

## Guideline for NEUC Spring 2022 Graduates 《Academic Programme》

### (1) Contents of Paper bag:

1	Gown	1 Set
2	Mortar-board	1 Set
3	Hood	1 Set
4	Graduation handbook	1 Copy

**Notes:**

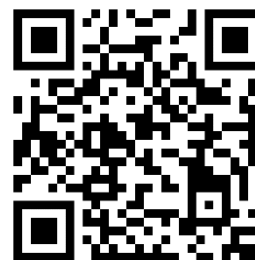
- 1) Please check the paper bag immediately! If there is any missing or damaged, ask the staff immediately for replacement.
- 2) If the size of the graduation gown does not match and needs to be replaced, please go to the **B205** classroom to deal with it.
- 3) On the day of the convocation ceremony, any request for replacement will not be accepted.

### (2) Convocation Ceremony date, Graduates assembly time and venue:

Date	Sessions	Faculty	Assembly Time and Venue	
27 April 2022 (Wednesday)	1 <sup>st</sup> Session	FASS	8:00 am	B306: MCS、MAS B305: BCL B310: BCP B304: BECE、BTC SL B303: ECE B302: ECE B301: TCSL
	2 <sup>nd</sup> Session	FAME FAD	12:45 pm	B306: BBA、BFA B305: DBA B310: DIM B304: DAC B303: BVC、DFT、DVA B302: DGD B301: DID
28 April 2022 (Thursday)	1 <sup>st</sup> Session	FICT	8:00 am	B306: BSE、BNT B305: DWD B304: DIT、DCS B303: DEC
	2 <sup>nd</sup> Session	FCPA	12:45 pm	B306: DMS B305: DMS B304: DMS B303: DMS B302: DDV

**(3) Ministry of Higher Education Online Survey survey:**

- 1) Login URL: <https://graduate.mohe.gov.my/SKPG1/>
- 2) All graduates who end the course in September 2021 are required to complete this graduate questionnaire.
- 3) All steps listed in the questionnaire must be completed.
- 4) After completing the questionnaire, please take a screenshot to archive. When collecting the certificate and transcript, please present it to the staff as proof of completion.
- 5) This questionnaire is required only for Academic programme graduates.



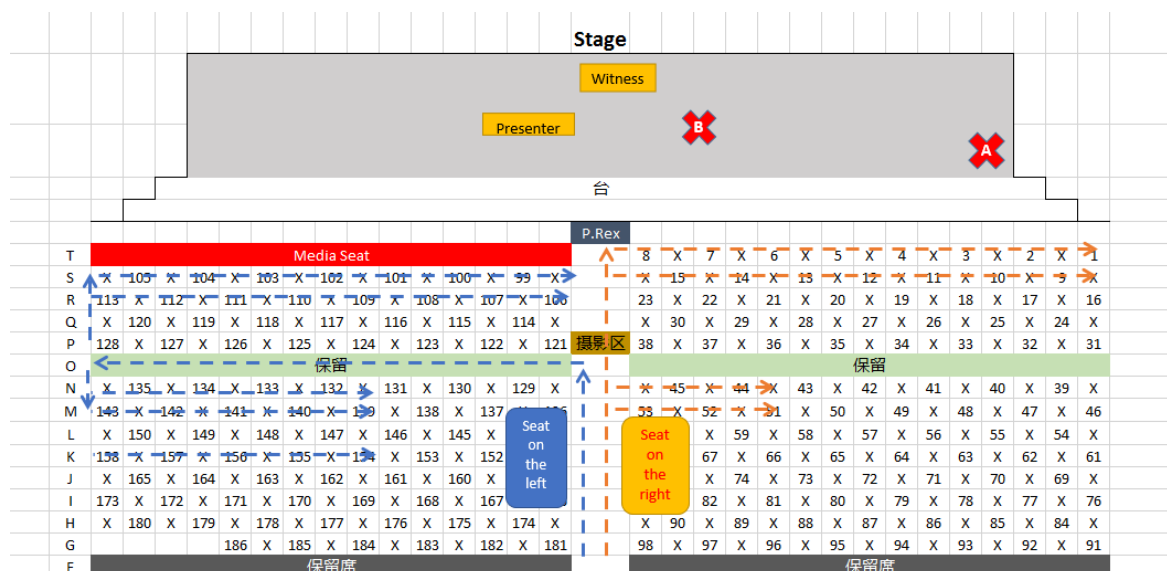
**(4) Date, Time and Venue of return of graduation gowns and collection of certificate and transcript:**

Gown return process: Return the graduation gown → Fill out the graduate questionnaire → Collect the transcript and certificate (If have)

