



NOTICE AND INFORMATION FOR THE 48th UNIVERSITI PUTRA MALAYSIA CONVOCATION CEREMONY (SEATING 2)

1. UPM 48th Convocation Ceremony (Seating 2)

Date	:	30 th November to 6 th December 2024
Venue	:	Sultan Salahuddin Abdul Aziz Shah Arts and Cultural Centre (PKKSSAAS), UPM Serdang, Selangor
Seating	:	2
Day/Session	:	Saturday until Friday (7 days/7 sessions)

2. Convocation Sessions by Programme:

Please refer to **APPENDIX 1**

3. Attendance of Graduands

- 3.1** As stated in the UPM Convocation Ceremony matters, degrees and diploma will only be conferred to Graduands attending the convocation ceremony, provided that the Senate may, in exceptional circumstances, allow a degree or diploma conferred in absentia.
- 3.2** Graduands must comply with the instructions related to their sessions and are **not allowed to postpone or nominate representative** to attend the convocation ceremony on their behalf.
- 3.3** Graduands who wish to attend the 48th Convocation Ceremony are required to join 48th Convocation Official Telegram https://t.me/+TbqzAaq4X_RjMDY1 for information, updates and video entitled '**Convocation Ceremony at UPM: Guide for Graduands**' and '**Steps on how to wear UPM Academic Regalia**'.

4. Graduation Fee

- 4.1** A graduation fee of **RM200.00** (Malaysian Ringgit: Two hundred only) is compulsory for all graduands (full-time, part-time/distance learning [PJJ]/trimester/executive programs), which includes those not attending the convocation ceremony.

- 4.2** Payment of the fee must be made **at least two (2) working days** before updating the information in the e-SMP (My Convocation) through the payment method as listed below:

Payment Method	Step
a. JomPAY services (other local banks account holder)	<p>Internet banking from all banks that provide the JomPAY facilities.</p> <ul style="list-style-type: none"> ➤ Select Bill Payment module ➤ Click JomPAY ➤ Select your payer account, either your savings account or credit card account ➤ Biller Code : 8441 ➤ Ref 1 : Matrix No (Compulsory) ➤ Ref 2 : IC No ➤ Proceed to the following process (TAC/OTP) & confirmation <p>Please input the payment reference number (8 digits ex: 4HTY245W) into the Student Information System (e-SMP) under MyConvocation menu as proof of payment.</p>
b. CIMB Clicks (via CIMB apps or website)	<ul style="list-style-type: none"> • For CIMB account holders (graduand or family member) <ul style="list-style-type: none"> ➤ Go to https://www.cimbclicks.com.my ➤ Click Pay Bills ➤ Enter Biller Name : UPM ➤ Select : Universiti Putra Malaysia Kampus Serdang ➤ Input your matric number, NRIC number and amount RM200.00 ➤ Proceed to the following process (TAC/OTP) & confirmation <p>Upon completion, please input the payment reference number (8 digits ex: 4HTY245W) into Student Information System (e-SMP) under MyConvocation menu as proof of payment.</p>
<p>NOTICE: Any payment method other than those listed above is NOT ALLOWED and it will be deemed that no payment was made. Payment endorsement can only be made within two (2) working days of the date the payment date (subject to bank approval).</p> <p>Graduands who do not wish to attend the Convocation Ceremony may make the payment anytime using the above method. However, transcript and certificate can only be collected after the convocation ceremony and after all fees and debts are settled (graduation fee, tuition fee, library penalty, traffic fines etc) (if any).</p>	

5. Online Survey

5.1 Graduates Tracer Study

Graduates are required to complete the **Graduates Tracer Study 2024 Form** (Ministry of Higher Education) via <https://graduans.mohe.gov.my/SKPG24/>. This link will be available starting on **11th November 2024 (Monday)**.

Notes:

Please bring the completed form (slip) during the academic regalia collection week to be reviewed and verified by CEM at the counter. **Academic regalia will not be given if the graduate fails to submit the completed form.**

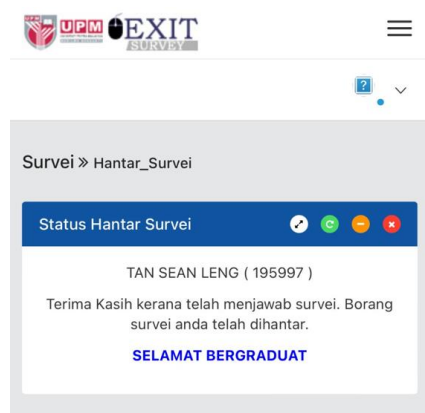
****For further enquiries or assistance, please contact CEM at 03-9769 1020/1409***

5.2 Online Exit Survey (OES) (for Undergraduate only)

Undergraduate Graduands are required to complete the **Online Exit Survey (OES)** via www.oes.upm.edu.my. This link will be available starting on **1st October 2024 (Tuesday)**.

