



UNIVERSITI
MALAYSIA
KELANTAN

**GRADUANDS GUIDEBOOK
15th CONVOCATION CEREMONY
UNIVERSITI MALAYSIA KELANTAN
YEAR 2025**

**Convocation Secretariat
Strategic and Administrative Division
Office of the Deputy Vice-Chancellor (Academic and International)
Level 2, Dewan Tuanku Canselor
Universiti Malaysia Kelantan, 16300 Bachok
KELANTAN DARUL NAIM**

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CHECK LIST

Items to be completed by Graduands before attending the Convocation Ceremony:

| No. | ITEM | ACTION | |
|-----|--|--------|----|
| | | YES | NO |
| 1. | Completed the payment for the graduation and alumni fees via internet banking JomPay (Biller Code: 33217)/ Bank Islam Malaysia Berhad internet banking (bankislam.biz)/ Bank Islam Malaysia Berhad ATM. Please bring the payment receipt when collecting the convocation attire. | | |
| 2. | Cleared all tuition fees or outstanding debts with the University. | | |
| 3. | Have confirmed attendance for the Convocation Ceremony through online via https://capsule.umk.edu.my | | |
| 4. | Completed the robe borrowing information online through the menu "Graduan" at https://infosys.umk.edu.my/erobe <i>Please log in using your matric number and password (IC number).</i> | | |
| 5. | Returned all Library books (If any) | | |
| 6. | Filled out the Graduate Tracer Study form online within the specified time according to specified requirements | | |
| 7. | Prepared attire according the required dress code for the Convocation Ceremony | | |
| 8. | Informed parents/guests of the official dress code for the Convocation Ceremony | | |
| 9. | Invitation card for two (2) guests/ parents have been printed, brought along, and handed over to the parents/guests. | | |
| 10. | Vehicle entry pass has been printed, brought along, and displayed on the front windshield when attending the rehearsal and Convocation Ceremony. | | |

IMPORTANT INFORMATION

1. CONVOCAATION CEREMONY REGISTRATION

- 1.1 The Convocation ceremony will be held on the date, time and venue as specified in **Graduands' Invitation Letter**.
- 1.2 Date, Session, Time, and Faculty/Program code are as stated in **Appendix A(1)**.
- 1.3 To facilitate the process, **Graduands' Invitation Letter must be brought along** to the registration session.
- 1.4 The University **reserves the right to withhold or prohibit** any graduate who has not registered to join Convocation Ceremony.
- 1.5 Graduands **who arrive late or do not comply with the dress code** during registration will **not be allowed** to participate in the Convocation Ceremony.
- 1.6 Graduands are required to **respect the ongoing ceremony** by refraining from making noise or engaging in any activities that may disrupt the harmony of the ceremony.
- 1.7 Graduands are advised **not to bring personal belongings** such as bags, cameras, mobile phones, flower bouquets, or similar items during registration or into the Convocation Hall. UMK will not be responsible for any loss or damage to such items.
- 1.8 Graduates **must wear complete convocation attire when registering** at the Bilik Pendaftaran Graduan, Bangunan Kompleks Akademik, UMK Bachok
- 1.9 **Disabled graduates (pregnant, disabled, or injured) who require assistance** such as wheelchairs or helpers are requested to inform the University or staff in charge during the rehearsal or before registration on the convocation day.
- 1.10 Graduates are **not allowed to leave the hall** when the ceremony is in session.
- 1.11 **UNIVERSITY AUTHORITY: Graduands must comply with the regulations and conditions stated above to be allowed to participate in this Convocation Ceremony.**

2. REHEARSAL

- 2.1 Rehearsal will be held on the date, time and venue as as specified in invitation letter for graduands.
- 2.2 Graduands **are compulsory to join rehearsal** to ensure the smooth running of the convocation ceremony.
- 2.3 Graduands must **dress neatly, appropriately, and respectfully for the occasion.**
- 2.4 Gents **must maintain short hair that does not extend beyond the collar of their shirt.**
- 2.5 Graduands are **PROHIBITED** from wearing T-shirts, jeans, and flip-flops during the rehearsal.

Note: Graduand who do not comply with the regulations and requirements (2.3, 2.4, & 2.5) stated above will not be allowed to participate in the Convocation Ceremony Rehearsal.

