

PENGUMUMAN / ANNOUNCEMENT

1. Semua graduan diminta untuk membuat **Pengesahan Kehadiran Konvokesyen di UniSIS Pelajar** <https://unistudent.upsi.edu.my/login>. Mohon klik Academic --> Jemputan Surat Konvokesyen untuk mengesahkan kehadiran, memilih saiz Pakaian Akademik, mencetak Borang Permohonan Pinjaman Pakaian Akademik dan lain-lain dokumen yang berkaitan **bermula pada 10 Oktober 2025 (Jumaat)**.

All graduates are requested to make the **Convocation Attendance Confirmation on the UniSIS Student** <https://unistudent.upsi.edu.my/login>. Please click Academic --> Convocation Invitation Letter menu to confirm attendance, choose the size of Academic Attire, print the Academic Attire Loan Application Form and other related documents **starting on 10th October 2025 (Friday)**.

2. **Jadual Pinjaman Pakaian Akademik** mengikut program, peringkat pengajian dan fakulti boleh didapati di laman web rasmi UPSI Konvokesyen <https://konvokesyen.upsi.edu.my/> pada 19 September 2025 (Jumaat). Pelajar mohon hadir membuat Pinjaman Pakaian Akademik mengikut ketetapan yang telah ditentukan bagi mengelakkan kesesakan. **Peminjaman selepas daripada tarikh dan waktu yang dinyatakan tidak akan dipertimbangkan.**

The Academic Attire Loan Schedule according to programme, level of study, and faculty can be found on the official UPSI Convocation website at <https://konvokesyen.upsi.edu.my/> on 19th September 2025 (Friday). Students are required to be present for the Academic Attire Loan as scheduled to avoid congestion. **Any loan requests made after the stipulated date and time will not be considered.**

3. Bagi urusan pinjaman pakaian akademik
For academic attire borrowing matters

- 3.1 Graduan yang hadir, sila bawa dokumen berikut:

Graduates attending, please bring along the following documents:

- 3.1.1 Borang Permohonan Pinjaman Pakaian Akademik
Academic Attire Loan Application Form
 - 3.1.2 Slip Kajian Pengesanan Graduan
Tracer Study Confirmation Slip
 - 3.1.3 Resit Yuran Konvokesyen
Convocation Fee Receipt
 - 3.1.4 Resit Bayaran Denda (sekiranya ada)
Fine Payment Receipt (if any)
 - 3.1.5 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.

- 3.2 Jika menghantar wakil, sila bawa dokumen berikut:

If a representative were to collect, please bring along the following documents:

- 3.2.1 Borang Permohonan Pinjaman Pakaian Akademik
Academic Attire Application Form
 - 3.2.2 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
 - 3.2.4 Resit Yuran Konvokesyen
Convocation Fee Receipt
 - 3.2.5 Resit Bayaran Denda (sekiranya ada)
Fine Payment Receipt (if any)
 - 3.2.6 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.

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

4. **Bagi graduan yang telah membeli pakaian akademik**, graduan/wakil perlu hadir juga pada sesi Pinjaman Pakaian Akademik mengikut program, peringkat pengajian dan fakulti yang telah ditetapkan untuk mendapatkan Pelekat Kenderaan Graduan dan Kad Jemputan Ibu Bapa/Penjaga. Item tersebut diperlukan untuk membolehkan graduan dan keluarga memasuki kawasan kampus dan Dewan Istiadat Konvokesyen.

For graduates who have purchased their academic attire, the graduate or their representative is still required to attend the Academic Attire Loan session according to programme, level of study and faculty in order to collect the Graduate Vehicle Sticker and the Parents/Guardians Invitation Card. These items are necessary to enable the graduate and their family to enter the campus and the Convocation Hall.

5. Jadual Sesi Istiadat Konvokesyen mengikut fakulti dan peringkat pengajian boleh didapati di laman web rasmi UPSI Konvokesyen <https://konvokesyen.upsi.edu.my/> pada 12 September 2025 (Jumaat). Semua graduan diminta hadir mengikut sesi konvokesyen yang ditetapkan. **Sesi mengikut fakulti adalah muktamad.**

The Convocation Ceremony Session Schedule by faculty and level of study will be available on the official UPSI Convocation website <https://konvokesyen.upsi.edu.my/> on 12 September 2025 (Friday). All graduates are requested to attend the convocation session. **Sessions according to the faculty cannot be changed.**

6. Bagi Graduan Berkeperluan Khas saudara/i dimohon untuk memaklumkan kepada pihak kami di talian hotline 013-446 3016 atau email pengijazahan.bhea@upsi.edu.my 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.

