees will be in the first until fifth sessions which is on the 12 – 14 November 2016.* Details about the session are as per **Appendix A**

3.0 BRIEFING AND PREPARATION BEFORE ENTERING THE CONVOCATION HALL

Graduands (Masters and PhD) should attend the briefing session as follows:

First Session,

Date : 12 November 2016
Time : 7.00 am
Venue : Tan Sri Othman Hall

Second Session,

Date : 13 November 2016
Time : 7.00 am
Venue : Tan Sri Othman Hall

Third Session

Date : 13 November 2016
Time : 1.00 pm
Venue : Tan Sri Othman Hall

Fourth Session,

Date : 14 November 2016
Time : 7.00 am
Venue : Tan Sri Othman Hall

Fifth Session

Date : 14 November 2016
Time : 1.00 pm
Venue : Tan Sri Othman Hall

Note: Graduands who fail to be on time in the briefing session will not be allowed to join the convocation ceremony.

4.0 ACADEMIC ATTIRE

4.1 The full academic attire of the University consists of the following:

- a) Blue Academic Robe
- b) Mortar Board
- c) Hood of various colours according to the programmes as stipulated in paragraph 4.2

4.2 The colour of the hood is as stipulated by the respective Colleges offering the programmes as follows:

Bil	Programme	Hood Colour
1	Doctorate (PhD, DBA & D. Mgmt)	Gold
2	Master of Commercial Law	Black/White
3	Master of Corporate Law	Black/White
4	Master of Human Resource Law	Black/White
5	Master of Arts (Sociology)	Blue/Black
6	Master of Public Management	Blue/Black
7	Master of Business Administration	Blue/Gold
8	Master of Economics	Blue/Green
9	Master in Applied Linguistics	Blue/Lavender
10	Master of Arts (CMLS)	Blue/Lavender
11	Master of Arts (Islamic Studies)	Blue/Lavender
12	MSc (Multimedia Studies)	Blue/Lavender
13	MSc. (M. Communication)	Blue/Lavender
14	MSc. (Int. Business)	Blue/Light Blue
15	MSc. (Strategic Studies)	Blue/Light Blue
16	Master of Arts (Social Work)	Blue/Maroon
17	MSc. (Counselling)	Blue/Maroon
18	Postgraduate Diploma in Correctional Science	Blue/Maroon (One stripe)
19	MSc (Tourism Management)	Blue/Orange
20	MSc (Technology Management)	Blue/Peach
21	MSc. (Dec. Sc.)	Blue/Pink
22	MSc. (Mathematics)	Blue/Pink
23	MSc. (Statistics)	Blue/Pink
24	Master of Education (MEd)	Blue/Purple
25	MSc. (Educational Management)	Blue/Purple
26	Postgraduate Diploma in Education	Blue/Purple (One stripe)
27	Master in Islamic Finance and Banking	Blue/Red
28	Master of Human Resource Management	Blue/Red
29	MSc (Islamic Finance)	Blue/Red
30	MSc. (Management)	Blue/Red
31	MSc. (OSHM)	Blue/Red
32	MSc. (ICT)	Blue/Silver
33	MSc. (Intelligent System)	Blue/Silver
34	MSc. (IT)	Blue/Silver
35	MSc. (Banking)	Blue/White
36	MSc. (Finance)	Blue/White
37	MSc. (Accounting)	Blue/Yellow
38	MSc. (Int. Acct)	Blue/Yellow

- 4.3 Graduands not wearing the complete academic attire **will not be allowed** to enter the Hall.
- 4.4 Please be reminded that any alteration to the academic attire is strictly prohibited.