3. GRADUANDS PARTICIPATION REQUIREMENTS AND FEES

- 3.1 To attend the convocation, **graduands are required to complete their confirmation of attendance** through online via <https://capsule.umk.edu.my> starting from **7th October 2025 until 30th October 2025.** The last date of confirmation not later than **30th October 2025.**
- 3.2 Graduands **are required to pay Graduation and Alumni Fee** starting from **7th October 2025 until 30th October 2025.**
- 3.3 Graduation and Alumni Fee are **compulsory for all graduands** regardless of attendance.
 - i. The fee structure is as follows:

| LEVEL OF STUDY | FEE (RM) | NOTE |
|---------------------------------|----------|--------------------------|
| Master's / Doctor of Philosophy | 450.00 | - |
| | 350.00* | *For UMK Alumni Students |
| Bachelor's Degree | 350.00 | - |

- 3.3 Payment of graduation and alumni fees must be made using the following methods:-
 - i. 'IPT Bills' Payment via internet banking JomPay (Biller Code : 33217)
 - ii. 'IPT Bills' Payment via internet banking Bank Islam Malaysia Berhad (bankislam.biz)
 - iii. 'IPT Bills' Payment through the Automatic Teller Machine (ATM) Bank Islam Malaysia Berhad

***Note : Please refer to Section 4: Graduation And Alumni Fee Payment Method**

ATTENTION:

- i. Payments made via Cash Deposit Machine (CDM) and Interbank Giro (IBG) are **NOT PERMITTED**.
- ii. Please bring a copy of your Bank Payment Slip/ Official Receipt when collecting your convocation attire, as well as your Certificate and Transcript.
- iii. If there are any issues regarding payment, please contact “Seksyen Prasiswazah dan Terimaan, Pejabat Bendahari” as follows:


UMK City Campus : 09-7717105

UMK Bachok : 09-7797657

UMK Jeli Campus : 09-9477289

4. GRADUATION AND ALUMNI FEE PAYMENT METHOD

4.1 Payment method for graduation and alumni fees are as follows:

| | |
|--|--|
| Method 1: 'IPT Bills' Payment via internet banking JomPay | <p>STEP 1: Visit internet banking on the website or through your mobile application.</p> <p>STEP 2: Tap on “JomPay” icon</p> <p>STEP 3: Enter the JomPay Biller Code (Biller Code:33217)</p> <p>STEP 4: Enter Ref-1 (Student Matric Number)</p> <p>STEP 5: Enter Ref-2 (Phone number)</p> <p>STEP 6: Select account to pay (current, saving or personal credit card)</p> <p>STEP 7: Follow the bank's instructions.</p> <p>STEP 8: Key in amount and verify all details</p> <p>STEP 9: Transaction complete and save summary of transactions as proof of payment.</p> <div data-bbox="792 1365 906 1491">  </div> <div data-bbox="928 1365 1445 1491"> <p>Biller Code: 33217 Ref-1: Student Number Ref-2: Phone Number</p> </div> |
| Method 2: 'IPT Bills' Payment via internet banking Bank Islam Malaysia Berhad (Bankislam.biz) | <p>STEP 1: Student make registration to get an access to bankislam.biz</p> <p>STEP 2: Explore website: www.bankislam.biz and click login icon for the next step.</p> <p>STEP 3: Enter ID number and password created during registration. Click login.</p> <p>STEP 4: Internet Banking menu displayed. Click Bill Presentment icon at main menu or Payments / Services menu.</p> |

| | |
|--|---|
| | <p>STEP 5: Bill Presentment menu is displayed and key-in your information through the option of selecting the type of ID / IC to New IC Number/ Passport Number and press the Submit button.</p> <p>STEP 6: Enter payment reference number by selecting UNIVERSITI MALAYSIA KELANTAN in list displayed and tap on "Pay" to proceed.</p> <p>STEP 7: Verify all payment details and enter amount you wish to pay. Tap on "Pay" to proceed after verification.</p> <p>STEP 8: Verify all details once again and tap "Confirm" button to proceed payment. Save/print out the summary of transaction as proof of payment. Click the logout icon to exit the website after completing the online payment.</p> <p>STEP 9: Transaction completed and keep the receipt.</p> |
| Method 3: 'IPT Bills' Payment through the Automatic Teller Machine (ATM) Bank Islam Malaysia Berhad | <p>STEP 1: Visit ATM Bank Islam</p> <p>STEP 2: Slot in ATM card and enter pin number.</p> <p>STEP 3: Choose menu "Lain-lain"</p> <p>STEP 4: Choose "Pembayaran Bil & Yuran IPT"</p> <p>STEP 5: Tap on "Yuran IPT"</p> <p>STEP 6: Select the payer's account (the account to be debited)</p> <p>STEP 7: Enter IC number</p> <p>STEP 8: Choose "No. Bil" (Student Matric Number)</p> <p>STEP 9: Key-in amount and verify it.</p> <p>STEP 10: Transaction completed and keep the receipt.</p> |