Notes:

Please take note that graduands are required to submit **proof of screen display Online Exit Survey (OES) (as shown below)** during the collection of academic regalia, otherwise **academic regalia will not be given.**



****If there are any enquiries, please do not hesitate to contact the Centre for Academic Development and Leadership (CADe-Lead) at 03-9769 7160 / 1466 or via e-mail to cadelead-oes@upm.edu.my.***

6. Borrowing the Academic Regalia

6.1 Borrowing Process

Graduands are required to:

- a) **pay the graduation fee** as indicated in item 4.2 above
- b) **complete the Academic Regalia form** via e-SMP – MyConvocation menu (for postgraduate student, you may use NRIC/Passport number and matric card number for login and password) starting on **1st November 2024 (Friday)**;
- c) **input payment information** and height measurement (size of the regalia will be based on the height);
- d) **print the Academic Regalia form and Graduate Tracer Study Slip**, and bring them along to the regalia collection (walk-in); and
- e) prepare a representative authorisation letter if sending a representative to collect the regalia (each representative is restricted to two transactions only). Please provide printed copies of academic regalia form and any applicable NRIC/ passport (refer **APPENDIX 2**) (if any).

6.2 Academic Regalia Collection

- a) Once you have completed all the items in 6.1, you can collect the academic regalia by walk-in at the following date and venue:

Date	Collection Time	Break	Collection Time	Venue
16th and 17th November 2024 (Saturday dan Sunday)	9.00 a.m. - 1.00 p.m.	1.00 p.m. - 2.00 p.m.	2.00 p.m.– 5.00 p.m.	Central Academic Complex (DKAP), Zone C (in front of the Faculty of Science Computer and Information Technology)
23rd and 24th November 2024 (Saturday dan Sunday)	9.00 a.m. - 1.00 p.m.	1.00 p.m.– 2.00 p.m.	2.00 – 5.00 p.m.	
27th and 28th November 2024 (Wednesday and Thursday)	9.00 a.m. - 1.00 p.m.	1.00 p.m.– 2.00 p.m.	2.00 – 5.00 p.m.	

- b) Graduands are not allowed to alter or modify any parts of the academic regalia;

- c) ensure that the academic regalia is in a suitable size, good condition, complete set and has the correct colour scheme as follows:

Bachelor/Postgraduate Degree	Diploma*
<ul style="list-style-type: none"> Regalia (maroon) Hood (as per facultys' designated color) Mortar Board (Bacelor/Master) Bonnet (PhD) 	<ul style="list-style-type: none"> Regalia (maroon) Mortar Board <i>*without hood</i>

- d) For technical issues/support, please contact:

General	<p><u>Undergraduate</u> 03-9769 6060/1464/3258/6026 E-mel: akd@upm.edu.my</p> <p><u>Postgraduate</u> 03-9769 4211/4220/4162/4153/4245 E-mel: sgs_academic@upm.edu.my</p>
e-SMP related issues	teknikal_smp@upm.edu.my
Fee payment	<p><u>Undergraduate</u> 03-9769 6215/6240 Email: bursar.student_ug@upm.edu.my</p> <p><u>Postgraduate</u> 03-9769 3568/3569/3570 Email: bursar.student_pg@upm.edu.my</p>

7. Academic Regalia Return

- 7.1 All graduands **must return** the academic regalia as follows:

Date	Return Time	Break	Return Time	Venue
30th November 2024 (Saturday)			12.30 pm - 4.30 pm	Central Academic Complex (DKAP) Zone C (in front of the Faculty of Science Computer and Information Technology)
1st to 5th December 2024 (Sunday - Thursday)	9.00 am - 1.00 pm	1.00 pm - 2.00 pm	2.00 pm – 4.30 pm	
6th December 2024 (Friday)	9.00 am - 12.15 pm	12.15 pm - 2.45 pm	2.45 pm - 4.30 pm	
7th December 2024 (Saturday)	9.00 am - 1.00 pm	1.00 pm - 2.00 pm	2.00 pm - 4.30 pm	
8TH DECEMBER 2024 ONWARDS		COUNTER CLOSED (Academic regalia are to be returned to the Academic Division, Level 1, Putra Chancellery Building, UPM starting on 9th December 2024 onwards)		

Attention: 7th December 2024 is the last day to return academic regalia. **Penalty will be imposed to graduates starting on the 3rd day after the convocation ceremony for each graduate's designated session.** Strict actions will be taken against graduates who fail to return academic regalia within the specified time.

7.2 Penalty will be imposed as follows:

- a) **RM10.00 on the first day of the late return** (the third day after graduate's designated convocation session) and an additional **RM5.00** for each subsequent day
- b) Penalty payment shall be made at **Bursar Counter 3, Ground Floor, Putra Chancellery Building, UPM OR via *Payment Gateway*** and payment receipt must be presented upon returning academic regalia

7.3 Representative who returns the academic regalia on behalf of the graduates must receive the endorsement at the counter before leaving.

7.4 Graduands are responsible for any damaged or loss of academic regalia borrowed; and

7.5 Any damages or lost items will be charged and scroll/transcript will not be released until the payment has been made. The charges are as follows:

Programme	Total Amount (RM)				Total
	Regalia	Hood	Mortar	Bonnet	
Diploma	150.00	-	50.00	-	200.00
Bachelor	280.00	35.00	50.00	-	365.00
Master	400.00	35.00	50.00	-	485.00
PhD	750.00	35.00	-	75.00	860.00

8. Dress Code for Graduands

- 8.1 All graduands attending the convocation ceremony **MUST** adhere to the dress code as stated below and in **APPENDIX 3**.