5.0 COLLECTING OF ACADEMIC ATTIRE

- 5.1 Graduands can collect their academic attire as follows:

Date : **6 – 10 November 2016 (Sunday – Thursday)**
Time : **9.00 am – 5.00 pm (1 – 2 pm close)**
Venue : **Tan Sri Othman Hall**

Date : **11 November 2016 (Friday)**
Time : **9.00 am – 6.00 pm (12.30 – 2.30 pm close)**
Venue : **Tan Sri Othman Hall**

Date : **12 – 13 November 2016 (Saturday - Sunday)**
Time : **9.00 am – 8.00 pm (1 – 2 pm close)**
Venue : **Tan Sri Othman Hall**

Date : **14 November 2016 (Monday)**
Time : **9.00 am – 12.00 afternoons**
Venue : **Tan Sri Othman Hall**

- 5.2 Graduands are encouraged to collect the academic robes themselves from the Academic Robe Counter (for Master and Doctoral programmes) at Tan Sri Osman Hall and submit the following forms to the officer at the counter:

- (i) Bill Payment Slip (or any proof of payment from Bank Islam Malaysia Berhad (BIMB))
- (ii) Traces Study Form (please access and fill in the form via website: <http://graduat.mohe.gov.my> – (*Kajian Pengesanan Graduat*) – **(For all graduand) from 11 October 2016. Kindly print the slip and bring along during collecting robe.** The robe and transcript will not be given if graduand did not fill up the form as mentioned. Any inquiries please contact Mr. Nik Mohd Baidzani Haddad Ibrahim at 04-9284708.

- 5.3 Please complete the **Green Form (UPS/HEA/J-2/2016)** if a representative is collecting the robe on behalf of the graduand. The form must be submitted by the **representative** during collection of the robe together with:

- (i) a copy of proof of payment (other fees/convocation fees (if any))
(ii) a copy of his/her **Identity Card/Passport**;
(iii) a copy of the graduand's Identity Card/Passport; and
(iv) a slip of a tracer study (a tracer study must be completed by the graduand.)

Collecting of the robe by representatives is allowed until one day before the convocation session for related programme.

5.4 Please ensure that the following items are received from the officer at the counter:

- (i) Mortar board, hood, and robe
- (ii) Car sticker/Invitation card

5.5 Convocation Fee

5.51 Graduands will be charged a convocation fee of RM220.00. Last day payment is by the end of October 2016.

5.52 Graduands who do not attend a convocation ceremony are also required to pay the stipulated convocation fee.

5.53 Payment can be made at any branch of Bank Islam Malaysia Berhad (BIMB). The method of payment available are:

No.	Method Of Payment	Details
1.	Any Branch of BIMB	Completing the Deposit Slip/ Bill Payment Slip with information such as Name, IC No., Matric Number (at account number), Pay To: UUM, Payment: Convocation Fees and the Amount (RM) As charge.
2.	E-Com (Via Internet)	Payment By Credit Card (Visa & Master Card) can be made through online by surfing UUM website www.uum.edu.my . Go to "Online Services on Online Services click "Electronic Payment" and follow instruction. Please select Student Payment and mentioned your purpose payment (convocation fee). Print receipt as a proof of the payment.

5.6 Graduands/students who were stayed at DPP Maybank or off-campus accommodation (Staff Housing/Taman Universiti/Taman Siswa) are required to return the house key and submit a **certification letter of leaving the house** before they are allow to collect their academic attire.

5.7 Graduands are reminded **to bring the complete academic attire** during their convocation day.

6.0 RETURNING OF ACADEMIC ATTIRE

6.1 The academic attire can be returned as follows:

Date : **12 November 2016 (Saturday)**
Time : **2.00 pm – 8.00 pm**
Venue : **Tan Sri Othman Hall**

Date : **13 – 14 November 2016 (Sunday – Monday)**
Time : **9.00 am – 8.00 pm (1 – 2 pm close)**
Venue : **Tan Sri Othman Hall**

Date : 15 – 17 November 2016 (Tuesday - Thursday)
Time : 9.00 am – 5.00 pm (1 – 2 pm close)
Venue : Tan Sri Othman Hall

Date : 18 November 2016 (Friday)
Time : 9.00 am – 5.00 pm (12.30 – 2.30 pm close)
Venue : Tan Sri Othman Hall

Date : 19 November 2016 (Saturday)
Time : 9.00 am – 5.00 pm (1 – 2 pm close)
Venue : Tan Sri Othman Hall

6.1.1 Returning of Academic Attire from **20 November 2016** should be made at the respective Graduate School.

6.2 Graduands can collect their scrolls and academic transcript after returning their academic attire.

Note: Graduands students who still owe the University or who do not return the academic attire will not be allowed to collect their scrolls and academic transcripts

6.3 Fine for late return, damage or loss of academic attire

6.3.1 A fine of RM 10.00 per day starting from **20 November 2016** will be imposed for the late return of academic attire

6.3.2 A fine of RM 1050.00(for PhD, D.Mgmt and DBA) and RM 866.00 (for master programme) will be imposed for graduands who lose or damage the academic attire.

