

BRIEFING SHEET ON NILAI UNIVERSITY CONVOCATION 2024

PLEASE READ THIS CAREFULLY FOR CLEAR UNDERSTANDING OF YOUR CONVOCATION PROCESS

- a. You are required to arrive at Teaching Block, Nilai University at **8.30 a.m. sharp on Saturday, 28 September 2024** for registration, robing and seating confirmation.
- b. You must wear a graduation gown for the ceremony. Otherwise, you will not be allowed to participate in the ceremony.
- c. The dress code is formal for both graduands and guests. Graduands are encouraged to wear dark lounge suit or similar as the hood needs to be securely fastened to a jacket, shirt or blouse. **T-shirts, jeans, mini skirts, slippers and sneakers are not allowed.** The University reserves the right to bar graduands or guests from attending the ceremony if they are not appropriately dressed.
- d. You will be issued a name card during registration. You are to **take this card on stage with you** as it will be used to call out your name accurately.
- e. **THREE (3) complimentary guest tickets** will be given to each graduand upon successful registration. Your guests will need to present the tickets to our Officers to enter President Hall for the ceremony. Please retain the tickets at all times.
Arrangements for ceremony are made according to the number of graduands registering for convocation. Therefore, it is not possible to grant additional guest tickets to any graduands.
- f. President Hall will be opened by 9.00am. Guests must be seated by **9.45 am**.
- g. Graduands will be marshalled into the hall and be seated **10 minutes** before the commencement of the ceremony. Late arrivals will disrupt the ceremony and therefore, barred from entering the hall and participating in the Ceremony.
- h. **Children under 12 years old are not permitted to enter the President Hall during the ceremony.**
- i. 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. CONVOCATION PACKAGE AND GOWN SIZE

- RM500.00** per person (Diploma)
- RM600.00** per person (Advanced Diploma)
- RM600.00** per person (Bachelor)
- RM620.00** per person (Master)

Fee is inclusive of:


- a) RM100/- refundable deposit.
Refund will be made upon return of gown, hood & mortar board
- b) Rental of gown and hood.
Mortar board is applicable for Master, Bachelor & Advanced Diploma recipients only.
Diploma recipients will not need a mortar board.
- c) Complimentary tickets for three (3) guests
- d) Door gift for graduand
- e) Convocation souvenir booklet
- f) Photographs: One (1) copy 8" X 10" Full Pose receiving folder on stage
One (1) copy 8" X 10" Half Pose receiving folder on stage

2. CONFIRMATION OF ATTENDANCE

Please register online at [NU Convo 2024](#) with proof of payment **on or before 23 August 2024.**

Payment methods are as follows:

1 JomPAY using the Biller Code



Biller Code: 97774
Ref-1: STUDENT ID NO.
Ref-2: STUDENT NAME

JomPAY online at Internet and Mobile Banking with your Current, Savings or Credit Card account

2 Online Banking/ ATM/ Telegraphic Transfer

to the following account or at the payment counters located at the resource centre via bank draft/ cheque/ credit card.

Account Name	: Nilai Education Sdn. Bhd.
Bank Account No.	: 2-05051-10000-979
Bank	: RHB Bank Berhad
Bank Address	: PT7460 & 7461, Jalan BBA 1/1A, Putra Point, Putra Nilai, 71800, Negeri Sembilan, Malaysia
SWIFT Code	: RHBBMYKL

***Confirmation of your attendance to the convocation is subject to you clearing all outstanding fees due to the university.**

3. COLLECTION OF GOWNS

- i) Collection of gowns are scheduled as follows. Please adhere strictly to this schedule.

Date: 25 September 2024 (Wednesday) to 27 September 2024 (Friday).

Time: 10.00 am to 12.00 noon and 2.00 pm to 4.00 pm

Venue: Counselling Room, Resource Centre

NO COLLECTION of gowns will be possible on the day of ceremony, 28th September 2024.

- ii) Please check your gown carefully for any damage before leaving the collection counter. You are responsible for any damages to the gown thereafter, which will result in your deposit being forfeited
- iii) Gowns will only be given with evidence you have completed the **Graduate Tracer Study**. Please access the study from 1 July 2024 onwards: <https://graduan.mohe.gov.my/SKPG24/>

4. RETURN OF GOWNS

- i) Returning of gowns can be on any of the following dates and times.

a. 28 September 2024 (after convocation ceremony) from 11.30am to 2.00 pm

b. 30 September 2024 until 4 October 2024 from 10am – 12pm & 2pm - 4pm

A surcharge of **RM20 per day** will be imposed for gowns returned after 4 October 2024.

- ii) Venue: Counselling Room, Resource Centre

- iii) Procedure: Show your IC or student ID with your gown for verification

Your deposit will be returned if there are no damages to the gown. Otherwise, your deposit will be forfeited. Cost of the gown will be incurred if it is not returned.

5. GRADUATION PHOTOGRAPHS

There will be official photographers during the ceremony. The photography will be done while graduands are receiving their scrolls on stage. **Guests are required to remain seated throughout the ceremony and are not permitted to leave their seats to take photos of graduands to avoid obstructing the view of other guests.**

You may also choose to have your portrait taken with your family and guests at the designated photography venue, near SRC office. This is a chargeable option with agreement between the photographers and your good self. Please refer to the leaflet which will be given to you by the photographer on the day.

6. COLLECTION OF CERTIFICATES

Graduands can collect their Master / Bachelor / Advanced Diploma/ Diploma certificates upon return of gown. This starts immediately after the ceremony from 11.30am to 2.00pm at the Office of Admission and Records (OAR), Resource Centre. Kindly produce your student ID or IC when collecting your certificate.

Certificate will only be given **after returning of gown** and **clearing of all outstanding fees**.

We trust you will have a memorable day

ORDER OF PROCEEDINGS

Date : Saturday, 28 September 2024
Venue : President Hall, Nilai University

9.00am Arrival of Guests

9.45am All Guests to be seated

10.00am Ceremonial Procession

National Anthem

Official Address by the Chancellor

Presentation of Scrolls

Presentation of Awards

Graduation Speech by Valedictorian

Closing Address by the Vice-Chancellor

Official Closing by the Chancellor

National Anthem

11.30am Ceremonial Recession & End of Ceremony

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