

REGISTRAR'S CIRCULAR

24th CONVOCATION CEREMONY

UNIVERSITI MALAYSIA SARAWAK

14 October 2021



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SECARA MAYA
ONLINE

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Assalamualaikum w.b.t dan Selamat Sejahtera

Dear Graduates,

University of Malaysia Sarawak (UNIMAS) wishes to extend our heartiest congratulations to all graduands who will be graduating on **Thursday, 14 October 2021** at 9.00 a.m. To celebrate your success, you are cordially invited to attend the online Convocation Ceremony for the conferment of your respective degree through the Facebook page and the official UNIMAS Youtube.

1. GRADUAND GUIDELINES

- 1.1 The latest information can be obtained through the UNIMAS Convocation official website link at <http://www.unimas.my/convocation>.

2. COLLECTION AND RETURN OF GRADUATION REGALIA

2.1 General rules on Collection of the Graduand Graduation Regalia

- 2.1.1 The rental of the Graduand Graduation Regalia is only LIMITED to 2020 graduands. The application for rental will be opened from 15 October 2021 until 31 December 2021.
- 2.1.2 Graduands are required to clear any outstanding debts with the University. You may check and pay your outstanding charges (if applicable) at <https://payportal.unimas.my>
- 2.1.3 Graduands are required to fill in the Graduation Regalia Rental form at <https://www.bpps.unimas.my>.
- 2.1.4 Graduands can make their payment through ePayment@unimas at <https://payportal.unimas.my/> upon receiving the reply of approval to rent via email.
- 2.1.5 The charges for the collection of the robe are as followed:

Details	Charges
Rental charge for the Robe	RM 60.00
Delivery cost within the country (via Poslaju)	RM 50.00
Deposit for the Robe (refundable) *if applicable	RM 500.00

The Certificate/Scroll is a collateral to rent the robe if the graduand has yet to collect their Certificate/Scroll. The deposit for the Robe will be imposed for whichever is applicable only.

2.1.6 Graduands are required to produce the 'RECEIPT/PROOF OF PAYMENT' to

- i. Undergraduates Study Division via email at bpps_konvo2020@unimas.my
- ii. Centre for Graduate Studies via email at cgs_konvo2020@unimas.my

You are required to use your own student's email address.

2.1.7 To rent the robe is through two (2) methods which are delivery by courier service or self-collect by appointment.

2.1.8 To rent the robe to the representative or a to a third party is **NOT ALLOWED**.

2.1.9 Graduands are required to fill in the acknowledgement of receipt for the robe and email the form to bpps_konvo2020@unimas.my / cgs_konvo2020@unimas.my.

2.1.10 Graduands are **NOT ALLOWED** to alter any parts of the rented robe.

2.1.11 All graduands are required to ensure the rented robes are in good condition.

2.2 General Rules on the Return of the Graduand Graduation Regalia

2.2.1 Graduands are required to fill in the Graduand Regalia Return Form at www.bpps.unimas.my

2.2.2 The return of the robe must be made within the stipulated period:

- i) Rent via courier service: The return of the robe must be done by not more than a period of 14 working days from the delivery date of the rented robe. Any return after a period of 14 working days will be applied a penalty of RM10.00 per day including Saturday and Sunday.
- ii) Rent via collection by hand (by appointment): The return of the robe must be done by not more than a period of 7 working days from the robe's date of collection. Any return after a period of 7 working days will be applied a penalty of RM10.00 per day including Saturday and Sunday.

2.2.3 Packaging and Delivery Instruction (via Courier Service)

- i) The return cost of the robe shall be borne by the graduand. The delivery/return must be via Poslaju or Registered Mail.

- ii) The Graduand Regalia must be wrapped in plastic before it is placed in a box prior to postage.
 - iii) Reusing the box used for delivery from UNIMAS is allowed provided that the box is in immaculate condition and undamaged.
- 2.2.4 The method to return the graduation regalia is by courier service or return by hand (appointment).
- 2.2.5 The inventory number of the rented robe MUST be the same with the inventory number of the returned robe. Students are advised not to change the Robe, Mortar Board or Beefeater.
- 2.2.6 The following charges will be imposed upon the graduands for cases of lost/damage to their Robe/Mortar Board/Beefeater. The Degree Certificate will not be issued to the graduand until the payment is made.
- | Details | Charges (RM) |
|--|--------------|
| Lost of Robe | 1,000.00 |
| Lost/Damage of Mortar Board/Beefeater | 100.00 |
| Damage to <i>Songket</i> /Alteration of Robe | 50.00 |
| Damage to zipper | 50.00 |
- 2.2.7 The refundable deposit to the graduand will be made within a period of 30 days upon the return of the robe in immaculate condition.
- 2.2.8 For graduand who applies to return it by hand, the process of returning the robe will be done at the *Rumah Jubah* by appointment.

