

CONVOCATION GUIDELINES

Bangi Avenue Convention Centre (BACC)
Bangi, Selangor

Session I

4th November 2023, Saturday

7.00 am – 1.30 pm

(All Cosmopoint Colleges)

Session II

4th November 2023, Saturday

12.30 pm – 4.30 pm

(KLMUC – Master/ Degree/ Diploma/ Foundation)

BEFORE CONVOCATION

1. Convocation Registration

You **MUST** register for the **KLMUC Convocation Ceremony** to confirm your attendance for the year 2023 by completing and submitting the **Convocation Attendance Reply Form** with your **Payment Receipt/ Slip** via this link, <https://forms.gle/vMqVta9JQsdVuvi68>

2. The Convocation Registration Fees Payment

Level	Payment Date	Amount
Master, Bachelor, Diploma and Foundation	21 – 30 September 2023	RM 350
	01 – 15 October 2023	RM 400
	16 – 26 October 2023	RM 450
	27 – 29 October 2023	RM 500

- 2.1 Payment **MUST** be made before or on **29 October 2023 (Sunday)**.
- 2.2 Graduands must settle all outstanding fees in order to participate in the Convocation Ceremony.
- 2.3 Convocation Registration Fees paid are **NON-REFUNDABLE** under any circumstances.
- 2.4 Payment can be made via **Online Transfer** to **Cosmopoint Sdn Bhd** - Account No.: **014299120661 (Maybank)**.
- 2.5 Official Receipt will be emailed to your registered email. Please keep the Official Receipt as a proof of payment.

3. Collection of Robe and Invitation Card

- 3.1 The Convocation Payment Slip must be brought along when graduands collect the robe and invitation card.
- 3.2 A cash payment of **RM 200.00** is applicable during robe collection (refundable after return of robe).
- 3.3 Invitation Cards and Wristband will be issued to you during robe collection
- 3.4 Additional guest ticket is sold **at RM 100** per ticket and payment only can be accepted during **robe collection** on first come first serve basis.
- 3.5 The collection of robe will be held as follows :

Date/Day : 2-3 November 2023 (Thursday-Friday)

Time : 10.00 am – 4.00 pm

Venue : Level G&9, Wisma Hong Leong, 18 Jalan Perak, Kuala Lumpur

3.6 If graduands are unable to collect the items, they may collect at Bangi Avenue Convention Centre on 4th November 2023 at 7.00 am.

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

CONVOCATION DAY

1. Convocation Session

SESSION	TIME	REMARKS
Session 1 - All Cosmopoint Colleges	8.30 am – 1.30 pm	Graduands are advised to arrive at 7.00 am
Session 2 - KLMUC	2.00 pm – 4.30 pm	Graduands are advised to arrive at 12.30 pm

2. Assembly Area for Graduand and Guest

- 2.1 Guests are required to be seated at Convocation Hall. Please refer to the signage for direction.
- 2.2 Wristband **MUST** be presented at the entrance of Convocation Hall.
- 2.3 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.
- 2.4 Children **below 12 years old** are NOT ALLOWED to enter the Convocation Hall.
- 2.5 Graduands with special needs (pregnant, disabilities or injured) requiring assistance are advised to contact us via email at convo@klmuc.edu.my or 018-775 6312, Muhammad Shafiq Mohd Alim

3. Convocation Attire

GRADUAND / GUEST	DRESS CODE	STRICTLY PROHIBITED
MALE	<ul style="list-style-type: none">• National outfit (Baju Melayu Cekak Musang with Sampin)• Lounge Suit with neck tie• Black or Dark shoes and socks	<ul style="list-style-type: none">• Casual wear (T-shirts and jeans) and sports shoes are strictly prohibited.

FEMALE	<ul style="list-style-type: none"> • National outfit or Formal Dress (Baju Kurung or Maxi) • Long pants or Long skirt suit • Clean court shoes or covered shoes 	<ul style="list-style-type: none"> • Gowns or dresses that are above the knee short skirt, sleeveless blouse, t-shirt or trousers are not allowed.
GUEST	<ul style="list-style-type: none"> • Male - National outfit/ Lounge Suit/ Long Sleeve or Batik Shirt • Female – National Dress/ Formal Dress 	<ul style="list-style-type: none"> • 3. Slippers or sandals are strictly prohibited to enter the Convocation Hall.

Important Note : The Convocation Ceremony is a formal occasion. Graduands are advised to adhere to the dress code as stated above. The university has the authority to prevent graduates from participating in the ceremony if they do not follow the rules and regulations for the Convocation Ceremony.

4. Convocation Etiquette

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

- 4.1 The seating time for graduands and guests will commence **one (1) hour** prior to the official start time of each ceremony.
- 4.2 Take your seats in the Convocation Hall *at least* half an hour (30 minutes) before the event starts.
- 4.3 Graduands and 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.
- 4.4 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 guests prior to this ceremony.