5. GRADUANDS DRESS CODE AND APPEARANCE

5.1 Attire and Appearance:

- i. The University strictly reserves the right to refuse entry into the Convocation Hall to any graduand who fails to comply with the prescribed dress code and appearance requirements of the Convocation Ceremony.

| ITEM | GENTS | LADIES |
|--------|--|---|
| Attire | ✓ Robe, <i>Bonnet/ Mortarboard</i> and <i>Hood</i> (prepared by the university). | |
| | ✓ Lounge Suit/ "Baju Melayu Cekak Musang" in black worn | ✓ "Baju kurung", long dresses down to the ankles, with long sleeves, no slits, and fully covering the neck. |

| | | |
|------------|---|--|
| Appearance | <ul style="list-style-type: none"> ✓ Long-sleeve collared shirts (light color) worn with tie and dark leather shoes with dark socks. ✓ Hair must be short and tidy. ✓ Only a black turban is allowed for Sikhs graduands <p style="text-align: center;"><u>NOT ALLOWED:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> T-shirt <input type="checkbox"/> Jeans, cropped and tight trousers. <input type="checkbox"/> Wear bow ties. <input type="checkbox"/> Wear earrings and bracelet <input type="checkbox"/> Hair long enough to reach the collar <input type="checkbox"/> Coloring the hair. <input type="checkbox"/> Wear slippers or sandals or sport shoes | <ul style="list-style-type: none"> ✓ Black shoes are mandatory, fully covered from the front of the foot to the heel (cover shoes), along with long black socks. ✓ Skirts in black or dark blue must be long enough to reach the ankles. ✓ Hair should be neatly tied. <p style="text-align: center;"><u>NOT ALLOWED:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Wearing clothing in Royal Blue, Royal Yellow, white in coordination, or coordinated outfits made from songket fabric. <input type="checkbox"/> Wearing short/thin/translucent fabrics <input type="checkbox"/> Wearing garments that cover the face. <input type="checkbox"/> Wearing pants-style clothing. <input type="checkbox"/> Coloring the hair. <input type="checkbox"/> Wear slippers or sandals or sport shoes |
|------------|---|--|

ATTENTION:
THE UNIVERSITY STRICTLY RESERVES THE RIGHT TO REFUSE ENTRY INTO THE CONVOCATION HALL TO ANY GRADUAND WHO FAILS TO COMPLY WITH THE PRESCRIBED DRESS CODE AND APPEARANCE REQUIREMENTS OF THE CONVOCATION

5.2 Graduation attire set that must be collected by graduates:

- i) Graduands are required to collect **one (1) set of convocation attire** borrowed from the University as below:

| LEVEL OF STUDIES | DETAIL |
|-------------------------|--|
| i. Doctor of Philosophy | Robe, <i>Bonnet & Hood</i> (velvet with gold stripe) |
| ii. Master's | Robe, <i>Mortar Board & Hood</i> (gold stripe) |
| iii. Bachelor's | Robe, <i>Mortar Board & Hood</i> |

- 5.3 Each faculty is distinguished by a specific hood color for its graduates. The faculties and corresponding hood colors for Bachelor's, Master's, and Doctor of Philosophy graduates are as follows:

| FACULTY | HOOD COLOR | | |
|---------|-----------------|---|--|
| | BACHELOR'S | MASTER'S | DOCTOR OF PHILOSOPHY |
| FTKW | Purple | Same color as Bachelor's hood but with an added gold stripe | Dark blue velvet with an added gold stripe |
| FSE | Terracota | | |
| FBI | Blue Turquoise | | |
| FKP | Maroon | | |
| FHPK | White | | |
| FPV | Red | | |
| FIAT | Dark green | | |
| FSB | Brown | | |
| FBKT | Grey | | |
| FSDK | Light Sea Green | | |
| MGSEB | - | Golden Yellow with an added gold stripe | Orange velvet with an added gold stripe |

6. COLLECTION AND RETURN OF CONVOCATION ATTIRE

6.1 Convocation Attire Borrowing

- i) The following are the requirements to be submitted during the convocation attire collection:
 - a. Graduands must complete and print form of convocation attire borrowing application through the eRobe system (<https://infosys.umk.edu.my/erobe>).
 - b. **Representatives:** Graduands are required to submit the borrowing application through the eRobe system and provide the completed form to their representatives for collection.