7.0 TIPS ON WEARING THE ACADEMIC ATTIRE

The academic attire must be worn smartly and in proper manner:

1. The Hood must be placed on both shoulders.
2. The Mortar board must be worn in such a position whereby the tassel should hang on the left side.
3. Female graduands are encouraged to wear light colour attire with long sleeves. If wearing skirts, it must be exceed the ankles and be presentable.
4. Male graduands should wear dark colour “lounge suits” with matching tie. Shirt should be light colour with long sleeves. The hair length should not touch the collar.
5. Graduands must wear black shoes.

8.0 CODE OF CONDUCT WHILE IN MU'ADZAM SHAH HALL

In Mu'adzam Shah Hall, please maintain proper decorum. The academic attire must be worn throughout the ceremony. Please be reminded that graduands are not allowed to leave the hall while the ceremony is in season. When the announcement of the grand academic procession is made, graduands are required to remain standing until all members of grand procession are seated. The same applies when the grand academic procession leaves the hall.

9.0 INAUGURATION OF DEGREE

After the Assistant Vice Chancellor has requested the solemn permission from Her Royal Highness The Chancellor to confer the degrees, graduands are required to stand up. Right after Her Royal Highness The Chancellor makes the announcement, graduands from respective programmes are requested to walk quietly towards the left-hand side of the stage.

10.0 CONDUCT WHILE RECEIVING THE DEGREE

First graduand to receive the scroll will stand on spot marked X (1X)

- 10.1 Second and third graduand will stand on the spots marked X (2X and 3X)
- 10.2 The next three graduand will stand at the entrance of the stage
- 10.3 The rest of the graduands are to line up in a single file on the stairs and on the floor leading up to the stage entrance
- 10.4 Upon hearing the announcement of his/her name, the first graduating student will walk towards the Chancellor and stop at the spot (X), right in front of the Chancellor and bow slightly
- 10.5 After receiving the scroll, solemnly say "Thank You, Your Royal Highness" or "Junjung Kasih Tuanku"
- 10.6 After the first graduands has received his/her scroll and the same applies for the rest of the recipients.
- 10.7 After receiving the scroll, move a few steps forward towards the exist stairs, turn slightly to your right, for the cameraman to take your photograph
- 10.8 Then, walk down the stairs quietly and return to the seat.

11.0 ENDING OF CEREMONY

Graduating student will quietly move out from the hall after the announcement is made.

12.0 COLLECTION OF ORIGINAL SCROLL AND ACADEMIC TRANSCRIPT

- 12.1 Graduating students who have settle all outstanding payments to UUM, may collect their original scroll and academic transcript at Tan Sri Osman Hall, right after returning their academic attire.

- 12.2 Graduating students who still owe the University or who do not return the academic attire will not be allowed to collect their scrolls and academic transcripts.
- 12.3 Graduating student who wish to send representatives to collect the scroll on their behalf are required to fill in **yellow form (UPS/HEA/J-3/2016)** along with a copy of the Identity Card/Passport and copy of the Identity Card/Passport of the representative and present these to the officer in-charge at the counter.

13.0 INVITATION CARD

- 13.1 Each graduand will be given one invitation card. **No replacement cards will be given if the said invitation cards are lost, not brought on the convocation day or misplaced.** Guests are required to bring along the card to the ushers at the respective entrances, before being allowed to enter the hall. **Children below 12 years are not allowed to enter the hall.** Graduands and guests are not allowed to take photographs while they are in the hall.
- 13.2 Graduands can collect the invitation card from the Academic Attire (Robe) Counter when collecting their academic robes.

