

PENGUMUMAN / ANNOUNCEMENT

1. Semua graduan diminta untuk membuat **Pengesahan Kehadiran Konvokesyen di laman web <https://konvokesyen.upsi.edu.my/>**. Sila klik menu surat jemputan untuk mengesahkan kehadiran, memilih saiz Pakaian Akademik, mencetak Borang Permohonan Pinjaman Pakaian Akademik dan lain-lain dokumen yang berkaitan **bermula pada 23 Oktober 2024 (Rabu)**.
All graduates are requested to make the **Convocation Attendance Confirmation on the website <https://konvokesyen.upsi.edu.my/>**. Please click on the invitation letter menu to confirm attendance, choose the size of Academic Clothing, print the Academic Attire Loan Application Form and other related documents **starting on 23rd October 2024 (Wednesday)**.
2. Sila klik menu Sesi Graduan untuk paparan susunan sesi mengikut fakulti, Istiadat Konvokesyen UPSI. Semua graduan diminta hadir mengikut sesi konvokesyen yang ditetapkan. Sesi mengikut program adalah muktamad.
Please click on the Graduate Sessions menu to display the order of sessions by faculty, UPSI Convocation Ceremony. All graduates are requested to attend the convocation session. Sessions according to the program cannot be changed.
3. Surat jemputan Istiadat Konvokesyen UPSI boleh dicetak sebulan sebelum sesi pertama Istiadat Konvokesyen.
The UPSI Convocation Ceremony invitation letter can be printed one month before the first session of the Convocation Ceremony.
4. Bagi urusan pinjaman pakaian akademik
For academic attire borrowing matters
 - 4.1 Graduan yang hadir, sila bawa dokumen berikut:
Graduates attending, please bring along the following documents:
 - 4.1.1 Borang Permohonan Pinjaman Pakaian Akademik
Academic Attire Loan Application Form
 - 4.1.2 Slip Kajian Pengesanan Graduan
Tracer Study Confirmation Slip
 - 4.1.3 Resit Yuran Konvokesyen
Convocation Fee Receipt
 - 4.1.4 Resit Bayaran Denda (sekiranya ada)
Fine Payment Receipt (if any)
 - 4.1.5 Dua (2) Salinan Surat Aku Janji
Two (2) Copies of the Letter of Promise
 - 4.2 Jika menghantar wakil, sila bawa dokumen berikut:
If a representative were to collect, please bring along the following documents:
 - 4.2.1 Borang Permohonan Pinjaman Pakaian Akademik
Academic Attire Application Form
 - 4.2.2 Satu (1) Salinan Kad Pengenalan Wakil
One (1) Copy of the Representative's Identification Card
 - 4.2.3 Slip Kajian Pengesanan Graduan
Tracer Study Confirmation Slip
 - 4.2.4 Resit Yuran Konvokesyen
Convocation Fee Receipt
 - 4.2.5 Resit Bayaran Denda (sekiranya ada)
Fine Payment Receipt (if any)
 - 4.2.6 Dua (2) Salinan Surat Aku Janji
Two (2) Copies of the Letter of Promise

Mohon susun dokumen mengikut turutan ini.
Please arrange the documents in this order.

Mohon susun dokumen mengikut turutan ini.
Please arrange the documents in this order.

Nota / Note:

Seorang wakil hanya boleh mengambil lima (5) jubah sahaja. / A representative can only take five (5) robes.

5. Bagi Graduan Berkeperluan Khas saudara/i dimohon untuk memaklumkan kepada pihak kami di talian hotline 013-446 3016 atau email dua (2) minggu sebelum Istiadat Konvokesyen bermula.
For Graduates with Special Needs, please inform us on the hotline 013-446 3016 or email pengijazahan.bhea@upsi.edu.my two (2) week before the Convocation Ceremony begins.
6. Menyemak status hutang melalui <https://epayment.upsi.edu.my/student/fees> dan memastikan bayaran dibuat untuk mengelakkan sebarang masalah semasa peminjaman Pakaian Akademik dan menghadiri konvokesyen.
Check debt status via <https://epayment.upsi.edu.my/student/fees> and be sure payment is made, to avoid any problems when taking Academic Attire and attending convocation.
7. Semua Graduan hendaklah mengisi Kajian Pengesanan Graduan Kementerian Pengajian Tinggi di Laman Web Rasmi Kementerian Pengajian Tinggi <https://graduan.mohe.gov.my/skpg24/>
All Graduates must complete the MOHE Online Tracer Study (SKPG 1) survey on the Official Website of the Ministry of Higher Education <https://graduan.mohe.gov.my/skpg24/>
8. Sebarang pertanyaan berkaitan perkara ini boleh hubungi Pusat Keusahawanan dan Kebolehpasaran Graduan di talian +605-450 6058 / 7523 / 7608 / 5006 / 5195 atau email: edge@upsi.edu.my.
Any queries related to this matter can contact the Graduate Entrepreneurship and Marketability Center at +605-450 6058 / 7523 / 7608 / 5006 / 5195 or email: edge@upsi.edu.my

GARIS PANDUAN ISTIADAT KONVOKESYEN UPSI KALI KE-26
23 HINGGA 30 NOVEMBER 2024
GUIDELINE 26th UPSI CONVOCATION CEREMONY
23rd to 30th NOVEMBER 2024

1. ETIKA PAKAIAN GRADUAN
GRADUATE DRESS ETIQUETTE

Jubah akademik, hood dan topi (mortar board/bonnet) akan disediakan oleh Universiti.
Academic robes, hoods and hats (mortar board/bonnet) will be provided by the University.