<p>Female Graduates</p>	<ul style="list-style-type: none"> • Baju kurung (modern/traditional) • National Attire (longer than the academic robe) • Office Attire (Formal) • Long skirt and blouse with long sleeves (cover the chest) • Black/dark shoes with front and black covered • Neat and decent haircut with only black or dark brown <p><u>Note:</u></p> <ol style="list-style-type: none"> 1. Only small size sling bag allowed but must be kept under/inside the robe; 2. Pregnant graduands may use comfortable attire from any of the mentioned above; 3. If using hand gloves, ensure to wear on both hands <p style="text-align: center;">STRICTLY PROHIBITED Sport shoes/slippers/sandals/Shoes with bright or white in colour and short skirts</p>
<p>Male Graduates</p>	<ul style="list-style-type: none"> • Dark Lounge Suit • Office Attire (long sleeves shirt with collar) with slack • Baju Melayu (with collar, songkok and samping) • Black/dark shoes with black/dark colour socks • Neat and decent haircut <p style="text-align: center;">STRICTLY PROHIBITED T-shirt, jeans, corduroy pants, sport shoes, sneakers, sandal and any kind of attire representing any political image/standings</p>

- 8.2 The Convocation Ceremony is an official event. Therefore, graduands must abide by the ceremony's dress code as stated above. Failing which, you will be denied entry into the Convocation Hall to participate in the convocation procession or receive the scroll on stage.

Graduands who DO NOT ADHERE the dress code guidelines ARE NOT ALLOWED to enter the hall, procession or to be on stage for the conferment of Doctor of Philosophy, Master, Bachelor and Diploma

“Steps to wear academic regalia for graduands” video can be accessed via
<https://akademik.upm.edu.my/konvokesyen-1842?L=en>
 or <https://www.youtube.com/watch?v=uMy0vnFipxA>

9. Invitation Card

- 9.1 Invitation cards will be given to graduands or representatives during academic regalia collection. Each graduand will receive **one (1) invitation card** which can accommodate **two (2) guests**. The university management shall not be held responsible for the loss of the provided invitation card. Lost invitation card will not be replaced;
- 9.2 **Two (2) names of the attending guests should be written on the card** and handed over to the officer on duty prior to entering the hall. Guests are required to adhere to the dress code as follows:

Guest Attire Guidelines	
Male	<ul style="list-style-type: none"> • Batik, suitable formal attire or lounge suit • Covered shoes • Songkok (During sessions attended by the King of Selangor and his Prince only) <p>Notes: Jeans/t-shirt/sandals/sport shoes <i>STRICTLY PROHIBITED</i></p>
Female	<ul style="list-style-type: none"> • Batik, suitable formal attire or lounge suit • Decent traditional attire • Covered shoes <p>Notes: Skirt/short pants above knee/jeans/t-shirt/shirt without sleeve/slipers/sport shoes/sandal <i>STRICTLY PROHIBITED</i></p>
<p>Children under the age of 12 ARE NOT ALLOWED to participate in the convocation ceremony and graduands/guests are not allowed to leave the hall until the ceremony is over</p>	

10. Convocation Briefing

All graduands are **REQUIRED** to watch the “Guide for attending Convocation Ceremony” video via <https://akademik.upm.edu.my/konvokesyen-1842?L=en> or <https://www.youtube.com/watch?v=LBvtg9yud6c>

11. Parking for Graduands and Guests

Parking is available at the **Central Parking** area, located next to the Central Academic Complex (DKAP) Zone C as well as **Padang Kawad Parking**. Parking location and the traffic route are indicated in **APPENDIX 4**.

12. Graduands Procession

- 12.1** Graduands are required to be at the car park of the Pusat Kebudayaan dan Kesenian Sultan Salahuddin Abdul Aziz Shah (Main Hall)'s Parking (facing iPUTRA) between 7.15 am. to 7.30 am for the arrangement set up prior to the Graduands Procession (refer to the assembly point location in **APPENDIX 5**;
- 12.2** Late graduands **WILL NOT BE ALLOWED** to participate in the Convocation Ceremony;
- 12.3** **Special needs/disabled graduands that require special assistance** are advised to complete the google form at <https://forms.gle/tUDVJvwUhvFCu1AY8> before **22nd November 2024**;
- 12.4** Avoid bringing handbags or other valuable personal belongings at the gathering venue or during the procession (except for the small sling bags to be kept under the academic robe for ladies).
- 12.5** Graduands and guests **ARE NOT ALLOWED** to leave the hall until the ceremony is over.