POST CONVOCATION DAY

1. 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 : 4th November 2023 (Saturday)
Time : 2.30pm – 7.00pm
Venue : Bangi Avenue Convention Centre

- 1.1 Graduands are advised to return the robe after the convocation ceremony.
- 1.2 There will be additional charges of **RM 50.00 per day** will be imposed for late returns after **4th November 2023**. You are required to return the robe at the **Lakaran Tuah Sdn Bhd at No.152-1-12, Kompleks Maluri, Jalan Jejaka, Taman Maluri, 55100 Kuala Lumpur**.
- 1.3 A compensation fee will be imposed to the graduand in the event of loss or damage of the convocation attire.
- 1.4 Additional day rentals will be subject to a RM200.00 security deposit and rental fee. Graduation attire not returned by the stipulated time frame will be considered sold and deposit shall be forfeited.

2. Photography

- 2.1 Graduands will be received ONE (1) copy each of an 8R photograph (full and half – portrait and landscape) including a soft copy CD.
- 2.2 Every graduand photograph will be distributed by post. Kindly update your information including your stage queue number for postage via this link, <https://www.fotokonvo.com.my/index.html?KTFV2X>.
- 2.3 For any inquiries related to the rental and photography, kindly contact us via email lakarantuah@gmail.com or phone number, 016-200 8903.

CONTACT INFORMATION

For further inquiries regarding Convocation Ceremony 2023 kindly contact:

Convocation Secretariat

Registrar Office, KLMUC

Email : convo@klmuc.edu.my

Graduation Unit : Mr. Amri – 019-954 6497 or Ms. Nurul Ain Nabilah – 014-503 9987

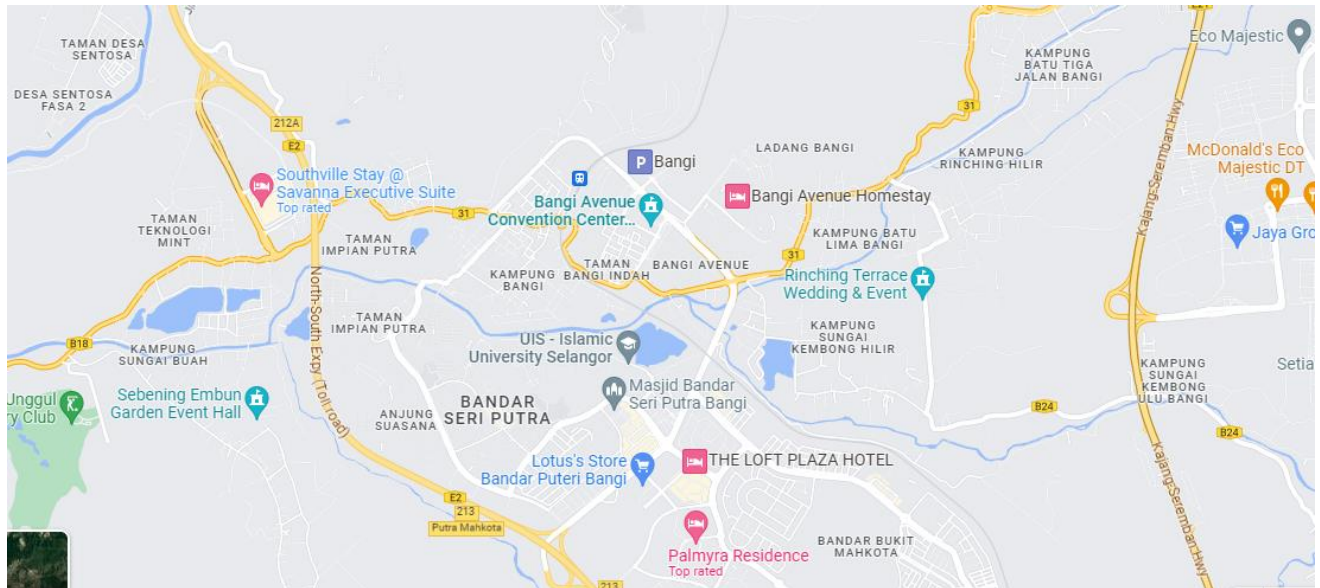
Student Finance – Ms. Ummi / Ms. Yusne – 014-672 8717

LOCATION

BANGI AVENUE CONVENTION CENTRE (BACC) LOCATION MAP

Address : No. 21 & 22, Pusat Perniagaan Bangi Avenue Persiaran Bangi Avenue, Seksyen 2, Taman, Bangi Avenue, 43000 Kajang, Selangor 43000 Bangi Selangor

Website : <https://www.baccgroup.com>



Vehicles Parking

Bangi Avenue Convention Centre has sufficient parking space available for the event. Parking fees will be charged RM5 per entry.