

BRIEFING SHEET ON CONVOCATION

NILAI UNIVERSITY

PLEASE READ THIS CAREFULLY -Many of your questions would have been answered in this brief.

1. You are required to arrive at **7.15 a.m. sharp** for registration, **(Teaching Block)** robing and seating confirmation.
2. Dress code is formal for both graduands and guests. Graduands are encouraged to wear academic dress such as a dark lounge suit or similar as the hood needs to be securely fastened to a jacket, shirt or blouse. **T-shirts, jeans, slippers and sneakers are not allowed.** It is necessary for all Master, Bachelor and Diploma recipients to wear the graduation gowns for the ceremony or they will not be allowed to participate in the graduation ceremony. **The University reserves the right to bar graduands and guests from attending the ceremony if they are not appropriately dressed.**
3. You will be issued a name card during registration (**take this card on stage with you** – it is used to call out your name). Your guests will also be asked to present their tickets before entering the President Hall. Please retain the tickets at all times.
4. **Two (2) complimentary guest tickets** are given to each graduand upon successful registration. Due to the capacity of the President Hall and the number of graduands, it is not often possible to grant additional guest tickets.
5. Guests should be seated in the President Hall by **9:00 am**. Graduands should march in and take their places in the hall **10 minutes** before the commencement of the ceremony. **Late arrivals will disrupt the ceremony and latecomers will be barred from participating in the Ceremony.**
6. **Children under 12 years are not permitted to enter the President Hall during the ceremony.**
7. There will be **no refund** (except the deposit for gown rental) for any graduand who has been barred from participating in the ceremony by default.

1. CONFIRMATION OF ATTENDANCE

Please refer to the enclosed **Reply Form** for details of gown rental. A deposit (fully refundable) is required for Master, Bachelor, Advanced and Diploma. You are required to complete the attached Reply Form and submit to the Office of Admissions and Records with your payment **on or before 28 July 2017**. For cash or credit card payment, graduands will have to come personally to Nilai University with the Reply Form to make payment at the Payment Counter. For those paying by cheque/bank draft/postal order, please write payable to **“NILAI EDUCATION SDN BHD”**.

2. COLLECTION OF GOWN

- i) Collection of gowns are as follows:

Date:	Sunday, 20 August 2017 to Friday, 25 August 2017.
Time:	10.00 a.m. to 12.00 noon 1.00 p.m to 4.00 p.m
Venue:	Student Activity Room (Opposite Thinking Cup)
- ii) Please adhere strictly to the collection date and time. **NO collection of gown will be possible on the day of ceremony, 26 August 2017.**

Please check your gown carefully for any damage upon collection before leaving the counter. The University will not be responsible for any damage to the gown thereafter. Any damage to the gown will result in your deposit being forfeited.

3. **RETURNING OF GOWN.**

Returning of gowns will be as follows:

Date: Saturday, 26 August 2017
Time: 1:00pm to 4.00 pm. after the graduation ceremony **OR**
Date : Monday, 28 August 2017 – Friday, 1 September 2017
Except Thursday, 31 August 2017 (Public Holiday)
Time : 9:00am – 4:00pm

A surcharge of RM 20 per day will be imposed if you return your gown after the deadline of 1 September 2017.

Venue: Student Activity Room (Opposite Thinking Cup)
Procedures: Produce the your IC or student ID with your gown for verification
Your deposit will be returned to you if there is no damage to the gown,
Otherwise, your deposit will be forfeited.

4. **GRADUATION PHOTOGRAPHS**

There will be an official photographer to take photographs of graduands during the ceremony. This will be either while graduands are receiving their Master / Bachelor / Advanced / Diploma on stage and/or studio and portrait photo sessions for graduands, family and guests. Graduands may make orders on the day of the ceremony itself. Please refer to the leaflet attached for more information. **Guests are required to remain seated throughout the ceremony and are not permitted to leave their seats to take photos of graduands as this will obstruct the view of other guests.**

All graduands are reminded that they should remain in the hall for the official group photos of their schools, 1st Class Honours and International Students. The University will not be responsible if you should miss the group photo with the Chancellor of Nilai University, Vice Chancellor, Oxford Brookes University, Deans and Heads of Department.

5. **COLLECTION OF MASTER / BACHELOR / ADVANCED / DIPLOMA**

Graduands can collect their Master / Bachelor / Advanced / Diploma immediately after the graduation ceremony. Kindly produce your student ID or I.C when collecting your Master / Bachelor / Advanced / Diploma at the Office of Admissions and Records from 1:00pm to 4:00pm.

We hope you will enjoy the occasion and look forward to seeing you on that day.