

13TH CONVOCATION CEREMONY 2017 GRADUATION INFORMATION & GUIDE

1. CONVOCATION CEREMONY

The 13th Convocation Ceremony will be held as follows:

Date : 31st October 2017 (Tuesday)
Time : 9.00 AM
Venue : Marriott Putrajaya, IOI Resort, 62502 Putrajaya (Tel: 03-8949 8888)

2. REGISTRATION

2.1 All Graduands are required to register at the Mantin Campus before the day of the Convocation. Convocation Registration Counters will be open as follows :-

Date / Day	Time
30 th October 2016 (Monday)	9.00 AM - 1.00 PM 2.00 PM - 5.00 PM

2.2 Graduands are to present the following documents during registration:

- i) Identification Card or Passport
- ii) Online Tracer Study confirmation printout

The **Convocation Invitation Cards** will be issued to Graduands during registration, and thereafter Graduands may proceed to collect their **Graduation robes** (*please refer to Item No. 5 below*).

2.3 Graduands are to ensure that all relevant payments have been made and that the completed Reply Form has been returned to Academic Affairs Department prior to Registration.

3. FEES (Deadline 16th October 2017)

- 3.1 A one-time fee of **RM400.00** will be charged for each Graduand. You are not required to make this payment again if you have already done so.
- 3.2 The payment includes the administration costs and the high-tea, but excludes the graduation robe which will be provided by an external supplier (*please refer to Item 5.0 below*).
- 3.3 An additional **RM200.00** will be charged for each family member attending the ceremony. This will include high-tea.
- 3.4 Payment should be made by Bank Deposit or by Cash at CCD Counter, as per given Bank Details attached. Please ensure you obtain the Payment Slip/Receipt.
- 3.5 All payments must be made by or before **16th October 2017**.

4. GRADUAND TRACING RESEARCH SYSTEM (*Tracer Study Unit, Ministry of Education*)

- 4.1 Graduates are required to update their information on the website Tracer Study <http://graduan.mohe.gov.my/v/>.
- 4.2 **It is compulsory to complete the update and submit the printed confirmation slip to the Academic Affairs Department (AAD) Counter before collecting your Convocation Invitation Card & robe.**
- 4.3 Please refer to the attached document [**GRADUATE TRACER STUDY (MINISTRY OF EDUCATION, MALAYSIA)**] for further information and instructions.

5. GRADUATION ROBE (GOWN) COLLECTION AND RETURN

- 5.1 Graduands may collect their robe (including graduation cap/mortarboard) according to the following schedules:

Date / Day	Time	Location
30 th October 2017 (Monday) <i>(after registration)</i>	9.30 AM to 1.00 PM 2.00 PM to 5.00 PM	Mantin Campus (Main Conference Room Lounge)
31 st October 2017 (Tuesday) <i>(special circumstances only)</i>	8.00 AM till 9.00 AM	Marriott Putrajaya Foyer ("Kuala Lumpur" & "Selangor" rooms)

- 5.2 In order for you to collect the robe, you are required to present the Convocation Invitation Card.
- 5.3 All robes must be returned by 3.00 PM latest on the same day of the Convocation.
- 5.4 A rental fee of **RM50.00** and a refundable deposit of **RM200.00** are required to be paid to the robe supplier during the collection of the robe.
- 5.5 The deposit of RM200.00 will be refunded immediately upon returning the robe/gown in good condition.

6. CONVOCATION BRIEFING AND REHEARSAL

- 6.1 Graduands are required to be at the Marriott Putrajaya by **8.00 AM** on the day of the Convocation ceremony, **31st October 2017**.
- 6.2 Graduands are to report themselves at the Convocation Registration Counters located at the foyer of Marriott Putrajaya.
- 6.3 Convocation briefing and rehearsal will be held at the **Marriott Putrajaya** at **8.30 AM** on the day of the Convocation, **31st October 2017**.
- 6.4 It is compulsory for all Graduands to attend this session to familiarize themselves with the planned programme.
- 6.5 Any Graduands turning up during the convocation ceremony without prior notification and who are late (after 8.30 AM) will not be allowed to participate in the convocation ceremony.

