



AIMST UNIVERSITY

6TH CONVOCATION CEREMONY 2013

PROCEDURES AND GUIDELINES



TABLE OF CONTENTS

1.0	INTRODUCTION	3
2.0	CONVOCATION CEREMONY	3
3.0	ACADEMIC ATTIRE	3
4.0	COLLECTING AND RETURNING ACADEMIC ATTIRE	3
4.1	COLLECTION OF ACADEMIC ATTIRE:.....	3
4.2	GRADUATE TRACER STUDY.....	3
4.3	DRESS REHEARSAL.....	4
4.4	COLLECTION OF ACADEMIC ATTIRE BY REPRESENTATIVE.....	4
4.5	RECEIPT OF ITEMS	4
4.6	RENTAL OF THE ACADEMIC ATTIRE	4
4.7.	RETURN OF THE ACADEMIC ATTIRE	5
5.0.	TIPS ON WEARING THE ACADEMIC ATTIRE.....	6
6.0.	CODE OF CONDUCT WHILE IN THE GREAT HALL	6
7.0.	THE CEREMONY	7
8.0.	CONFERMENT OF DEGREES	7
9.0	ACCURACY OF NAME AND NRIC /PASSPORT NUMBER.....	7
10.0	CONDUCT WHILE RECEIVING THE DEGREE.....	8
11.0	END OF CEREMONY	8
12.0	ACCOMMODATION	8
13.0	COLLECTION OF ORIGINAL SCROLL AND ACADEMIC TRANSCRIPT	8
14.0	INVITATION CARD.....	8
15.0	CAR PARKING ZONE CARD.....	9
	CEREMONY TIME.....	9

APPENDICES.....	10
AIMST/GRA/13/01	0
AUTHORISATION LETTER	10
FOR REPRESENTATIVE TO COLLECT AND RETURN ACADEMIC ATTIRE	10
AIMST/GRA/13/02	0
AUTHORISATION LETTER	11
FOR REPRESENTATIVE TO COLLECT SCROLL.....	11
AIMST/GRA/13/03	0
AUTHORISATION LETTER	12
FOR REPRESENTATIVE TO COLLECT ACADEMIC TRANSCRIPT	12
AIMST/GRA/13/04	0
FORM FOR RETURN OF ACADEMIC ATTIRE	13
LIST OF HOTELS IN SUNGAI PETANI.....	14

1.0 INTRODUCTION

Convocations are meaningful, joyous and memorable occasions. The management of AIMST hopes that you will give us your fullest cooperation to ensure the smooth running of this year's ceremony. We hope that this Convocation Procedures and Guidelines booklet will be useful to you.

2.0 CONVOCATION CEREMONY

AIMST 6th Convocation Ceremony will be held on the **12th October 2013 (Saturday) in the Great Hall, at AIMST University, Semeling, Kedah Darul Aman**. This ceremony consists of **ONE** session.

3.0 ACADEMIC ATTIRE

3.1. The full academic attire of the University consists of the following:

- a) Black Academic Robe
- b) Mortar Board
- c) Hood of various colours according to the degree programme studied

3.2. Graduands not wearing the complete academic attire **will not be allowed** to enter the Hall.

3.3. Please be reminded that any alterations to the academic attire are strictly prohibited.

4.0 COLLECTING AND RETURNING ACADEMIC ATTIRE

4.1 COLLECTION OF ACADEMIC ATTIRE:

Date : 11th October 2013 (Friday)
Time : 10.00 a.m. – 7.00 p.m.
Venue: Basement Examination Hall

Graduands are encouraged to collect the academic robes themselves from the Academic Robe Counter in the **Basement Examination Hall, Administration Building, AIMST UNIVERSITY** and submit a Copy of the Cash-in slip to the officer at the Registration Counter.

4.2 GRADUATE TRACER STUDY

Note: Graduate Tracer Study - Compulsory!

Graduates are required to fill up an online questionnaire at the <http://graduat.mohe.gov.my/skpgq2013/> website, and submit a copy of the printed Online Survey Slip on 11th October 2013, at the registration counter.

The following are the guidelines to complete the online survey.

1. <http://graduats.mohe.gov.my/skpg2013/>
2. Click Login
3. Enter your Identity Card (IC) Number
4. Choose Institution: IPTS
5. Choose AIMST UNIVERSITY
6. Click Next
7. Complete the questionnaire given.
8. Print out the Online Survey Slip

Reminder! Graduands must bring along the Online Survey Slip and submit a copy at the registration counter when collecting the Academic attire. Academic attire will not be given to graduands if they fail to bring the Online Survey Slip.