7. Graduan dimohon menyemak status hutang melalui <https://epayment.upsi.edu.my/student/fees> dan memastikan bayaran dibuat untuk mengelakkan sebarang masalah semasa peminjaman Pakaian Akademik dan sekatan menghadiri Istiadat Konvokesyen. **Merujuk kepada Perkara 3.3 Garis Panduan Pengurusan Hutang Pelajar UPSI: Pelajar tidak dibenarkan menghadiri Istiadat Konvokesyen sekiranya tidak menjelaskan bayaran yuran pengajian termasuk yuran Istiadat Konvokesyen, denda dan saman.**

Graduates are requested to check their debt status via <https://epayment.upsi.edu.my/student/fees> and ensure that payment is made to avoid any issues during the loan of Academic Attire and restrictions on attending the Convocation Ceremony. **Referring to Item 3.3 of the UPSI Student Debt Management Guidelines: Students are not allowed to attend the Convocation Ceremony if they fail to settle their tuition fees, including the Convocation Ceremony fee, fines, and summonses.**

8. Semua graduan hendaklah mengisi Kajian Pengesanan Graduan Kementerian Pengajian Tinggi di Laman Web Rasmi Kementerian Pengajian Tinggi <https://graduan.mohe.gov.my/skpg25/>

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/skpg25/>

9. Sebarang pertanyaan berkaitan perkara nombor 8, graduan boleh hubungi Pusat Keusahawanan dan Kebolehpasaran Graduan di talian +605-450 5006 / 5195 / 5245 / 5196 / 6355 atau email: edge@upsi.edu.my.

Any queries related to number 8, graduate can contact the Graduate Entrepreneurship and Marketability Center at +605-450 5006 / 5195 / 5245 / 5196 / 6355 or email: edge@upsi.edu.my

GARIS PANDUAN ISTIADAT KONVOKESYEN UPSI KALI KE-27
11 HINGGA 18 NOVEMBER 2025
GUIDELINE 27th UPSI CONVOCATION CEREMONY
11th to 18th NOVEMBER 2025

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 ber lengan 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 ber lengan 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.
- Graduan sesi 1 tidak dibenarkan memakai pakaian berwarna kuning, ungu, merah jambu atau putih.
Session 1 graduates are not allowed to wear yellow, purple, pink or white clothes.

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
20 hingga 27 Oktober 2025 20 th until 27 th October 2025 (Termasuk Sabtu, Ahad dan Cuti Umum) Include Saturday, Sunday and Public Holidays)	ISNIN - ISNIN MONDAY - MONDAY Sesi Pagi / Morning Session 8.30 pagi – 12.30 tengahari 8.30 am – 12.30 pm	Panggung Percubaan, KSAS Experimental Hall, KSAS dan Bilik Jubah DTC, KSAS DTC Robe Room, KSAS
	Sesi Petang / Evening Session 2.30 petang – 4.30 petang / 2.30 pm – 4.30 pm	
	JUMAAT / FRIDAY Sesi Pagi / Morning Session 8.30 pagi – 12.15 tengahari / 8.30 am – 12.15 pm	
	Sesi Petang / Evening Session 2.45 petang – 4.30 petang / 2.45 pm – 4.30 pm	

- 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 di **sistem UniSIS Pelajar**
<https://unistudent.upsi.edu.my/login>
Graduates are required to complete the attendance confirmation for the Convocation Ceremony, select the gown size and print the Academic Attire Loan Form in the UniSIS Student system
<https://unistudent.upsi.edu.my/login>
- 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 rasmi UPSI Konvokesyen <https://konvokesyen.upsi.edu.my/>.
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 UPSI Convocation website <https://konvokesyen.upsi.edu.my/>.
- 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 Graduan akan disusun mengikut nombor giliran (nombor giliran adalah seperti yang tercatat dalam kad nama graduan).
Graduates will be arranged according to the queue number (the queue number is as recorded in the graduate's name card).
- 3.4 Kad nama graduan akan diberikan semasa graduan **melapor diri di Panggung Percubaan, KSAS pada hari Istiadat Konvokesyen**.
The graduate name card will be given when graduates **register at Experimental Hall, KSAS on the day of the Convocation Ceremony**.
- 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 skrol.
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 scroll.
- 3.6 Graduan perlu memaklumkan ketidakupayaan kepada pegawai bertugas semasa melapor diri di Panggung Percubaan, KSAS.
Graduates must inform the officer on duty of their disability when reporting to the Experimental Hall, KSAS.