14.0 CAR STICKER FOR THE CONVOCATION CEREMONY

- 14.1 Please collect the car stickers at the Academic Attire Counter while collecting your academic attire. Graduands are encouraged to give full cooperation to our traffic officers. **PLEASE STAY WELL BELOW THE SPEED LIMIT AS THERE ARE SPEED TRAPS ALONG THE HIGHWAY.** The speed limit between Jitra and Changloon is **90 km/hr.**

15.0 ETHICAL CONVOCATION DRESSING

15.1 Graduates

It is compulsory for graduates to do the proper convocation cloaks prepared by the university according to the conventions set forth as follows:

- a) The cape has to be placed squarely on both shoulders
- b) The tassel is to hang on the left side of the hat.

Gentlemen

1. Dress

- i. Long-sleeved light coloured collared shirts (no designs and no strips);and
- ii. Dark coloured coat/blazer

2. Necktie

A necktie well suited with the dressing.

3. Trousers

Dark coloured slacks (jeans are not allowed).

4. Socks/stockings

Dark coloured socks/stockings

5. Shoes

Dark coloured shoes (slippers/sports shoes/sandals are not allowed).

6. Hair

Should be short, tidy and should not go beyond the collar of the shirt.

Lady

1. Dress

- i. Light coloured Dress(*Baju Kurung*); or
- ii. Long dress; or
- iii. Loose blouse; and
- iv. The dress should cover the neck in the back and front

2. Other clothing

- i. Any other clothing must cover the leg until the ankles and should not have splits on the right, left, front or back; or
- ii. The skirt must exceed the ankles and be presentable.

3. Lounge suit

- i. The dress must be long and light coloured (no designs and no strips)
- ii. Dark coloured coat/blazer; and
- iii. The trousers should exceed the ankle and should be loose

4. Shoes

- i. Dark coloured shoes covering well the legs in the front and back
- ii. The heels should not exceed 1.5 inches.

5. Hair/shawl

- i. The hair should look neat;
- ii. For those with long hair, the hair must be neatly tied; and those
- iii. With head gear (*tudung*), the shawls should preferably be light coloured and well suited with the academic cloak.

IMPORTANT REMINDER

**Graduates will be prohibited /stopped by the protocol from witnessing the investiture of the scrolls ceremony if their dress does not conform to dress code stated above.
“All Graduates and Guests are required to conform to the required dress code”**

15.1.1 Pictured examples of the dress code **ALLOWED** for gentleman and lady graduates (while attending the convocation ceremony) are as follows:



15.1.2 Pictured examples of the dress code **PROHIBITED** are as follows:



“All Graduates and Guests are required to conform to the required dress code”

15.2 DRESS CODE GUIDE FOR PARENTS/GUESTS IN THE HALL

The purpose of this dress code guide is to honour the convocation ceremony which will be attended by Her Royal Highness The Chancellor, Chancellor (*Yang Teramat Mulia Tunku Chancellor*) and the honoured guests of the university. Consequently, graduates are asked to inform their guests who are attending the ceremony to conform to the convocation ceremony of UUM. The following is the dress code for the convocation ceremony:

GENTLEMAN

1. Dress

- i. Long sleeved collared shirt (T-shirts are not allowed); or
- ii. Batik Shirts; or
- iii. National Dress; or
- iv. Lounge suit (full long sleeved shirt complete with coat and trousers of the same colour)/coat

2. Trousers

Long trousers/slacks (jeans and short pants are prohibited)

3. Shoes

Covered shoes (slippers and sandals are prohibited)

LADY

1. Dress

- i. *Baju kurung*; or
- ii. *Baju Kebaya*; or
- iii. National Dress; or
- iv. Long sleeved dress; or
- v. Long sleeved blouse; and
- vi. The dress need to cover the neck, front and back.

2. Other clothing

- i. Any other dressing must be loose and must reach the ankle; or
 - ii. Skirt must exceed the ankle and be presentable.
- Those donning sleeveless blouse/T-shirt and short pants will be not permitted into the hall.
 - So will those wearing jeans

15.2.1 Pictured examples of the dress code **ALLOWED** for parents/guests (while attending the convocation ceremony) are as follows:

DRESS CODE FOR GUESTS



A. GENTLEMAN

B. LADY

“All Graduates and Guests are required to conform to the required dress code”

5.2.2 Pictured examples of the dress code **PROHIBITED** are as follows:

DRESS CODE FOR GUESTS



A. GENTLEMAN

B. LADY

REMINDER:

(COMMUNIQUE BY THE GRADUTES TO THEIR INVITED GUESTS INVITED TO ENTER THE HALL)

As my guest you are advised to conform to the dress code as fixed by the secretariat of the convocation ceremony of the university as a sign of honour to the other invited guests and the ceremony in general.