1.1 Lelaki / Men

- Berbaju Melayu kosong (**satu tona warna sahaja**) lengkap bersampin, atau;
Wear a complete 'Baju Melayu' (one colour tone only) or;
- *Lounge suit* termasuk seluar panjang berwarna hitam / berwarna gelap, atau;
Lounge suit including black / dark coloured trousers, or
- Baju kemeja berlengan panjang warna bebas serta bertali leher dan berseluar panjang berwarna hitam / berwarna gelap dan;
Long-sleeved shirts of any colour with a tie and black / dark-coloured trousers and,
- Kasut kulit hitam / berwarna gelap dan sarung kaki hitam / berwarna gelap.
Black / dark coloured leather shoes and socks
- Diwajibkan untuk memakai songkok bagi graduan Diploma.
Compulsory to wear 'songkok' for Diploma graduates

1.2 Wanita / Women

- Baju kurung / baju kurung moden / kebaya labuh dengan kain tanpa belah (split) / baju kemeja berlengan panjang berwarna bebas dan menutup dada atau;
Baju kurung / modern Baju kurung / long kebaya with fabric without split (split) / shirt with long sleeves in a free colour and covering the chest, or;
- Gaun / skirt / seluar berwarna hitam / berwarna gelap hendaklah labuh ke paras buku lali;
Dresses / skirts / black / dark coloured should be ankle length;
- Graduan mengandung boleh memakai pakaian yang bersesuaian; dan
Pregnant graduates can wear appropriate clothes;
- Kasut sarung berwarna hitam / berwarna gelap dengan tinggi tumit sekurang-kurangnya satu inci.
Black/dark-coloured court shoes with a heel height of at least one inch.

1.3 Pakaian Tradisional / Traditional clothings

- Sopan dan tidak terdedah (tanpa belah);
Appropriate and not exposed (without cleavage);
- Gaun dan skirt hendaklah labuh ke **paras buku lali**;
*Dresses and skirts must be **ankle-length**;*
- Tanpa aksesori yang mengeluarkan bunyi.
Without accessories that make noise.

1.4 Lain – Lain / Others

- Rambut perlulah kemas dan disikat rapi;
Hair must be neat and neatly combed;
- Rambut berwarna tidak dibenarkan;
Coloured hair is not allowed;
- Tidak berambut panjang bagi lelaki;
No long hair for men;
- Tidak memakai perhiasan yang berlebihan bagi perempuan.
Do not wear excessive jewellery for women.

- 1.5 Graduan diingatkan agar mematuhi etika pakaian yang ditetapkan semasa istiadat konvokesyen. Pihak Universiti berhak menghalang graduan masuk ke dewan istiadat konvokesyen sekiranya etika pakaian tidak dipatuhi.
Graduates are reminded to adhere to the dress code set during the convocation ceremony. The University reserves the right to prevent graduates from entering the convocation hall if dress code is not followed.

2. PEMINJAMAN PAKAIAN AKADEMIK GRADUAN / BORROWING OF GRADUATE ACADEMIC ATTIRE

- 2.1 Graduan boleh meminjam pakaian akademik iaitu jubah, hood dan topi (mortar board/bonnet) mengikut tarikh, masa dan tempat seperti berikut manakala sesi adalah mengikut fakulti. /
Graduates can borrow academic clothes such as robes, hoods and hats (mortar board/bonnet) according to the date, time and place as follows and the session is according to the faculty.

TARIKH / DATE	MASA / TIME	LOKASI / LOCATION
<p>26 Oktober 2024 hingga 3 November 2024 /</p> <p>26th October 2024 until 3rd November 2024</p> <p>(Termasuk Sabtu, Ahad dan Cuti Umum) Include Saturday, Sunday and Public Holidays)</p>	<p>SABTU - ISNIN / SATURDAY - MONDAY</p> <p>Sesi Pagi / Morning Session 9.00 pagi – 12.30 tengahari / 9.00 am – 12.30 pm</p> <p>Sesi Petang / Evening Session 2.30 petang – 4.30 petang / 2.30 pm – 4.30 pm</p> <p>JUMAAT / FRIDAY</p> <p>Sesi Pagi / Morning Session 9.00 pagi – 12.15 tengahari / 9.00 am – 12.15 pm</p> <p>Sesi Petang / Evening Session 3.00 petang – 4.30 petang / 3.00pm – 4.30 pm</p>	<p>Dewan dan Bilik Jubah Hall and Robe Room, Panggung Percubaan, KSAS Experimental Hall, KSAS</p>

