

REGISTRAR'S CIRCULAR



**Majlis
Konvokesyen** UNIVERSITI MALAYSIA SARAWAK
DeTAR PUTRA, UNIMAS
6 - 9 NOV 2023

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Assalamualaikum w.b.t and Selamat Sejahtera

Dear graduands,

Universiti Malaysia Sarawak wishes to extend our heartiest congratulations to all graduands who will be graduating on **6th November until 9th November 2023 (Monday to Thursday)** at **Dewan Tunku Abdul Rahman Putra (DeTAR PUTRA), UNIMAS**. To celebrate your success, you are cordially invited to attend the Convocation Ceremony according to your respective session as indicated in this circular.

REMINDER

Only graduands who have settled all outstanding debts to the University (fees*/penalties/ compounds**/PeTARY's fines) are allowed to attend the UNIMAS 27th Convocation Ceremony.

* Tuition fees, repeated / improved course, accommodation, and other fees

** Residential Colleges fines and University traffic compounds

1. GRADUAND REGISTRATION

Graduands are required to report to the secretariat of Convocation Ceremony at ***Dewan Delima, DeTAR PUTRA, UNIMAS*** according to their respective faculty as indicated below:

| Session | Date | Faculty | Time | Venue |
|------------------|--|--|------|-------------|
| 1 (Morning) | 6 th November 2023 (Monday) | <ul style="list-style-type: none">• Postgraduate• Bachelor of Arts in English for Global Communication (Hons) - FLC• Bachelor of Creative Arts with Honours (Animation) - FACA | 0830 | Delima Hall |
| 2 (Morning) | 7 th November 2023 (Tuesday) | <ul style="list-style-type: none">• Faculty of Economics and Business (FEB) | 0715 | Delima Hall |
| 3 (Afternoon) | | <ul style="list-style-type: none">• Faculty of Language and Communication (FLC)• Faculty of Engineering (FE) | 1215 | |

| | | | | |
|------------------|--|---|------|-------------|
| 4 (Morning) | 8 th November 2023 (Wednesday) | <ul style="list-style-type: none"> Faculty of Social Sciences and Humanities (FSSH) | 0715 | Delima Hall |
| 5 (Afternoon) | | <ul style="list-style-type: none"> Faculty of Cognitive Sciences and Human Development (FCSHD) Faculty of Built Environment (FBE) | 1215 | Delima Hall |
| 6 (Morning) | 9 th November 2023 (Thursday) | <ul style="list-style-type: none"> Faculty of Computer Science and Information Technology (FCSIT) Faculty of Resource Science and Technology (FRST) | 0715 | Delima Hall |
| 7 (Afternoon) | | <ul style="list-style-type: none"> Faculty of Medicine and Health Sciences (FMHS) Faculty of Applied and Creative Arts (FACA) | 1215 | Delima Hall |

2. GRADUAND GUIDELINES

- 2.1 Graduands are required to register their attendance during the stipulated reporting time to the officer at the Delima Hall, DeTAR PUTRA before the ceremony begins. **Failure to comply with the time will not be allowed to go on stage to receive the degree.**
- 2.2 Kindly follow the instructions given by the officers on duty on the arrangement of the procession and seating. The arrangement is made based on graduand's turn to receive the degree on stage.
- 2.3 Barcode slip will be given to graduands based on the order of the procession and seating in the hall. Graduands need to **take their face mask off** before handing over the barcode slip to the staff on stage.
- 2.4 The wearing of face mask is **ENCOURAGED**.
- 2.5 Graduands will be invited into the hall after the announcement of Graduands Procession is made.
- 2.6 Graduands are required to sit in designated seats. Graduands are **PROHIBITED** from leaving queue and swapping position throughout the ceremony.
- 2.7 Graduands are requested to STAND and queue up on the left side of the stage before the Dean/Director welcomes His Excellency the Tun Chancellor/The Most Honorable Pro Chancellor/ Vice-Chancellor to confer the Degree on the graduates. Kindly follow the instructions of the respective designated guides.

- 2.8 Upon announcement by the Dean/Director, the graduands are required to walk onto the stage and stop at the marked point. Present the barcode slip to the officer-in charge and wait for your names to be announced.
- 2.9 Conferment of degree will be done by either His Excellency Tun Chancellor, the Honourable Pro-Chancellor or the Vice Chancellor.
- 2.10 Once graduand's name is announced, he / she will walk towards His Excellency Tun Chancellor or The Honourable Pro Chancellor or the Vice Chancellor, bow respectfully, receive folders with both hands and say, **"THANK YOU TUN / THANK YOU"**.
- 2.11 Worshiping gestures to Tuan Yang Terutama Tun Canselor/Yang Amat Berhormat Pro Canselor / Yang Berbahagia Naib Canselor **during and after the handing of scroll is NOT ALLOWED**. Graduands are not required to shake hands during or after receiving the folders unless in situations where His Excellency Tun Chancellor or The Honourable Pro Chancellor extend their hands for handshake.
- 2.12 After receiving the scroll, graduands will walk down the stairs and back to their designated seats. The flow of the movement is as shown in **Appendix 1**.
- 2.13 Graduands are **NOT ALLOWED** to exit the hall until the Convocation ceremony is completed.
- 2.14. Graduands are **NOT ALLOWED** to bring along any bags (handbag, tote-bag) into the Delima Hall and Arena Gemilang Hall.
- 2.15 **The university will not be held responsible for any lost or damage of personal belongings.**
- 2.16 The latest information on the convocation ceremony can be accessed on the UNIMAS Convocation Official Website at <https://www.unimas.my/convocation>.

3. REHEARSAL

- 3.1 Graduands are requested to attend the Convocation Rehearsal which will be held on **2nd November 2023 at 3.00 p.m.** at **Dewan Tunku Abdul Rahman Putra (DeTAR PUTRA), UNIMAS**.
- 3.2 An online video of the Convocation Rehearsal is available on the official convocation website at <https://www.unimas.my/convocation>. The online videos provided are about the flow of the ceremony such as the flow at the stage, the ways of receiving the Degree and the flow of exiting the hall.

4. GUESTS

ONLY graduand's parents (2 persons) are allowed to enter the hall.

5. GRADUANDS' ATTIRES

| Subject | Male Graduands | Female Graduands |
|------------|---|---|
| Attires | <ul style="list-style-type: none"> • Robe and mortarboard / befeater (provided with rent by the University) • Lounge suit / national attire, DARK/BLACK socks and shoes • T-shirt is NOT ALLOWED • Jeans and tight trousers are NOT ALLOWED • DARK/BLACK and loose trousers are allowed. | <ul style="list-style-type: none"> • Robe and mortarboard / befeater (provided with rent by the University) • Long dress (up to ankle level)/ long skirt / long sleeve and high neck blouses of any colours are allowed • Thin, tight and revealing attires are NOT ALLOWED • Mini skirt and tight long pants are NOT ALLOWED • DARK/BLACK and loose trousers are allowed • Jeans are NOT ALLOWED. |
| | <ul style="list-style-type: none"> • ONLY dark covered shoes (front and back) are allowed. • Slippers, sport shoes and shoes with white soles are NOT ALLOWED. | <ul style="list-style-type: none"> • Dark, front-covered formal shoes (<i>court shoes</i>). • Slippers, sport shoes and shoes with white soles and sandals (including 'ranggi' sandals) are NOT ALLOWED. |
| Appearance | <ul style="list-style-type: none"> • Short and neat hairstyle. • Appearance should be gender-appropriate. | <ul style="list-style-type: none"> • Graduands with long hair need to ensure hair is neatly tied up. • Appearance should be gender-appropriate. |

Male Graduands



Lounge Suit/
National Costume



Black/Dark loose
long pants are
allowed



ONLY black/dark
covered shoes (front
and back) are
allowed



Black/Dark socks

T-shirt, jeans, skinny pants, slippers, and sneakers are **NOT ALLOWED**

Female Graduands



Long attire (ankle-
length)/ long skirt, long-
sleeved blouse/shirt cover
up to the neck. Any
colour is allowed.