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

- 4.1 Semua 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 graduates are required to gather and register in full Academic Attire at Experimental Hall, KSAS according to the entrance (P1 or P2) on the specified date and time.
- 4.2 Semua 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 graduates are required to sit in the marked seats (tagging) in Tuanku Chancellor Hall, KSAS according to their respective queue numbers as recorded in the Graduate Name Card.

- 4.3 Semua graduan dikehendaki berdiri semasa Dekan mengumumkan penganugerahan Ijazah Kedoktoran / Sarjana / Diploma Pendidikan / Sarjana Muda / Diploma.
All 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. 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. 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 graduan akan disusun dalam barisan mengikut nombor giliran masing-masing di dalam Dewan Tuanku Canselor, KSAS.
All graduates will queue according to their respective numbers at the Chancellor's Hall, KSAS.
- 5.2 Graduan adalah diingatkan untuk tidak meninggalkan dewan sepanjang istiadat berlangsung.
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 Graduan hanya dibenarkan membawa masuk **dua (2) orang tetamu** sahaja ke dalam dewan.
Graduates are only allowed to bring along **two (2) guests** into the hall.
- 6.2 Semua 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.
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 Baju Batik/ Batik Lounge Suit / Lounge Suit Pakaian Rasmi / Official attire Kasut Bertutup / Closed-shoe	DILARANG / FORBIDDEN Seluar Jeans / Jeans Kemeja-T / T shirt Seluar Pendek / Short Pants Kasut Sukan / Sports Shoes Sandal / Sandals Selipar / Slippers Capal
TETAMU WANITA / FEMALE GUEST	
Baju Kebangsaan / National dress Baju Kurung Kebaya Lounge Suit / Lounge Suit Pakaian Rasmi / Official attire	DILARANG / FORBIDDEN Gaun atau skirt atas paras lutut / Dresses or skirts above knee level Blaus 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-27 ini berjalan lancar dan mematuhi peraturan yang ditetapkan. Cooperation from graduates, parents or chaperones is greatly appreciated to ensure that the 27th Convocation Ceremony runs smoothly and complies with the regulations.
- 6.11 Istiadat Konvokesyen Ke-27 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 27th 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	11 hingga 25 November 2025 11 th until 25 th November 2025 *Termasuk Sabtu & Ahad *Include Saturday & Sunday	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 2.45 petang – 5.00 petang 2.45 pm – 5.00 pm

GRADUAN GRADUATES	TARIKH DATE	TEMPAT LOCATION	MASA TIME
Semua Graduan All Graduates	11 hingga 25 November 2025 11th until 25th November 2025 *Termasuk Sabtu & Ahad <i>*Include Saturday & Sunday</i>	TUNTUTAN SKROL DAN TRANSKRIP AKADEMIK CLAIMS OF SCROLLS AND ACADEMIC TRANSCRIPTS Bilik Bitara Hikmah, Tingkat 1, Kompleks Akademik, Kampus Sultan Azlan Shah Bitara Hikmah Room, 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 2.45 petang – 5.00 petang 2.45 pm – 5.00 pm