- 2.2 Peminjaman selepas daripada tarikh dan waktu yang dinyatakan tidak akan dipertimbangkan.
Borrowing after the specified date and time will not be considered.
- 2.3 Graduan dikehendaki melengkapkan pengesahan kehadiran ke Istiadat Konvokesyen, membuat pilihan saiz jubah dan mencetak Borang Pinjaman Pakaian Akademik melalui menu Jemputan Konvokesyen.
Graduates are required to complete confirmation of attendance at the Convocation Ceremony, select the robe size and print the Academic Attire Loan Form through the Convocation Invitation Menu.
- 2.4 Panduan saiz jubah boleh dirujuk ketika membuat pilihan saiz jubah.
The robe size guide can be consulted when choosing the robe size.
- 2.5 Graduan **tidak boleh mencuba** pakaian akademik dan **menukarnya**.
Graduates are not permitted to try on academic attire and change it.

- 2.6 Semua bakal graduan sama ada hadir atau tidak dikehendaki membuat pengesahan kehadiran.
All prospective graduates whether present or not are required to confirm attendance.

3. MELAPOR DIRI UNTUK PERGERAKAN GRADUAN SEMASA HARI ISTIADAT KONVOKESYEN REPORTING FOR GRADUATE MOVEMENT DURING THE DAY OF THE CONVOCATION CEREMONY

- 3.1 Semua bakal graduan diwajibkan melapor diri lengkap dengan pakaian akademik di Panggung Percubaan (berhadapan dengan Dewan Tuanku Canselor), Kampus Sultan Azlan Shah (KSAS) mengikut sesi masing-masing yang boleh dirujuk di laman web konvokesyen UPSI.
All prospective graduates are required to report in full academic attire at the Trial Hall (opposite the Tuanku Chancellor's Hall), Sultan Azlan Shah Campus (KSAS) according to their respective sessions which can be referred to on the UPSI convocation website.
- 3.2 Masa melapor diri bagi graduan ialah pada **jam 7.00 pagi bagi sesi pagi**.
The registration time for graduates is at **7.00 am for the morning session**.
- 3.3 Bakal graduan akan disusun mengikut nombor giliran menerima Ijazah (nombor giliran adalah seperti yang tercatat dalam kad nama graduan).
Prospective graduates will be arranged according to the queue number to receive the Degree (the queue number is as recorded in the graduate's name card).
- 3.4 Kad nama graduan akan diberikan kepada setiap bakal graduan semasa bakal graduan **melapor diri di Panggung Percubaan, KSAS pada hari istiadat konvokesyen**.
A graduate name card will be given to each prospective graduate when the prospective graduate **reports at the Trial Hall on convocation ceremony day**.
- 3.5 Kad nama yang diberi perlu disimpan dengan baik untuk diserahkan kepada petugas semasa anda berdiri untuk naik ke pentas di dalam dewan bagi menerima ijazah.
The given name card must be kept well to be handed to the officer when you stand to go up on the stage to receive your degree.
- 3.6 Bakal graduan perlu memaklumkan ketidakupayaan kepada pegawai bertugas semasa melapor diri di Panggung Percubaan, KSAS.
Prospective graduates must inform the officer on duty of their disability when reporting to the Trial Hall.

4. PANDUAN DAN TATACARA MENERIMA IJAZAH / GUIDELINES AND PROCEDURES FOR RECEIVING A DEGREE

- 4.1 Semua bakal graduan dikehendaki berkumpul dan melaporkan diri lengkap dengan Pakaian Akademik di Panggung Percubaan, KSAS mengikut pintu masuk (P1 atau P2) pada tarikh dan masa yang telah ditetapkan.
All prospective graduates are required to gather and report to the Academic Attire at the Trial Stage at the entrance (P1 or P2) on the date and time that has been set.
- 4.2 Semua bakal graduan dikehendaki duduk di kerusi yang bertanda (tagging) di Dewan Tuanku Canselor, KSAS mengikut nombor giliran masing-masing seperti yang tercatat dalam Kad Nama Graduan.
All future graduates are required to sit in the marked seats (tagging) in Dewan Tuanku Chancellor, KSAS Campus according to their respective queue numbers as recorded in the Graduate Name Card.