7. DRESS CODE

- 7.1 The Convocation ceremony is an official event. All Graduands attending the Convocation ceremony are to be suitably attired according to the dress code as follows :-
- Female Graduands – long dress which covers until the ankles/maxi skirts, long sleeve shirts/blouses/suit or national costume.
 - Male Graduands – collared long sleeved shirt, necktie, dark trousers or dark lounge suit or national costume.
- 7.2 Sport shoes, slippers, casual shoes, short skirts, jeans and shorts are strictly not allowed. This ruling shall include all invited guests.
- 7.3 Graduands not adhering to the dress code will not be allowed to enter or join the convocation parade or go up on stage to receive the certificate.**

8. HIGH TEA

- 8.1 High tea will be available for Graduands and their registered guests after the convocation ceremony at the Marriot Lobby Lounge.
- 8.2 Breakfast will not be provided. Graduands and guests are advised to have breakfast before entering the Convocation Hall as the event is estimated to complete only around 12.30 PM.

9. PHOTOGRAPHY SERVICES

- 9.1 Photography facilities are available from professional photographers appointed by the college during the ceremony. Please refer to the attached Photography Services Packages available. Charges are to be paid directly to the supplier.

10. RULES TO BE STRICTLY FOLLOWED

- 10.1 Children below twelve (12) years are not allowed into the Convocation Hall.**
- 10.2 Each Graduand is only allowed to bring two (2) additional family members to attend the Convocation, except for special circumstances.
- 10.3 Any requested Invitation Letters for International guests will be sent via email to Graduands after payment is made for the Convocation.
- 10.4 Professional photographers have been appointed by the college for the Convocation ceremony. Guests are prohibited from standing or leaving their seats to take any photographs. No one will be allowed to take snapshots inside the convocation hall.
- 10.5 Graduands are not allowed to move about in the Convocation Hall during the ceremony and are advised to use the restroom before the ceremony to minimize the disruption during the proceedings.
- 10.6 Graduands are not allowed to exchange seats after seats have been allocated.

11. COLLECTION OF CERTIFICATES

- 11.1 Certificates and transcripts can be collected on the day of the Convocation from the Mantin Campus (Academic Affairs Department Counter).
- 11.2 Graduands whose Certificates have not been received by the College from the respective partner universities will be notified for collection as soon as they arrive.
- 11.3 Certificates and transcripts will only be released upon return of the graduation gown and completion of the clearance process (including payment of all outstanding fees).

12. CAR PARK FEES AT THE CONVOCATION VENUE (HOTEL)

- 12.1 Vehicles parked in the hotel car park area will be charged a flat fee of RM8.00 nett per entry.

13. SPECIAL ROOM RATES AT CONVOCATION VENUE (HOTEL)

- 13.1 Students and guests attending the Convocation may avail themselves to a special room rate at the Putrajaya Marriott as follows:

Room Category	Room Rates
Deluxe Single	RM 340.00 nett per room per night inclusive of one breakfast
Deluxe Twin	RM 380.00 nett per room per night inclusive of two breakfasts

- 13.2 Students and guests are to make their own arrangements and payments directly to the hotel.

14. GRADUATION DINNER

A Graduation Dinner for all Graduands and their guests will be held as follows:

- Date : **30th October 2017(Monday)**
- Time : **6.00pm – 9.00pm**
- Venue : **Bangi Golf Resort, No.1, Persiaran Bandar, 43650, Bandar Baru Bangi, Selangor Darul Ehsan, Malaysia.**
- Cost : **RM30.00/pax**
- Attire : **Smart Casual**

13TH CONVOCATION CEREMONY 2017
GRADUATE TRACER STUDY (MINISTRY OF EDUCATION, MALAYSIA)

INTRODUCTION

The Malaysian Ministry of Education is requesting for graduating students to cooperate in providing sincere views and feedback through an online questionnaire.

The outcome of your response and feedback is intended to gauge your level of competency after undertaking your studies at Linton University College / Pertama Institute of Technology / Jati Institute or International Institute of Science Mantin.

