19TH MSU CONVOCATION GUIDELINES

1 Rehearsal Itinerary (29th July 2016)
   Session 1 & Session 2 & Session 3 : 29th July 2016 (Friday)

   1.1 Program itinerary:

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIME</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>8.00 am</td>
<td>Chancellor Hall</td>
</tr>
<tr>
<td>Briefing</td>
<td>9.00 am</td>
<td>Chancellor Hall</td>
</tr>
<tr>
<td>Rehearsal</td>
<td>10.00 am</td>
<td>Chancellor Hall</td>
</tr>
<tr>
<td>Collection of Robes</td>
<td>2.00 pm</td>
<td>Level 1 (Next to MSU Kids)</td>
</tr>
</tbody>
</table>

2 Convocation Itinerary (30th & 31st July 2016)
   Session 1 & Session 2 : 30th July 2016 (Saturday)
   Session 3 : 31st July 2016 (Sunday)

   2.1 Program itinerary:

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>SESSION 1 &amp; SESSION 3</th>
<th>SESSION 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival of Guests / Parents</td>
<td>7.45 am</td>
<td>1.45 pm</td>
</tr>
<tr>
<td>All Guests seated</td>
<td>8.15 am</td>
<td>2.00 pm</td>
</tr>
<tr>
<td>Students Procession</td>
<td>8.30 am</td>
<td>2.15 pm</td>
</tr>
<tr>
<td>Academic Procession</td>
<td>9.00 am</td>
<td>2.30 pm</td>
</tr>
<tr>
<td>Grand Procession</td>
<td>9.30 am</td>
<td>2.45 pm</td>
</tr>
<tr>
<td>Al Fatihah</td>
<td></td>
<td></td>
</tr>
<tr>
<td>President's Speech</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conferment of Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students Speech</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chancellor's Speech</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End</td>
<td>12.00 am</td>
<td>5.30 pm</td>
</tr>
</tbody>
</table>

2.2 All students must arrive ON TIME. Late comers will not be allowed to enter the hall.

3 Graduation Fee & Online Confirmation

   3.1 A non-refundable graduation fee of RM371 (inclusive 6% GST) is charged. The fee covers the following:
   a) rental of academic dress (robe)
   b) photography (frame of photo 11R, set of 11R, 8R & 5R sized photo with CD)
   c) administration fee

   3.2 The graduation fee must be credited into the following bank account:
   Accounts Name: MSU HOLDINGS SDN BHD
   A) Bank: Malayan Banking Berhad (MBB)
   Account No.: 512101265366
   B) Bank: Affin Islamic
   Account No.: 106640000034

   3.3 Any payment by cheque must be made BEFORE 15th July 2016 (Friday). MSU will not be responsible if students are not allowed to participate the ceremony due to "Bounced/Returned Cheque" or payment made after the 15th July 2016 (Friday).

   3.4 The Bank-in slip (customer's copy) MUST be CHANGED to MSU'S OFFICIAL RECEIPT at the MSU Account Dept. Please faxed the "bank in" slip to (Acct Dept) at 03-55112854 or email to convocationpayment@msu.edu.my. Please put your name, ID no and IC no. for our reference.

   THE OFFICIAL RECEIPT & ONLINE CONFIRMATION ATTENDANCE SLIP MUST BE PRODUCED AS PROOF OF PAYMENT DURING REGISTRATION FOR REHEARSAL.

   3.5 For any communication or query on fee status, these personnel may be contacted:
   a) Pn Norshila - 03-55216492
   b) Pn Ummi - 03-55216892 (PTPTN)
   c) Pn Mira - 03-55216891 (Private)
   d) Pn, Asma - 03-55216891 (MARA)

4 Outstanding Fee

   4.1 Students with outstanding fee shall not be allowed to participate in the convocation ceremony until all fee settlement is made. Kindly refer to Account Dept (refer 3.5).

   4.2 STUDENTS WHO FAILED TO SETTLE ALL OUTSTANDING FEE BY 15th JULY 2016 (FRIDAY) SHALL NOT BE LISTED IN THE CONVOCATION BOOKLET.
5 Academic Dress (robe)

5.1 Robes may only be collected AFTER the rehearsal.
5.2 The "Robe Rental Form" which has been completed must be produced when collecting the robe at Level 1 (Next to MSU Kids).
5.3 Students are advised to check the condition of the robe and ensure that it is correct and in good condition. Each robe should be accompanied by a mortar board and a 'hood' which differ in colour according to faculty:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Hood colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) FHLS /Pharmacy</td>
<td>silver grey</td>
</tr>
<tr>
<td>b) FBMP</td>
<td>blue</td>
</tr>
<tr>
<td>c) FISE</td>
<td>yellow</td>
</tr>
<tr>
<td>d) IMS</td>
<td>red</td>
</tr>
</tbody>
</table>
5.4 Students are not allowed to 'alter' / 'amend' the robes in whatsoever manner.
5.5 The robe must be returned at MSU Level 1 (Next to MSU Kids) area within 3 hours after the graduation ceremony ends.
5.6 Upon returning the robes, a copy of the "Robe rental Form" will be given back to students. This 'Robe Rental Form' must be kept and later, produced for collection of Certificate and Academic Transcript.
5.7 If the "Robe Rental Form" is lost, a charge of RM 5.00 shall be imposed.

