



**Kuala Lumpur Metropolitan
University College**

DKU005(W)

CONVOCATION GUIDELINE

Ballroom, Palace of the Golden Horses (PGH)
Seri Kembangan, Selangor

Session I

15 August 2020, Saturday

7.00 am – 10.30 am

(Cosmopoint College Kota Bharu, Kuantan, Johor Bharu, Kuala Terengganu, Seremban)

Session II

15 August 2020, Saturday

11.00 am – 1.30 pm

(Cosmopoint College Penang, Sungai Petani, Ipoh, Melaka)

Session III

15 August 2020, Saturday

2.00 pm – 4.30 pm

(KLMUC – Master/ Degree/ Diploma/ Foundation)

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1. Convocation Registration

You *MUST* register for the Convocation Ceremony with KLMUC to confirm your attendance for the year 2020 Convocation Ceremony by completing and submitting **Convocation Attendance Reply Form** (as attached in *Appendix B*).

2. Compulsory MOE Graduate Tracer Study Survey

All graduands are required to complete the Ministry of Education (MOE) Graduate Tracer Study survey **BEFORE** registering for your convocation. The MOE Graduate Tracer Study is an annual survey made compulsory to graduands upon completion of study and prior to convocation. This Graduate Tracer Study is used to gather information on graduands employment status and their review of past academic experience in Kuala Lumpur Metropolitan University College (KLMUC).

The MOE Graduate Tracer Study system for the KLMUC graduands can be accessed online from **13th July 2020 until 28th August 2020**. The system will close 2 weeks after Convocation Ceremony 2020.

Steps:

- 1) Go to <http://graduan.mohe.gov.my/v/>
- 2) Click Graduate Login at Login Area User Guide.
- 3) Login at the Login area column by using your NRIC or Passport No.
- 4) Follow the instructions and complete accordingly.

Please print the MOE Graduate Tracer Study Confirmation Slip and present it to the Convocation Registration Counter for collection of convocation attire.

Important Notes:

- ✓ You are required to dedicate at least 20 minutes to complete this MOE Graduate Tracer Study as it covers a few areas.
- ✓ All graduands *MUST* complete the MOE Graduate Tracer Study and print the Confirmation Slip as proof of your participation and completion of this survey.
- ✓ Please capture a photo of your MOE Graduate Tracer Study Confirmation Slip as a back-up digital copy for reference purpose.
- ✓ The convocation robe will NOT be given to graduands who failed to furnish the MOE Graduate Tracer Study Confirmation Slip
- ✓ In a special case that if you have misplaced the Confirmation Slip or are unable to access the MOE Graduate Tracer Study survey, we will provide you with the Confirmation Slip printing service charged at RM 5.00.

Kindly rest assured that all information provided will be treated as *CONFIDENTIAL*.

Should you have inquiries on the MOE Graduate Tracer Study, for KLMUC's graduands, you may contact Ms. Hamizaizurah or Mrs. Nur Izzati at 603-2603 1525 or email to convo@klmuc.edu.my by using '2020 Convocation - MOE Graduate Tracer Study Survey' as the subject.

3. Terms and Procedures for Convocation Registration Fee Payment

3.1 Eligibility to attend the Convocation Ceremony, each graduand **MUST** have

Successfully completed their respective programme as endorsed by KLMUC.

3.2 The Convocation Registration Fee Details

Upon a complete payment of the registration fee, you are entitled for

- 1) Convocation ceremony invitation cards (Graduand and TWO (2) guests only)
- 2) Convocation robe rental
- 3) Convocation colour hood rental (if applicable)
- 4) Convocation mortarboard rental (if applicable)
- 5) ONE (1) copy each of an 11R, 8R and 5R photograph
- 6) ONE (1) copy of your certificate
- 7) ONE (1) certificate scroll box

Important note:

Only TWO (2) guests are allowed to enter the Convocation Hall. The rest of your accompanying guests may wait at the designated area for the live viewing of the Convocation Ceremony.