Dark and formal covered
shoes (front and back)/
court shoes

Graduand's Appearance

- Neat hairstyle
- Appearance should be gender-appropriate

Thin clothes, tight clothes, revealing clothes, short skirt, tight long pants, jeans, slippers, and 'ranggi' sandals are **NOT ALLOWED**

- 5.1. Graduands who do not adhere to the dress code ethics during the convocation will be required to rent the items provided by the University at the following rates:

| Item | Charges (RM) |
|------------------|--------------|
| Shoes | 50.00/pair |
| Shirt | 50.00/item |
| Skirt/Long Pants | 50.00/item |

6. COLLECTING AND RETURNING OF GRADUATION REGALIA

6.1 General Rules

- 6.1.1 Collecting and returning of graduation regalia **MUST** adhere to the given date.
- 6.1.2 For the graduation regalia collection, graduands **MUST** present:
- A copy of convocation fees payment receipt
 - Graduation Regalia Collection Checklist (**Appendix 2 or Appendix 3**)
- 6.1.3 Graduands' representatives must present the following during graduation regalia collection:
- A copy of convocation fees payment receipt
 - Graduation Regalia Collection Checklist (**Appendix 2 or Appendix 3**)
 - Graduand's Representative Authorisation Form for Convocation Regalia Rental / Documents Collection (**Appendix 4**); and
 - A copy of representative's passport or identification card.
- 6.1.4 A graduand/ representative is only allowed to collect 3 sets of graduation regalia including for their own graduation regalia.
- 6.1.5 Graduands are **NOT ALLOWED** to change or alter any parts of the rented graduation regalia.
- 6.1.6 All graduands need to ensure that the graduation regalia rented is in good condition. Any reports of faulty graduation regalia made after the rental form is signed will not be entertained.
- 6.1.7 The inventory numbers on the rental robes **MUST** be the same as the inventory numbers on the returned robes. Graduands are advised not to exchange robes, Mortar Board or Beefeater with other graduands.
- 6.1.8 The following charges will be imposed for cases of lost/damaged robes/mortar boards/beefeaters. Transcript will not be released until payments are made.

| Details | Charge Rates (RM) |
|--|-------------------|
| Loss of Robes | 1,000.00 |
| Loss/Damage of Mortar Board or Beefeater | 100.00 |
| Damage of ' <i>Songket</i> '/Alteration of Robes | 50.00 |
| Damage of Zipper | 50.00 |

6.2 Undergraduate Graduands

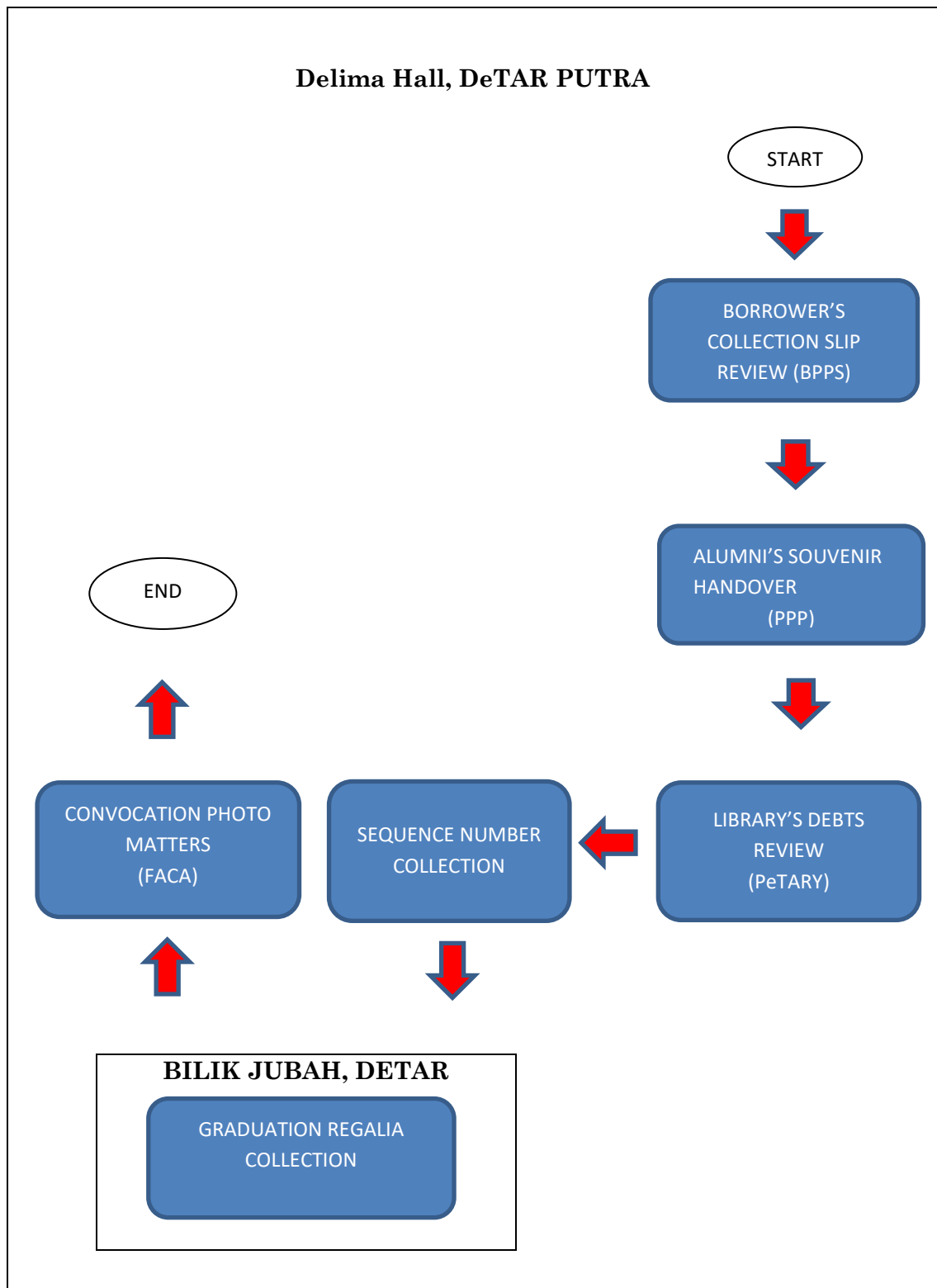
6.2.1 You are advised to visit <http://www.unimas.my/convocation> from 23rd October 2023 until 5th November 2023 for the following:

- i) **Booking the date for graduation regalia's renting and collection**
- ii) **Confirmation of attendance to the Convocation Ceremony**

6.2.2 The dates for undergraduate graduands' collecting and returning of graduation regalia are as the following:

| Activities | Date/Time | Location |
|--------------------------------------|--|---------------------------------------|
| Collecting of Graduation Regalia | 30th October 2023 – 4th November 2023 (Monday - Saturday) 8.30 am - 12.00 pm 2.30 pm - 4.15 pm 5th November 2023 (Sunday) 8.30 am - 2.00 pm | Delima Hall DeTAR PUTRA |
| Returning of Graduation Regalia | 6th – 7th November 2023 (Monday - Friday) 8.30 am- 12.00 pm 2.30 pm - 4.15 pm | Bilik Jubah, DeTAR PUTRA |
| Late Returning of Graduation Regalia | i) A penalty of RM10.00 per day will be imposed from 18th November 2023 (Saturday) onwards. ii) BPPs general office is open on WORKING DAYS from 8.30 am to 4.00 pm. | Undergraduate Studies Division (BPPs) |

GRADUATION REGALIA COLLECTION FLOW IN THE HALL FOR UNDERGRADUATE GRADUANDS



6.3 Postgraduate Graduands

6.3.1 Dates of renting and returning of graduation regalia are as detailed below:

| Activities | Date/Time | Location |
|--------------------------------------|--|-------------------------------|
| Collecting of Graduation Regalia | 30th October 2023 – 4th November 2023 (Monday - Saturday) 8.30 am - 12.00 pm 2.30 pm - 4.15 pm 5th November 2023 (Sunday) 8.30 am - 2.00 pm | Delima Hall DeTAR PUTRA |
| Returning of Graduation Regalia | 6th November 2023 (Monday) 8.30 am - 4.15 pm | Bilik Jubah DeTAR PUTRA |
| | 7th – 10th November 2023 (Tuesday - Friday) 8.30 am - 4.30 pm 13th – 17th November 2023 (Monday - Friday) 8.30 am - 4.30 pm | Centre for Graduate Studies |
| Late Returning of Graduation Regalia | i) A penalty of RM10.00 per day will be imposed from 18th November 2023 (Saturday) onwards. iii) CGS general office is open on WORKING DAYS from 8.30 am to 4.00 pm. | Centre for Graduate Studies |

7. GRADUATES TRACER STUDY AND ALUMNI REGISTRATION SYSTEM

- 7.1 The Graduate Tracer Study (SKPG) implemented by the Ministry of Higher Education aims to obtain the views and experience of graduates on several aspects related to their study programmes, facilities and services provided during their studies. It was created as a continuous effort to improve the quality of services to further develop the national education system. Apart from that, UNIMAS would like to understand the process of graduates entering and facing the challenges of the employment world. Accurate feedback from graduates is very important to bring constructive changes to the Ministry and UNIMAS.
- 7.2 Hence, it is **COMPULSARY** for graduands to fill out and complete the HEIs Graduate Tracer Study Form for the UNIMAS 27th Convocation Ceremony. The form is accessible at <https://graduan.mohe.gov.my/SKPG2023/> starting **18th Oktober 2023** (students who have completed SKPG 1 “unemployed”, but status has changed to “employed” are requested to update their current employment status). Kindly refer to **Appendix 6: Registration Guideline for Tracer Study**. Kindly screen shot the Graduates Tracer Study Slip and present it during the collection of convocation regalia.
- 7.3 All graduands are required to register to the **UNIMAS Alumni System** (<https://alumni.ia.unimas.my/>) for the purpose of updating the UNIMAS alumni database. The information will be used to communicate with alumni for alumni activities and career opportunities.
- 7.4 Actions to be taken are as the followings:

- a) **Register and update profile on UNIMAS Alumni System** (<https://alumni.ia.unimas.my/>) **using personal e-mail** by *Login with Google, Login with Facebook* or *Login with Linkedin*. Graduands are not allowed to register using Siswa UNIMAS e-mail or UNIMAS ID (kindly register with active email address). Refer the infographic on **Appendix 6: Registration Guideline for UNIMAS Alumni**

Note: Kindly ensure all tabs (Personal Info, Academic and Employment) have been completed before clicking the ‘save’ button.

- b) **Screen shot the Alumni Confirmation Letter.** This document is accessible on UNIMAS Alumni System (Click “UNIMAS Alumni” on the top left and click “Print Verification Letter”). Kindly ensure that the displayed email address is a personal and active email address. If the displayed email address is siswa email, graduand will be requested to change the email address to personal email address.

- c) **Join UNIMAS Alumni 2021-2023** telegram via <https://t.me/+RSxtW4xpZokwNTJl> or scan the QR code provided.



QR Code Telegram UNIMAS Alumni 2021-2023

- 7.4 Graduands **MUST** present the screenshots of the Graduate Tracer Study Slip and Alumni Confirmation Form to the officer in-charge of the **Students Development Centre (PPP) counter at Graduation Regalia One Stop Centre at Delima Hall, DETAR Putra** throughout the convocation regalia collection process. If graduands fail to comply, graduands are NOT ALLOWED to collect the graduation regalia.
- 7.5 Graduands represented by other individuals to collect their graduation regalia must **ENSURE** that the alumni study and registration forms have been properly completed. Kindly refer to UNIMAS 27th Convocation Ceremony Important Dates (**Appendix 5**).
- 7.6 For queries, kindly contact:
- i. Graduate Tracer Study – Madam Bibiana (Tel: 082-581210)
 - ii. Alumni Registration – Madam Irma Zaini (Tel: 082-581843)

8. GRADUATION ROBE PURCHASE

Graduands who wish to purchase the graduation robes may do so by submitting an application letter to the Registrar, Universiti Malaysia Sarawak. Upon approval from the University, graduand is requested to make a payment of RM1,000.00. Payment is inclusive of a robe and mortarboard / befeater.

9. CONVOCAATION FEES

9.1 Convocation Fees are as the following:

| Details | Rate (RM) |
|--|---------------|
| Graduation Fee (Only for graduands who have yet to complete the graduation fees payment. To check, kindly visit https://payportal.unimas.my/epayment/) | 100.00 |
| Rental of Robe, Mortar Board or Beefeater (Refer to Item No. 6: Renting and Returning of Graduation Regalia) | 60.00 |
| Total | 160.00 |

9.2 Graduands attending the Convocation Ceremony **MUST** ensure the above-mentioned payment has been made.

9.3 Graduands not attending the Convocation Ceremony are required to only pay the **Graduation Fee** amounted to **RM100.00**. However, the degree certificate and the academic transcript **will only be released** once all outstanding debts to the University (if any) are settled.

9.4 Payment Method

Payment can be made through **e-Payment UNIMAS** at <https://payportal.unimas.my/epayment/>

Once payment has been made, kindly bring along a copy of the payment slip as the proof of payment during graduation regalia collection. Payment can be made starting **25th October 2023** until **5th November 2023**. Graduands **MUST** settle the payment within the stipulated duration.