- 4.3 Semua bakal graduan dikehendaki berdiri semasa Dekan mengumumkan penganugerahan Ijazah Kedoktoran/ Sarjana/Diploma Pendidikan/Sarjana Muda/Diploma.
All prospective graduates are required to stand when the Dean announces the conferment of Doctorate degree /Master's Degree/Diploma of Education/Bachelor's/Diploma.
- 4.4 Semasa Istiadat pengurniaan/penyampaian, nama graduan akan diumumkan untuk menerima ijazah masing-masing. Bakal graduan akan bergerak ke hadapan dewan mengikut barisan.
During the awarding/presentation Ceremony, the names of the graduates will be announced to receive their respective degrees. Prospective graduates will move to the front of the hall in line.
- 4.5 Para graduan diminta mematuhi semua arahan pegawai bertugas semasa istiadat konvokesyen berlangsung.
The graduates are asked to obey all the instructions of the officers on duty during the convocation ceremony.
- 4.6 Apabila nama graduan diumumkan;
When the name of the graduate is announced;
- 4.6.1 Graduan diminta berjalan terus ke arah DYMM Tuanku Canselor / Pro Canselor, tunduk sebagai tanda hormat (penanda ada disediakan di atas pentas).
Graduates are instructed to walk towards DYMM Tuanku Chancellor / Pro Chancellor, bow as a sign of respect (markers are provided on stage).
- 4.6.2 Terima Ijazah Kedoktoran/Sarjana/Sarjana Muda/Diploma/Diploma Pendidikan dengan kedua belah tangan.
Receive the Doctorate Degree/Master's/Bachelor's Degree/Diploma/Diploma of Education with both hands.
- 4.6.3 Beri ucapan "Menjunjung Kasih Tuanku" kepada Tuanku Canselor dan "Terima kasih" kepada Pro Canselor.
Say "Menjunjung Kasih Tuanku" to the Chancellor and "Thank you" to the Pro Chancellor.
- 4.6.4 Pandang ke arah kamera sebelum berjalan turun dari pentas dan kembali ke tempat duduk asal.
Look at the camera before walking off the stage and back to your original seat.
- 4.6.5 Bagi penerima Anugerah Kecemerlangan sesi 1, selepas menerima Ijazah dikehendaki duduk di tempat duduk yang disediakan iaitu di sebelah hadapan kiri dewan (menghadap pentas). For the recipient of the Excellent Award session 1, after receiving the Degree, they are required to sit in the seat provided, which is at the front left of the hall (facing the stage).

5. PERGERAKAN GRADUAN MASUK DAN KELUAR DEWAN MOVEMENT OF GRADUATE INTO AND OUT OF THE HALL

- 5.1 Semua bakal graduan akan disusun dalam barisan mengikut nombor giliran masing-masing di dalam Dewan Tuanku Canselor, KSAS.
All prospective graduates will queue according to their respective numbers at the Lord Chancellor's Hall.
- 5.2 Bakal graduan adalah diingatkan untuk tidak meninggalkan dewan sepanjang istiadat berlangsung.
Prospective graduates are reminded not to leave the hall during the ceremony.

- 5.3 Sekiranya ada keperluan untuk keluar dewan, graduan perlu membuka pakaian akademik.
If there is a need to leave the hall, graduates must remove their academic attire.
- 5.4 Graduan akan keluar meninggalkan dewan sebaik sahaja juruacara mengumumkan "Perarakan Graduan Keluar Dewan".
Graduates will leave the hall as soon as the host announces "Graduate Parade Exit Hall".
- 5.5 Graduan akan bergerak keluar mengikut barisan demi barisan mengikut pintu yang telah ditetapkan.
Graduates will move out row by row according to the designated door.
- 5.6 Semua pergerakan graduan masuk dan keluar dewan hendaklah mengikut Pepandu Perarakan dan arahan pegawai istiadat yang bertugas.
All movement of graduates in and out of the hall must follow the Parade Guide and the instructions of the ceremonial officer on duty.

6. JEMPUTAN KEPADA TETAMU GRADUAN INVITATION FOR GRADUATE GUESTS

- 6.1 Bakal graduan hanya dibenarkan membawa masuk **dua (2) orang tetamu** sahaja ke dalam dewan.
Prospective graduates are only allowed to bring along **two (2) guests** into the hall.
- 6.2 Semua bakal graduan akan diberikan **satu Kad Jemputan untuk dua (2) orang tetamu** semasa sesi pinjaman pakaian akademik. Hanya tetamu yang berusia 12 tahun ke atas sahaja yang dibenarkan masuk ke dalam dewan.
Prospective graduates will be given **one an Invitation Card for two guests** during the academic attire borrowing session. Only guests aged 12 and above are allowed to enter the hall.
- 6.3 Tetamu graduan, ibu bapa dan pengiring hanya dibenarkan masuk ke Dewan Tuanku Canselor, KSAS mulai **jam 8:00 pagi**.
The guests, parents and escorts are only allowed to enter Chancellor's Hall, KSAS from **8:00 am**.
- 6.4 Tetamu graduan perlu menunjukkan Kad Jemputan kepada Penyambut Tetamu sebelum dibenarkan masuk ke dalam Dewan Tuanku Canselor, KSAS.
The guests must show the Invitation Card to the Receptionist before being allowed to enter the Chancellor's Hall, KSAS.
- 6.5 Tetamu bertanggungjawab atas kad jemputan masing-masing dan kad yang hilang tidak akan diganti.
Guests are responsible for their own invitation cards and lost cards will not be replaced.
- 6.6 Tetamu perlu mematuhi arahan pegawai bertugas bagi memastikan kelancaran pergerakan ke dalam dewan dan semasa mengambil tempat duduk.
Guests must obey the instructions of the officer on duty to ensure smooth movement into the hall and when taking a seat.
- 6.7 Tetamu hanya boleh meninggalkan dewan selepas majlis selesai.
Guests can only leave the hall after the ceremony is over.