(Only parents, siblings, staff, and students of UMK are permitted to act as representatives).
 - c. Representatives are permitted to collect a maximum of **five (5) sets of convocation attire**, inclusive of their own if they are also graduands.
- ii) Graduands shall be **fully responsible for any damage or loss of the convocation attire** while it is in their possession or that of their representatives.
- iii) Graduands must ensure that the convocation attire collected is in proper condition and that the hood color corresponds to their respective faculties (refer to sections 5.2 and 5.3).
- iv) Date, Time, and Location for the robe collection and return are as specified in **Appendix A(2)**.

- v) Radio Frequency Identification (RFID) system in the convocation robe will be used during all sessions for displaying graduate information purpose. Therefore, Graduands are remind to adhere to the following:
- a) Graduands must ensure that the convocation robe have the RFID tag.
 - b) Graduands must ensure that the RFID tag is not damaged, including by ironing over the robe.
 - c) In the event of loss of the RFID tag, graduands NEED to **pay a penalty of RM50.00** if it is damaged or lost.
 - d) Payment of the penalty must be made via internet banking to the bank account under the name of **Universiti Malaysia Kelantan** as follows:

| | |
|-------------|------------------------|
| Account No. | 553038019271 (MAYBANK) |
| Ref 1 | "Denda RFID" |
| Ref 2 | <Student Matric No.> |

- f) The payment slip must be keep and **email to Strategic and Administrative Division** at jubahkonvo@umk.edu.my after the payment is made.

6.2 Returning the Convocation Attire

- i) Date, Time, and Location for returning convocation attire are as outlined in **Appendix A(2)**.
- ii) The last day for returning convocation attire **is one (1) day after the graduands respective convocation session** (excluding weekends and public holidays).
- iii) **Penalties** for the late return of convocation attire are as follows:
 - a) **A penalty of RM10.00 per working day** will be imposed for each day the convocation attire is not if the graduate fails to return the attire within the stipulated timeframe.
 - b) Payment of the penalty must be made via internet banking to the bank account under the name of **Universiti Malaysia Kelantan** as follows:

| | |
|-------------|------------------------|
| Account No. | 553038019271 (MAYBANK) |
| Ref 1 | "Lewat Jubah" |
| Ref 2 | <Student Matric No.> |

- iv) Failure to settle the payment will result in the withholding of certificates and transcripts until the payment is completed. Please ensure that each payment is supported by a receipt.
- v) Convocation attire may be returned through a representative; however, any failure by the representative to return the attire within the stipulated timeframe shall remain the full responsibility of the graduand.

- vi) Graduands are **strictly prohibited from making any modifications to the UMK convocation attire**, including but not limited to sewing sleeves or altering its length. Any unauthorized alterations will result in penalties imposed by the University.
- vii) Graduates are **not permitted to wash** the convocation attire provided to them.
- viii) Graduands are required to settle all penalties prior to claiming their certificates and transcripts. Proof of payment must be presented with an official receipt.
- ix) **Any damaged or lost convocation attire shall incur compensation charges** based on the following rates:

| Program of Studies | Charges (RM) | Bonnet/ Mortarboard (RM) | Hood (RM) |
|----------------------|--------------|--------------------------|-----------|
| Doctor Of Philosophy | 400.00 | 250.00 | 250.00 |
| Master's | 400.00 | 100.00 | 200.00 |
| Bachelor's | 400.00 | 100.00 | 100.00 |

- x) **Penalty fees are subject to change.**
- xi) Payment of the penalty must be made via internet banking to the bank account under the name of **Universiti Malaysia Kelantan** as follows:

| | |
|-------------|------------------------|
| Account No. | 553038019271 (MAYBANK) |
| Ref 1 | "Denda Jubah" |
| Ref 2 | <Student Matric No.> |

- xii) **Damage to the convocation attire includes**, but is not limited to, tears on the robe, mortarboard, bonnet, or hood; damage to the songket or embroidery; broken zippers; and other similar defects.
- xiii) The payment slip must be saved and email to Strategic and Administrative Division at jubahkonvo@umk.edu.my after the payment is made.

