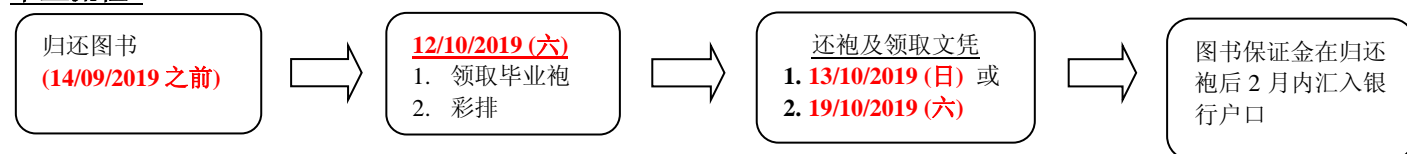


新纪元技职与推广教育学院毕业生须知（毕业典礼日期：2019年10月13日）

毕业流程：



注意事项：

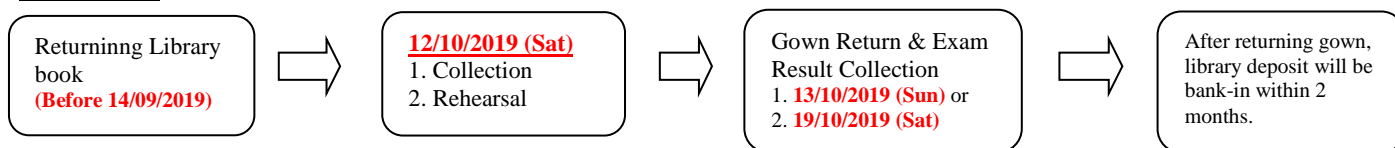
序	事项	日期	负责单位	备注
1	归还图书馆书籍	2019年9月14日之前	图书馆	图书馆保证金： 在归还毕业袍后，财务处将在2月内将图书馆保证金汇入银行户口。
2	提交银行账户资料	2019年10月12日之前 注：账户资料没有修改，就无需再提交	注册处	
3	领取毕业袍及邀请卡	2019年10月12日(星期六) 注意： 必须在规定的日期和时段领袍及邀请卡，逾时恕不受理。	毕业生小组注册处	1. 毕业袍及邀请卡领取 时间：9:00am - 10:00am 地点：黄迺茶活动中心 2. 每人只限 2 张邀请卡；每张邀请卡仅限一人入场观礼（十二岁以下儿童不获准进场观礼）； 3. 典礼当天凭卡入场。 4. 领袍后请立即检查！如有任何缺陷或损坏，请立刻向工作人员要求更换。 注意：典礼当天，所有更换要求恕不受理。
4	毕业典礼彩排	2019年10月12日(星期六)	毕业典礼小组	1. 集合时间：10:30am 2. 集合地点：B500
5	毕业典礼	2019年10月13日(星期日) 时间：3:00pm-5:00pm 地点：B500 注意(1)： 请同学转告家长/亲朋好友/师长，典礼当天车辆不能进入校区，只可以停泊在以下地方： (1) 校外路肩 (2) SMK JLN BUKIT 注意(2)： 典礼当天3楼课室只供工作人员进出，家长/亲朋好友/师长都严禁进入。	毕业典礼小组	1. 毕业生集合时间： 2:00pm 2. 集合地点：B座3楼的课室(见毕业生手册) 3. 服装： [男]：长袖衬衫(白/浅色,有领)、西装长裤(深色)、领带、皮鞋 [女]：长袖衬衫(白/浅色,有领)、长裙/西装长裤(深色)、领带(非强制)、皮鞋 注意： 1. 请准备5枚扣针及5枚发夹。 2. 毕业袍穿法示范步骤可到网上参阅。 http://youtu.be/4eCBrlYq3ac 3. 除了以上的服装要求，其他服装一概禁止上台。 4. 请准时于上述时间及地点集合。
6	a) 归还毕业袍 b) 领取成绩总表及证书	2019年10月13日(星期日) 注意： 请家长/亲朋好友/师长代领取文凭的同学，需呈交「委托信」，方可领取。	毕业生小组注册处	还袍流程： 归还毕业袍 → 领取成绩总表及证书。 时间：5:00pm – 6:00pm 地点：UG Hall ：归还毕业袍 ：领取成绩总表及证书