GRADUAND TRACING RESEARCH WEBSITE

<http://graduan.mohe.gov.my/v/>

Please select *Malay* or *English* for preferred language version

UPDATE OF INFORMATION

Starting from **27 September 2017**

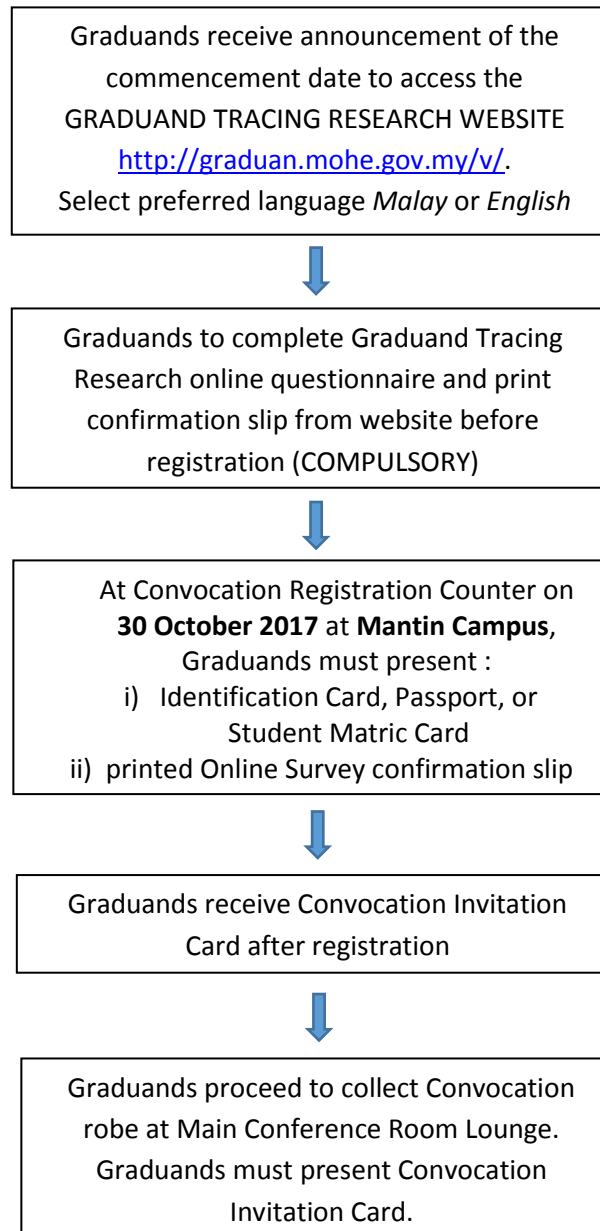
GUIDELINES

- i. Access the online questionnaire at the aforementioned website.
- ii. Log in using your IC or Passport number
 - a) Local Students – key in *IC number*
 - b) International Students – key in *Passport number* (Please use the passport number while you were in the institution)
- iii. Institution Type : Please select *Private Higher Educational Institutions*
- iv. Select your college, either : *Kolej Universiti Linton* or *Institut Teknologi Pertama* or *Institut Jati* or *Institut Antarabangsa Sains Mantin*
- v. Click *NEXT* to start answering the online questionnaire.
- vi. Print out the Online Survey Slip from the website after completing the online questionnaire.

Note: It is compulsory to update the questionnaire and submit the printed confirmation slip to Academic Affairs Department Counter before collecting your Convocation Invitation Card and robe.

**13TH CONVOCATION CEREMONY 2017
REGISTRATION FLOW**

REGISTRATION PROCESS FLOW



* Note: Graduands may refer to the Academic Affairs Department for further enquiries of the convocation protocol and scroll receiving ceremony

13TH CONVOCATION CEREMONY 2017 PHOTOGRAPHY SERVICES

**CONVOCATION PHOTOGRAPH (STAGE)
WILL BE READY FOR COLLECTION ON :**

Date : 1st & 2nd Nov 2017 (Wednesday & Thursday)
Time : 10:00 a.m. - 5:00 p.m.
Venue : Main Conference Room Lounge (MCR)
 Admin Block, Bandar Universiti Teknologi Legenda,
 Batu 12, 71700, Mantin, Seremban