6.3 Purchases of Convocation Attire

- i) For graduates interested in purchasing UMK convocation attire set, the prices are as follows:

| BACHELOR'S | MASTER'S | DOCTOR OF PHILOSOPHY |
|---------------|---------------|----------------------|
| RM600.00/ set | RM700.00/ set | RM900.00/ set |

- ii) Graduates who wish to purchase the convocation attire set can fill in the "UMK Graduand Robe Purchase Form" and submit it via email to jubahkonvo@umk.edu.my

- iii) Payment of the penalty must be made via internet banking to the bank account under the name of **Universiti Malaysia Kelantan** as follows:

| | |
|-------------|------------------------|
| Account No. | 553038019271 (MAYBANK) |
| Ref 1 | "Beli Jubah" |
| Ref 2 | <Student Matric No.> |

- iv) The payment receipt must be attached along with "UMK Graduand Robe Purchase Form".
- v) Graduands will be contacted regarding the collection of the purchased convocation attire set.

6.4 For any inquiries regarding convocation attire, graduands may contact the following number:

| DEPARTMENT | OFFICE NO. | EMAIL |
|--------------------------|-------------------|-----------------------|
| Graduate Robe Management | 09-779 7613/ 7607 | jubahkonvo@umk.edu.my |

7. PARENTS/GUESTS AND INVITATION CARD

- 7.1 Each Graduand is permitted to **bring a maximum of two (2) guests** into the Convocation Hall.
- 7.2 **Invitation cards must be presented** to the staff prior entering the Convocation Hall.
- 7.3 Parents/guests are required to enter the Convocation Hall **at the designated time**.
- 7.4 Parents/guests must be seated before the ceremony commences and **are not permitted to leave or re-enter the hall until the ceremony has officially concluded**, except in cases of emergency.
- 7.5 **Children aged twelve (12) years and below are not permitted** to enter the Convocation Hall.
- 7.6 Parents/guests are strictly prohibited from taking photographs during the ceremony.
- 7.7 All mobile phones must be switched off or set to silent mode throughout the ceremony.
- 7.8 Parents/guests are expected to uphold the dignity of the ceremony by maintaining silence and refraining from any actions that may disrupt the proceedings.
- 7.9 Smoking and the bringing of food or drinks into the Convocation Hall are strictly prohibited.
- 7.10 Parents/guests are responsible for the safekeeping of their personal belongings. UMK shall not be held liable for any loss of or damage to valuables.
- 7.11 Parents/guests are encouraged to have breakfast (for morning sessions) or lunch (for afternoon sessions) prior to entering the Convocation Hall.

7.12 Dress code for parents/guests is as follows:

| DRESS CODE | FATHER/MALE GUESTS | MOTHER/FEMALE GUESTS |
|-------------|--|--|
| ALLOWED | <ul style="list-style-type: none"> ✓ “Baju Kebangsaan”, or ✓ “Baju Batik”, or ✓ Lounge Suit, or ✓ Suitable formal attire. ✓ Covered shoes | <ul style="list-style-type: none"> ✓ “Baju Kebangsaan”, or ✓ Formal attire, or ✓ Modest Clothing ✓ Covered shoes |
| NOT ALLOWED | <ul style="list-style-type: none"> ☒ Jeans and T-shirts ☒ Sport shoes/ slippers/ sandals | <ul style="list-style-type: none"> ☒ Short dresses/skirts (above knee level) ☒ Sleeveless blouses, jeans, and T-shirts ☒ Sport shoes/ slippers/ sandals |

7.13 The University **reserves the right to deny entry to any parents/guests who fail to comply** with the prescribed dress code for the Convocation Ceremony.

8. COMPLETION OF STUDENT EXPERIENCE SURVEY AT INSTITUTIONS (SPPdi) AND UMK GRADUATE TRACER STUDY (SKPG)

8.1 Beginning in 2025, the Ministry of Higher Education has made it compulsory for prospective graduates to complete the Student Experience Survey at Institutions (SPPdi), which aims to gather feedback on students' experiences with the facilities and services provided during their studies. In addition, the Graduate Tracer Study (SKPG) is an annual nationwide survey conducted by the Ministry to assess the employment status of graduates upon the completion of their studies. The feedback obtained from both surveys will serve as an important reference and guideline in strengthening service quality assurance and further enhancing the national higher education system.