Failure to comply with the dress code which is fixed may result in you, as my guest, not being allowed into the Mu'adzam Shah Hall by the protocol in charge.

NB: The Protocol will be at all doors reserved for guests to ensure that the dress code for guests are adhered to at all times.

Be so Informed.

“All Graduates and Guests are required to conform to the required dress code”

15.2.3 Among the clothing that should not be worn by guests (gentlemen and ladies) when entering The Mu'adzam Shah Hall include:

- a. Jeans
- b. Collared T-shirts, sleeved/sleeveless
- c. Slippers
- d. Skirts above the ankle (lady guests);
- e. Improper, sexy, showy, scanty or revealing clothing (especially lady guests).

15.2.4 For the convenience of all incoming graduates, the Secretariat of convocation will be on hand at Tan Sri Osman Yeop Hall to rent out coats/blazers on the convocation day. The cost per coat/blazer is RM30.00.

REMINDER:

(COMMUNIQUE BY THE GRADUTES TO THEIR INVITED GUESTS INVITED TO ENTER THE HALL)

Please be reminded that you are not permitted to leave the Mu'adzam Shah Hall during the ceremony. If you so wish to leave you will not be permitted to reenter the hall to continue witnessing the ceremony.

The purpose for this prohibition is so as not to disturb the proceedings and the other invited guests. Be so informed.

REMINDER:

(COMMUNIQUE BY THE GRADUTES TO THEIR INVITED GUESTS INVITED TO ENTER THE HALL)

It can be cold inside the Hall. As such you are advised to wear or bring along clothing that can help you withstand the cold.

NB: The temperature inside Mu'adzam Shah Hall is 20-24 degrees Celsius, morning and afternoon. Be so informed.

“All Graduates and Guests are required to conform to the required dress code”

16.0 CONTACT PERSONS

For further enquiries, please contact:

Awang Had Salleh Graduate School of Arts and Sciences

1. **Madam Wan Norhashima Binti Wan Min**
Phone: 04-9285263
E-mail: shima@uum.edu.my
2. **Mdm. Sharifah Munirah Syed Hussin**
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Othman Yeop Abdullah Graduate School of Business