Please collect your stage photographs at the below premise after 2.11.2017

ROBE COLLECTION INFORMATION :

Date : 30th Oct 2017 (Monday)
Time : 10:00 a.m. - 4:00 p.m.
Venue : Main Conference Room Lounge (MCR)
 (Admin Block),
 Bandar Universiti Teknologi Legenda,
 Batu 12, 71700, Mantin, Seremban

Fee : RM 50.00 (Rental & Non-Refundable)
 RM 200.00 (Deposit Refundable)

ROBE RETURNING INFORMATION :

Date : 31st Oct 2017 (Tuesday)
Time : Latest by 3.00 p.m.
Venue : Putrajaya Marriott Hotel -
 (Selangor Room)

Location :

Search For: YS Photo Studio & Color Processing Sdn Bhd
 GPS Coordinate: 3°07'10.9"N 101°37'21.9"E

Congratulations

Graduands

Convocation Ceremony
 31st Oct 2017 • Putrajaya Marriott Hotel

For more information, Please call
03-7876 0531

YS
 The Official Photographer & Graduation Robes

YS Photo Studio & Color Processing Sdn Bhd (08845-L)
 GST ID NO : 002118385664
 33, Jalan SS2/75, 47300 Petaling Jaya, Selangor D.E.
 Tel : 03-78760373, 78757444 Fax : 03-78756191
 Business Hours : 9:30 a.m. - 8:00 p.m. (Mon - Sat)
 9:30 a.m. - 6:00 p.m. (Sun)
 E-Mail : info@ysphoto.com.my
 Website : www.ysphoto.com.my
 Online Store : www.store.ysphoto.com.my

STAGE PHOTOGRAPH PACKAGE

8" x 10" (8R) - 1 Copy (Full Body)
 8" x 10" (8R) - 1 Copy (Half Body)
 8" x 12" (8RW) - 1 Copy (Group Photo)
 6" x 8" (6R) - 1 Copy (Full View)

RM 45

Personalised Digital Media Print

RM 35

11" x 14" (11R) - 1 Copy with Texture
 (Customised with Graduate's Name & Course)

Exclusive Frame (Limited Edition)

RM 65

11" x 14" (11R) Exclusive Frame with University Logo Engraved

Pre-order your copy of Graduation Ceremony DVD - Video (2 Hours) for only **RM 25**

* Ready within 2 days

TEXTURE PROMOTION

8" x 10" (8R) Normal Price @ RM 10
 8" x 10" (8R) Normal Price @ RM 10
 8" x 12" (8RW) Normal Price @ RM 12
 6" x 8" (6R) Normal Price @ RM 8

✓ Water Resistant
 ✓ Easy to Maintain
 ✓ Low Cost
 ✓ Prevent Color Fade

RM 30

Photographs Postage Services (By Courier)
 Peninsula Malaysia @ RM 30 (11R) / @ RM 50 (16R) East Malaysia @ RM 40 (11R) / @ RM 70 (16R)

STUDIO PHOTOGRAPH PACKAGE

PACKAGE A (1 pose)

11" x 14" (11R) - 1 copy (With Texture & Monalisa Frame)
 4" x 5" (3R) - 3 copies
 Picture CD (Soft Copy)

RM 120

(Individual or Family)
 (Upgrade from Texture to Royal Canvas @ RM 50)

PACKAGE B (2 poses)

11" x 14" (11R) - 2 copies (With Texture & Monalisa Frame)
 4" x 5" (3R) - 6 copies
 Picture CD (Soft Copy)

RM 230

(Individual and Family)
 Price Incl. 6% GST

PACKAGE C (2 poses)

16" x 20" (16R) - 1 copy (With Royal Canvas & Monalisa Frame)
 11" x 14" (11R) - 1 copy (With Texture & Monalisa Frame)
 4" x 5" (3R) - 6 copies
 Picture CD (Soft Copy)

RM 480

(Individual and Family)
 Price Incl. 6% GST
 A surcharge of RM 30 will be imposed for family members of 7 and above (Max. 12)

Note: Payments for photography services are to be made directly to YS Photo.