3. GRADUATE TRACER STUDY SYSTEM (SKPG) AND ALUMNI REGISTRATION

- 3.1 Graduands are REQUIRED to fill in and complete the Public Institution of Higher Learning (IPTA) Graduate Tracer Study Form and Alumni Registration (via online). Graduands MUST print both Graduate Tracer Study and Alumni Registration and submit those slips to their respective faculty within the designated time frame for robe collection. Failure to do so will result in graduands not allowed to collect their robes. Please refer to the Flowchart on the Graduate Tracer Study (Appendix 5) and Registration Guideline for UNIMAS Alumni System. (Appendix 6)
- 3.2 To update the Graduate Tracer Study Form, it can be accessed using the link at <https://graduand.mohe.gov.my/update/Default.aspx> from 24 September 2021 (students who had updated it before 24 September 2021

are requested to check and update their current employment status) while alumni registration can be done at <https://alumni.ia.unimas.my/>.

3.3 If you have any enquiries, please contact: -

- i) Graduate Tracer Study– Madam Bibiana or Mr Roslie at 082-581635
- ii) Alumni Registration – Madam Juliana Binti Pon at 082-581865

4. ROBE PURCHASE

Graduands who wish to purchase the robe may choose to do so by submitting an application letter to the Registrar of University of Malaysia, Sarawak. Upon approval, the graduand is requested to make a payment of RM1,000.00. The payment is for one unit of robe with its mortar board/beefeater.

5. CONVOCATION FEE

- 5.1 The convocation fee of RM100.00 **MUST** be paid by all graduands.
- 5.2 The Degree Certificate and Transcript will only be awarded upon the satisfaction of the University when the graduand has settled any outstanding debts (if any).
- 5.3 The payment method is through **e-Payment** using the following link:
<https://payportal.unimas.my/epayment/>

6. DEGREE CERTIFICATE AND ACADEMIC TRANSCRIPT COLLECTION

- 6.1 Graduands may claim their respective degree certificate and transcript upon the adjourning of the Convocation Ceremony via online are subjected to the following conditions:
 - i) Graduands had paid the graduation fee;
 - ii) All outstanding debts with UNIMAS had been paid; and
 - iii) Graduands had returned the robe/mortar board/beefeater in immaculate condition.
- 6.2 All certificates and transcripts must be collected within 30 days from the convocation date. **The University shall not be held responsible for any loss or damage thereafter.**
- 6.3 Graduands may claim the Degree Certificate and Transcript by:
 - i) Completing the application form at <https://www.bpps.unimas.my> (for undergraduates) or <https://www.postgrad.unimas.my> (for

postgraduates). The University shall not be held responsible for any damage or loss through delivery. Every delivery of the Degree Certificate and Transcript will be done via registered mail/courier service.

OR

- ii) Providing a letter of authorization to the representative by attaching 1 copy of the representative's identity card. The graduand's representative is responsible for ensuring the Degree Certificate, Transcript and other documents are in immaculate condition upon leaving the counter. The university shall not be held responsible for any damage/lost of your Degree Certificate and Transcript thereafter.

- 6.4 The delivery/postal charges for documents including Degree Certificates for international, West Malaysia, Sabah and Sarawak are as followed:

LOCATION	CHARGES (MINIMUM)
In the country (West Malaysia)	RM 15.00
In the country (Sabah/Sarawak)	RM 15.00
International	RM 150.00

The delivery cost is subjected to the weight of the document and the graduand must cover the additional charges if it exceeds the minimum charges imposed.