10. DEGREE CERTIFICATE AND ACADEMIC TRANSCRIPT COLLECTION

- 10.1 Graduands who have yet to obtain their degree certificate and transcript may do so once the Convocation Ceremony has ended and subject to the following:
- Graduand has returned the robe/mortar board/beefeater in good condition.
 - All debts with UNIMAS are settled.

Certificate and transcript collection can be made at the following venues:

| Graduand | Date | Venue |
|-------------------|--|--|
| Bachelor's Degree | 6 th November 2023 – 17 th November 2023 | Bilik Jubah, DeTAR Putra |
| | Starting 20 th November 2023 | Undergraduate Studies Division (BPPs), Level G, Chancellery Building |
| PhD and Masters | 6 th November 2023 | Bilik Jubah, DeTAR Putra |
| | Starting 7 th November 2023 | Centre for Graduate Studies Counter, Level G, University House |

- 10.2 Graduands must ensure that the certificates, transcripts and other documents collected are in perfect condition before leaving the office. The University will not be held responsible for any loss or damage thereafter.
- 10.3 All certificates and transcripts must be collected within 30 days from the date of convocation. **The University will not be held responsible for any loss or damage to the certificate and transcripts thereafter.**
- 10.4 Graduands who are **ABSENT** and unable to collect their certificates and transcripts may follow these instructions:
- Present a completed authorization form with a copy of the representative's identification card. Representatives are responsible in ensuring certificates, transcripts and other documents collected are in good condition before leaving the counter. The University will not be responsible for any loss or damage thereafter.
- OR
- The delivery of Degree Certificates and Transcripts will be done through registered letter/courier service. Submit an application by filling in the Transcript and Certificate Issuance Application Form to the Deputy Registrar, Undergraduate Studies Division for undergraduate students. For postgraduate students, students must submit an application letter to the Deputy Registrar of the Graduate School. After approval from the university related to the letter/form is obtained, graduates are required to pay the Graduation Fee (of RM100.00) through the **procedure stated in item 9.4**. The University will not be responsible in the event of damage or loss during the delivery process. All arrangements for sending the Degree Certificate and Transcript will be made via registered mail/courier service.

- 10.5 Graduands with outstanding debts must settle all debts to the University before their certificates and transcripts are delivered.
- 10.6 Graduates who choose to send documents by post will be charged the following postage rates:

| Domestic (West Malaysia/Sabah/Sarawak) | International |
|---|---------------------|
| RM 15.00 (minimum) | RM 150.00 (minimum) |

**Delivery costs are subject to the weight of the documents submitted and students must pay additional costs if they exceed the charges.*

11. CERTIFICATE AND ACADEMIC TRANSCRIPT ISSUANCE DEFERMENT

- 11.1 Certificates and transcripts will be withheld in cases where graduands have outstanding debts with the University; including traffic compound, and unreturned library books or other items from UNIMAS until necessary action has been taken with the respective departments.
- 11.2 Once all matters are resolved, graduands may bring the payment receipts or proof of books/items return to be submitted to Undergraduate Studies Division/Centre for Graduate Studies. Failure to do so will result in certificates and transcripts being withheld.

12. CONVOCATION CEREMONY PHOTOGRAPHY SESSION

- 12.1 Graduands are **NOT ALLOWED** to take photos or request a representative to take photos during the ceremony.
- 12.2 All photography will be managed by UNIMAS appointed official photographers.
- 12.3 Graduands must abide by the dress code set by the University and ensure that long hair is tied neatly, eyes are open, and smile when accepting the transcript on the stage.
- 12.4 Graduands may purchase convocation photos online via the **JK Fotografi** link provided on the official UNIMAS Convocation Ceremony website. Direct purchase (cash) could only be made during the collection of convocation regalia at the designated counter.
- 12.5 The price for convocation photo is **RM120.00 only** consisting of 2 on-stage photos and 1 studio background photo.

- 12.6 Payment method for online purchase is via **JomPay ONLY**. Graduands need to **ENSURE** that the order form in *JK Fotografi* link is completed after payment is made. Payment without completed order form will result in the delay of the phot printing process.
- 12.7 Online purchase will be available starting **23nd October 2023**, while purchase by cash at the counter is available starting **30th October 2023**. Last day of purchase is on **8th December 2023**.
- 12.8 Purchases after the deadline **will not be entertained** in order to facilitate the payment process, printing and claims as well as photo posting. The date, method, and location of the Convocation Photo payment are as follows:

| Date | Payment Method | Location |
|---|-----------------------------------|--|
| 23nd October – 8th December 2023 24 hours (will be updated in 3 working days) | Online (<i>JomPay</i> system) | |
| 30th October – 4th November 2023 (Monday – Saturday) 8.30 am - 12.00 pm 2.30 pm - 4.15 pm | Cash | Dewan Zamrud, DeTAR PUTRA, UNIMAS |
| 5th November 2023 (Sunday) 8.30 am – 2.00 pm | | |
| 6th November – 8th December 2023 (Office Hour Only) 8:30 am – 11.00 am 2.30 pm – 4.00 pm | | FACA General Office Counter, FACA, Level 3, FACA PIC; Madam Masrinah Jumat Tel: 082-581350 Madam Nurasyikin Puteri Spawi Tel: 082-581338 Madam Norzian Mohammed Tel: 082-581363 |

- 12.9 For the purchase **before the convocation session, photo collection will be one (1) day** after the session. Photos purchased **after the session** will automatically be posted according to the address details provided by the graduands.

The locations and dates for the convocation photo-taking session are as the following:

| Session | Date | Location |
|---|---|--|
| Session 1 6 th November 2023 | 7th November 2023 9:30 am – 12:30 pm 2:30 pm– 4:30 pm | Graduation Photo Collection and Distribution Counter, Bilik Jubah DeTAR PUTRA, UNIMAS |
| Session 2 7 th November 2023 | 8th November 2023 9:30 am – 12:30 pm 2:30 pm – 4:30 pm | |
| Session 3 7 th November 2023 | | |
| Session 4 8 th November 2023 | 9th November 2023 9:30 am – 12:00 pm 2:30 pm – 4:30 pm | Tel: 082-581331 Mr. Jeremy Endok |
| Session 5 8 th November 2023 | | |
| Session 6 9 th November 2023 | 10th November 2023 9:30 am – 12:00 pm 2:30 pm – 4:30 pm | Email : fotograduan@unimas.my |
| Session 7 9 th November 2023 | | |

- 12.10 Graduands must **present the receipt** as proof of purchase **during photo collection**.
- 12.11 In the case where a representative is needed to collect the photo, **the representative** must present the receipt as proof of purchase and leave his/her name and contact number to the officers in charge.
- 12.12 Further information on UNIMAS official photographers' payment and photo collection according to the latest methods and procedures are available on ***JK Fotografi*** link at the convocation website for reference.

| Matter | Contacts |
|-------------------------------|---|
| Convocation Photos | <p style="text-align: center;">(Office Hour Only) 8:30 am – 11.00 am 2.30 pm – 4.00 pm</p> <p>Mr. Mohamad Hambali Tumiran Tel: 082-581339</p> <p>Mr. Jeremy Endok Tel: 082-581331</p> <p>Madam Norzian Mohammed Tel: 082-581363</p> <p>Madam Nurasyikin Puteri Spawi Tel: 082-581338</p> <p>Madam Masrinah Jumat Tel: 082-581350</p> <p>Email: fotograduan@unimas.my</p> |

13. ACCOMMODATION

The University does not provide accommodation to the graduands and the invited guests.