		2019年10月19日(星期六) 注意: 必须在规定的日期和时段还袍, 否则恕不受理。		时间: 10:00am - 11:00am 地点: B305 : 归还毕业袍 注册处: 领取成绩总表及证书
	注意事项:	<ol style="list-style-type: none"> 1. 归还毕业袍后, 才能领取成绩总表及证书。 2. 在 31/12/2019 之前仍未领取毕业照, 将会被销毁。 3. 毕业袍逾期归还 (2019年10月19日之后), 罚款额将以学校工作日来计算, 每日 RM10。 4. 毕业袍最晚归还日期是 2019年10月19日。10月26日之后, 礼袍租借厂商视逾期归还者以购买毕业礼袍方式处理, 共计 RM670 (毕业袍、领巾、学士帽), 敬请毕业生准时归还毕业袍。 5. 毕业袍如有任何破损, 赔偿如下: <ul style="list-style-type: none"> ✓ 毕业袍 (RM420) ✓ 领巾 (RM50) ✓ 学士帽 (RM200) 		

注册处 启
2019年10月11日

NEW ERA UNIVERSITY COLLEGE & NEW ERA INSTITUTE OF VOCATIONAL & CONTINUING EDUCATION CONVOCATION 2019

Procedure:



Important Note:

No	Description	Date	Department In-charge	Remarks
1	Library book returns and charges	Before 14 September 2019	Library	Library deposit : Graduates who are return robe and gown, library deposit will be bank-in within 2 months.
2	Submitted bank account	Before 12 October 2019 * For those who want to amend their bank detail	Registrar's Office	
3	Collection of Robe, gown and invitation card	12 October 2019 (Saturday) Notes: Graduates are required to collect the robe, gown and invitation card on time, or else won't be entertained.	Convocation Group Registrar's Office	1. Collection time for robe, gown and invitation card: 9:00am - 10:00am Venue: Ng Ah Choo Multipurpose Hall 2. Every graduate will be given TWO invitation cards. Guests are required to show the invitation card to the ushered when entering the auditorium. (Children below age of 12 are restricted to enter.) 3. Please check it immediately after collection! Replace any missing or damage.
5	Convocation rehearsal	12 October 2019 (Saturday)	Convocation Group	1. Time: 10:30am 2. Venue: B500
6	Convocation ceremony	13 October 2019 (Sunday) Time: 3:00pm – 5:00pm Venue: B500 Auditorium, New Era University College	Convocation Group	1. Assembly time: 2:00pm 2. Assembly venue : Block B 3 rd floor classrooms (please refer to the Graduate hand book) 3. Dress code: [Male] Dark or white colored lounge suit with light colored long sleeved shirt and necktie. Dark colored shoes and sock. [Female] Dark or white colored lounge suit with light colored long sleeved shirt or dress. Dark colored covered shoes with heels (court or dress shoes). Notes: 1. Please bring 5 pieces for each brooch and hair clip. 2. Please refer to the link as stated below for gown wearing method for your perusal. http://youtu.be/4eCBrlYq3ac 3. Secretariat of convocation reserves the right to refrain any Graduate(s) from participating in the convocation ceremony should he/she fails to comply with the requirement. 4. Graduates are advised to be punctual for the convocation ceremony.

7	a) Gown returns b) Collection of scroll and academic transcript Notes: Please provide authorized letter if anyone volunteered for Graduates.	13 October 2019 (Sunday)	Graduation Group Registrar's Office	Graduates are advised to return robe and gown, collect the scroll and academic transcript or redeem library charges deposit. Time : 5:00pm – 6:00pm Venue : UG Hall : i. Robe and gown returns ii. Collection of scroll and academic transcript
		19 October 2019 (Saturday)		Notes: Graduates are required to return the robe and gown on time, or else, will not be entertained.
	Notes:	1. Collected scroll and academic after returned Robe and gown. 2. Graduate haven't collected their photo before 31/12/2019 , the related document will be forfeited/ruined without notice. 3. Graduates who will be fined RM10 (per working day) for late returning of cap, robe and gown after 19 October 2019. 4. The last day of returning gown is on 19 Oct 2019, late returning gown after 26 Oct, supplier will consider as sold, the penalty is RM 670(gown, hood, mortar board), hence graduates are reminded to return gown on time to avoid unnecessary penalty. 5. Graduates are required to compensate for any damages of the robe and gown, as stated below: ✓ Convocation gown (RM420) ✓ Convocation robe (RM50) ✓ Convocation cap (RM200)		

Registrar's Office
11/10/2019