3.3 The Convocation Registration Fee Payment

- 1) Foundation/ Diploma RM 500.00
- 2) Degree/Master RM 550.00

Payment can be made via

- a) Bank Draft/ Money Order payable to **Cosmopoint Sdn Bhd**
- b) Cash deposit to **Cosmopoint Sdn Bhd , Account No.: 014299120661 (Maybank)**
- c) Payment at: **KLMUC's Student Finance Counter,**
Ground Floor, Wisma Sachdev
16-2, Jalan Raja Laut,
50350 Kuala Lumpur

Important note:

All graduands of the convocation must settle all outstanding in order to participate in the convocation ceremony.

3.4 The Convocation Registration Closing Date

- 1) Payment **MUST** be made before or on **24 July 2020 (Friday)**.
- 2) Convocation Registration Fees paid are NOT REFUNDABLE under any circumstances.
- 3) Convocation Registration Fees CANNOT be offset against any other fees or any other student's account.
- 4) Request for Convocation Registration Fees refund and/or any request pertaining to the Convocation Registration Fees will NOT BE ENTERTAINED.

3.5 Purchase of Additional Guest Ticket

- 1) **Additional guest ticket** is sold at RM 100 per ticket and payment only can be accepted during **robe collection**.
- 2) Purchasing of additional ticket **MUST** be done via cash at KLMUC's Student Finance Counter during robe collection.
- 3) Amount paid are NOT REFUNDABLE.
- 4) Additional ticket booking/reservation will NOT BE ENTERTAINED as it will be on first come first serve basis.
- 5) Children below 12 years old are NOT ALLOWED to enter the convocation Hall.

3.6 Submission of Convocation Attendance Reply Form and payment record (bank draft, money order or bank-in slip) to KLMUC via

a) Post to

**Registrar Office,
Kuala Lumpur Metropolitan University College,
Level 1, Wisma Sachdev,
16-2 Jalan Raja Laut,
50350 Kuala Lumpur**

b) Scan and email to convo@klmuc.edu.my by using '2020 Convocation - Registration' as the subject.

Important note:

Submission of Convocation Attendance Reply Form *MUST* be enclosed with the payment record.

4. Collection of Invitation Cards

Please show your Convocation Registration Payment Slip and MOE Graduate Tracer Study Completion Slip to collect your invitation cards. Invitation cards will be distributed during the robe collection day.

5. Collection of Convocation Robe, Mortarboard, Hood (if any)

1) Collection of Robe

Date/Day : 13-14 August 2020 (Thursday-Friday)
Time : 10.00 am – 3.00 pm
Venue : KLMUC, Wisma Sachdev, 16-2, Jalan Raja Laut, 50350 KL.

2) Please note that you *MUST* submit a copy of the MOE Graduate Tracer Study Completion Slip **BEFORE** collecting your robe.

Important note:

A refundable cash deposit of **RM 200.00** is applicable during robe collection. The money will be refunded once your robe is returned after the event.

6. Return of Convocation Robe, Mortarboard and Hood (if any)

Robe, mortarboard and hood shall be returned on the following date/day, time and venue:

Date/Day : 15 August 2020 (Saturday)
Time : Session I : 10.30 am – 1.30 pm
 Session II : 2.00 pm – 3.30 pm
 Session II : 4.00 pm – 6.00 pm
Venue : Palace of the Golden Horses, Seri Kembangan, Selangor.

Important note: (Late Return Charges)

We encourage to return the robe according to the session of the ceremony as mentioned above to avoid long queue.

Additional charges of **RM 50.00** per day will be imposed for late return after **15th August 2020**. Kuala Lumpur Metropolitan University College (*KLMUC*) will be closed on 16th August 2020 (Sunday).

7. Graduand and Guest Convocation Ceremony Invitation

- 1) Wristband *MUST* be presented at the entrance of Convocation Hall.
- 2) Each graduand is allowed to invite **ONLY TWO (2)** guests into the Convocation Hall.
- 3) Additional guest ticket is available for purchase *with terms and conditions* applied as listed in **Purchase of Additional Guest Ticket** (page 4).
- 4) The Convocation Ceremony Invitation Cards, Wristband and additional guest ticket(s) will be issued to you during your robe collection. Please bring your original Convocation Payment Receipt as proof of payment.