14. ENQUIRIES

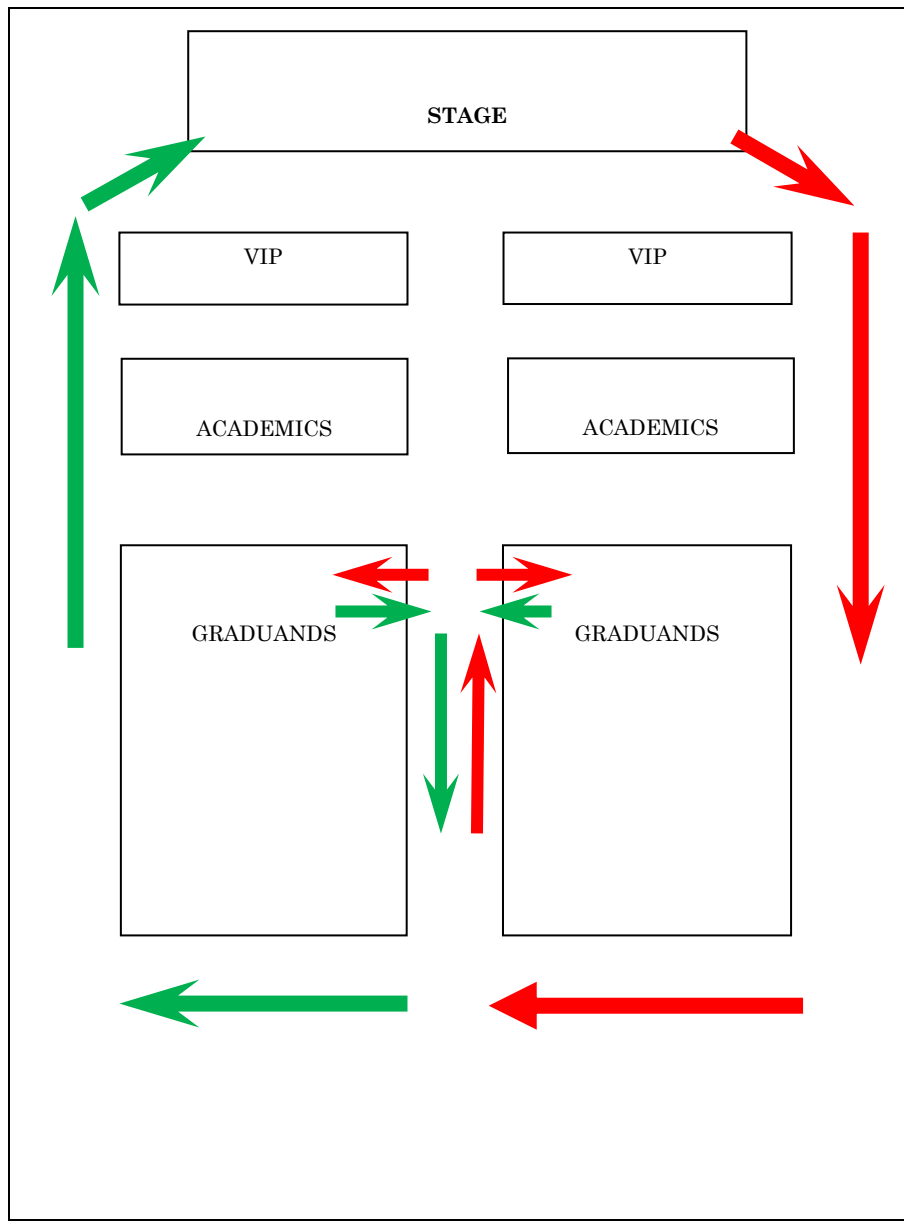
Please visit Universiti Malaysia Sarawak website at <https://www.unimas.my/convocation> for any updates on UNIMAS 27th Convocation Ceremony. Kindly direct any enquiries to the Secretariat of Universiti Malaysia Sarawak Convocation as follows:

| Matters | Contacts |
|--|--|
| Undergraduate Graduands | Deputy Registrar Undergraduate Studies Division Universiti Malaysia Sarawak Tel : 082-581166/1062/1061/1082/1050/4031 |
| Postgraduate Graduands | Head of Assistant Registrar Centre for Graduate Studies Universiti Malaysia Sarawak Tel: 082 581 069/581 017 Faks: 082-581 059 |
| Graduate Tracer Study | Madam Aileen Anne Assistant Registrar Centre for Student Development Tel: 082 581 201/1838 |
| Alumni Registration | Madam Anisah Marais Senior Assistant Registrar Centre for Student Development Tel: 082 581 843/1859 |
| Payment and Outstanding Balance | Miss Berenai Pinol Assstant Accountant Student Financial Unit Tel: 082 581 879 |
| Convocation Photo Matters | En Mohamad Hambali Tumiran Faculty of Applied and Creative Arts Tel: 082 581 339 Tel: 082 581 363 (Pn Norzian bt Mohammed) |

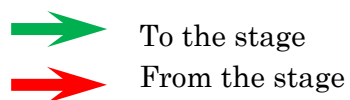
Once again, well done and heartiest congratulations on the conferment of your degree in the UNIMAS 27th Convocation Ceremony.

Hj Azlan bin Ramli
Registrar
Universiti Malaysia Sarawak

GRADUAND MOVEMENT DURING SCROLL PRESENTATION



MAIN ENTRANCE





BPPs-28
Berkuatkuasa 1 Oktober 20212
(Pindaan Oktober 2022)

**BAHAGIAN PENGAJIAN PRASISWAZAH
UNDERGRADUATE STUDIES DIVISION**

**BORANG SENARAI SEMAK PROSES PEMINJAMAN JUBAH
CHECKLIST FOR THE BORROWING CONVOCATION ROBES**


Arahan / Instruction

Sila pastikan semua urusan berkaitan telah diselesaikan sebelum peminjaman jubah dilakukan / *Kindly make sure to settle all other matters before you can proceed with the borrowing of the Convocation Robe.*

Makluman Graduan / Graduands Information

Nama / Name : _____
No Matrik / Matric No : _____
Fakulti / Faculty : _____
Program / Programme : _____

| Bil | Kuanter / Counter | Tandatangan & Cop Signature & Stamp |
|-----|---|--|
| 1 | Pusat Pembangunan Pelajar / <i>Centre for Student Development</i> - Penyerahan Borang Kajian Pengesanan Graduan / <i>Submission of TRACER Study Slip</i> - Penyerahan Surat Pengesahan Alumni / <i>Submission of Alumni Verification Letter</i> | |
| 2 | Perpustakaan Tun Abdul Rahman Yakub (PeTARY) - Semakan Hutang / <i>Check on the outstanding debts</i> | |
| 3 | Rumah Jubah - Peminjaman Jubah / <i>The Borrowing of The Robes</i> | |



UNIMAS
UNIVERSITI MALAYSIA SARAWAK

PUSAT PENGAJIAN SISWAZAH/CENTRE FOR GRADUATE STUDIES

BORANG SENARAI SEMAK PROSES PEMINJAMAN JUBAH/

CHECK LIST FOR THE BORROWING CONVOCATION ROBES

Arahan kepada Graduan Siswazah / Instruction to the Graduate Graduands:

1. Sila pastikan semua urusan berkaitan telah diselesaikan sebelum peminjaman jubah dilakukan /
Kindly make sure to settle all other matters before you can proceed with the borrowing of the Convocation Robe.