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1. **Mr. Abu Bakar Mat Safar**
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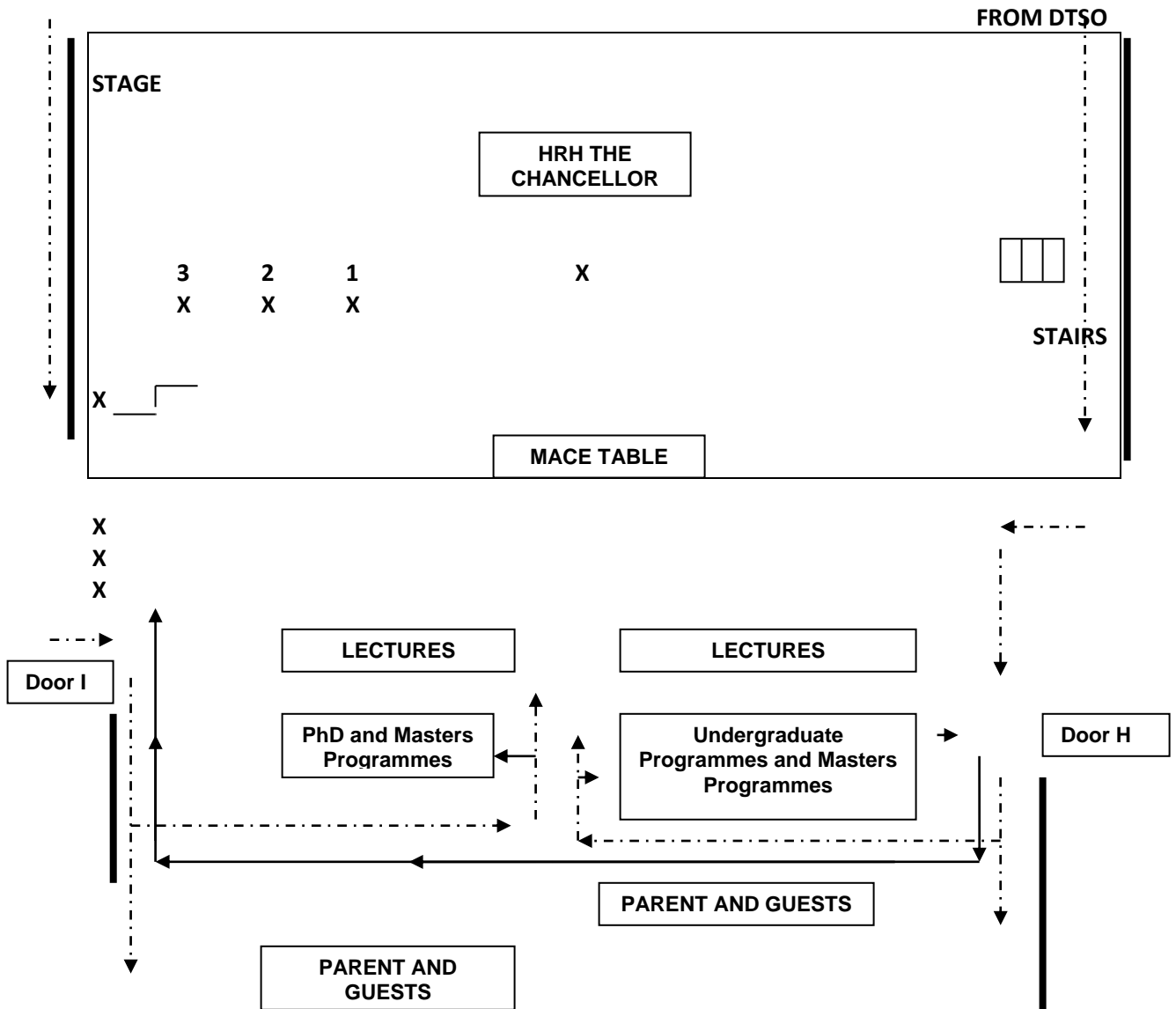
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CONFERMENT OF DEGREES SESSIONS, 29th UUM CONVOCATION 2016	
12 NOVEMBER 2016 (SATURDAY) SESSION 1 (MORNING) Time 7:00 AM - 12.00 PM	
<p><u>HONORARY DEGREE</u> Honorary Graduands</p> <p><u>PHD/DBA/D.MGT GRADUANDS</u> Doctor of Philosophy (Phd) Doctor of Management (D.Mgt) Doctor of Business Administration (DBA)</p> <p><u>UUM COB – MASTER</u> Master of Science (Islamic Finance)</p> <p><u>UUM CAS – BACHELOR</u> Bachelor of Creative Industry Management with Honours</p> <p><u>AWARDS</u> The Royal Education Award Chancellor Gold Medal Best Thesis Award</p>	
13 NOVEMBER 2016 (SUNDAY)	
SESSION 2 (MORNING) Time 7:00 AM - 12.30 PM	SESSION 3 (AFTERNOON) Time 1:30 PM - 6:30 PM
<p><u>UUM CAS – MASTER</u> Master in Applied Linguistics Master of Education Master of Science (Educational Management) Master of Arts (Contemporary Malay Language Studies) Postgraduate Diploma in Education Master of Science (Decision Science) Master of Science (Statistics) Master of Science (Mathematics) Master of Science (Managerial Communication) Master of Science (Media Management) Master of Science (Multimedia Studies) Master of Arts (Communication) Master of Arts (Islamic Studies)</p> <p><u>UUM CAS – BACHELOR</u> Bachelor of Education (Business Administration) with Honours Bachelor of Education (Accounting) with Honours Bachelor of Education with Honours (Information Technology) Bachelor of Education (Guidance & Counseling) with Honours Bachelor of Education (Moral Education) with Honours Bachelor of Education with Honours (Primary School)</p> <p><u>AWARDS</u> Awards Graduands</p>	<p><u>UUM CAS – MASTER</u> Master of Arts (Social Work) Master of Science (Counselling) Master of Arts (Psychology) Master of Science (Information and Communication Technology) Master of Science (Information Technology) Master of Science (Intelligent System) Master of Science (Technopreneurship)</p> <p><u>UUM COB – MASTER</u> Master of Science (Management) Master of Human Resource Management Master of Science (Occupational Safety and Health Management)</p> <p><u>UUM CAS – BACHELOR</u> Bachelor of Decision Science with Honours Bachelor of Science with Honours (Decision Science) Bachelor of Science with Honours (Industrial Statistics) Bachelor of Science with Honours (Business Mathematics)</p> <p><u>UUM COLGIS – BACHELOR</u> Bachelor of Public Management with Honours Bachelor of Development Management with Honours</p> <p><u>AWARDS</u> Awards Graduands</p>
14 NOVEMBER 2016 (MONDAY)	
SESSION 4 (MORNING) Time 7:00 AM - 12.30 PM	SESSION 5 (AFTERNOON) Time 1:30 PM - 6:30 PM
<p><u>UUM COLGIS – MASTER</u> Master of Commercial Law Master of Corporate Law Master of Human Resource Law Master of Law Master of Science (International Business) Master of Science (Strategic Studies)</p>	<p><u>UUM COB – MASTER</u> Master of Business Administration Master of Science (Technology Management) Master of Science (International Accounting) Master in Islamic Finance and Banking Master of Economics Master of Science (Banking)</p>