8.2 In relation to this, all graduates are required to complete the SPPdi, SKPG 1.0 and SKPG 2.0 surveys through the following one-stop platform:

8.2.1 SPPdi : <https://graduan.mohe.gov.my/SPPdi>

8.2.2 SKPG : <https://graduan.mohe.gov.my/skpg25/>

8.2.3 SKPG 2.0 : <http://graduan.mohe.gov.my/update>

- 8.3 Graduates who have completed the surveys are required to **print the *Graduate Verification Slip (SKPG)*** and **submit it to the Convocation Robe Secretariat**. This serves as a compulsory requirement for the collection of the convocation robe.
- 8.4 **Failure to complete the surveys in full will result not only in the inability to collect convocation robe, but also in delays in the issuance of the Certificate and Transcript.**
- 8.5 For any inquiries regarding the Graduate Tracer Study, please contact the SPPdi and SKPG Secretariat at the **Career Development, Counselling and Alumni Centre, Office of the Deputy Vice Chancellor (Student Affairs and Alumni)** at **09-7797421 / 09-7797427 / 09-7797429** or via email at pkka.hepa@umk.edu.my / hernani@umk.edu.my.

9. CERTIFICATE AND TRANSCRIPT

9.1 Collection of Certificate and Transcript

- i) All graduands will be informed regarding collection of transcript and certificate before procession to Convocation Hall.
- ii) The date, time, and location for certificate & transcript collection are as outlined in **Appendix A(3)**.
- iii) After the convocation date, the Certificate & Transcript can be collected at Pusat Pengurusan Akademik, Level 2, Dewan Tuanku Canselor, UMK Bachok during office hours (Sunday to Wednesday from 9:00 AM to 4:00 PM and Thursday from 9:00 AM to 1:00 PM). (Break: 1:00 PM – 2:00 PM).

9.2 Collection of Certificate and Transcript by Representatives

- i) Authorization for a representative to collect the Certificate & Transcript at Pusat Pengurusan Akademik, Level 2, Dewan Tuanku Canselor, UMK Bachok. Please bring and present the following documents:
 - a) Complete **Form UMK/B01.02.15/07/2024** – “Borang Kebenaran Pengambilan Sijil dan Transkrip Graduan oleh Wakil”
 - b) Copy of Graduate’s Identification Card / Passport / Student ID
 - c) Copy of Representative’s Identification Card / Passport (**Note: Only parents, siblings, UMK staff, and students are allowed to be representatives**)
 - d) **Copy of Graduation and Alumni Fee Payment Receipt** (*If payment has not been made prior to the convocation ceremony*)

9.3 Delivery of Certificate and Transcript by Post

- i) The certificate & transcript may be sent by post after the conclusion of the convocation ceremony provided the following conditions are met:
 - a) Complete **Form UMK/B01.02.15/06/2024** – “Borang Kebenaran Mengepos Sijil & Transkrip” and pay the postage fee according to the following schedule:

| Item | Peninsular Malaysia | Sabah/Sarawak |
|---|---------------------|---------------|
| Certificate, Transcript & Certificate Album | RM20.00 | RM25.00 |
| Certificate & Transcript Only | RM10.00 | RM15.00 |

- b) Please email the completed Form UMK/B01.02.15/06/2024 along with the postage fee payment receipt attachment to peperiksaan.pengijazahan@umk.edu.my

9.4 Withholding of Certificate & Transcript

- i) The certificate & transcript **SHALL BE WITHHELD** if the graduate has not fulfilled any of the following requirements:
 - a) Settlement of all outstanding fees or fines; or
 - b) Return the convocation attire; or
 - c) Return library books(if any); or
 - d) Return any borrowed items or equipment from any Faculty/Department/Division/Centre of the University; or
 - e) Completion of the Graduate Tracer Study Form

Note: Graduates who have settled payments or completed the required returns must present the payment receipt or proof of return to collect their certificate and transcript at the Academic Management Centre (Pusat Pengurusan Akademik), Level 2, Dewan Tuanku Canselor, UMK Bachok.

- ii) For any inquiries regarding the Certificate & Transcript, please contact **Seksyen Peperiksaan dan Pengijazahan, Pusat Pengurusan Akademik** at 09-779 7614/ 7606 or email peperiksaan.pengijazahan@umk.edu.my
 - iii) The University will only issue the Certificate & Transcript once.

10. VEHICLE ENTRY PASS

- 10.1 Graduands can print the vehicle entry pass as shown in **Appendix A(4)** and display the pass on the front windshield of their vehicles throughout the rehearsal and Convocation Ceremony.

Note: Graduates and guests are required to comply with all instructions and directions issued by the University authorities.

11. GRADUANDS OFFICIAL PHOTO

11.1 The University will provide photography services for graduands during the Convocation Ceremony inside the Convocation Hall.