Makluman Graduan / Graduands Information

| | |
|--|--|
| 1. Nama/ <i>Name :</i> _____ | 4. Program/ <i>Program:</i> _____ |
| 2. No Matrik / <i>Matric No:</i> _____ | 5. Tarikh/ <i>Date:</i> _____ |
| 3. Fakulti/Institut <i>Faculty/Institute:</i> _____ | 6. Tandatangan/ <i>Signature:</i> _____ |

| Bil | Butiran Kaunter / Urusan <i>Counter Provided / Matters Related</i> | Cop & Tandatangan <i>Signature & Stamp</i> |
|-----|---|---|
| 1. | Pusat Pembangunan Pelajar / Centre for Student Development | |
| | - Surat Pengesahan Alumni / <i>Alumni Verification Letter</i> <input style="float: right;" type="checkbox"/> | |
| 2. | Pusat Pengajian Siswazah / Centre for Graduate Studies | |
| | - Semak Denda/Hutang (jika ada)**/ <i>Check on the Outstanding Debts (if related)**</i> <input style="float: right;" type="checkbox"/> | |
| | - Yuran Konvokesyen (Slip Pendaftaran / Resit)**/ <i>Convocation Fees (Registration Slip/Receipt)**</i> <input style="float: right;" type="checkbox"/> | |
| | - Peminjaman Jubah / <i>The Borrowing of The Robes</i> <input style="float: right;" type="checkbox"/> | |

Sila buat bayaran melalui pautan <https://payportal.unimas.my/> / UNIMAS Edu Sdn Bhd. (Jika berkaitan)
Kindly make payment through <https://payportal.unimas.my/> / UNIMAS Edu Sdn Bhd (if related)

Senarai semak Konvo /2022



BPPs-20
Berkkuatkuasa 1 September 2011
(Pindaan Oktober 2022)

**BAHAGIAN PENGAJIAN PRASISWAZAH /
PUSAT PENGAJIAN SISWAZAH**

**SURAT KUASA WAKIL MEMINJAM PAKAIAN AKADEMIK /
MENUNTUT DOKUMEN BAGI MAJLIS KONVOKESYEN**

Nama Pemohon : _____
No Kad Pengenalan : _____
Alamat Pemohon : _____

Timbalan Pendaftar
Bahagian Pengajian Prasiswazah / Pusat Pengajian Siswazah
Universiti Malaysia Sarawak
94300 Kota Samarahan

Tuan / Puan

**Surat Kuasa Wakil Peminjaman Pakaian Akademik / Menuntut Dokumen Bagi Majlis
Konvokesyen**

Saya.....(Nama Graduan) No
Matrikdari Fakultidengan ini melantik
Tuan/Puan/Encik/Cik(Nama Wakil)
No Kad Pengenalan (dikepikan salinan kad pengenalan)
sebagai wakil diri untuk menuntut bagi pihak saya perkara berikut:

| | | | |
|--------------------------|------------------------|--------------------------|----------------------|
| <input type="checkbox"/> | Jubah dan Mortar Board | <input type="checkbox"/> | Skip Akuan Kelulusan |
| <input type="checkbox"/> | Sijil Ijazah BM / BI | <input type="checkbox"/> | Transkrip BM / BI |

Tandakan (✓) pada petak yang berkenaan.

Saya faham bahawa pihak Universiti tidak akan bertanggungjawab jika berlaku kerosakan /
kehilangan ke atas jubah dan *mortar board* / dokumen akademik berkenaan selepas penerimaan
oleh wakil saya.

Tandatangan Pemohon (Graduan)
Tarikh :

Tandatangan Pegawai BPPs / PPS
Nama :
Cop :

UNIMAS 27TH CONVOCATION CEREMONY IMPORTANT DATES

| Date/Time | Activities | | | | | | | | | | | | | |
|--|---|---|---|----------|-------------------|---|--------------------------|------------------------------------|---|------------------|-------------------------------|--------------------------|-----------------------------------|-----------------------------|
| 18 th – 31 st Oct 2023 | Completion of Graduate Tracer Study Form at https://graduan.mohe.gov.my/SKPG/ | | | | | | | | | | | | | |
| | Checking and Verification of Graduate Tracer Study Form and Alumni Registration Slip | | | | | | | | | | | | | |
| 30 th Oct – 4 th Nov 2023 (Monday - Saturday) 8.30 am - 12.00 pm 2.30 pm - 4.15 pm 5 th Nov 2023 (Sunday) 8.30 am - 2.00 pm | Collection of graduation robe, and <i>Mortar Board/Beefeater</i> Venue: DeTAR PUTRA, UNIMAS Important Note: Kindly refer to the table in Item 6 of Registrar’s Circular for Graduation Regalia’s Rental and Collection details. | | | | | | | | | | | | | |
| 6 th – 9 th Nov 2023 (Monday - Thursday) | The UNIMAS 27 th Convocation Ceremony will be held at DeTAR PUTRA, UNIMAS. The ceremony is divided into seven (7) sessions according to the stipulated time slots. | | | | | | | | | | | | | |
| 6 th – 17 th Nov 2023 (Monday - Friday) 8.30 am - 12.00 pm 2.30 pm - 4.15 pm | Returning of Graduation Regalia and the collection of Degree’s Certificate and Transcript for bachelor’s degree at, DeTAR PUTRA, UNIMAS. | | | | | | | | | | | | | |
| | <table><tr><th>Certificate/Transcript</th><th>Dates</th><th>Location</th></tr><tr><td rowspan="2">Bachelor’s Degree</td><td>7th – 17th Nov 2023</td><td>Bilik Jubah, DeTAR Putra</td></tr><tr><td>Starting 20th Nov 2023</td><td>Undergraduate Studies Division Counter, Level G, Chancellery Building</td></tr><tr><td rowspan="2">Master’s and PhD</td><td>6th November 2023</td><td>Bilik Jubah, DeTAR Putra</td></tr><tr><td>Starting 7th Nov 2023</td><td>Centre for Graduate Studies</td></tr></table> | Certificate/Transcript | Dates | Location | Bachelor’s Degree | 7 th – 17 th Nov 2023 | Bilik Jubah, DeTAR Putra | Starting 20 th Nov 2023 | Undergraduate Studies Division Counter, Level G, Chancellery Building | Master’s and PhD | 6 th November 2023 | Bilik Jubah, DeTAR Putra | Starting 7 th Nov 2023 | Centre for Graduate Studies |
| | Certificate/Transcript | Dates | Location | | | | | | | | | | | |
| | Bachelor’s Degree | 7 th – 17 th Nov 2023 | Bilik Jubah, DeTAR Putra | | | | | | | | | | | |
| | | Starting 20 th Nov 2023 | Undergraduate Studies Division Counter, Level G, Chancellery Building | | | | | | | | | | | |
| | Master’s and PhD | 6 th November 2023 | Bilik Jubah, DeTAR Putra | | | | | | | | | | | |
| Starting 7 th Nov 2023 | | Centre for Graduate Studies | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | Kindly refer to the table in Item 6 of Registrar’s Circular for Returning of Graduation Regalia details. | | | | | | | | | | | | | |

PANDUAN PENGISIAN SISTEM KAJIAN PENGESANAN GRADUAN (SKPG)



CENTRE FOR STUDENT
DEVELOPMENT

WHAT IS TRACER STUDY ?