13. AFTER CONVOCATION CEREMONY: Collection of Academic Certificates/Transcript (Postgraduate and Undergraduate)

- 13.1** Academic certificates and transcripts can be collected as soon as the graduates return the academic regalia at the following designated locations;

Programme	Venue
Undergraduate	Central Academic Complex (DKAP), Zone C
Postgraduate	Central Academic Complex (DKAP), Zone C
Distant Learning Program (PJJ)	UPM Education & Training Sdn. Bhd. counter
Trimester or Executive Program	Executive Program Unit School/Faculty
Postgraduate (Matric No.: GM dan PBS)	Putra Business School Building

- 13.2** Graduands who are unable to collect their official certificates and transcripts, may appoint a representative and prepare an authorisation letter stating the name, NRIC/passport and a copy of the representative's NRIC/passport and addressed to the following officials:

Programme	Officials
Undergraduate	Head, Division of Academic Governance
Postgraduate	Head, Academic Unit, School of Graduate Studies
Distant Learning Program (PJJ)	UPM Education & Training Sdn. Bhd.
Trimester / Executive Program	Trimester Program Unit of Faculty/School
Postgraduate (Matric No: GM dan PBS)	Putra Business School

14. Official Photos for Convocation Ceremony

- 14.1 Graduands are not allowed to take any photos or ask other parties to do so during the convocation ceremony in the hall. The official photographer will handle all photo-taking during the convocation ceremony.
- 14.2 The official photographer will provide a Telegram and WhatsApp platform for studio and stage photo booking as well as the guide for photo-taking during receiving a scroll that can be joined as follows:

Link for Telegram : <https://t.me/+7I0w6aHP3ns0MWNl>

Link for Whatsapp: <https://tinyurl.com/UPM48>

For further enquiries, please contact Rich Moment Photo Sdn. Bhd.:

Customer Service : 010-2437491/011-18842485

Email : richmoment.konvoupm@gmail.com

Websites : www.richmoment.my

15. Other Information

- 15.1 The convocation e-book can be downloaded starting on 30th November 2024 (Saturday) via <http://konvo.upm.edu.my/> or QR Code provided in the official Telegram on the official website <https://akademik.upm.edu.my/konvokesyen-1842>.

Graduands' cooperation in adhering to rules and regulations of the 48th UPM Convocation Ceremony is highly appreciated

- 15.2 For further enquiries, graduates may contact the following:

Program	Officials
Undergraduate	Academic Governance Division: 03-97696060/1464/3258/6026 akd@upm.edu.my
Postgraduate	School of Graduate Studies: 03-97694211/4220/4162/4153/4245 Mr. Muhammad Akees/ Mr. Mohamad Hafiz/ Ms. Messiah Sadar/Ms. Siti Noor Alia/ Mr. Muhammad Amirul Afif mhafizm@upm.edu.my / sgs_academic@upm.edu.my
Distance Learning (PJJ)	UPM Education & Training (UPMET) 03-89593408/3404 – Ms. Farah (undergraduate) / Ms. Syafiqah (postgraduate)
Putra Business School (PBS)	Putra Business School (PBS) 017-2543607/016-2458700 (Ms. Norhayati/Ms. Norizan)

**Notice and Information for 48th UPM Convocation Ceremony (Seating 2)
in Bahasa Malaysia version can be accessed via
<https://akademik.upm.edu.my/konvokesyen-1842?L=bm>**

LIST OF APPENDICES

- Appendix 1** Convocation Session by Programme
- Appendix 2** Sample of Representative Consent Letter for Academic Regalia/Transcript/Scroll Collection
- Appendix 3** Academic Regalia and Dress Code
- Appendix 4** Traffic Map and Parking for Graduands and Guests
- Appendix 5** Assembly Point for Graduands
- Appendix 6** Important Dates
- Appendix 7** Graduands Checklist

APPENDIX 1

**PROGRAMME ARRANGEMENT BY SESSIONS
FOR THE 48th UPM CONVOCATION CEREMONY (SEATING 2)**

1ST SESSION (SATURDAY) 30TH NOVEMBER 2024			2ND SESSION (SUNDAY) 1ST DECEMBER 2024		
1.	Doctor of Philosophy (Joint Degree Programme with University of Newcastle, Australia)	SGS	1.	Doctor of Philosophy (C-K)	SPS
2.	Doctor of Philosophy (Cotutelle Degree Programme with University of Montpellier, France)		2.	Doctor of Public Health	
3.	Doctor of Philosophy (Cotutelle Degree Programme with University of Wollongong, Australia)		3.	Master of Science (FPP, FRSB, FBMK)	
4.	Doctor of Philosophy (A-B)		4.	Master of Innovation and Engineering Design	
5.	Master in Food Process and Packaging Engineering		5.	Master of Manufacturing Systems Engineering	
6.	Master of Corporate Communication		6.	Master of Landscape Architecture	
7.	Master of Software Engineering		7.	Master in Aerospace System Design Engineering	
8.	Master of Medicine (Family Medicine)		8.	Master of Communication Engineering	
9.	Master of Economics		9.	Master in Materials Physics	
10.	Master in Analytical Chemistry		10.	Doctor of Medicine	
11.	Master in Environmental and Occupational Health		11.	Bachelor of Nursing with Honours	
12.	Master of Education in Educational Psychology		12.	Bachelor of Arts in Arabic Language/ Bachelor of Arts in Arabic Language with Honours	
13.	Master in Plantation Management		13.	Bachelor of Arts in Malay Literature/ Bachelor of Arts in Malay Literature with Honours	
14.	Master of Medicine (Psychiatry)		14.	Bachelor of Science in Cell and Molecular Biology with Honours	
15.	Master of Medicine (Paediatrics)		15.	Bachelor of Consumer Studies with Honours	
16.	Doctor of Veterinary Medicine		16.	Bachelor of Environmental Management/ Bachelor of Environmental Management with Honours	
17.	Bachelor of Science in Food Manufacturing Operations with Honours		17.	Bachelor of Process and Food Engineering with Honours	
18.	Bachelor of Food Science and Technology with Honours		18.	Bachelor of Agricultural Science/ Bachelor of Agricultural Science with Honours	
19.	Bachelor of Science in Dietetics with Honours		19.	Bachelor of Physical Education/ Bachelor of Education in Physical Education with Honours	
20.	Bachelor of Computer Science (Computer System)/ Bachelor of Computer Science (Computer System) with Honours		20.	Bachelor of Science in Physics with Honours	
21.	Bachelor of Science in Agribusiness/ Bachelor of Science in Agribusiness with Honours		21.	Bachelor of Science in Mathematics with Honours	
22.	Bachelor of Science in Statistics with Honours				
23.	Bachelor of Science in Statistics with Education (Honours)				
24.	Bachelor of Education in Home Science with Honours				
25.	Bachelor of Science Human Resource Development/ Bachelor of Science in Human Resource Development with Honours				