7. DEFERMENT OF ISSUANCE OF DEGREE CERTIFICATE AND ACADEMIC TRANSCRIPT

- 7.1 Issuance of the Degree Certificate and Transcript to graduands who still owes (including summons) or have not yet returned books or other items borrowed from UNIMAS will be deferred until the graduands had settled the payment/return to the respective departments.
- 7.2 Once payment and return have been made, please bring the payment receipt or proof of return to the Undergraduate Studies Division/Centre for Graduate Studies (wherever applicable). Failure to do so will result in the graduand's Degree Certificate and Transcript withheld by the University.

8. FURTHER ENQUIRIES

Any further enquiries can be directed to the University of Malaysia Sarawak Convocation Secretariat as followed: -

Secretariat	Contact information
Undergraduate Student Affairs	Deputy Registrar Student Affairs Division University of Malaysia Sarawak Tel : 082-581166/1062/1061/1082/ 1050/4031 Fax : 082-581048
PhD & Masters Graduate Affairs	Deputy Registrar Centre for Graduate Studies University of Malaysia Sarawak Tel : 082-581069/581017 Fax: 082-581059
Graduate Tracer Study	Mdm Aileen Anne Assistant Registrar Student Development Centre Tel : 082-581843/1210/1837
Alumni Registration	Mdm Anisah Marais Senior Assistant Registrar Student Development Centre Tel : 082-581865/1944/1940
Payment and Outstanding Balance	Cik Berenai Pinol Assistant Accountant Student Finance Unit Tel : 082581879

Once again, well done and our heartiest congratulations! We look forward to the conferment of your degree during the 24th UNIMAS Convocation Ceremony, 2020.

Hj Azlan Bin Ramli
Registrar
University of Malaysia, Sarawak

Appendix 1

BPPs-40

Berkuatkuasa Oktober 2021

Effective October 2021

**BORANG PEMINJAMAN JUBAH GRADUAN/
GRADUATE ROBES RENTAL FORM**

Butiran Graduan/Graduate Information

Nama/Name			
No. Kad Pengenalan/ <i>Passport No.</i>		No. Matrik Pelajar/ <i>Matric No.</i>	
Program/Programme			
Fakulti/Institut/Pusat <i>Faculty/Institute/Centre</i>			
Tahun Bergraduat/ <i>Year of Graduation</i>			
Emel/Email		No. Telefon/ <i>Contact No.</i>	
Nama Bank/ <i>Name of Bank</i>		No. Akaun/ <i>Account No.</i>	
Kaedah Serahan/ <i>Mode of Submission</i>	Pos/Postal <input type="checkbox"/>	Alamat Penuh/Address (*set jubah akan dihantar ke alamat ini/Set of Robes will be send to this address)	
	Secara Temujanji/ <i>By Appointment</i> <input type="checkbox"/>	Tarikh Ambil/ <i>Date of Collection</i> (*maklumkan jika terdapat perubahan/Kindly inform earlier for any changes)	
		Masa/Time (*mohon maklumkan jika terdapat perubahan/Kindly inform earlier for any changes)	

****** Bagi permohonan peminjaman secara temujanji, borang hendaklah dihantar melalui emel bpps_konvo2020@unimas.my selewat-lewatnya 3 hari bekerja sebelum tarikh temujanji./ *For collection at counter(by appointment), the form must be submitted via email bpps_konvo2020@unimas.my at least 3 working days before the appointment date.*

Persetujuan

Saya dengan ini faham dan bersetuju dengan syarat-syarat seperti yang ditetapkan. Saya juga akur terhadap segala denda yang dikenakan oleh UNIMAS sekiranya berlaku sebarang kerosakan/kehilangan jubah tersebut. Dengan ini saya bersetuju untuk menyewa set jubah konvokesyen dengan saiz berikut. *I hereby understood and will adhere to the requirement given. I surely understand that I will be given fines by UNIMAS in the event of any damage/loss of the robes. Therefore, I agree to rent a set of Robes with the following size:-*

S

M

L

XL

2XL

3XL

4XL

5XL

Tandatangan/*Signature* : _____

Nama/*Name* : _____

Tarikh/*Date*: : _____

Pengesahan (Kegunaan Pejabat Sahaja) /*Verification (For Office Use Only)*

☐ Semua hutang telah dijelaskan kepada Universiti/*No outstanding fees to the University.*

☐ Berhutang kepada Universiti/*Have outstanding fees to the University.*
Jumlah/*Amount*:

Catatan/*Remarks*:

Disemak oleh/*Checked by*:

Nama Staf:

Tarikh/*Date*

Appendix 2

BPPs-41

Berkuatkuasa Oktober 2021

Effective October 2021**BORANG PEMULANGAN JUBAH GRADUAN/*****GRADUATE ROBES RETURNING FORM*****Butiran Graduan/ Graduate Information**

Nama/Name			
No. Kad Pengenalan/ Passport No.		No. Matrik Pelajar/Matric No.	
Program/Programme			
Fakulti/Institut/Pusat Faculty/Institute/Centre			
Tahun Bergraduati/ Year of Graduation			
Emel/Email		No. Telefon/ Contact No.	
Kaedah Serahan/ Mode of Submission	Pos/Postal	Tarikh Pos/Postal Date	
		Kurier/Courier Service	
		Tracking Number	
	Secara Temujanji/ By Appointment	Tarikh Hantar/ Date of Returning (*mohon maklumkan jika terdapat perubahan/ <i>Kindly inform earlier for any changes</i>)	
		Masa/Time (*mohon maklumkan jika terdapat perubahan/ <i>Kindly inform earlier for any changes</i>)	

* Bagi permohonan peminjaman secara temujanji, borang hendaklah dihantar melalui emel bpps_konvo2020@unimas.my selewat-lewatnya 3 hari bekerja sebelum tarikh temujanji./ *For collection at counter(by appointment), the form must be submitted via email bpps_konvo2020@unimas.my at least 3 working days before the appointment date.*

Persetujuan

Saya dengan ini faham dan bersetuju dengan syarat-syarat seperti yang ditetapkan. Saya juga akur terhadap segala denda yang dikenakan oleh UNIMAS sekiranya berlaku sebarang kerosakan/kehilangan jubah tersebut. *I hereby understood and will adhere to the requirement given. I surely understand that I will be given fines by UNIMAS in the event of any damage/loss of the robes.*

Tandatangan/*Signature* : _____

Nama/*Name* : _____

Tarikh/*Date*: : _____

Pengesahan (Kegunaan Pejabat Sahaja) / Verification (For Office Use Only)

Tarikh pemulangan jubah:

Kondisi jubah:

☐

Baik/Sempurna

☐

Rosak

☐

Inventori tidak sama

Denda pemulangan lewat (jika ada) :

Denda kerosakan/ kehilangan (jika ada) :

Catatan/*Remarks*:

Disemak oleh / *Checked by*:

Tarikh/*Date*:



GUIDELINES FOR COLLECTION AND RETURN OF GRADUATION REGALIA

THE RENTAL OF THE GRADUAND GRADUATION REGALIA

1. The rental of the Graduand Graduation Regalia is only LIMITED to 2020 graduands. The application for rental will be opened from 15 October 2021 until 31 December 2021.
2. Graduands are required to fill in the Graduation Regalia Rental form at <https://www.bpps.unimas.my>.
3. Graduands are required to clear any outstanding debts with the University. You may check and pay your outstanding charges (if applicable) at <https://payportal.unimas.my>.
4. Graduands residing in Kuching and Kota Samarahan are required to make an appointment at the collection counter and collect the graduation regalia at UNIMAS with the condition that you are fully vaccinated.
5. Graduands residing in other districts in Sarawak and other states should rent the robe by a courier service.
6. For application by appointment, the forms must be submitted by latest THREE (3) working days prior to appointment.
7. The collection date for the undergraduate robe by appointment is as followed:

Activity	Date/Time	Location
Robe collection (by hand at counter)	18 October 2021 until 4 January 2022 (Working days only) (Monday - Friday) 8.30 A.M. - 12.00 P.M.	Rumah Jubah DeTAR PUTRA

8. The charges for the collection of the robe are as followed:

Details	Charges
Rental charge for the Robe	RM 60.00
Delivery cost within the country (via Poslaju)	RM 50.00
Deposit for the Robe (refundable) *if applicable	RM 500.00

The Certificate/Scroll is a collateral to rent the robe if the graduand has yet to collect their Certificate/Scroll. The deposit for the Robe will be imposed for whichever is applicable only.