11.2 The following photo package is provided by the University:

- i. One (1) 11R-sized photo (of the graduate receiving the scroll)
- ii. One (1) 8R-sized photo (of the graduate walking after receiving the scroll)
- iii. One (1) 5R-sized photo (half-body shot of the graduate receiving the scroll)
- iv. One (1) digital copy of the graduate's photos in JPEG format on a CD/DVD containing all the above photos

Note: This package is included in the total graduation and alumni fee.

11.3 For further explanation or information, please contact **Encik Mohamad Nur Fitry Hanif Bin Mohd Rahan** at the Office of Library and Knowledge Management via phone at **09-7797400** or email fitryhanif@umk.edu.my.

11.4 Graduates **are strictly prohibited from taking photographs within the Convocation Hall** throughout the convocation ceremony.

DISCLAIMER: All graduates are required to provide their convocation photo delivery details on the day of the ceremony to ensure smooth and timely delivery.

Graduates shall be solely responsible for any issues arising from incomplete or inaccurate information provided

12. OTHER INFORMATION

12.1 Graduands are required to bring this guidebook when attending both the rehearsal and the Convocation Ceremony.

12.2 For the latest and most up-to-date information regarding the UMK Convocation Ceremony, please visit the official Universiti Malaysia Kelantan (UMK) Convocation Portal at <https://konvo.umk.edu.my/>.

12.3 For any inquiries regarding the UMK Convocation Ceremony, graduands may contact the designated officers listed in **Appendix A(5)**.

APPENDIX A(1)
SESSION DATE, TIME, AND FACULTY/PROGRAM CODE
UMK 15TH CONVOCATION CEREMONY

| DATE | SESSION | TIME | FACULTY/CENTRE | PROGRAM CODE |
|-----------------------------------|--------------------|-----------|----------------|--------------------|
| 10/11/2025 (MONDAY) | 1st (Afternoon) | 12.30 p.m | PPS | PhD |
| | | | | Sarjana (Research) |
| | | | FKP | MAI (Coursework) |
| | | | | MAE (Coursework) |
| | | | FTKW | MCR (Coursework) |
| | | | FBI | MCU (Coursework) |
| | | | MGSEB | DBPA |
| | | | | MBPA |
| 11/11/2025 (TUESDAY) | 2nd (Morning) | 7.00 a.m | FSDK | SST |
| | | | FKP | SAB |
| | | | | SAR |
| | 3rd (Afternoon) | 12.00 p.m | FKP | SAK |
| | | | | PTSAK |
| | | | | SAE |
| | | | | SAA |
| | | | | SAL |
| | | | | PTSAL |
| | | | | SAL01 |
| 12/11/2025 (WEDNESDAY) | 4th (Morning) | 7.00 a.m | FIAT | SBH |
| | | | | SBL |
| | | | | SBP |
| | | | | SBF |
| | | | FBKT | SBT |
| | | | | SEB |
| | | | | SEH |

| | | | | |
|----------------------------------|--------------------|-----------|------|-----|
| | | | FSE | SGL |
| | | | | SGA |
| | | | | SGD |
| | 5th (Afternoon) | 12.00 p.m | FTKW | SCK |
| | | | | SCW |
| 13/11/2025 (THURSDAY) | 6th (Morning) | 7.00 a.m | FSB | SEN |
| | | | | SEG |
| | | | | SES |
| | | | | SEL |
| | | | FBI | SLB |
| | | | | SLA |
| | | | FPV | SDV |
| | | | FHPK | SAH |
| | 7th (Afternoon) | 12.00 p.m | FHPK | SAS |
| | | | | SAP |

Note:

REGISTRATION REQUIREMENT: ONLY GRADUATES WHO ARE FULLY ATTIRED IN THE PRESCRIBED CONVOCATION ROBES WILL BE PERMITTED TO REGISTER AT THE GRADUATE REGISTRATION ROOM (BILIK PENDAFTARAN GRADUAN), ACADEMIC COMPLEX BUILDING, UMK BACHOK.

APPENDIX A(2)
ATTIRE SET COLLECTION AND RETURN DATE

PICKUP

| PICKUP PROCESS | | |
|--|---|--|
| Step 1: Submit a copy of the SKPG at the SKPG Counter | Step 2: Pickup attire set and ensure it is correct | Step 3: Submit your attire set at the CCI Counter for your name to be coded. Completed. |

| PICKUP SCHEDULE | | | |
|------------------------------|------------------------|-------------------|--|
| DATE | FACULTY | TIME | PLACE |
| 2 November 2025 (Sunday) | PPS / MGSEB / FSDK/FKP | 9.00 am – 4.30 pm | Kompleks Akademik, Dewan Tuanku Canselor, UMK Bachok |
| 3 November 2025 (Monday) | FIAT/FBKT/FSE/FTKW | | |
| 4 November 2025 (Tuesday) | FSB/FBI/FPV/FHPK | | |

Graduates are required to **print two (2) copies of the e-Robe** and **one (1) copy of the SKPG slip**.

