

Dear **Graduands**,

CONVOCATION 2022

We wish to express our heartiest congratulations to you on your successful completion of your Master / Bachelor / Advanced / Diploma programme at Nilai University. We are writing to invite you to our annual Convocation ceremony, the full details of which are outlined below.

Date : **Saturday, 12 November 2022**
Venue : **President Hall, Nilai University**
Time : **9.00 am**

To witness this momentous event and share the triumph, your family members (***children under 12 years old are not permitted to enter the President Hall during the ceremony***) and friends are also warmly invited to the ceremony. We hope you are able to attend the occasion, as it will be graced by many distinguished guests and the lecturers who have taught you. More importantly, the ceremony will represent a historical event in your life as it marks the successful attainment of your meritorious achievement. As such, we look forward to the pleasure of welcoming you and your guests at the Convocation.

Please ensure that **you have settled all fees** due to the university. Otherwise, you may not be allowed to attend the convocation ceremony.

Please do not hesitate to contact us if you need further information. In the meantime, we hope to receive a positive response from you. Please return the duly completed form/reply slip to us at Office of the Admissions and Records. To avoid any inconvenience, please ensure that you reply promptly as seats are limited.

Once again, we express our heartiest congratulations.

Registrar

Encl/

**Graduands must arrive at 7.00am sharp for registration, robing, confirmation of seating and to be marshalled to the hall. Kindly see the programme attached.*

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 **7.00 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 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, Advanced 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 will be 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 will be marshalled in and they are to take their places in the hall **10 minutes** before the commencement of the ceremony. **Late arrivals will disrupt the ceremony and late comers 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 proof **on or before 23/9/2022.**

Payment methods are as follows: -

Thru CDM (Cash Deposit Machine) – RHB Account No: 2-05051-1000097-9

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

2. COLLECTION OF GOWNS

i) Collection of gowns are as follows:

Date: Sunday, 6 November 2022 to Friday, 11 November 2022.

Time: 10.00 am to 12.00 noon

2.00 pm to 4.00 pm

Venue: Student Activity Room (Opposite Meeting of Minds)

ii) Please adhere strictly to the collection date and time. **NO collection of gowns will be possible on the day of ceremony, 12th November 2022.**

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, 12 November 2022

Time: 12pm to 3.30 pm after the graduation ceremony OR

Date: Monday, 14 November 2022 – Friday, 18 November 2022

Time: 10.00am – 12.00pm & 2.00pm – 4pm

A surcharge of RM20 per day will be imposed if you return your gown after the deadline of 18 November 2022

Venue: Student Activity Room (Opposite Meeting of Minds)

Procedures: Produce 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. For more information, please refer to the leaflet which will be given to the graduands by the photographer on the graduation day. **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 faculty, 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, representatives from Kingston University and Deans.

5. COLLECTION OF CERTIFICATES

Graduands can collect their Master / Bachelor / Advanced / Diploma immediately after the graduation ceremony. Kindly produce your student ID or IC when collecting your certificate at the Resource Centre from 12:30pm to 3:30pm.

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

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

CONVOCATION CEREMONY 2022, NILAI UNIVERSITY

Please complete all sections.

1. PERSONAL DETAILS

Name : _____
Student ID : _____ **Gender** : Male / Female (Please circle)
Programme : _____
Award (Please circle) : **MASTER / DEGREE / ADVANCED DIPLOMA / DIPLOMA**
Contact Numbers : **(H/P):** _____ **(Home):** _____
Email Address : _____

2. CONFIRMATION OF ATTENDANCE
 YES, I will be attending the Convocation Ceremony.

Enclosed is the bank in slip for the sum of RM _____ made payable to NILAI EDUCATION SDN BHD.

Thru CDM (Cash Deposit Machine) – RHB Account No: 2-05051-1000097-9

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

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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.
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Bank : RHB Bank Berhad
Bank Address : PT7460 & 7461, Jalan BBA 1/1A, Putra Point, Putra Nilai, 71800, Negeri Sembilan, Malaysia
SWIFT Code : RHBMMYKL

 NO, I am not attending the Convocation Ceremony. (You are not required to reply to this form if you are not attending the ceremony.)

3. CONVOCATION PACKAGE AND GOWN SIZE

- RM450.00 per person (Diploma)
- RM550.00 per person (Advanced)
- RM550.00 per person (Bachelor)
- RM570.00 per person (Master)

Fee is inclusive of:

- Refundable deposit (to be refunded upon return of gown, hood & mortar board – where applicable)
 - RM100.00 (Master, Bachelor, Advanced and Diploma)
- Rental of gown and hood (mortar board – only for Master, Advanced & Bachelor's degree holders)
- Complimentary guest tickets for two (2) guests
- Goodie bag for graduand
- Convocation souvenir booklet
- 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

IMPORTANT NOTICE

There will be a **REHEARSAL** held on
Thursday – 10 November 2022
(2.30pm)

***Acceptance by the University for you to attend the convocation is subject to you clearing all outstanding fees due to the university.**

For Master's/Bachelor/Advanced/Diploma Graduands



Gown size
(Please tick ✓)

Size SS -Height 137 cm – 147 cm	Size S-Height 152 cm – 165 cm	Size M - Height 167 cm – 180 cm	Size L - Height 182 cm – 193c m	Size XL- Height 198 cm – 210 cm

* **Note:** All gowns must be returned on **Saturday, 12 November 2022 (12.00pm – 3.30pm) or 14 November to 18 November 2022 (10am – 12pm & 2pm - 4pm)**. Gowns returned *after 18 November 2022* will be subject to a **surcharge of RM20.00 per day**.

4. GRADUATE TRACER STUDY, MALAYSIAN MINISTRY OF EDUCATION

YES, a printed copy of the Online Survey Slip is attached.

NO, a printed copy of the Online Survey Slip will be submitted upon collection of gowns.

Graduate Tracer Study (DO IT BEFORE YOU COLLECT YOUR GOWN)

Click the tracer study link at: Great.mohe.gov.my → SKPG

PLEASE SUBMIT TO:

Office of Admissions and Records (OAR)

Nilai University
No 1, Persiaran Universiti, Putra Nilai
71800 Nilai, Negeri Sembilan
Malaysia

IMPORTANT!
PLEASE REPLY WITH
PAYMENT SLIP
BY 23/09/2022

or Email: convo2022@nilai.edu.my (Ms. Suzila & Ms. Hazira)

For office use

Amount Paid : RM _____

Receipt No : _____ Date: _____

Processed by : _____

ORDER OF PROCEEDINGS

Date : Saturday, 12 November 2022
Time : 9.00am
Venue : President Hall, Nilai University

7.30am Arrival of Guests

9.00am 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

12.00am Group photography session

Refreshments

12.30 noon End of Ceremony



www.nilai.edu.my