3RD SESSION (MONDAY) 2ND DECEMBER 2024	
1. Doctor of Philosophy (L-M)	SGS
2. Master of Science (SPE, FK, ION2, INTROP)	
3. Master of Education in Curriculum and Instruction	
4. Master of Information Security	
5. Master of Education in Guidance and Counselling	
6. Master of Structural Engineering and Construction	
7. Master of Education in Physical Education	
8. Master of Education	
9. Master of Applied Statistics	
10. Master of World Literature	
11. Master of Architecture	
12. Master of Food Technology	
13. Bachelor of Science in Biochemistry with Honours	
14. Bachelor of Human Development Science with Management/ Bachelor of Human Development Science with Management (Honours)	
15. Bachelor of Science Plantation Management/ Bachelor of Science Plantation Management with Honours	
16. Bachelor of Education in Agricultural Science/ Bachelor of Education in Agricultural Science with Honours	
17. Bachelor of Communication/ Bachelor of Communication with Honours	
18. Bachelor of Arts in French Language Studies/ Bachelor of Arts in French Language Studies with Honours	
19. Bachelor of Arts in English Literature with Honours	
20. Bachelor of Aerospace Engineering with Honours	
21. Bachelor of Science in Biology with Honours	
22. Bachelor of Science in Mathematics with Education (Honours)	
23. Bachelor of Landscape Architecture/ Bachelor of Landscape Architecture with Honours	
24. Bachelor of Biomedical Science with Honours	

4TH SESSION (MONDAY) 3RD DECEMBER 2024	
1. Doctor of Philosophy (N-O)	SGS
2. Master of Science (FS, FHAS, FPV, ITAFoS)	
3. Master of Business Administration	
4. Master of Engineering Management	
5. Master of Entrepreneurship	
6. Master of Education in Malay Language	
7. Master in Mathematical Sciences	
8. Master of Education in Technical and Vocational Education	
9. Master in Microelectronic System Engineering	
10. Master of Medicine (Anaesthesiology)	
11. Master of Emergency Response and Planning	
12. Master of Remote Sensing and GIS	
13. Bachelor of Arts English Language and Linguistics/ Bachelor of Arts in English Language and Linguistics with Honours	
14. Bachelor of Science in Biotechnology with Honours	
15. Bachelor of Wood Science and Technology/ Bachelor of Wood Science and Technology with Honours	
16. Bachelor of Education in Malay Language with Honours	
17. Bachelor of Education in Teaching English as A Second Language/ Bachelor of Education in Teaching English as A Second Language with Honours	
18. Bachelor of Science in Industrial Chemistry with Honours	
19. Bachelor of Science in Chemistry with Education (Honours)	
20. Bachelor of Science in Nutrition and Community Health with Honours	
21. Bachelor of Science (Food Service Management)/ Bachelor of Science in Food Service Management with Honours	
22. Bachelor of Computer Science (Multimedia)/ Bachelor of Computer Science (Multimedia) with Honours	
23. Bachelor of Chemical Engineering with Honours	
24. Bachelor of Civil Engineering with Honours	
25. Bachelor of Accountancy/ Bachelor of Accounting (Honours)	

