

FAQs FOR APRIL 2025 CONVOCATION

(A) PRE-CONVOCATION INFORMATION

1. Where is the venue for the UTAR convocation ceremony?

Answer: Dewan Tun Dr Ling Liong Sik, Kampar Campus.

2. Where can we get information on the April 2025 Convocation?

Answer: The information on the April 2025 convocation is in the UTAR Convocation website, convo.utar.edu.my

3. What should I know and do if I would like to attend the convocation ceremony?

Answer: Please refer to the [Graduation Handbook](#) and the [attending convocation checklist](#), which are uploaded in the UTAR Convocation website.

4. What should I do if I choose not to attend the convocation ceremony?

Answer: Please refer to the [non-attending convocation checklist](#), which is uploaded in the UTAR Convocation website.

5. What should I do if I am unable to attend my convocation ceremony upon graduation and I wish to defer my convocation ceremony to the subsequent convocation ceremony?

Answer: Please note that you need to apply for deferment of your convocation ceremony. The information is in the [convocation deferment checklist](#) in the UTAR Convocation website.

6. When is the convocation? Which session will I be in?

Answer: Please refer to the information on [convocation session](#) in the UTAR Convocation website.

7. Can I apply for an extra guest entrance card for my convocation?

Answer: Each graduand will be given 1(one) guest entrance card which allows 2 guests (above 12 years old) to attend the convocation ceremony in the hall. ONLY the original hardcopy of the guest entrance card issued by UTAR is acceptable for entry to the convocation hall.

Families and guests outside the convocation hall may view the live streaming of the Convocation ceremony at Rooms P006 & P007 (Ground Floor), P104-P107 (First Floor) at the FAS & ICS Buildings located next to the convocation venue. All guests, including children below 12 years old, may enter these rooms to view the live streaming.

You may purchase one (1) additional guest entrance card, priced at RM30 (valid for two guests), during the convocation attire issuance at both campuses on Friday and Saturday.

8. I forgot to pay my Graduation Bill and missed the payment deadline. What should I do?

Answer: You can pay the bill at UTAR Division of Finance at either UTAR Kampar Campus or Sungai Long Campus. Alternatively, you may email alumni@utar.edu.my with your full name, IC/Passport Number, and Student ID number to request for the generation of a new bill, which will allow you to pay online.

9. The convocation gown/mortarboard that I collected was not suitable. Where should I exchange it?

Answer: You are advised to check the size that suits you before leaving the venue where you collected the convocation gown and mortarboard. You may exchange it for the right size at the venue itself on the same day during operation hours. Alternatively, you may exchange it on your convocation day at the FICT & IPSR Block, at least an hour and half before the ceremony.

10. I received a pack of lapel pins when collecting my Convocation attire. What are they for?

Answer: The lapel pins are badges of honour awarded to graduands who have received UTAR Book Prizes, UTAR Senate Prizes (e.g., Best Graduate Awards), UTAR Soft Skills Development Certificate (USSDC), UTAR CARE Programme Transcript, and UTAR Undergraduate Research Scheme (URS) Certificate. Please bring your lapel pin(s) on Convocation Day and wear them on your Convocation gown. You may refer to the [How to Wear Your Convocation Attire](#) video for guidance on properly wearing the lapel pins. During the Convocation ceremony, you will be required to stand when the President acknowledges the recipients of these awards.

(B) CONVOCATION DAY

11. What is the dress code for graduands attending the convocation ceremony?

Answer: All graduands **MUST** be formally dressed in convocation attire and adhere to the stipulated dress code before entering the convocation holding room. Please refer to the [Graduands' dress code](#). You are also advised to bring an extra pair of formal shoes as back-up, which your parents/relatives may keep for you.

12. What is the dress code for my parents and guests attending my convocation ceremony?

Answer: The dress code is formal attire which can be traditional outfits, long sleeved batik, and formal clothes with appropriate footwear. Please refer to the [Guest's dress code](#).