Important note:

Children below 12 years old are **NOT ALLOWED** to enter the Convocation Hall.

8. Convocation Ceremony Dress Code

8.1 Graduands

- a) Male
 - National outfit / Lounge suit (with tie); Dark shoes only.
- b) Female
 - National dress / Long pants / Long skirt suit with jacket; Court shoes only.

8.2 Guests

- a) Male
 - National outfit / Lounge suits/ Long sleeve or Batik shirt.
- b) Female
 - National dress / Official attire.

Important note:

Casual wear (including T-shirts and jeans), sports shoes, sandals and slippers are **STRICTLY PROHIBITED** in the Convocation Hall.

9. Convocation Etiquette

As this convocation ceremony is a formal occasion, graduands and parents/guests are required to adhere to the following etiquette during the ceremony:

- a) Take your seats in the Convocation Hall *at least* half an hour (30 minutes) before the event starts.
- b) Remain seated and observe silence during the convocation ceremony. Please use the gentlemen/ladies restroom before *or* after the event.
- c) Graduands and parents/guests are expected to respect and to **NOT** disrupt the event. Usage of mobile phone is **STRICTLY PROHIBITED** during the convocation ceremony. Please keep your mobile phones off, or turn on silent mode at all times.
- d) **NO** selfie allowed during the convocation ceremony.
- e) Professional photographers will be engaged to take your photographs on stage during the convocation ceremony.
- f) Parents/guests may take shots with cameras or video cameras *in your seated position only*. Please **DO NOT** stand up, move from your seat, or block the aisles and passageways while taking the shots. Graduands are to advise their parents/guests prior to this event.
- g) Please follow instructions given by the officers in charge of this event.

10. Arrival Time

All parents, guest and graduands are advisable to come 1 hour before your designated session to avoid congested during the event.

11. Accommodation

Accommodation is available at Palace of the Golden Horses at RM 260.00 per room for Deluxe Room. For details and reservation, please contact 03-8946 4888 or email to reservations@pgh.mines.com.my or enquiry@pgh.mines.com.my.

APPENDIX A (I)

Cosmopoint College (CC) 25th Convocation Ceremony

Cosmopoint College Kota Bharu, Kuantan, Johor Bharu, Kuala Terengganu, Seremban

15 August 2020, SATURDAY

Session I

Time	Cosmopoint College 25th Convocation Ceremony Programme
7.00 am	<i>Arrival of Parent/ Guardian/ Guests</i>
7.30 am	<i>Arrival of CC Graduands</i>
8.00 am	<i>Arrival of VIPs</i>
	<i>Arrival of Guest of Honour</i>
	<i>Procession of Fellow Graduands</i>
	<i>Procession of Fellow Academics</i>
	<i>Procession of Guest of Honour</i>
8.15 am	<i>National Anthem "Negara Ku"</i>
	<i>Prayer Recitation</i>
	<i>Declaration and Convocation Address of CC 25th Convocation Ceremony</i>
	<i>Conferment of CC Diplomas</i>
10.20 am	<i>Declaration of the Closing of CC 25th Convocation Ceremony</i>
10:30 am	<i>The End of Session I</i>

** Subject to change, please refer to invitation card.*

APPENDIX A (II)

Cosmopoint College (CC) 25th Convocation Ceremony Cosmopoint College Penang, Sungai Petani, Ipoh, Melaka

15 August 2020, SATURDAY

Session II

Time	Cosmopoint College 25th Convocation Ceremony Programme
11.00 am	<i>Arrival of Parent/ Guardian/ Guests</i> <i>Arrival of CC Graduands</i>
11.15 am	<i>Arrival of VIPs</i> <i>Arrival of Guest of Honour</i> <i>Procession of Fellow Graduands</i> <i>Procession of Fellow Academics</i> <i>Procession of Guest of Honour</i>
11.30 am	<i>National Anthem "Negara Ku"</i> <i>Prayer Recitation</i> <i>Declaration and Convocation Address of CC 25th Convocation Ceremony</i> <i>Conferment of CC Diplomas</i>
1.20 pm	<i>Declaration of the Closing of CC 25th Convocation Ceremony</i>
1.30 pm	<i>The End of Session II</i>