5 TH SESSION (MONDAY) 4 TH DECEMBER 2024	
1. Doctor of Philosophy (P-S)	SGS
2. Master of Science (FP, FSTM, IPPH)	
3. Master of Education in Teaching of English as a Second Language	
4. Master of Public Health	
5. Master of Environmental Engineering	
6. Master of Tropical Urban Design	
7. Master of Education in Sport Science	
8. Master in Tropical Biology	
9. Master of Environment	
10. Master of Science in Biotechnology with Bioentrepreneurship	
11. Master in Land Resource Management	
12. Master of Veterinary Science	
13. Master in Nutritional Sciences	
14. Master of Surgery (Orthopedics)	
15. Bachelor of Arts in Chinese Language Studies/ Bachelor of Arts in Chinese Language Studies with Honours	
16. Bachelor of Forestry Science/ Bachelor of Forestry Science with Honours	
17. Bachelor of Science in Physics with Education (Honours)	
18. Bachelor of Science in Chemistry with Honours	
19. Bachelor of Science in Architecture/ Bachelor of Science in Architecture with Honours	
20. Bachelor of Business Administration/ Bachelor of Business Administration with Honours	
21. Bachelor of Business Administration/ Bachelor of Business Administration with Honours	Eks
22. Bachelor of Accountancy	Eks
23. Bachelor of Counselling with Honours	
24. Bachelor of Science Human Resource Development/ Bachelor of Science in Human Resource Development with Honours	PJJ
25. Bachelor of Human Development Science/ Bachelor of Human Development Science with Honours	
26. Bachelor of Human Development Science/ Bachelor of Human Development Science with Honours	PJJ
27. Bachelor of Science (Food Studies)/ Bachelor of Science in Food Studies with Honours	
28. Bachelor of Mechanical Engineering with Honours	

6 TH SESSION (MONDAY) 5 TH DECEMBER 2024	
1. Doctor of Philosophy (T-Z)	SGS
2. Master of Science (FBSB, IBS, INSPEM, FSKTM, MyAgeing™)	
3. Master of Finance	
4. Master of Applied Linguistics	
5. Master of Education in Instructional Technology and Innovation	
6. Master of Electrical Power Engineering	
7. Master of Arts	
8. Master of Highway and Transportation Engineering	
9. Master of Malay Language	
10. Master of Malay Language - ODL	PJJ
11. Master of Corporate Communication - ODL	PJJ
12. Master of Water Engineering	
13. Master of Process Safety and Loss Prevention	
14. Master of Sustainable Landscape Management	
15. Bachelor of Computer Science (Computer Network)/ Bachelor of Computer Science (Computer Network) with Honours	
16. Bachelor of Software Engineering/ Bachelor of Software Engineering with Honours	
17. Bachelor of Education in Guidance and Counselling with Honours	
18. Bachelor of Agriculture (Animal Science)/ Bachelor of Agriculture in Animal Science with Honours	
19. Bachelor of Computer and Communication Systems Engineering with Honours	
20. Bachelor of Electrical and Electronic Engineering with Honours	
21. Bachelor Of Arts Malay Language And Linguistics/ Bachelor of Arts in Malay Language and Linguistics with Honours	
22. Bachelor Of Arts Malay Language And Linguistics	PJJ
23. Bachelor of Arts in German Language Studies/ Bachelor of Arts in German Language Studies with Honours	
24. Bachelor of Arts (English Language)	PJJ
25. Bachelor of Science Environmental and Occupational Health with Honours	
26. Bachelor of Music with Honours	
27. Bachelor of Science with Honours in Materials Science	
28. Bachelor of Science with Honours in Instrumentation Science	
29. Bachelor of Design (Industrial Design)/ Bachelor of Industrial Design with Honours	
30. Bachelor of Environmental Sciences and Technology/ Bachelor of Environmental Science and Technology with Honours	

7TH SESSION (MONDAY) 6TH DECEMBER 2024		
1.	Doctor of Philosophy	PBS
2.	Master of Science (FPSK, FEM)	
3.	Master of Human Resource Development	
4.	Master of Human Resource Development - ODL	PJJ
5.	Master in Medicine (Internal Medicine)	
6.	Master of Computer Science	
7.	Master of Education in Educational Administration	
8.	Master of Education in Educational Administration - ODL	
9.	Master of Pathology	
10.	Master of Food Safety and Quality Assurance	PJJ
11.	Master in Computer Network	
12.	Master of Environmental Technology Management	
13.	Bachelor of Horticultural Science/ Bachelor of Horticultural Science with Honours	
14.	Bachelor of Science in Aquaculture with Honours	
15.	Bachelor of Agricultural Science/ Bachelor of Agricultural Science with Honours	PJJ
16.	Bachelor of Agricultural and Biosystems Engineering with Honours	
17.	Bachelor of Communication/ Bachelor of Communication with Honours	PJJ
18.	Bachelor of Communication with Honours	Eks
19.	Bachelor of Economics/ Bachelor of Economics with Honours	
20.	Bachelor of Science in Microbiology with Honours	
21.	Bachelor of Parks and Recreation Science/ Bachelor of Parks and Recreation Science with Honours	
22.	Bachelor of Science in Biology with Education (Honours)	
23.	Bachelor of Science in Petroleum Chemistry with Honours	
24.	Bachelor of Human Development Science with Information Technology/ Bachelor of Human Development Science with Information Technology (Honours)	
25.	Diploma in Human Development	PJJ
26.	Diploma in Human Development	IPTS

Short Forms:

SGS	: School of Graduate Studies
PJJ	: Distant Learning
PBS	: Putra Business School
Eks	: Executive/Trimester Programme
IPTS	: UPM-IPTS Collaborative Programme

SAMPLE OF AUTHORISATION LETTER

Date:

Head

Division Of Admission And Division Of Academic Governance
Universiti Putra Malaysia
43400 Serdang
Selangor

Sir/Madam,

**REPRESENTATIVE AUTHORISATION LETTER TO COLLECT ACADEMIC REGALIA
(UPM 47TH CONOCATION CEREMONY)**

With due respect, referring to the above mentioned matter.

