

**UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH
GENERAL GUIDELINES ON
UNIVERSITY'S 19TH CONVOCATION CEREMONY 2024**

IMPORTANT: PLEASE READ THIS GUIDELINE CAREFULLY

1.0 GENERAL INFORMATION

- 1.1 Academic Staff are invited to attend the UMPSA Convocation Ceremony on 16th to 29th Oct 2024. The venues and schedule are as follows:

Date	Venue	Time
Session 1 26th Oct 2024 (Morning)	Level 1, Library UMPSA, Gambang	7.45 a.m until 8.15 a.m
Session 2 26th Oct 2024 (Afternoon)		1.15 pm until 1.45 pm
Session 3 27th Oct 2024 (Morning)		7.45 a.m until 8.15 a.m
Session 4 27th Oct 2024 (Afternoon)		1.15 pm until 1.45 pm
Session 5 29th Oct 2023 (Morning)		7.45 a.m until 8.15 a.m
Session 6 29th Oct 2023 (Afternoon)		1.15 pm until 1.45 pm

- 1.2 Academic staff are requested to follow the schedule provided to ensure the smooth running of the ceremony.
- 1.3 Academic staff will be assisted by procession Marshall to enter the hall. Please follow the instructions and seating allocation to ensure the procession runs smoothly.
- 1.4 Please switch your devices to silent mode or **DO NOT BRING** along your mobile phone, camera, and video recorder into the hall.

1.5 The ceremony will be graced by **KEBAWAH DULI PADUKA MULIA TENGKU MAHKOTA PAHANG TENGKU HASSANAL IBRAHIM ALAM SHAH IBNI AL-SULTAN ABDULLAH RI'AYATUDDIN AL-MUSTAFA BILLAH SHAH** Pro-Chancellor for Session 1. The remaining session will be graced by Pro-Chancellor and Vice - Chancellor.

1.6 Please follow the safety order from the Security Officer for vehicle parking arrangement.

“KINDLY BE REMINDED THAT NO ONE IS ALLOWED TO LEAVE THE HALL DURING THE CEREMONY”

2.0 DRESS CODE

2.1 Dress code for men:

2.1.1 Full Set of Academic Robe (Provided by University) or your own academic robe (full set).

2.1.2 Dark colour Lounge Suit, Long Sleeve Shirt with tie, dark colour shoes and socks.

OR

2.1.3 Dark colour `Baju Melayu, dark `Songkok`, dark `Sampin/Songket`, dark colour shoes and socks.

2.2 Dress code for women: -

2.2.1 Full Set Academic Robe (provided by the University) or your own academic robe (full set).

2.2.2 Baju Kurung / National or Kebaya, without split at the side but can have pleat at the front.

2.2.3 Pregnant staff are allowed to wear any suitable and appropriate attire

2.2.4 Covered shoes and high heel, should not more than 2 inches.

"STAFF ARE KINDLY REMINDED TO WEAR DECENT ATTIRE FOR THE CEREMONY"

2.3 Academic Robe (Full Set)- Please refer appendix 1.

2.4 The robes are not for sale. The borrower must return it to Centre for Academic Management (Pusat Pengurusan Akademik) during the specific time stated (As stated in item 4.0).

2.5 Academic staff are encouraged to wear their own university robe and required to inform the secretariat.

3.0 CONVOCAATION REHEARSAL

- 3.1 Rehearsal will be on 25th Oct 2024 (Friday), 9.00 am at UMPSA Sport Complex, Gambang (Optional).

4.0 LOAN AND RETURN OF ACADEMIC ROBE

4.1 Loan of Academic Robe

DATE	VENUE
24 th -25 th Oct 2024	PPA Office, UMPSA Gambang

4.2 Return of Academic Robe

DATE	VENUE
26 th – 27 th Oct 2024	After each convocation session (before 6.30 pm) ASTAKA, UMPSA Gambang
28 th Oct 2024	9.00 am to 4.30 pm ASTAKA, UMPSA Gambang
29 th Oct 2024	After each convocation session (before 6.30 pm) ASTAKA, UMPSA Gambang
30 th Oct 2024	9.00 am to 4.30 pm ASTAKA, UMPSA Gambang
1 st – 15 th Nov 2024	Working day & hours only PPA Office (Pekan & Gambang)
16 th Nov 2024 onwards	Late & Penalties PPA, UMPSA Gambang

- 4.3 **All robes borrowed must be return on the specific date and location stated above. The late charges and penalties will be imposed as mentioned on the scheduled.**

- 4.4 **The penalty incurred will begin after the stated return date (RM50.00) for each day after the last date for returning the items. Should you please return the robe before 16th November 2024 or you might get to pay for the penalty.**

- 4.5 In the event of lost or damaged items, a charge of RM2,000.00 will be incurred. The classifications of damage are as follows: -

- 4.5.1 Permanent damage of robe
- 4.5.2 Robe burned
- 4.5.3 Robe that is spilled with ink / oil / with changes in colour.
- 4.5.4 Please refer to **Appendix 2** for the Penalty Schedule

6.0 OTHERS

6.1 Meals

Meals will be provided on the Convocation Day (26th – 29th Oct 2024).

MENU	TIME	LOCATION
Breakfast	7.30 am	Library Level 1, UMPSA Gambang
Lunch	12.00 pm	
Afternoon Tea Break	4.30 pm	

- Morning session: Breakfast and Lunch
- Afternoon session: Lunch and afternoon tea break

THANK YOU.

UMPSA Academic Robe

ACADEMIC ROBE SCHEDULE**1) ROBE TAKEN**

DATE	TIME & LOCATION
24-25 th Oct 2024 (Thursday-Friday)	9.00 am - 4.30 pm PPA Office, UMPSA Gambang

2) ROBE RETURN

DATE	TIME & LOCATION
26-27 th Oct 2024 (Sabtu-Ahad)	After each session (counter close at 6.30 pm) ASTAKA, UMPSA Gambang
28 th Oct 2024 (Monday)	9.00 am until 4.30 pm ASTAKA, UMPSA Gambang
29 th Oct 2024 (Tuesday)	After each session (counter close at 6.30 pm) ASTAKA, UMPSA Gambang
30 th Oct 2024 (Wednesday)	9.00 am until 4.30 pm ASTAKA, UMPSA Gambang
1 st Nov until 15 th Nov 2024 Working Hour	PPA Office, UMPSA Gambang and Pekan
16 th Nov onward	PPA Office, UMPSA Gambang (Late return and penalty)



Jubah
Pensyarah Universiti



PENALTY SCHEDULE**Academic Robe:**

ITEM	NUMBER OF DAYS (LATE)	PENALTY / DAYS	MAXIMUM PENALTY
Robe	1 st Day	RM50.00	Pay a cost for a complete robe set if exceeded from the due date. RM750.00
**Beef Eater	1 st Day	RM10.00	Pay a whole cost of Beef Eater if exceeded from the due date. RM70.00.
**Mortar Board	1st Day	RM10.00	Pay a whole cost of Mortar Board if exceeded from the due date. RM55.00.

*Due date for returning the robe and accessories in on 15th Nov 2024.

**From 16th Nov 2024 onward, the late charge and penalties will be imposed.

Lost and Damage:

ITEM	PENALTY
ROBE:	
Senate Members	RM3,500.00
Academic Robe	RM2000.00
STUDENT ROBE:	
PhD	RM660.00
Master	RM500.00
Bachelor degree	RM500.00
Diploma	RM300.00
ACCESSORIES:	
Hood	RM120.00
Mortar Board	RM55.00
Beef Eater	RM70.00
Mortar Board	RM55.00