GRADUAN GRADUATES	TARIKH DATE	TEMPAT LOCATION	MASA TIME
Semua Graduan All Graduates	<i>Denda akan dikenakan sebanyak RM10.00 sehari bermula pada 26 November 2025 ke atas)</i> <i>A penalty of RM10.00 per day will be imposed starting from 26th November 2025 onwards</i>	PEMULANGAN PAKAIAN AKADEMIK, TUNTUTAN SKROL DAN TRANSKRIP AKADEMIK RETURN OF ACADEMIC ATTIRE, CLAIMS OF SCROLLS AND ACADEMIC TRANSCRIPTS Graduan Sarjana Muda & Diploma - Unit Pengijazahan, Tingkat 1, Kompleks Akademik, Kampus Sultan Azlan Shah Degree and Diploma - Graduation Unit, 1st Floor, Academic Complex, Sultan Azlan Shah Campus Graduan Kedoktoran, Sarjana & DPLI - Unit Pengijazahan, Institut Pengajian Siswazah, Kampus Sultan Abdul Jalil Shah Doctoral, Masters & DPLI - Graduation Unit, Institute of Graduate Studies, Sultan Abdul Jalil 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 2.45 petang – 5.00 petang 2.45 pm – 5.00 pm

- 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) SEMUA PERINGKAT PENGAJIAN / ALL LEVEL OF STUDY
1.	Lewat pulang Pakaian Akademik (kadar sehari lewat) Late return of Academic Clothing (one day late rate)	10.00
2.	Denda rosak jubah Fines for damaged robes	300.00
3.	Denda hilang jubah Fines for missing robes	600.00
4.	Denda rosak mortar board/bonnet (topi) Fine for damaged mortar board/bonnet (hat)	70.00
5.	Denda hilang mortar board/bonnet (topi) Fine for missing mortar board/bonnet (hat)	140.00
6.	Denda rosak hood (selempang) Fine for damaged hood (sash)	40.00
7.	Denda hilang hood (selempang) Fine for lost hood (sash)	80.00
8.	Denda rosak semua Pakaian Akademik Fines for damaged all Academic Attire	400.00
9.	Denda hilang semua Pakaian Akademik Fines for lost all Academic Attire	800.00

- 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 Skrol / Scroll	150.00

- 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 bagi graduan yang tidak dapat hadir Istiadat Konvokesyen. Proses ini hanya boleh dilaksanakan 3 bulan selepas Istiadat Konvokesyen.

Graduates may also authorize the university to manage the scroll/transcript postal service by completing the Scroll/Transcript Postal Authorization Form for graduates who are unable to attend the Convocation Ceremony. This process can only be carried out 3 months after the Convocation Ceremony.

9. BAYARAN PAYMENT

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

All graduates are required to **pay the convocation fee** whether or not they attend the 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 university / 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 Sarjana Muda dan Diploma.
[Matters related to Attendance, Academic Dress, Scrolls / Academic Transcripts - Degree & Diploma.](#)

Unit Pengijazahan / [Graduation Unit](#)

Bahagian Hal Ehwal Akademik, Kompleks Akademik / [Academic Affairs Division, Academic Complex](#)
Universiti Pendidikan Sultan Idris / [Sultan Idris Education University](#)

Kampus Sultan Azlan Shah / [Sultan Azlan Shah Campus](#)

No. Telefon : 05 - 450 7092 / 7094 / 7096 / 7030

Hotline : 013-446 3016

Emel : pengijazahan.bhea@upsi.edu.my

- 10.2 Perkara berkaitan Kehadiran, Pakaian Akademik, Skrol/Transkrip Akademik - Graduan Doktor Falsafah, Sarjana dan DPLI.
[Matters related to Attendance, Academic Dress, Scrolls/Academic Transcripts - Doctoral Graduates, Masters and Education Diploma Graduates.](#)

Unit Penyeliaan, Peperiksaan & Pengijazahan / [Supervision, Examination & Graduation Unit](#)

Institut Pengajian Siswazah / [Institute of Graduate Studies](#)

Universiti Pendidikan Sultan Idris / [Sultan Idris Education University](#)

Kampus Sultan Abdul Jalil Shah / [Sultan Abdul Jalil Shah Campus](#)

No. Telefon: 05-450 7010 / 5479 / 5485 / 5156 (DPLI)

Hotline : 017-600 5485

Emel: uppp.ips@upsi.edu.my

- 10.3 Perkara berkaitan Alumni
[Alumni related matters](#)

Pusat Alumni / [Alumni Affair Center](#)

Universiti Pendidikan Sultan Idris / [Sultan Idris Education University](#)

Kampus Sultan Azlan Shah / [Sultan Azlan Shah Campus](#)

No. Telefon / [Phone No](#) : 015-4879 7053 / 015-4879 7054

- 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 memaklukkannya 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 12 September 2025
Updated on 12nd September 2025