I NRIC No. am a graduand of Universiti
Putra Malaysia from the programme..... Matric Num..
.....

hereby authorise to represent me in
collecting my academic regalia.

This form has also been attched with my Academic Regalia Form, Graduate Tracer Study 2023
and a copy of my representative's NRIC.

I am fully responsible to any damages/lost fo the academic regalia. Your cooperation is highly
appreciated.

Thank you.

Yours truly:

.....

Name:

H/P Num:

APPENDIX 3



Graduand are advised to watch the video on how to wear academic regalia at <https://akademik.upm.edu.my/konvokesyen-1842> or <https://www.youtube.com/watch?v=uMy0vnFipxA> and follow the steps as instructed in the video.

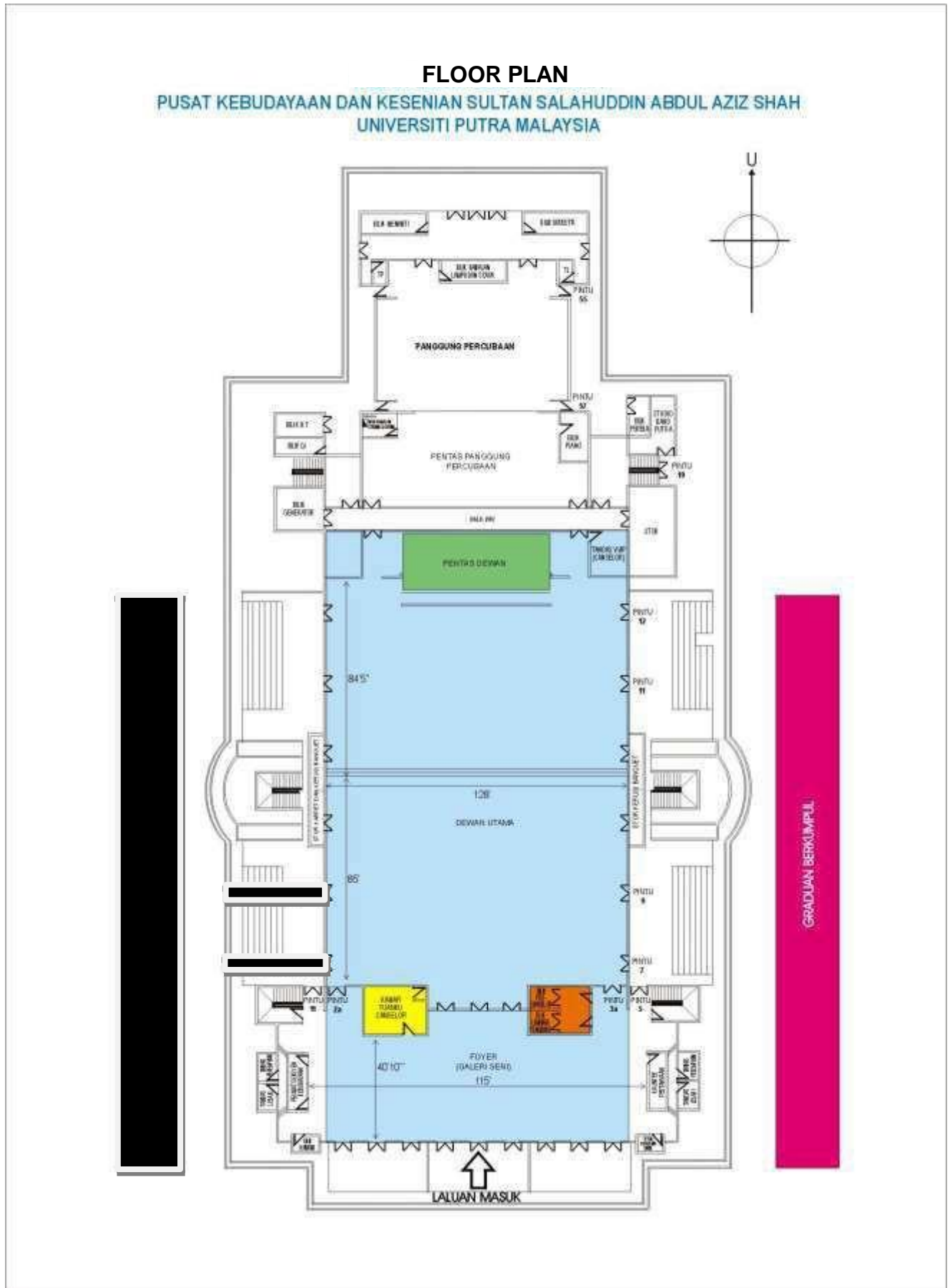
Please ensure that **the HOOD colour** (for Bachelor programme only) matches the colour designated by the faculty and place the **tassel on the right side**.