Pihak Universiti ingin mendapat maklumbalas berkaitan dengan program pengajian anda, termasuklah kemudahan dan perkhidmatan yang telah disediakan semasa anda melanjutkan pengajian anda di universiti. Selain itu, pihak universiti turut memerlukan maklumat berkaitan dengan jenis pekerjaan yang telah diceburi dan jenis-jenis peluang pekerjaan dalam bidang pengajian anda. Maklum balas daripada pihak anda amatlah dihargai dan memberi impak yang besar kepada universiti dan Kementerian Pengajian Tinggi di dalam usaha menambahbaik kemudahan pendidikan tinggi dalam negara. Terima kasih atas komitmen dan maklum balas segera daripada pihak anda

1 START

LAYARI LAMAN RASMI KAJIAN
PENGESANAN GRADUAN DI
<https://great.mohe.gov.my/>

Atau imbas QR ini:



KLIK PADA
IKON SKPG INI



2

LOG MASUK

LENGKAPKAN MAKLUMAT BERIKUT:

NO. KP/PASSPORT
NAMA INSTITUSI-
UNIVERSITI MALAYSIA SARAWAK

3

PENGESAHAN MAKLUMAT PERIBADI

ISI KAJIAN PENGESANAN

DEFINISI BEKERJA

1. KERJA SEPENUH MASA
 - BEKERJA SELAMA 35 JAM ATAU LEBIH DALAM 1 MINGGU
2. KERJA Sambilan
 - BEKERJA KURANG DARIPADA 35 JAM DALAM 1 SEMINGGU
3. TIDAK BEKERJA
4. MELANJUTKAN PENGAJIAN
5. MENINGKATKAN KEMAHIRAN
6. MENUNGGU PENEMPATAN PEKERJAAN

STATUS PEKERJAAN

- KERJA KONTRAK
- KERJA Sambilan
- KERJA SEMENTARA
- BEKERJA DENGAN KELUARGA
- BEKERJA SENDIRI
- GIG-ECONOMY (CONTOH: GRAB/FOOD PANDA)
- MENUNGGU PENEMPATAN (DOKTOR PERUBATAN)
- MENGAMBIL SIJIL ATAU LESEN PROFESSIONAL

4

TAMAT



LIKE. FOLLOW. SHARE

@pppunimas | @unimasalumni | #PusatPembangunanPelajar #unimasalumni

APAKAH ITU SISTEM UNIMAS ALUMNI?

Sistem UNIMAS Alumni telah dibangunkan menggunakan platform REKA bagi menambahbaik sistem yang lama agar lebih komprehensif dan berinformasi supaya dapat membantu menyalurkan maklumat yang diperlukan bagi tujuan perhubungan alumni. Sistem ini telah dilancarkan pada 24 Disember 2020.

Sistem ini juga membolehkan komunikasi dua hala di antara alumni dan UNIMAS serta hebahan maklumat yang lebih bersasar kepada Alumni UNIMAS. Selain itu, sistem baharu ini juga membolehkan alumni berkongsi pekerjaan yang ada ditawarkan oleh mereka atau syarikat mereka kepada Alumni UNIMAS dengan konsep "From Alumni to Alumni". Dengan adanya penambahbaikan sistem ini dengan kolaborasi Pusat Pembangunan dan Teknologi Maklumat (CITDS) dan Pusat Pembangunan Pelajar (PPP), secara tidak langsung telah memberikan satu penakhtarafan penting bagi Hubungan Alumni dalam mencapai fungsi utama PPP.

MULA

Layari laman rasmi Sistem UNIMAS Alumni di
<https://alumni.ia.unimas.my>

1

DAFTAR MASUK

2

Menggunakan EMEL PERIBADI / Google/ Facebook/ LinkedIn atau emel lain dengan melengkapkan maklumat berikut:
Nama, Emel, Kata Laluan

*Kaedah log masuk yang akan datang hendaklah sama seperti mendaftar masuk buat pertama kali UNIMAS ID UNTUK STAFF SAHAJA

KEMASKINI PROFAIL ALUMNI

3

Pilih tab "My Profile", klik "Update Alumni Info", masukkan No. Kad Pengenalan atau No. Paspot dan klik butang pengesahan.

ISI MAKLUMAT PERIBADI

- Pilih tab "Alumni Info"
- Klik "Personal Info" untuk isi dan kemaskini maklumat. Untuk muat naik gambar, hanya format .jpg sahaja dibenarkan. Klik butang save.
- Klik "Academic" untuk isi dan kemaskini maklumat. Klik butang save.
- Klik "Employment" untuk isi dan kemaskini maklumat. Klik butang save.

4

MUAT NAIK RESUME

- Pilih tab "Job Application"
- Klik "Browse" dan "Open" untuk muat naik dokumen dalam format .pdf sahaja.

5

TAMAT



LIKE. FOLLOW. SHARE

@pppunimas | @unimasalumni | #PusatPembangunanPelajar #unimasalumni

REGISTRATION GUIDELINE FOR TRACER STUDY

WHAT IS TRACER STUDY ?

Your institution wants to know your opinion of the programme of study you have recently completed, the facilities and services you have used while you were studying, the type of job you are doing and how you have fared in the working world. Your feedback is valuable and can make a significant contribution to your institution and to the Ministry of Higher Education in improving the standard of higher education of our country. This is therefore a good way for you to give back and to say thank you to your institution.

1

START

VISIT SKPG OFFICIAL WEBSITE:
<https://great.mohe.gov.my>

or scan here:



SCROLL DOWN AND
CLICK ON SKPG



LOG IN

2

COMPLETE THE FOLLOWING
INFORMATION

IC NO./PASSPORT:

NAME OF INSTITUTION:

UNIVERSITI MALAYSIA SARAWAK

3

CONFIRMATION OF PERSONAL INFORMATION

FILL OUT TRACER STUDY

EMPLOYABLE DEFINITION

1. FULL-TIME EMPLOYED
 - WORKING FOR 35 HOURS AND MORE IN A WEEK
2. PART-TIME EMPLOYED
 - AVERAGE WORKING HOUR ARE LESS THAN 35 HOUR A WEEK
3. UNEMPLOYED / NOT WORKING
 - NOT EARNING ANY INCOME
4. FURTHER STUDIES
5. UPSKILLING
6. WAITING FOR JOB PLACEMENT

JOB STATUS

- CONTRACT JOB
- PART-TIME JOB
- TEMPORARY JOB
- WORKING FOR FAMILY
- SELF-EMPLOYED
- GIG-ECONOMY (E.G. GRAB/FOOD PANDA)
- HOUSEMAN (FOR MEDICAL)
- OBTAINING PROFESSIONAL LICENSE OR CERTIFICATION

4

FINISH



LIKE. FOLLOW. SHARE

@pppunimas | @unimasalumni | #PusatPembangunanPelajar #unimasalumni

REGISTRATION GUIDELINE FOR UNIMAS ALUMNI SYSTEM



CENTRE FOR STUDENT
DEVELOPMENT

WHAT IS THE UNIMAS ALUMNI SYSTEM?