4.3 DRESS REHEARSAL

All graduands who are attending the Convocation Ceremony are required to be present for the rehearsal session in accordance with the schedule given below.

Date : 11th October 2013 (Friday)
Time : 2.00 p.m.
Venue : Great Hall, Administration Building, AIMST University

Details regarding the conduct of graduands while receiving the degree will be discussed at the dress rehearsal ceremony.

4.4 COLLECTION OF ACADEMIC ATTIRE BY REPRESENTATIVE

Please complete the **AIMST/GRA/13/01 Form** if a representative is collecting the robe on behalf of the graduand. The above-mentioned form must be submitted by the representative along with a copy of his/her **Identity Card/Passport** during collection.

4.5 RECEIPT OF ITEMS

Please ensure that the following items are received from the officer at the counter:

- (i) Mortar board, hood, and robe
- (ii) Programme Book

4.6 RENTAL OF THE ACADEMIC ATTIRE

- 4.6.1. All graduands will be charged a fee of **RM450** or **USD140 per attire**. This sum will cover the rental of the academic attire and photographic services.
- 4.6.2. Payment can be made at any branch of CIMB, payable to **AIMST SDN BHD A/C 2 (Account number 0203-1303871-05-1) before 30th September 2013** by using the bank-in form. For foreign students payment (in RM) can be made on the day of collection.

Note: Please provide the original bank-in form to the representative if he/she is collecting the academic attire. **Academic attire will not be given to graduands if they fail to bring along the original bank-in slip.**

- 4.6.3. Graduands are required to wear **the complete academic attire** on the convocation day.

Special note to all the graduands:

- ***You are not allowed to keep any valuable belongings in the Basement Exam Hall during the dress rehearsal and on the Convocation day.***
- ***Three photographic studios will be available to take photographs on the day before the convocation (11th October 2013, Friday) in the Basement Exam Hall. Graduands are encouraged to use this facility.***

4.7. RETURN OF THE ACADEMIC ATTIRE

The academic attire can be returned as follows:

Date : 12th October 2013 (Saturday)
Time : 2.00 p.m. – 5.00 p.m.
Venue: Basement Examination Hall

- 4.7.1 **A fine will be imposed for late return, damage or loss of academic attire which will be determined by Ede and Ravenscroft.**

5.0. TIPS ON WEARING THE ACADEMIC ATTIRE

The academic attire must be worn smartly and in a proper manner:

- The Hood must be placed across both shoulders.
- The Mortar board must be worn with the tassel on the left side.
- Female graduands are requested to wear traditional attire or light coloured attire with long sleeves. If wearing skirts, the hemline should be below the knee.
- Male graduands should wear dark coloured “loungesuits” with matching tie. Shirts should be light coloured with long sleeves. The hair length should not touch the collar.
- All graduands should wear black shoes.

6.0. CODE OF CONDUCT WHILE IN THE GREAT HALL

- In the Great Hall, please maintain proper decorum. This is a solemn event to honour graduands' accomplishments and therefore we expect all participants to conduct themselves in a manner befitting the occasion.
- Academic attire must be worn throughout the ceremony.
- Please be reminded that graduands should not leave the hall during the ceremony.
- All graduands and guests are kindly requested to stand during the entrance and exit of the grand procession.
- Please ensure that all hand phones are switched off inside the Great Hall.
- Please note that cameras or video cameras are **not allowed** within the Great Hall.
- Be reminded that alcoholic beverages and smoking are strictly not permitted on campus.
- To preserve the dignity of the ceremony and the safety of those in attendance, invited guests are not permitted on the stage before or during the ceremony.
- Please be respectful to other members of the graduating batch.
- Every graduate would like family and friends to hear his or her name being called. Please applaud appropriately.

7.0. THE CEREMONY

The graduation ceremony consists of the following components:

- Arrival of Guests
- Graduands' Procession
- Academic Procession
- Grand Procession
- Chancellor's Procession
- Negaraku – National Anthem
- Convocation Ceremony begins
- Speech by Vice- Chancellor
- Speech by the Chancellor
- Conferment of Degrees
- Convocation Ceremony Ends
- State Anthem of Kedah Darul Aman
- Procession Leaves the Hall
- End of proceedings

8.0. CONFERMENT OF DEGREES

Conferring of undergraduate and post graduate degrees

Before degrees are conferred during the ceremony, graduands are requested to line up along the right side of the wall of the Great Hall and proceed *when instructed*, up the stairway onto the stage. Give the presenter your Name Card and wait for your name to be called. As your name is called, cross the platform to the Chancellor, seated at the centre of the stage, bow respectfully and receive your scroll. After receiving your scroll, walk across the stage and proceed down the stairway and back to your allocated seat quietly.