APPENDIX 3 (continue)

SAMPLE OF DRESSING ETHICS FOR GRADUATES DURING CONVOCATION CEREMONY (BEFORE WEARING ACADEMIC REGALIA)

FEMALE		MALE
FEMALE		
		

APPENDIX 5



APPENDIX 6

IMPORTANT DATES THE 48 th UPM CONVOCATION CEREMONY (SESSION 2)		
Description	Date	Information
GRADUATES TRACER STUDY 2024	11 th November onwards	https://graduan.mohe.gov.my/SKPG24/
ONLINE EXIT SURVEY (OES)	1 st October onwards	Visit www.oes.upm.edu.my to complete the survey (for full time undergraduate only)
COMPLETE THE ACADEMIC REGALIA ONLINE FORM	1 st November 2024 onwards	via e-SMP (MyConvocation Menu)
COLLECTION OF ACADEMICQ REGALIA	16 th and 17 th November 2024 (Saturday & Sunday)	Central Academic Complex, Zon C, UPM (9.00 am – 1.00 pm & 2.00 – 5.00 pm) *break 1.00- 2.00pm
	23 rd and 24 th November 2024 (Saturday & Sunday)	
	27 th and 28 th November 2024 (Wednesday - Thursday)	
SPECIAL NEEDS ASSISTANCE & ASSISTANCE FOR DISABLE	Before 22nd November 2024	Complete the google form at https://forms.gle/tUDVJvwUhvFCu1AY8 For special case, please send details to marlinah@upm.edu.my
UPM 48th CONVOCATION CEREMONY (SEATING 2)	30th November – 6th December 2024 (Saturday – Friday)	Pusat Kebudayaan dan Kesenian Sultan Salahuddin Abdul Aziz Shah (Grand Hall) 8.00 am – 12.00 pm *Graduands are required to be at the Main Hall's Parking before 7.30 a.m.
ACADEMIC REGALIA RETURN SCHEDULE	30 th November 2024 (Saturday)	Operating hours: 12.30 pm – 4.30 pm
CENTRAL ACADEMIC COMPLEX (DKAP), ZONE C, UPM	1 st – 5 th December 2024 (Sunday-Thursday)	Operating hours: 9.00 am- 4.30 pm (break 1.00- 2.00pm)
	6 th December 2024 (Friday)	Operating hours: 9.00 am- 4.30 pm (break 12.15 - 2.45pm)
	7 th December 2024 (Saturday)	Operating hours: 9.00 am – 4.30 pm (break 1.00 pm - 2.00 pm)
	8 th December 2023 (Sunday) onwards	COUNTER CLOSED (Academic robes are to be returned at the Academic Division, Tingkat 1, Canselori Putra building, UPM starting 9 th December 2024)
ACADEMIC REGALIA LATE RETURN PENALTY	Penalty will be charged on the 3rd day after each graduate's convocation session	Bursar Counter 3, Ground Floor, Chancellory Putra Building (8:30 a.m. – 12:30 p.m. and 2:00 – 3:45 p.m.)

APPENDIX 7

THE UPM 48th CONVOCATION CEREMONY GRADUANDS CHECKLIST

PRE-CONVOCATION		
1.	() ()	Instructions are understood as stated in the Graduation Notice and Information Guide for 48th UPM Convocation Ceremony; and join Official Telegram for latest updates - https://t.me/+TbqzAaq4X_RjMDY1
2.	()	Outstanding debt (if any) Settle any outstanding debt at least two (2) days before collecting the academic regalia
3.	()	Graduate Tracer Study 2024 (UG and PG) and Online Exit Survey (UG only)
4.	()	Graduation fee Pay the fees online via JomPAY/CIMB Clicks as described in the Graduation Information Guide 48th Convocation Ceremony at least two (2) days before collecting the Academic Regalia
5.	()	Academia Regalia Borrowing Process Make academic regalia reservation at e-SMP using the "Myconvocation" menu for collection. Print and present it together with proof of payment Complete the Graduate Tracer Study - print the slip once completed
	()	Special Assistance Request and Assistance for Disable (OKU) Fill up https://forms.gle/tUDVJwUhvFCu1AY8 before 22 November 2024
6.	()	Procedure for Attending UPM Convocation Ceremony Watch the 'Convocation Ceremony at UPM: Guide for Graduands' dan "Guide to wear Academic Regalia for Graduands" video which can be assessed via https://akademik.upm.edu.my/konvokesyen-1842?L=en
ATTENDING THE CONVOCATION CEREMONY		
7.	()	Arrive early (Gather at the Main Hall's Parking before 7:30am Attend convocation ceremony adhering to dressing etiquette with complete academic attire: Academic regalia with hood (except diploma) and mortar board /bonnet; Calling Card
POST-CONVOCATION		
8.	()	Academic Regalia Returning Process The return of Academic Regalia must be made as soon as possible to avoid any penalties. Penalty will be charged to graduates on the 3rd day after the convocation ceremony for each graduate session. Strict actions will also be taken against graduates who fail to return academic clothes at the appointed time. At Returning Counter: Return the Academic Regalia and get Confirmation Slip at the counter for certificate collection Complete Post Event Satisfaction Survey Form (google form) Present the Confirmation Slip to receive the certificate and transcript