- 6.8 Etika pakaian tetamu adalah seperti berikut :
Guest dress code is as follows :

TETAMU LELAKI / MALE GUEST	
Baju Kebangsaan / National shirt Pakaian Rasmi / Official attire Batik/ Batik Lounge Suit / Lounge Suit Kasut Bertutup / Closed-shoe	<b style="color: red;">DILARANG / FORBIDDEN Seluar Jeans / Jeans Kemeja-T / T shirt Sandal / Sandals Selipar / Slippers Kasut Sukan / Sports Shoes Capal
TETAMU WANITA / FEMALE GUEST	
Baju Kebangsaan / National dress Pakaian Rasmi / Official attire Baju Kurung Kebaya Lounge Suit / Lounge Suit	<b style="color: red;">DILARANG / FORBIDDEN Gaun atau skirt atas paras lutut / Dresses or skirts above knee level Blouse tanpa lengan/ Sleeveless blouse Kemeja-T / T shirt Pakaian Jeans / Jeans Seluar Pendek / Shorts Seluar Ketat / Tight Pants Sandal / Sandals Selipar / Slippers Kasut Sukan / Sports Shoes

- 6.9 Tetamu diingatkan agar mematuhi etika pakaian yang ditetapkan semasa istiadat konvokesyen. Pihak universiti berhak menghalang tetamu memasuki dewan istiadat konvokesyen sekiranya etika pemakaian tidak dipatuhi.
Guests are reminded to adhere to the dress code set during the convocation ceremony. The university reserves the right to prevent guests from entering the convocation hall if etiquette is not followed.
- 6.10 Kerjasama daripada graduan, ibu bapa atau pengiring amat dihargai untuk memastikan perjalanan Istiadat Konvokesyen ke-26 ini berjalan lancar dan mematuhi peraturan yang ditetapkan.
Cooperation from graduates, parents or chaperones is greatly appreciated to ensure that the 26th Convocation Ceremony runs smoothly and complies with the regulations.
- 6.11 Istiadat Konvokesyen Ke-26 Universiti Pendidikan Sultan Idris boleh disaksikan secara langsung melalui platform secara dalam talian yang disediakan iaitu **Facebook rasmi UPSI fb.com/UPSIMalaysia dan UPSI TV (www.upsi.tv)**.
The 26th Convocation Ceremony of Universiti Pendidikan Sultan Idris can be seen live through the online platform provided, **UPSI official Facebook fb.com/UPSIMalaysia and UPSI TV (www.upsi.tv)**

7. GAMBAR / PHOTOGRAPHS

- 7.1 Gambar-gambar graduan semasa menerima **Kedoktoran (PhD atau EDD)/ Sarjana/ DPLI, Sarjana Muda dan Diploma** akan diuruskan oleh syarikat fotografi yang dilantik oleh universiti.
Photographs of graduates receiving their **Doctoral (PhD or EDD)/ Masters/ DPLI/ Degree and Diploma** will be managed by a photograph company appointed by the university

- 7.2 Graduan dikehendaki berurusan dengan syarikat yang dilantik untuk kaedah bayaran dan penghantaran gambar-gambar graduan.
Graduates are required to deal with the appointed company for the method of payment and delivery of graduate photos
- 7.3 Bayaran pakej gambar graduan tidak termasuk di dalam yuran konvokesyen.
The graduate photograph package fee is not included in the convocation fee.
- 7.4 Urusan penjualan adalah tanggungjawab syarikat dengan persetujuan graduan. Universiti tidak bertanggungjawab ke atas urusan berkenaan.
Sales matters are the responsibility of the company with the consent of the graduate. The university is not responsible for the matter.

**8. PEMULANGAN PAKAIAN AKADEMIK, TUNTUTAN SKROL DAN TRANSKRIP AKADEMIK
RETURN OF ACADEMIC ATTIRE, CLAIMS OF SCROLLS AND ACADEMIC TRANSCRIPTS**

- 8.1 Graduan boleh memulangkan pakaian akademik yang dipinjam dan mengambil transkrip serta skrol selepas sesi istiadat konvokesyen berakhir mengikut butiran berikut:
Graduates can return borrowed academic attire, take transcripts and scroll after the convocation ceremonial session according to the following details:

GRADUAN GRADUATES	TARIKH DATE	TEMPAT LOCATION	MASA TIME
Semua Graduan All Graduates	23 November 2024 hingga 1 Disember 2024 23 rd November 2024 until 1 st December 2024 *Termasuk Sabtu & Ahad <i>*Include Saturday & Sunday</i>	PEMULANGAN PAKAIAN AKADEMIK RETURN OF ACADEMIC ATTIRE Tingkat Bawah, Kompleks Akademik, Kampus Sultan Azlan Shah Ground Floor, Academic Complex, Sultan Azlan Shah Campus	Sesi Pagi Morning Session 8.00 pagi – 1.00 petang 8.00 am – 1.00 pm
			Sesi Petang Evening Session 2.30 petang – 5.00 petang 2.30 pm – 5.00 pm
			JUMAAT / FRIDAY Sesi Pagi Morning Session 8.00 pagi – 12.15 tengahari 8.00 am – 12.15 pm
			Sesi Petang Evening Session 3.00 petang – 5.00 petang 3.00pm – 5.00 pm

GRADUAN GRADUATES	TARIKH DATE	TEMPAT LOCATION	MASA TIME
Semua Graduan All Graduates	23 November 2024 hingga 1 Disember 2024 23 rd November 2024 until 1 st December 2024 *Termasuk Sabtu & Ahad <i>*Include Saturday & Sunday</i>	TUNTUTAN SKROL DAN TRANSKRIP AKADEMIK CLAIMS OF SCROLLS AND ACADEMIC TRANSCRIPTS Pejabat BHEA 2, Tingkat 1, Kompleks Akademik, Kampus Sultan Azlan Shah BHEA Office 2, First Floor, Academic Complex, Sultan Azlan Shah Campus	Sesi Pagi Morning Session 8.00 pagi – 1.00 petang 8.00 am – 1.00 pm Sesi Petang Evening Session 2.30 petang – 5.00 petang 2.30 pm – 5.00 pm JUMAAT / FRIDAY Sesi Pagi Morning Session 8.00 pagi – 12.15 tengahari 8.00 am – 12.15 pm Sesi Petang Evening Session 3.00 petang – 5.00 petang 3.00pm – 5.00 pm
DPLI, Sarjana Muda dan Diploma DPLI, Degree and Diploma	2 Disember 2024 hingga 8 Disember 2024 2 nd December 2024 until 8 th December 2024	PEMULANGAN PAKAIAN AKADEMIK RETURN OF ACADEMIC ATTIRE Tingkat Bawah, Kompleks Akademik, Kampus Sultan Azlan Shah Ground Floor, Academic Complex, Sultan Azlan Shah Campus TUNTUTAN SKROL DAN TRANSKRIP AKADEMIK CLAIMS OF SCROLLS AND ACADEMIC TRANSCRIPTS Pejabat BHEA 2, Tingkat 1, Kompleks Akademik, Kampus Sultan Azlan Shah BHEA Office 2, First Floor, Academic Complex, Sultan Azlan Shah Campus	Sesi Pagi Morning Session 8.00 pagi – 1.00 petang 8.00 am – 1.00 pm Sesi Petang Evening Session 2.30 petang – 5.00 petang 2.30 pm – 5.00 pm JUMAAT / FRIDAY Sesi Pagi Morning Session 8.00 pagi – 12.15 tengahari 8.00 am – 12.15 pm Sesi Petang Evening Session 3.00 petang – 5.00 petang 3.00pm – 5.00 pm

GRADUAN GRADUATES	TARIKH DATE	TEMPAT LOCATION	MASA TIME
<p>Kedoktoran (PhD & EDD) dan Sarjana</p> <p>Doctoral (PhD & EDD) and Masters</p>	<p>2 Disember 2024 dan ke atas</p> <p>2nd December 2024 and onwards</p>	<p>PEMULANGAN PAKAIAN AKADEMIK, TUNTUTAN SKROL DAN TRANSKRIP AKADEMIK RETURN OF ACADEMIC ATTIRE & CLAIMS OF SCROLLS AND ACADEMIC TRANSCRIPTS</p> <p>Unit Penyeliaan Peperiksaan & Pengijazahan, Institut Pengajian Siswazah, Kampus Sultan Abdul Jalil Shah Supervision, Examination and Graduation Unit, Institute of Graduate Studies, Sultan Abdul Jalil Shah Campus</p>	<p>Sesi Pagi Morning Session 8.00 pagi – 1.00 petang 8.00 am – 1.00 pm</p> <p>Sesi Petang Evening Session 2.30 petang – 5.00 petang 2.30 pm – 5.00 pm</p> <p>JUMAAT / FRIDAY Sesi Pagi Morning Session 8.00 pagi – 12.15 tengahari 8.00 am – 12.15 pm</p> <p>Sesi Petang Evening Session 3.00 petang – 5.00 petang 3.00pm – 5.00 pm</p>
<p>Semua Graduan</p> <p>All Graduates</p>	<p><i>Denda akan dikenakan sebanyak RM10.00 sehari bermula pada 9 Disember 2024 ke atas)</i></p> <p>A penalty of RM10.00 per day will be imposed starting from 9th December 2024 onwards</p>	<p>PEMULANGAN PAKAIAN AKADEMIK, TUNTUTAN SKROL DAN TRANSKRIP AKADEMIK RETURN OF ACADEMIC ATTIRE, CLAIMS OF SCROLLS AND ACADEMIC TRANSCRIPTS</p> <p>Graduan DPLI, Sarjana Muda dan Diploma - Unit Pengijazahan, Tingkat 1, Kompleks Akademik, Kampus Sultan Azlan Shah DPLI, Degree and Diploma - Graduation Unit, 1st Floor, Academic Complex, Sultan Azlan Shah Campus</p> <p>Graduan Kedoktoran (PhD & EDD) dan Sarjana - Unit Pengijazahan, Institut Pengajian Siswazah, Kampus Sultan Abdul Jalil Shah Doctoral (PhD & EDD) and Masters - Graduation Unit, Institute of Graduate Studies, Sultan Abdul Jalil Shah Campus</p>	<p>Sesi Pagi Morning Session 8.00 pagi – 1.00 petang / 8.00 am – 1.00 pm</p> <p>Sesi Petang Evening Session 2.30 petang – 5.00 petang 2.30 pm – 5.00 pm</p> <p>JUMAAT / FRIDAY Sesi Pagi Morning Session 8.00 pagi – 12.15 tengahari 8.00 am – 12.15 pm</p> <p>Sesi Petang Evening Session 3.00 petang – 5.00 petang 3.00pm – 5.00 pm</p>