RETURNING

| RETURNING PROCESS | |
|--|---|
| Step 1: Return convocation attire set at <i>Bilik Jubah Graduan</i> | Step 2: Collect the Certificate & Transcrip at <i>Bilik Sijil</i> . Completed. |

Certificates & transcripts cannot be collected until the graduate has returned convocation attire.

| SCHEDULE | | |
|-----------------------|-------------------|--|
| DATE | TIME | VENUE |
| 10 – 13 November 2025 | 9.00 am – 7.00 pm | Kompleks Akademik, Dewan Tuanku Canselor, UMK Bachok |

Convocation attire returns after the above date will be **at the Office of Strategic & Administration, Level 2, Dewan Tuanku Canselor, UMK Bachok**. Return hours are **Sunday – Wednesday: 9.00 am – 4.00 pm & Thursday: 9.00 am – 1.00 pm** (Break: 1.00 pm – 2.00 pm)

For further information, please contact: Tel: **09-7797613/ 7607** | Email: jubahkonvo@umk.edu.my

APPENDIX A(3)
CERTIFICATE & TRANSCRIPT COLLECTION
UMK 15TH CONVOCATION CEREMONY

| DATE/TIME | VENUE |
|---|---|
| 10 - 13 November 2025 9.00 am until 7.00 pm | Bilik Sijil & Transkrip Bangunan Kompleks Akademik, UMK Bachok. |

Note: After the convocation date, the Certificate & Transcript can be collected at Pusat Pengurusan Akademik, Level 2, Dewan Tuanku Canselor, UMK Bachok during office hours (Sunday to Wednesday from 9:00 AM to 4:00 PM and Thursday from 9:00 AM to 1:00 PM). (Break: 1:00 PM – 2:00 PM).

APPENDIX A(4)
VEHICLE ENTRY PASS (TO BE PRINTED BY GRADUANDS)
UMK 15TH CONVOCATION CEREMONY



APPENDIX A(5)
UMK 15TH CONVOCATION CEREMONY INQUIRIES

| SUBJECT | CONTACT DETAILS |
|---|---|
| CONVOCATION SECRETARIAT | Strategic and Administrative Division 09-7797618/ 7613/ 7617 konvokesyen@umk.edu.my |
| GRADUATE MANAGEMENT (UNDERGRADUATE) | <ul style="list-style-type: none"> • Graduands Session • List of graduands • Certificate & Transcrip 09-779 7614/ 7606 peperiksaan.pengijazahan@umk.edu.my Robe Management 09-7797613/ 7607 jubahkonvo@umk.edu.my |
| POSTGRADUATE | <ul style="list-style-type: none"> • Certificate & Transcrip • List of graduands • Convocation Fee Payment and Payment Methods CENTRE FOR POSTGRADUATE STUDIES 09-7717029 (Encik Affendi Bin Yacob) 09-7717145 (Cik Nur Sarah Adriana Binti Muhammad Fahmi) siswazah@umk.edu.my |
| | MALAYSIAN GRADUATE BUSINESS SCHOOL (MGSEB) 09-7717028/ 09-7717198/ 011-1774 7114 mgseb@umk.edu.my |
| GRADUATION AND ALUMNI FEE PAYMENT | Seksyen Prasiswazah & Terimaan, Pejabat Bendahari <ul style="list-style-type: none"> • 09-7717105 (UMK City Campus) • 09-7797657 UMK Bachok) • 09-9477289 (UMK Jeli Campus) kew.bachok@umk.edu.my |
| KAJIAN PENGESANAN GRADUAN UMK (SKPG) | Pusat Pembangunan Kerjaya, Kaunseling Dan Alumni, Pejabat Timbalan Naib Canselor (Hal Ehwal Pelajar dan Alumni) 097797421 / 097797427/ 097797429 pkka.hepa@umk.edu.my |
| GRADUANDS OFFICIAL PHOTO | Office of Library and Knowledge Management 09-7797400/11775 (Encik Mohamad Nur Fitry Hanif Bin Mohd Rahani) fitryhanif@umk.edu.my |
| ROUTE AND TRAFFIC | Pejabat Bahagian Keselamatan Bachok 09-7797480 /09-7797375 b.keselamatan@umk.edu.my |