9. Graduands can make their payment through ePayment@unimas at <https://payportal.unimas.my/> upon receiving the reply of approval to rent via email.
10. Graduands are required to produce the 'RECEIPT/PROOF OF PAYMENT' to Undergraduates Study Division via email at bpps_konvo2020@unimas.my. (Graduands are required to use your own student's email address.)
11. To rent the robe to the representative or a to a third party is **NOT ALLOWED**.
12. Graduands are required to fill in the acknowledgement of receipt for the robe and email the form to bpps_konvo2020@unimas.my.
13. Graduands are **NOT ALLOWED** to alter any parts of the rented robe.
14. All graduands are required to ensure the rented robes are in good condition.

RETURN OF THE GRADUAND GRADUATION REGALIA

1. Graduands are required to fill in the Graduand Regalia Return Form at www.bpps.unimas.my.
2. The graduation regalia return form must be submitted to bpps_konvo2020@unimas.my email by latest THREE (3) days before the appointment date for returning the robe (for return through counter).
3. Graduands residing in Kuching and Kota Samarahan are required to make an appointment at the counter to return the graduation regalia at UNIMAS.
4. Graduands residing in other districts in Sarawak and other states should return the robe by a courier service.
5. The return of the robe must be made within the stipulated period:

- i) Rent via courier service: The return of the robe must be done by not more than a period of 14 working days from the delivery date of the rented robe. Any return after a period of 14 working days will be applied a penalty of RM10.00 per day including Saturday and Sunday.