<p>Master of Public Management Master of Arts (Sociology) Master of Science (Tourism Management)</p> <p><u>UUM COLGIS – BACHELOR</u> Bachelor of International Business Management with Honours Bachelor of International Affairs Management with Honours Bachelor of Law with Honours</p> <p><u>UUM CAS – BACHELOR</u> Bachelor of Communication with Honours Bachelor of Multimedia with Honours Bachelor of Science with Honours (Multimedia) Bachelor of Media Technology with Honours Bachelor of Science with Honours (Information Technology) Bachelor of Information Technology with Honours Bachelor of Social Work Management with Honours Bachelor of Counselling with Honours</p> <p><u>AWARDS</u> Awards Graduands</p>	<p>Master of Science (Finance)</p> <p><u>UUM COLGIS – BACHELOR</u> Bachelor of Tourism Management with Honours Bachelor of Hospitality Management with Honours</p> <p><u>UUM COB – BACHELOR</u> Bachelor of Accounting with Honours Bachelor of Accounting (Information Systems) with Honours</p> <p><u>AWARDS</u> Awards Graduands</p>
15 NOVEMBER 2016 (TUESDAY)	
SESSION 6 (MORNING) Time 7:00 AM - 12.30 PM	SESSION 7 (AFTERNOON) Time 1:30 PM - 6:30 PM
<p><u>UUM COB – BACHELOR</u> Bachelor of Business Administration with Honours Bachelor of Human Resource Management with Honours Bachelor of Marketing with Honours Bachelor of Entrepreneurship with Honours Bachelor of Muamalat Administration with Honours Bachelor of Islamic Finance and Banking with Honours</p> <p><u>AWARDS</u> Awards Graduands</p>	<p><u>UUM COB – BACHELOR</u> Bachelor of Economics with Honours Bachelor of Science Economics with Honours Bachelor of Banking with Honours Bachelor of Finance with Honours Bachelor of Risk Management and Insurance with Honours Bachelor of Sciences In Agribusiness Management with Honours Bachelor of Technology Management with Honours Bachelor of Business Administration (Logistics and Transportation) with Honours Bachelor of Operations Management with Honours</p> <p><u>AWARDS</u> Awards Graduands</p>
16 NOVEMBER 2016 (WEDNESDAY)	
SESSION 8 (MORNING) Time 7:00 AM - 12.30 PM	
GRADUANDS OF UUMKL/DISTANCE EDUCATION PROGRAMME (PJJ) /COLLABORATIVE PROGRAMME UNDER PROFESIONAL & CONTINUING EDUCATION CENTER (PACE & UUMKL)	
<p><u>UUM CAS – BACHELOR</u> Bachelor of Information Technology with Honours Bachelor of Communication with Honours</p> <p><u>UUM COLGIS – BACHELOR</u> Bachelor of Public Management with Honours</p> <p><u>UUM COB – BACHELOR</u> Bachelor of Business Administration with Honours Bachelor Of Finance with Honours Bachelor of Risk Management and Insurance with Honours</p>	