Introduced on 24th December 2020, the previous version of UNIMAS Alumni System was enhanced by using the REKA platform with the main purpose to improve interactions with alumni.

The updated system permits two-way communication between alumni and the university, especially allowing the dissemination of current information with alumni.

The concept of "From Alumni to Alumni" as the highlight of the new system also enables alumni to share with other UNIMAS alumni about job vacancies offered by their companies.

The project in collaboration with the Centre for Information Technology and Development Services (CITDS) UNIMAS, had refined this system that indirectly supports the significant roles of the Alumni Relations Department in achieving UNIMAS strategic focuses.

START

Visit the official site of UNIMAS Alumni System at
<https://alumni.ia.unimas.my>

1

SIGN UP

2

Sign up either using **PERSONAL EMAIL / Google/ Facebook/ LinkedIn** or other email by completing the following information:
Name, Email, Password

***The next login method should be the same as the first login UNIMAS ID ONLY FOR STAFF**

3

UPDATE ALUMNI PROFILE

Choose "My Profile" tab, click "Update Alumni Info", enter your Identity Card or Passport No. and click the verify button

FILL IN PERSONAL INFO

- Choose "Alumni Info" tab
- Click "Personal Info" to fill in and update the information. For image uploads, only .jpg format is allowed. Click the save button.
- Click "Academic" to fill in and update the information. Click the save button.
- Click "Employment" to fill in and update the information. Click the save button.

4

UPLOAD YOUR RESUME

- Choose "Job Application" tab
- Click "Browse" and "Open" to upload document in .pdf format only

5

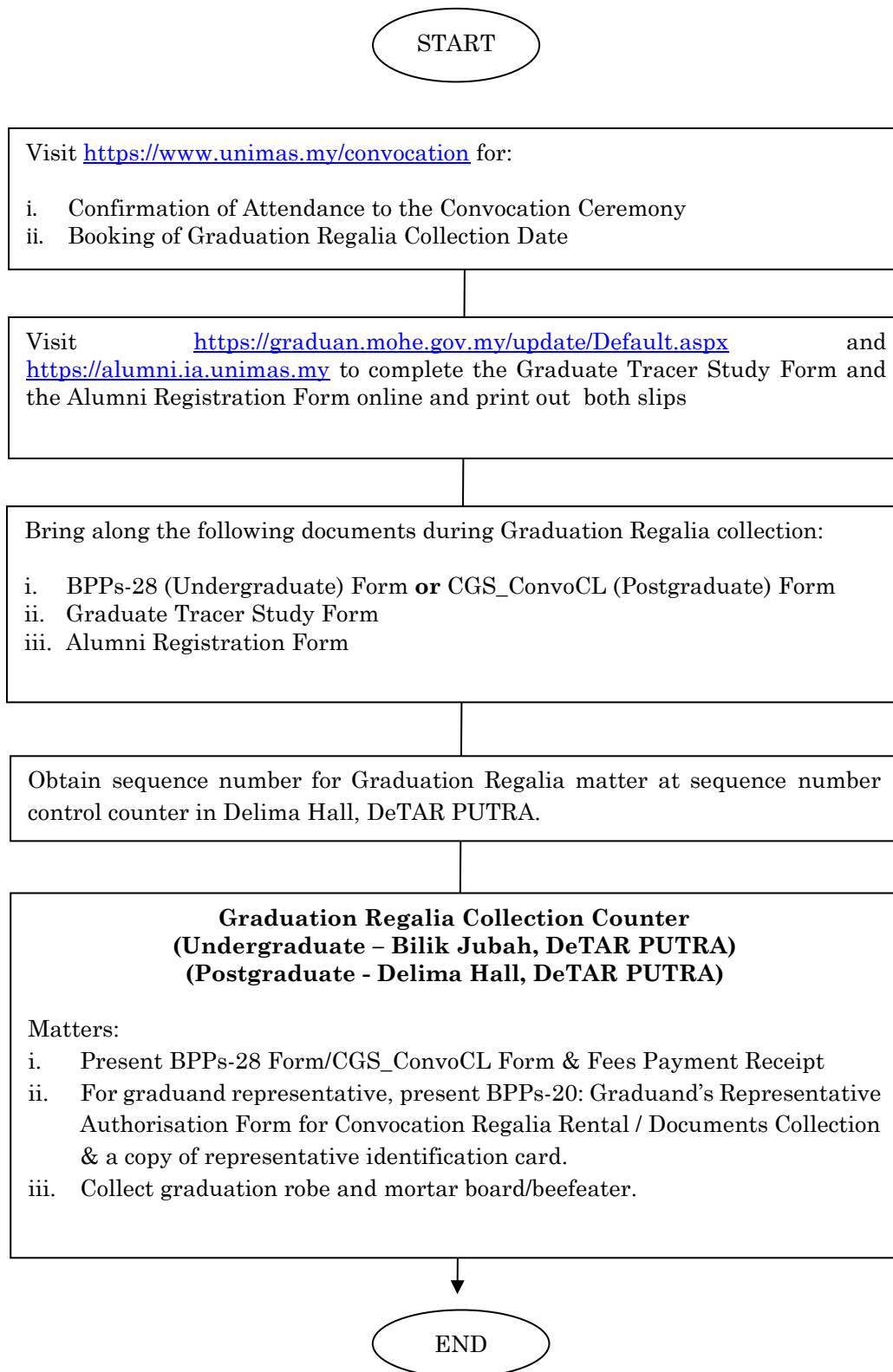
FINISH



LIKE. FOLLOW. SHARE

@pppunimas | @unimasalumni | #PusatPembangunanPelajar #unimasalumni

FLOWCHART OF GRADUATION REGALIA COLLECTION



UNIMAS GEMILANG

Terciptalah Suatu Sejarah
Wujudmu di Persada Negara
Di Bumi Kenyalang Bertuah
Kebanggaan Nusa dan Bangsa

Berinovasi dan Berwawasan
Berilmu Berpandangan Jauh
Inilah Hasrat dan Harapan
Kamilah Pendukung Warisan

Teguh Terunggul Namamu
UNIMASku yang Gemilang
Dengan Penuh Keikhlasan
Kami Wargamu di Sini
Berbangga....

Berbudaya, Bersifat Sezaman
Bersatu Hati Mencurah Bakti
Jasamu, Tiada Bandingan
Kau Disanjung dan Dihormati

Wajahmu Takkan Kami Lupakan
Sentiasa Terpahat di Ingatan
Menjadi Lipatan Sejarah
Segar Mekar Dalam Kenangan

Teguh Terunggul Namamu
UNIMASku yang Gemilang
Dengan Penuh Keikhlasan
Kami Wargamu di sini
Berbangga.....

UNIMAS Gemilang

Producer/Lyricist: Professor Datu Mohd Fadzil Abd Rahman