13. What time should I report/register for my convocation?

Answer: On convocation day, please register yourself at the FICT & IPSR Block (next to convocation venue) in UTAR Kampar Campus by:

Morning convocation session: 7.15 a.m.

Afternoon convocation session: 12 noon

14. My convocation is in the morning/afternoon session. What time shall my parents arrive?

Answer: All parents/guests entering the convocation hall with valid entrance cards should be at the Parents/Guests' entrance, located at the side of the hall by

Morning convocation session: 8.15 am

Afternoon convocation session: 1.15 pm

15. What time will the convocation ceremony end?

Answer: Morning session: ~ approximately 11.30 a.m.

Afternoon session: ~ approximately 4.30 p.m.

16. Are there any food and beverages sold during the convocation?

Answer: Yes, you can purchase food and beverages at the pop-up market located along the walkway behind Dewan Tun Dr. Ling Liong Sik via Touch 'n Go Wallet, DuitNow QR, and cash. The operating hours as follow:

- **Friday & Sunday: 7.00 AM – 2.00 PM**
- **Saturday: 7.00 AM – 6.00 PM**

Dining tables and chairs are also provided at the pop-up market. However, as seating is limited, please vacate your seat promptly after finishing your meal and ensure the area is clean for the next diner.

Remark:

Effective from October 1, 2024, the use of non-degradable plastic bags and straws will no longer be permitted at UTAR events. Vendors may charge a minimum cost from the customers who request degradable plastic bag, paper bag, non-woven recyclable bag, and degradable straw for packaging/take-away for their goods, food, or drink, and when dine-in. The charges for the using of degradable plastic bag, paper bag, non-woven recyclable bag, and degradable straw are as follows:

No	Items	Charges (each unit)
1	<i>Degradable plastic bag</i>	<i>RM 0.20</i>
2	<i>Paper bag</i>	<i>RM 0.50</i>

3	Non-woven recyclable bag	RM 0.60
4	Degradable straw	RM 0.30

The Vendors shall not charge against their customer more than the amount stated in the table above.

(C) AFTER CONVOCATION DAY

17. Can I return the convocation attire via courier after my convocation session?

Answer: You may return via courier. However, any damage to the attire, lost attire or late return will incur a penalty as stated in the penalty clause on returns of convocation attire. You may return the convocation attire on the same day of your convocation, or during the convocation days held in Kampar Campus, or to the campus before the deadline.

18. How do I get back my Convocation Attire Deposit?

Answer: Graduands need to complete the online “Application for Refund of Convocation Attire Deposit” for the refund of convocation attire deposit.

Graduands will receive their deposit refund latest by 19 May 2025 after returning the full set of convocation attire within the stipulated deadline.

For graduands who returned the full set of convocation attire after the stipulated deadline, they will receive their deposit refund latest by 20 June 2025.

The amount to be refunded depends on the condition of the convocation attire returned and date of return.

(D) OTHERS

19. Can I rent the convocation attire before/after the convocation?

Answer: Graduands are required to complete the [rental of convocation attire form](#) together with payment and email it to alumni@utar.edu.my

20. What is the procedure for the purchase of convocation attire?

Answer: Graduands who wish to purchase the convocation attire may fill in the [form](#) together with payment and email it to alumni@utar.edu.my

21. I choose not to attend the convocation ceremony, do I still need to pay RM250 Graduation Fees?

Answer: The Graduation fee of RM250 is a compulsory fee to be paid by all students upon their graduation regardless of their participation in the Convocation ceremony.

22. I paid for the full amount of Convocation Fees (Bachelor: RM550, Master: RM650, PHD: RM730), and I am unable to attend the convocation ceremony due to personal reasons. Can I request for a refund of this fees?

Answer: You are advised to apply for a deferment of your convocation to the next subsequent convocation ceremony. If you wish to apply for a refund, only the 'Convocation Attire Deposit' paid will be refunded to you if you do not attend the convocation ceremony.