9.0 ACCURACY OF NAME AND NRIC /PASSPORT NUMBER

In accordance with the University's regulations, spelling of the name and NRIC number/passport number for each graduand must be identical to that which appears in the identity card [for Malaysian nationals and permanent residents] or passport (for foreign nationals). In this context, each graduand has to ensure spelling of his/her name and NRIC number/passport number is accurate and identical to that found in the University data bank prior to the University preparing the respective degree scroll and academic transcript. Please refer to any recent documents issued by the University or your personal data to verify the accuracy of the spelling of your name and NRIC number/passport number. The **Student Admissions & Records Division**, AIMST University should be notified immediately of any discrepancies.

10.0 CONDUCT WHILE RECEIVING THE DEGREE

The conduct while receiving the degree will be discussed in detail during the rehearsal on the **11th October 2013, Friday**.

11.0 END OF CEREMONY

At the end of the ceremony, graduands should only leave the Great Hall when instructed to do so.

12.0 ACCOMMODATION

Please refer to the appendix for accommodation available near the AIMST Semeling campus.

13.0 COLLECTION OF ORIGINAL SCROLL AND ACADEMIC TRANSCRIPT

13.1 Graduands, who have settled all outstanding payments to AIMST, may collect their original scroll and transcript at the Admission office immediately after returning their academic attire. Graduands are requested to return the **AIMST/GRA/13/04** form for scroll collection, which will be given by the officer at the academic attire counter when returning the robe.

Note: Graduating students who do not return the academic attire will not be allowed to collect their scroll and academic transcript.

13.2 Scrolls and academic transcripts will not be given to graduands who owe any outstanding fees to the University.

13.3 Graduands who wish to send representatives to collect the scroll and academic transcript on their behalf are required to fill in **AIMST/GRA/13/02 & AIMST/GRA/13/03** and submit it along with a copy of the identity card/passport of the representative and present these to the officer in-charge at the counter.

14.0 INVITATION CARD

14.1 To share in your success, AIMST University will be inviting your parents/family members to be present at the ceremony. Each graduand will be given two invitation cards for two guests only. **No replacement cards will be given if the said invitation cards are lost, not brought, or misplaced on the convocation day.** Guests are required to present the card to the ushers at the respective entrances, before being allowed to enter the hall. **Children below 12 years are not allowed to enter the Great Hall.** Graduands and guests are kindly requested not to take photographs whilst in the Great Hall.

15.0 CAR PARKING ZONE CARD

- 15.1** Car Parking Zone Card for those attending the convocation ceremony will be sent to you later along with the invitation letter. Please place the card in a visible position on the windscreen or dashboard when you enter the campus. Graduands and parents/family members are requested to give their full cooperation to our traffic officers. **PLEASE OBSERVE THE SPEED LIMIT within the campus which is 30 km/hr.** Parking for guests with special needs or limited mobility will be provided near the Administration Building upon request. Anyone who requires further assistance in this matter should contact the convocation secretariat at **PHONE NO 604-4298000 Ext: 1313 & 5522** before **30th September 2013.**

IMPORTANT REMINDER

DATE	CEREMONY TIME	REGISTRATION	PROGRAMME
12th October 2013 (Saturday)	8.00 a.m. to 12.30 p.m.	7.30 a.m. (Basement Examination Hall, Administration Building)	Undergraduate and Post Graduate Programmes

***For registration, students must be present by 7.30 a.m. at the Basement Examination Hall, Administration Building. To ensure your name is called correctly by the facilitator when you walk across the stage, you will be given a name card during your registration. Please ensure to carry it with you to the Great Hall and hand it to the facilitator when instructed. To avoid mispronunciation, please print your name as it sounds in the space provided on the card.**

For further enquiries, please contact:

AIMST University 6th Convocation Secretariat

Dr. M.Senthilkumar
Assoc.Professor
Chairperson Secretariat
Co-Chair 6th Convocation Ceremony 2013
Tel: 604-4298000, Extn: 1313 & 5522
Fax: 604-4298132
E-mail: aimst-convo@aimst.edu.my

WE LOOK FORWARD TO YOUR PRESENCE & PARTICIPATION AT THIS CONVOCATION.....

APPENDICES

AIMST/GRA/13/01

**AUTHORISATION LETTER
FOR REPRESENTATIVE TO COLLECT AND RETURN ACADEMIC ATTIRE**

To:
The Duty Officer,
AIMST Convocation Committee

Dear Sir,

I _____ NRIC / Passport No: _____
[Graduand's Name]

Programme: _____

School/Faculty: _____

Height Mortar: _____ cm. Forehead Measurement For Board: _____ cm.