- ii) Rent via collection by hand (by appointment): The return of the robe must be done by not more than a period of 7 working days from the robe's date of collection. Any return after a period of 7 working days will be applied a penalty of RM10.00 per day including Saturday and Sunday.

6. Packaging and Delivery Instruction (via Courier Service)

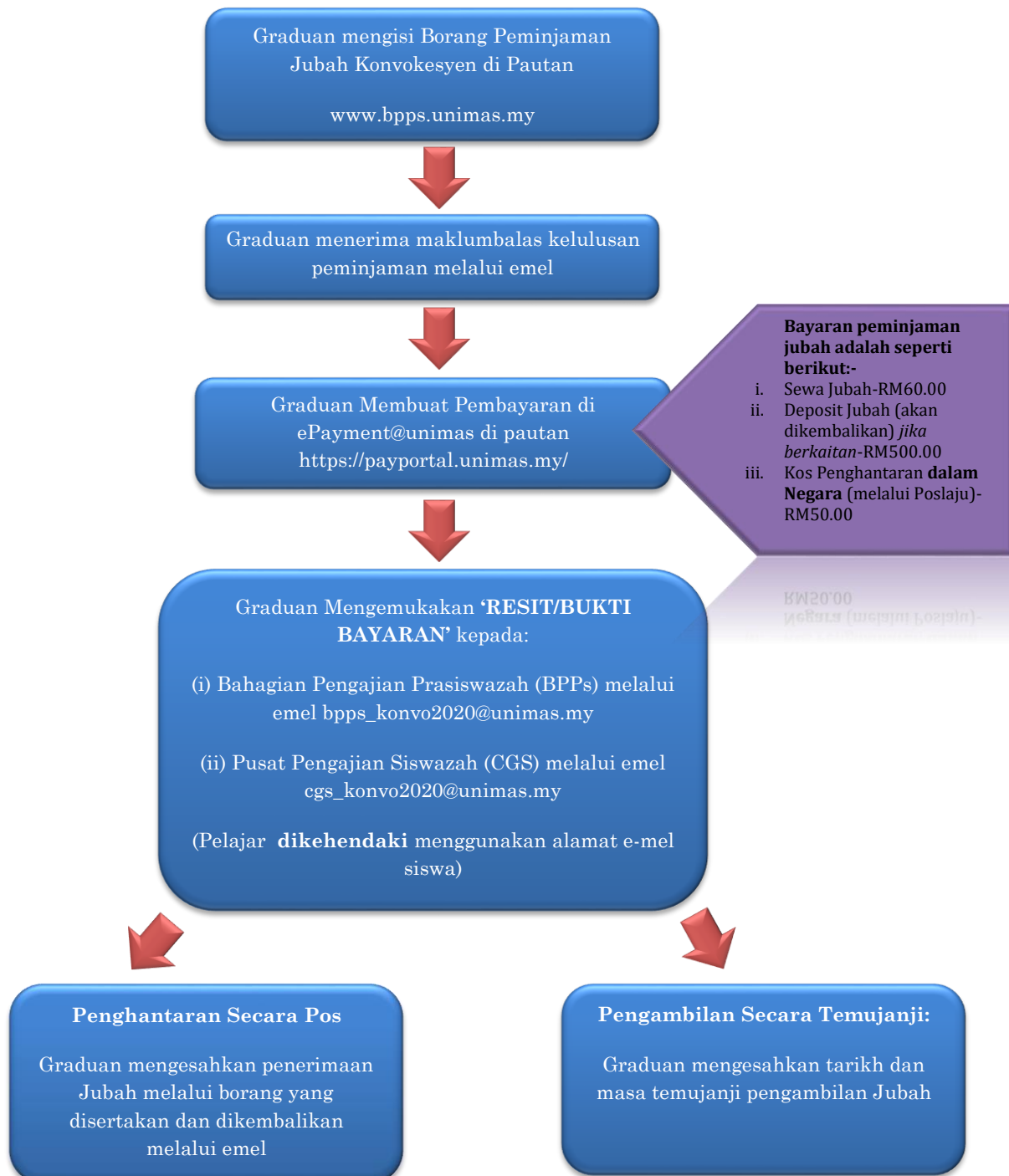
- iv) The return cost of the robe shall be borne by the graduand. The delivery/return must be via Poslaju or Registered Mail.
 - v) The Graduand Regalia must be wrapped in plastic before it is placed in a box prior to postage.
 - vi) Reusing the box used for delivery from UNIMAS is allowed provided that the box is in immaculate condition and undamaged.
7. For graduand who applies to return it by hand, the process of returning the robe will be done at the *Rumah Jubah* by appointment.
8. The inventory number of the rented robe MUST be the same with the inventory number of the returned robe. Students are advised not to change the Robe, Mortar Board or Beefeater.
9. The refundable deposit to the graduand will be made within a period of 30 days upon the return of the robe in immaculate condition.
10. The following charges will be imposed upon the graduands for cases of lost/damage to their Robe/Mortar Board/Beefeater. The Degree Certificate will not be issued to the graduand until the payment is made.