5.8 Students are advised to check the condition of the robe and ensure that it is correct and in good condition. Each robe should be accompanied by a mortar board and a 'hood' which differ in colour according to faculty:

WA OUTFITTERS SDN.BHD,
34, Jalan Sesama,
Sri Gombak Industrial Area,
68100 Selangor (Tel: 03-6185 7570/61883430)

5.8 Penalties will be charge if the robes, mortarboard or hood lost or damage.
   a. Robes - RM 150.00
   b. Mortarboard - RM60.00
   c. Hood - RM90.00

6 Protocols in attending convocation ceremony

6.1 Dresscode:

<table>
<thead>
<tr>
<th>Item</th>
<th>Male Students</th>
<th>Female Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Attire</td>
<td>Black / Dark Blue Baju Melayu with matching samping OR Black/ Dark Blue Lounge Suit</td>
<td>Decent attire (such as Baju Kurung, Kebaya, long skirt). Short skirt are not allowed.</td>
</tr>
<tr>
<td>b) Shoes</td>
<td>leather / half-leather, black / dark colour</td>
<td>court shoes (stilettos are not encouraged)</td>
</tr>
<tr>
<td>c) Hair</td>
<td>short &amp; neat</td>
<td>neat</td>
</tr>
</tbody>
</table>

Convocation ceremony is a university function thus compulsory adherence to the dresscode. Failure to do so may lead to being barred from participating in the function.

6.2 Students & parents/guests are not allowed to leave the ceremony until it ends.
6.3 Children below 12 years old are NOT ALLOWED to enter the hall.
6.4 Whilst students will be entering the hall as per guided by Marshals, parents/guests will be ushered to their seats by Officer on-duty, on a first-come-first-served basis.
6.5 Each of parent must produce the invitation card to the Officer on-duty, at the entrance of the hall.

7 Certificate & Academic Transcript

7.1 The certificate and academic transcript (BM & BI versions) may be collected from the Examination Department (MSU Shah Alam Campus) beginning 30th July 2016.
7.2 Students are advised not to loose the certificate and transcript since the original copy shall not be reproduced by the university. Should any of the documents went lost, certified copies may be obtained from the Examination Dept. at a fee of RM20.00 per copy.
7.3 Upon receiving, students are advised to check both documents to ensure that all informations are accurate. Any error must be reported within 2 weeks (from the collection date), to the Examination Dept. and correction will be done accordingly. Error reported after the 2 weeks shall not be entertained.
7.4 To collect the academic transcript and certificate, students must fulfill the following criterias:
   a) has returned the robe to the robemaker (Students must bring a copy of the robe rental form as proof that the robe has been returned, otherwise the transcript/certs shall not be released).
   b) do not have any outstanding fee and/or penalty
   c) do not have in possession any unreturned library book or any other university property.
7.5 If students are unable to collect the cert / transcript on his/her own, a representative may be appointed by providing an Authorisation Letter allowing him/her to do the collection on behalf of student. The letter must be addressed to 'The Registrar Office' by stating the name and NRIC of the appointed representative.
8 Photography
8.1 A group of professional photographers are assigned to capture memorable moments at various spot / angle.
8.2 Parents / guests are prohibited from taking photos in the hall except only from their respective seats.
8.3 A set of photos (frame of photo 11R, set of photo 11R, 8R & 5R with CD) may be collected from the following address below:

Foto Unigraduate
16, Jalan Timun S24/E
Seksyen 24
40000 Shah Alam
Selangor Darul Ehsan
Phone/Fax:(Office)-03-55491529
(HP) -019-6232448
Contact Person: En. Zamin

9 Movement & Protocol when receiving the scroll
Instructions and guides from the Marshal must be followed throughout the conferment ceremony.
More details and explanation shall be given during the rehearsal session.

10 Students are advised to refer to any of the Marshal on-duty, should there be any emergency situation encountered throughout the ceremony.

11 Students & parents are advised to have breakfast prior to attending the ceremony.

| COOPERATION FROM ALL STUDENTS INCLUDING PARENTS & GUESTS, IS MOST APPRECIATED TO ENSURE A SMOOTH, SUCCESSFUL AND MEMORABLE 19TH MSU CONVOCATION CEREMONY. |