Hereby authorize: _____ NRIC / Passport No.: _____
[Representative's Name]

to collect and return my academic robes.

Signature: _____ Date: _____

AIMST/GRA/13/02

**AUTHORISATION LETTER
FOR REPRESENTATIVE TO COLLECT SCROLL**

To:
The Duty Officer,
AIMST Convocation Committee

Dear Sir,

I _____ NRIC / Passport No.: _____
[Graduand's Name]

Programme: _____ Faculty: _____ :

Hereby authorize _____ NRIC / Passport No.: _____
[Representative's Name]

to collect my scroll from the Student Admissions & Records Division.

[My telephone number / office / house: _____]

I will be * able/unable to attend the Convocation Ceremony.

Signature: _____ Date: _____

* Delete whichever is not applicable :-

AIMST/GRA/13/03

**AUTHORISATION LETTER
FOR REPRESENTATIVE TO COLLECT ACADEMIC TRANSCRIPT**

To:
The Duty Officer,
AIMST Convocation Committee

Dear Sir,

I _____ NRIC / Passport No: _____
[Graduand's Name]

Programme _____ Faculty _____:

Hereby authorize _____ NRIC/ Passport No.: _____
[Representative's Name]

to collect my academic transcript from the Student Admission & Records Division.

[My telephone number / office / house: _____]

I will be * able/unable to attend the Convocation Ceremony.

Signature: _____ Date: _____

* Delete whichever is not applicable :-

AIMST/GRA/13/04

FORM FOR RETURN OF ACADEMIC ATTIRE

Dear Sir,

This is to confirm that Mr. /Ms: _____
[Graduand's Name]

NRIC / Passport No: _____ has returned the following
to the office.

Black Academic Robe

Mortar Board

Hood

Graduand's Signature: _____ Date: _____

Officer in Charge / Stamp: _____

LIST OF HOTELS IN SUNGAI PETANI

Park Avenue Sungai Petani (near Sungai Petani South Toll)

E-1 Jalan Indah Dua,
Taman Sejati Indah,
08000 Sungai Petani,
Kedah Darul Aman.
Tel : 04-4317777
Fax : 04-4318777
E-Mail : general@parkavenue.com.my / webmaster@parkavenue.com.my
Website : www.parkavenue.com.my

Emerald Puteri Hotel (near Sungai Petani South Toll)

50 Jalan Permatang Gedong,
Taman Sejati Indah,
08000 Sungai Petani,
Kedah Darul Aman.
Tel : 04-4315555
Fax : 04-4311555
Email: info@emeraldputerihotel.com
Website: www.emeraldputerihotel.com

Hotel Seri Malaysia (Sungai Petani Town Center)

Seksyen 21,
Jalan Pasar,
08000 Sungai Petani,
Kedah Darul Aman.
Tel : 04-4234060
Fax : 04-4234106
E-Mail : smspe@serimalaysia.com.my / central@serimalaysia.com.my
Website : www.serimalaysia.com.my

Cinta Sayang Golf & Country Resort (Sungai Petani North Toll)

Persiaran Cinta Sayang,
08000 Sungai Petani,
Kedah Darul Aman
Tel : 04-4414666
Fax : 04-4415600
E-Mail : cintasayang@cinta-sayang.com.my
Website : www.cinta-sayang.com.my / www.cintasayangresort.com

Swiss Inn (near Sungai Petani North Toll)

No 1, Jalan Pahlawan,
08000 Sungai Petani,
Kedah Darul Aman
Tel : 04-4223333
Fax : 04-4233423
E-Mail : resvns_sisp@swissgarden.com / fom-sisp@swissgarden.com
Website : www.swissgarden.com

Casa Legenda Hotel (near Sungai Petani North Toll)

15, Jalan Pahlawan, Jalan Legenda 2,
Legenda Height,
08000 Sungai Petani,
Kedah Darul Aman
Tel : 04-4258972/04-4248972
Fax : 04-4227972
Website : www.casalagenda.com

3G Hotel (near Sungai Petani North Toll)

No.3, Taman Legenda Indah,
08000 Sungai Petani,
Kedah Darul Aman
Tel : 04-4212344
Fax : 04-4212366
E-Mail : three_3g@hotmail.com
Website : www.three3g.spaces.live.com

Harvard Suasana Hotel (near Sungai Petani North Toll)

Harvard Golf and Country Club
08100 Bedong,
Kedah Darul Aman
Tel : 04-458 8888
Fax : 04-458 5888
Website : www.harvardhotel.com.my

Sapphire Hotel (near Sungai Petani North Toll)

2A-D,4A-D Lorong Permaipura Damai,
Taman Permaipura,
08100 Bedong,
Kedah Darul Aman
Tel : 04-4595383