Details	Charges (RM)
Lost of Robe	1,000.00
Lost/Damage of Mortar Board/Beefeater	100.00
Damage to <i>Songket</i> /Alteration of Robe	50.00
Damage to zipper	50.00

11. If you have any enquiries, please contact 082-581044/1166 or via email at bpps_konvo2020@unimas.my



CARTA ALIR PROSES PEMINJAMAN JUBAH KONVOKESYEN(GRADUAN)



CARTA ALIR PROSES PEMULANGAN JUBAH KONVOKESYEN (GRADUAN)

Graduan mengisi Borang Pemulangan Jubah di Pautan
www.bpps.unimas.my

Pemulangan Secara Pos

Graduan memulangkan Jubah menggunakan
Perkhidmatan Kurier Pos Malaysia iaitu Poslaju atau
kaedah yang bersesuaian. Kos Pemulangan Jubah adalah
atas tanggungan graduan sendiri.

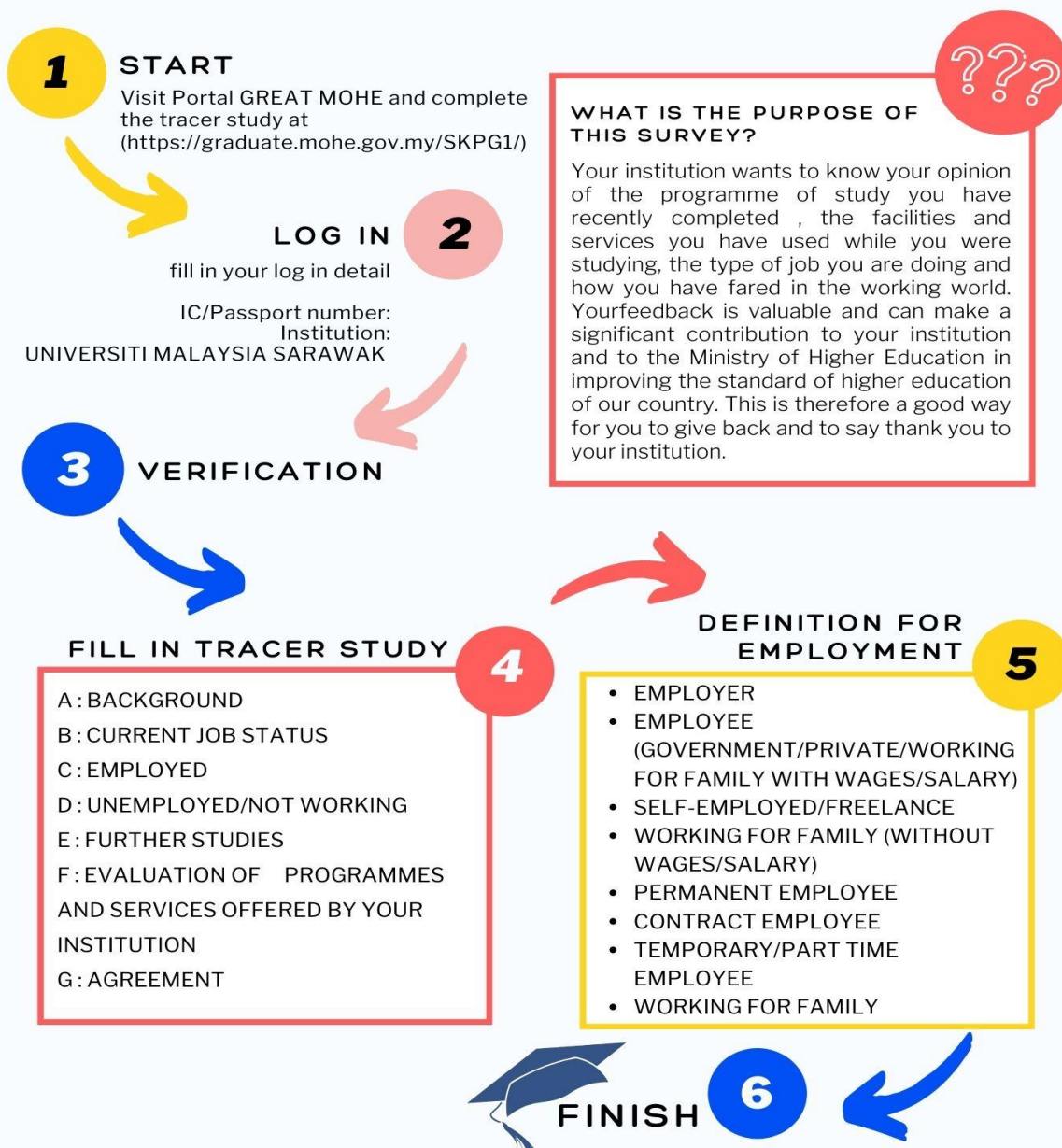
Penghantaran Secara Temujanji

Graduan mengesahkan tarikh dan masa Temujanji
Pemulangan Jubah dalam Borang Pemulangan Jubah.



Menerima Pembayaran balik deposit dalam tempoh **30 hari**
selepas BPPs/PPS menerima jubah yang dipinjamkan
dengan sempurna.

GUIDE TO FILL IN YOUR TRACER STUDY



  LIKE. FOLLOW. SHARE

@pppunimas | @unimasalumni | #PusatPembangunanPelajar #unimasalumni

REGISTRATION GUIDELINE FOR UNIMAS ALUMNI SYSTEM

1 START

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

SIGN UP

2

Either using UNIMAS ID/ 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 time login

3

UPDATE ALUMNI PROFILE

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

ABOUT UNIMAS ALUMNI SYSTEM

The new UNIMAS Alumni System was developed to be comprehensive and informative to reach out to UNIMAS alumni. This new system was launched on 24th December 2020. The new system developed by the Centre for Development and Information Technology (CITDS) in collaboration with the Centre for Student Development provides multiple important features to enhance alumni relations. These includes:

- Enables two-way communication between alumni and UNIMAS.
- Targeted dissemination of information to UNIMAS Alumni.
- Provide opportunity to alumni to share the jobs offered by them or their company to other UNIMAS Alumni - "From Alumni to Alumni".

FILL IN PERSONAL INFO

4

- 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.

5

FINISH



LIKE. FOLLOW. SHARE

@pppunimas | @unimasalumni | #PusatPembangunanPelajar #unimasalumni

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 Tak Kan 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

Lirik & Lagu: YBhg Prof Datu Mohd Fadzil Abdul Rahman