- 8.2 Denda akan dikenakan dalam kes-kes berikut:
Fines will be imposed in the following cases:

BIL/ NO	PERKARA / DETAILS	KADAR (RM) / RATE (RM)	
		IJAZAH LANJUTAN / POST DEGREE	SARJANA MUDA / DIPLOMA DEGREE / DIPLOMA
1.	Lewat pulang Pakaian Akademik (kadar sehari lewat) Late return of Academic Clothing (one day late rate)	10.00	10.00
2.	Denda rosak/hilang jubah Fines for damaged/lost robes	400.00	300.00
3.	Denda rosak/hilang mortar board/bonnet (topi) Fine for damaged/missing mortar board/bonnet (hat)	80.00	70.00
4.	Denda rosak/hilang hood (selempang) Fine for damaged/lost hood (sash)	50.00	40.00
5.	Denda rosak/hilang semua Pakaian Akademik Fines for damaged/lost all Academic Attire	450.00	350.00

- 8.3 Graduan yang tidak berkesempatan memulangkan pakaian akademik dalam tempoh yang ditetapkan boleh mewakili kepada rakan lain untuk memulangkannya dengan menggunakan Surat Kuasa kepada wakil untuk memulangkan pakaian akademik.
Graduates who do not have the opportunity to return academic attire within the specified period of time can delegate to a representative to return it by using the Power of Attorney authorization form.
- 8.4 **Graduan tidak hadir** pada hari konvokesyen tetapi telah membuat pinjaman pakaian akademik juga dikehendaki memulangkan pakaian akademik mengikut tempoh masa yang ditetapkan.
Graduates who are not present on the day of convocation but have borrowed robes are also required to return academic attire according to the time set.
- 8.5 Pakaian akademik yang lewat dipulangkan akan dikenakan denda mengikut kadar yang ditetapkan.
Academic attire that are returned late will be fined according to the set rate.
- 8.6 Skrol dan Transkrip Akademik tidak akan dikeluarkan kepada graduan yang gagal memulangkan pakaian akademik yang lengkap dan graduan berhutang.
Scrolls and Academic Transcript will not be issued to graduates who fail to return complete academic attire and they owe the graduation unit.
- 8.7 Skrol dan Transkrip Akademik hanya akan dikeluarkan satu (1) kali sahaja. Pihak universiti tidak akan bertanggungjawab jika berlaku kerosakan, kehilangan dan sebagainya ke atas dokumen tersebut.
Scrolls and Academic Transcript will only be issued one (1) time. The university will not be responsible if there is any damage / loss etc. to the document.

- 8.8 Bayaran denda akan dikenakan bagi cetakan semula dokumen-dokumen berkenaan yang hilang atau rosak dengan kadar berikut:

A fine will be charged for the reprinting of lost or damaged documents at the following rate:

BIL. / NO.	PERKARA DETAILS	KADAR (RM) RATE (RM)
1	Transkrip Akademik / Academic Transcript	10.00
2	Skrol / Scroll	60.00

- 8.9 Permohonan bagi mendapatkan salinan dokumen berkenaan boleh dibuat dengan menghantar surat atau email di pengijazahan.bhea@upsi.edu.my berserta resit bayaran denda.

A request for a copy of the necessary documents can be made by writing a letter or sending an email to pengijazahan.bhea@upsi.edu.my together with the penalty payment receipt.

- 8.10 Graduan juga boleh memberi kebenaran kepada pihak universiti untuk menguruskan perkhidmatan pos skrol/transkrip dengan mengisi Borang Kebenaran Pos Skrol/Transkrip.

Graduates can permit the university to manage scroll/transcript postal services by filling in the Scroll/Transcript Postal Authorization Form.