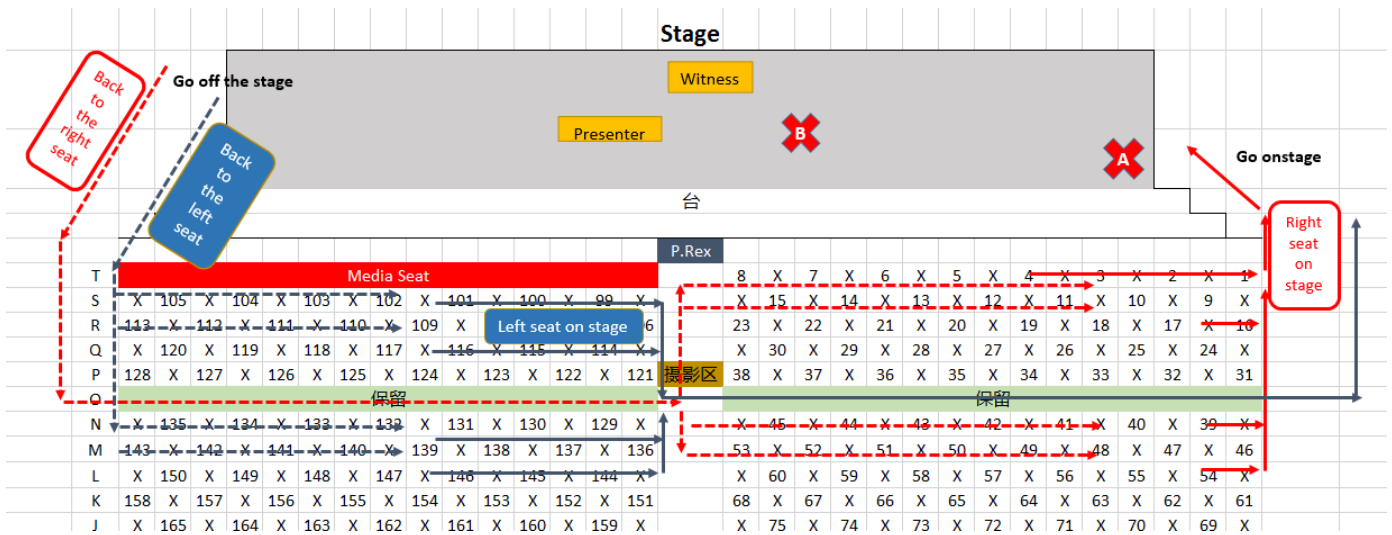
Date of returning graduation gown	Faculty	Time	Venue
27 April 2022 (Wednesday)	FASS, FAME, FAD	2:00 pm - 6:00 pm	B207: XL size B206: XL size B206: L size B205: M size B204: SSS, SS, S size B203: Collect the certificate and transcript
28 April 2022 (Thursday)	FICT, FCPA	2:00 pm - 6:00 pm	B207: XL size B206: XL size B206: L size B205: M size B204: SSS, SS, S size B203: Collect the certificate and transcript
7 May 2022 (Saturday)	AP 及 VP Graduates	9:00 am - 12:00 pm	B206

**(5) The bitmap and steps to enter the auditorium, up and down the stage:**

**Enter the auditorium:**



## Up and down the stage:



## Steps of up and down the stage:

1. Graduates follow the instructions of the staff, line up (at this time, graduates can tidy up their gown, make sure dress properly), and wait at the A-dot tape in order.
2. After the host announces the name, look up and smile, walk to the B point tape and stop, and bow to the presenter.
3. Take a step forward and reach out your hands to collect your certificate holder from the presenter.
4. Holding the certificate holder, and look at the photographer on the stage and take a picture.
5. Turn the holder cover outward and leave the stage.
6. Return the certificate holder to the staff after stepping down, and return to your seats according to the staff's instructions.
7. Face marks are required throughout the ceremony.
8. Award-winning video: [https://www.youtube.com/watch?v=xVfaFiwr\\_dg](https://www.youtube.com/watch?v=xVfaFiwr_dg)

### (6) Graduation gown wearing method demonstration video: <http://youtu.be/4cCBrlYq3ac>

Notes: Graduates must watch the demo video in advance, practice wearing the gown, and familiar the steps of wearing.

### (7) Dress code:

Male: Long-sleeved shirt (white/light, collared), trousers (dark colour), tie, leather shoes.

Female: Long-sleeved shirt (white/light, collared), long skirt/trousers (dark colour), tie, leather shoes.

#### Notes:

- 1) Sneakers, slippers, sandals, JEANS pants and other clothing are prohibited, otherwise will be prohibited from taking the stage.
- 2) Hairstyles must be neat and demure; hairstyles that are too novel, trendy, or brightly colored are not allowed on stage.
- 3) Do not iron hood if unnecessary. Ironing method: Add a cloth to the hood and iron at low temperature.
- 4) Please prepare 5 pins and 5 hairpins.

**Dress code sample:**



**Inappropriate footwear including:**



**(8) Precautions:**

- 1) The SOP of epidemic prevention must be strictly observed, and if there is any violation, the organizer has the right not to enter the auditorium to participate in the ceremony.
- 2) Those graduation photos that have not been collected before 31/12/2022 will be destroyed.
- 3) Late return of graduation gowns (after 7 May 2022) will be subject to a penalty of RM10 per working day.
- 4) The last return date for graduation gowns is May 7, 2022. After May 7, the gown rental provider treats the late returner as the purchase of the graduation gown, a total of RM550 (Graduation gown, Hood, Mortar-board), please return the graduation robe on time.
- 5) If there is any damage to the graduation gown, the payment of compensation as follow :
  - Graduation Gown (RM250)
  - Hood (RM180)
  - Mortar-board (RM120)
- 6) On the day of the ceremony, graduates are requested to assemble in the classroom on time according to the designated session, and latecomers will not be allowed to participate in the ceremony.
- 7) On the day of the ceremony, the 3<sup>rd</sup> floor classroom is only accessible to staff, and is strictly forbidden to enter.
- 8) During the ceremony, graduates are not allowed to leave without permission.
- 9) In the auditorium, no noise or any action can be made to affect the progress of the ceremony.
- 10) Before to the auditorium, please leave personal belongings to your relatives and friends for safekeeping. At that time, the classroom will be emptied for the next session.
- 11) During the ceremony, please turn off all phones or turn it to vibrate/mute.
- 12) On the day of the ceremony, if have any physical discomfort, please inform the staff immediately.

**Happy Graduation !!**