PROCEDURES AND GUIDELINES FOR THE 29th CONVOCATION, 2016 UNIVERSITI UTARA MALAYSIA
Plan for Receiving the Scroll



Note :

---> Graduating students will be ushered by the officer in – charge to their respective seats in the Dewan Mu’adzam Shah.

—> Graduating students will be ushered by the officer in – charge to the stage to receive the scroll and back to their respective seats

ACCOMMODATION

Graduands with families and in need of temporary accommodation can contact the following:-

University Inn (in UUM campus) - 04-9244545

EDC, UUM - 04-9288888

T Hotel, Changlun - 04-924 8888

Taman Siswa UUM (Bandar Darul Aman, Jitra) - 04-9199113

Bustani Hotel, Jitra - 04-9177777

Regency Hotel (Alor Star) - 04-7313333

Hotel Seri Malaysia (Alor Star) - 04-7308737

Hotel Holiday Villa (Alor Star) - 04-7349999

Hotel Sentosa Regency (Alor Star) - 04-7303999

Zen Hotel Sdn Bhd (Alor Star) - 04-7775555

Star City (Alor Star) - 04-7355888

Hotel Putra Palace (Kangar, Perlis) - 04-9767755

TH Hotel (Alor Setar) – 04-7403666

Fuller Hotel (Alor Setar) – 04-7333999

**THE IMPLEMENTATION OF A FULLY ELECTRONIC TOLL COLLECTION SYSTEM
AT THE JITRA, BUKIT KAYU HITAM, PENANG BRIDGE, KUBANG SEMANG, AND
LUNAS TOLL PLAZAS
TO COMMENCE ON 9 SEPTEMBER 2015**

This is to announce that **PLUS Malaysia Berhad (PLUS)** will commence the implementation of a fully electronic toll collection system from **12:00 noon onwards on 9 September 2015 (Wednesday)** at the following PLUS toll plazas: -

- 1) The Jitra and Bukit Kayu Hitam Toll Plazas on the North-South Highway.**
- 2) The Penang Bridge Toll Plaza on the Penang Bridge.**
- 3) The Kubang Semang and Lunas Toll Plazas on the Butterworth-Kulim Expressway (BKE).**

Graduands, as well as their parents /guardians / family members, who will be attending the 28th UUM Convocation Ceremony, are respectfully reminded that **PAYMENT IN CASH FOR TOLL CHARGES WILL NO LONGER BE ALLOWED** at the said toll plazas with effect from the stipulated date.

All toll transactions will be conducted **ELECTRONICALLY** through the use of the PLUSMiles card, the Touch 'n Go card, or the SmartTAG.

To enable graduands, as well as their parents / guardians / family members, to obtain the PLUSMiles card, the Touch 'n Go card, or the SmartTAG, PLUS will conduct promotions as follows:

- **Sale of the PLUSMiles Touch 'n Go promotional card worth MYR5 (with an added value of MYR5 at no extra charge) at the Customer Service Centres of the toll plazas concerned.**
- **Sale of the SmartTAG at the special price of MYR96 (price includes the 6% GST), compared with the original price of MYR120, at the Customer Service Centres of the toll plazas concerned.**

With regard to this, all graduands, as well as their parents / guardians / family members, are advised to be prepared for these changes by reloading their PLUSMiles or Touch 'n Go cards, or purchasing the relevant cards, to ensure their smooth journey to the 28th UUM Convocation Ceremony, scheduled to take place from 24 to 28 October 2015.

For enquiries and further information pertaining to this service, please call 03-7801 6666/4666.