9. BAYARAN PAYMENT

- 9.1 Semua bakal graduan diwajibkan membuat **bayaran yuran konvokesyen** sama ada hadir atau tidak ke Istiadat Konvokesyen UPSI.

All prospective graduates are required to **pay the convocation fee** whether or not they attend the UPSI Convocation Ceremony.

- 9.2 Skrol dan Transkrip Akademik tidak akan diserahkan kepada mana-mana graduan yang masih belum menjelaskan bayaran yuran konvokesyen.

Scrolls and Academic Transcripts will not be handed over to any graduate who has not settled the convocation fee.

- 9.3 Jumlah dan kaedah bayaran yuran konvokesyen boleh dirujuk di <https://epayment.upsi.edu.my/>.

The amount and payment method of the convocation fee can be referred at <https://epayment.upsi.edu.my/>.

BIL. / NO.	PERINGKAT PENGAJIAN / LEVEL OF STUDY	KADAR YURAN KONVOKESYEN (RM) / RATE OF CONVOCATION FEE (RM)	
		PELAJAR TEMPATAN / LOCAL STUDENTS	PELAJAR ANTARABANGSA / INTERNATIONAL STUDENTS
1.	PhD / DPLI	200.00	400.00
2.	Sarjana / Master's		
3.	Sarjana Muda / Degree	150.00	300.00
4.	Diploma	120.00	240.00

- 9.4 Bayaran yuran konvokesyen bagi graduan francais bolehlah dirujuk kepada universiti/kolej masing-masing.
Convocation fee for franchise graduates can be referred to the respective university/college.

10. PERTANYAAN / QUESTIONS

Pertanyaan mengenai konvokesyen bolehlah dirujuk kepada:
Questions on convocation can be referred to:

- 10.1 Perkara berkaitan Kehadiran, Pakaian Akademik, Skrol/Transkrip Akademik - Graduan DPLI, Sarjana Muda dan Diploma.
Matters related to Attendance, Academic Dress, Scrolls/Academic Transcripts - Education Diploma Graduates, Degree & Diplomas.

Unit Pengijazahan / Graduation Unit
Bahagian Hal Ehwal Akademik, Kompleks Akademik / Academic Affairs Division, Academic Complex
Kampus Sultan Azlan Shah / Sultan Azlan Shah Campus
No. Telefon : 05 - 450 7096 / 7094 / 7092 / 7030
Hotline Unit Pengijazahan, BHEA : 013-446 3016
Emel : pengijazahan.bhea@upsi.edu.my

- 10.2 Perkara berkaitan Kehadiran, Pakaian Akademik, Skrol/Transkrip Akademik - Graduan Sarjana dan Doktor Falsafah.
Matters related to Attendance, Academic Dress, Scrolls/Academic Transcripts - Doctoral Graduates and Masters

Unit Penyeliaan Peperiksaan & Pengijazahan / Supervision, Examination & Graduation Unit
Institut Pengajian Siswazah / Institute of Graduate Studies
Kampus Sultan Abdul Jalil Shah / Sultan Abdul Jalil Shah Campus
No. Telefon: 05-450 5479 / 7010 / 5485
Hotline Unit Pengijazahan, IPS: 017-600 5485
Emel: uppp.ips@upsi.edu.my

- 10.3 Perkara berkaitan Gambar
Photographs related matters

Rujuk laman web konvokesyen UPSI
Refer to the UPSI Convocation website

- 10.4 Perkara berkaitan Alumni
Alumni related matters

Pusat Alumni / Alumni Affair Center
Universiti Pendidikan Sultan Idris / Sultan Idris Education University
Kampus Sultan Abdul Jalil Shah / Sultan Azlan Shah Campus
No. Telefon / Phone No : 05-656 1522 / 015-48797054 / 7053

10.5 Perkara berkaitan kewangan
Financial matters

Unit Kewangan Pelajar / Student Finance Unit
Jabatan Bendahari / Treasurer's Department
Aras Bawah, Blok C, Kompleks Akademik / Lower Level, Block C, Academic Complex
Kampus Sultan Azlan Shah / Sultan Azlan Shah Campus
No. Telefon / Phone No : 05-450 7738 Diploma & ELPC
 : 05-450 7761 Sarjana Muda / Degree
 : 05-450 7760 Sarjana & Doktor Falsafah / Master & PhD
 : 05-450 7733 Program Pesisir / Offshore Programme
Hotline : Pra Siswazah / Undergraduate : 013-5122040
 : Pasca Siswazah / Postgraduate : 013-4580580
Emel / Email : ukpk@bendahari.upsi.edu.my

Nota / Note:

Maklumat yang terkandung di dalam Garis Panduan ini adalah betul sewaktu dihebahkan. Pihak Universiti berhak menambah, meminda dan membetulkan mana-mana kandungan tanpa terlebih dahulu memaklumkannya kepada graduan.

The information contained in this Guideline is correct at the time of publication. The University reserves the right to add, amend and correct any content without first notifying the graduate.

Dikemaskini pada 13 Oktober 2024
Updated on 13rd October 2024