** Subject to change, please refer to invitation card.*

APPENDIX A (III)

KLMUC 12th Convocation Ceremony

15 August 2020, SATURDAY

Session III

Time	KLMUC 12th Convocation Ceremony Programme
2.00 pm	<i>Arrival of Parent/ Guardian/ Guests</i>
2.15 pm	<i>Arrival of KLMUC Graduands</i>
2.30 pm	<i>Arrival of VIPs</i>
	<i>Arrival of KLMUC Vice Chancellor</i>
	<i>Arrival of Guest of Honour</i>
	<i>Procession of Fellow Graduands</i>
	<i>Procession of Fellow Academics</i>
	<i>Procession of Guest of Honour</i>
	<i>National Anthem "Negara Ku"</i>
	<i>Prayer Recitation</i>
2.50 pm	<i>Declaration and Convocation Address of KLMUC 12th Convocation Ceremony by KLMUC Vice Chancellor</i>
	<i>Conferment of KLMUC Master</i>
	<i>Conferment of KLMUC Degrees</i>
	<i>Conferment of KLMUC Diplomas</i>
4.20 pm	<i>Declaration of the Closing of KLMUC 12th Convocation Ceremony</i>
4.30 pm	<i>The End of Session III</i>

** Subject to change, please refer to invitation card.*

APPENDIX B**CONVOCATION ATTENDANCE REPLY FORM****Important notes:**

1. Please complete and submit this reply form with your Convocation Registration Payment to KLMUC **before or on 24 July 2020 (Friday)**.
2. Please note that you **MUST** submit a copy of the MOE Graduate Tracer Study Completion Slip and Convocation Registration Payment Slip **BEFORE** collect your invitation cards, wristband, additional guest ticket (*if applicable*) and robe.

Graduand's Name (As per NRIC/Passport)			
Student ID No.			
NRIC/Passport No.			
Mailing Address			
Telephone No.	H/P:	Home:	Office:
Email			
Programme			
Total Payment of Please tick the appropriate box.			
() Foundation	RM500	<hr/>	
() Diploma	RM500	() Cash Deposit	Cosmopoint Sdn Bhd
() Degree	RM550	() Bank Draft/ Money Order	Maybank, Acc No.: 014299120661
() Master	RM550		Cosmopoint Sdn Bhd

Sign: _____

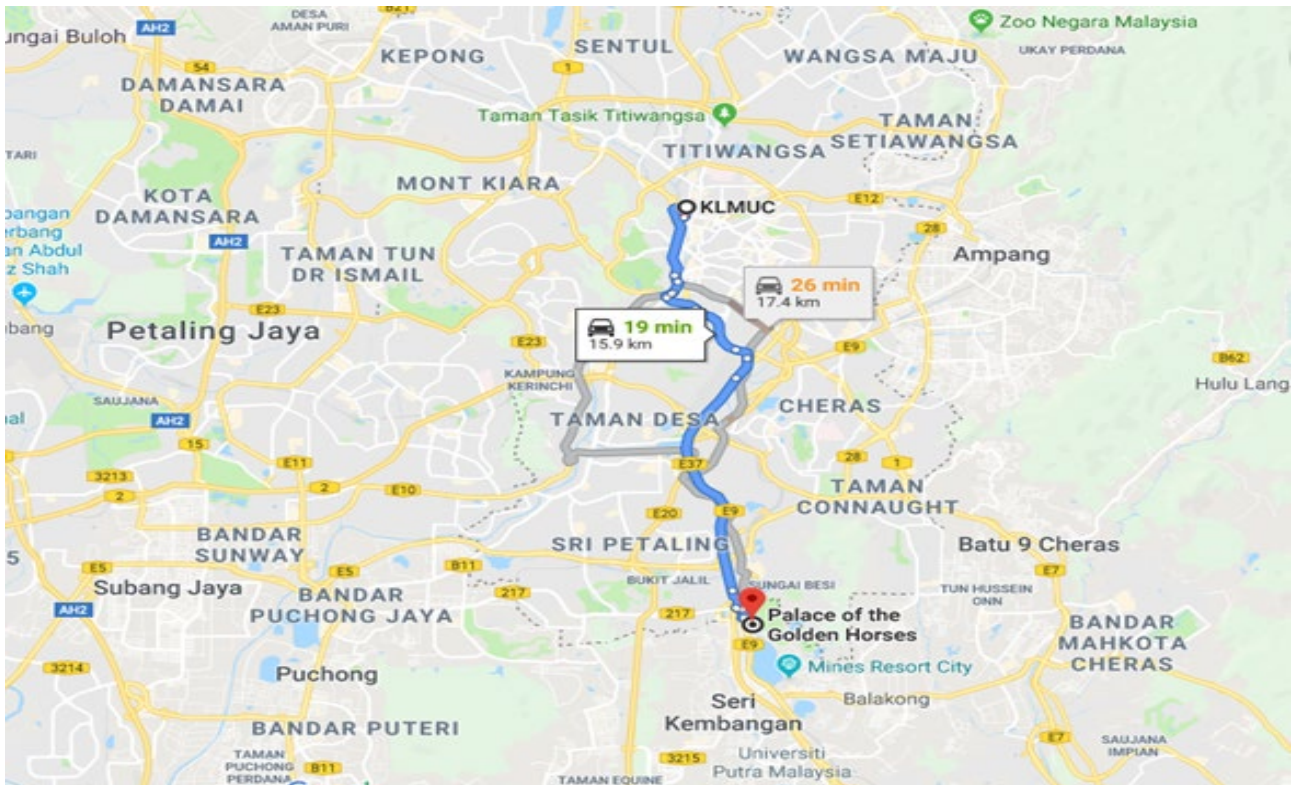
Date: _____

APPENDIX C**GRADUAND'S CHECKLIST FOR CONVOCATION REGISTRATION**

Step	Checklist	Date	Remark
1	Settlement of outstanding (if any)	Before or on 24 th July 2020	
2	Complete and submit Appendix B: Convocation Attendance Reply For.	Before or on 24 th July 2020	
	Make Convocation Registration Fee Payment (RM 500.00 / RM 550.00). Post the Appendix B and a copy of Convocation Registration Payment Slip.		
3	Complete the MOE Graduate Tracer Study Survey online and print the Completion Slip.	13 th July 2020 until 28 th August 2020	
4	Collection of Invitation Cards, Robe and/or Additional Guest Ticket(s) <ul style="list-style-type: none"> ✓ Original Convocation Payment Receipt ✓ MOE Graduate Tracer Study Confirmation Slip ✓ Refundable Cash Deposit (RM 200.00) ✓ Additional Guest Ticket Payment (if any) (RM 100.00 per ticket) 	Date/Day : 13 & 14 August 2020 (Thu & Fri) Time : 10.00 am – 3.00 pm Venue : Kuala Lumpur Metropolitan University College, Wisma Sachdev, 16-2 Jalan Raja Laut, 50350 Kuala Lumpur	
5	Return of Convocation Robe, Hood, Mortarboard for All KLMUC/CC Graduands. <i>*Additional charges of RM 50.00 per day will be imposed for late return AFTER 15 August 2020 onwards.</i>	Date/Day : 15 th August 2020 (Sat) Time : Session I - 11.00 am – 2.00 pm Session II - 2.30 pm – 4.00 pm Session III - 5.30 pm – 7.00 pm Venue : Palace of the Golden Horses	

APPENDIX D

PALACE OF THE GOLDEN HORSES (PGH) LOCATION MAP



(Source: <https://www.palaceofthegoldenhorses.com.my>)

Address: Jalan Kuda Emas, Mines Wellness City, 43300, Seri Kembangan, Malaysia

GPS Coordinates: 3.046915, 101.709155

More than 1100 parking spaces are available with RM 8.00 per entry.