

25 July 2023

Dear Graduands,

TAR UMT Diploma Convocation Ceremony – 2 September 2023

Congratulations on having successfully completed your programme of study. We are pleased to inform you that the University Convocation Ceremony for the following programmes will be held on **Saturday, 2 September 2023** at the Dewan Utama, Tunku Abdul Rahman University of Management and Technology, Jalan Kolej, Taman Bandar Baru, 31900 Kampar, Perak at **10.00am**.

Faculty of Social Science and Humanities

Bachelor of Hospitality and Catering Management (Honours) RHC

Bachelor of Tourism Management (Honours) Event Management REV

Diploma in Hotel Management DHT

Diploma in Tourism Management DTM

Diploma in Event Management DEV

Diploma in Culinary Arts DCU

Faculty of Communication and Creative Industries

Bachelor of Communication Studies (Honours) RCD

Diploma in Public Relations DPR

Diploma in Communication and Media Studies DCD

Faculty of Accountancy, Finance and Business

Bachelor of Business (Honours) Accounting and Finance RAF

Bachelor of Business Administration (Honours) RBU

Diploma in Accounting DAC

Diploma in Business Administration DBU

Diploma in E-Marketing DEM

Diploma in Marketing DMK

Faculty of Computing and Information Technology

Bachelor of Information Technology (Honours) in Software Systems Development RSD

Diploma in Information Technology DFT

Diploma in Information System DIS

Fees Payable

(a) The following fees are payable by Bachelor Degree graduands attending the Convocation: -

Convocation fees inclusive of rental of convocation attire - RM 120.00
(non-refundable & non-transferable)

Deposit for rental of convocation attire - RM 300.00
(refundable upon the return of the convocation attire in good condition within stipulated period)

TOTAL: **RM 420.00**

(b) The following fees are payable by Diploma graduands attending the Convocation: -

Convocation fees inclusive of rental of convocation attire - RM 80.00
(non-refundable & non-transferable)

Deposit for rental of convocation attire - RM 300.00
(refundable upon the return of the convocation attire in good condition within stipulated period)

TOTAL: **RM 380.00**

(The Convocation Fees must be paid in full and partial payment is not allowed.)

If you wish to attend the convocation ceremony, the registration procedure is as follows:

REGISTRATION PROCEDURE

1. Registration:

The information on convocation is available online on student Intranet at www.tarc.edu.my. All graduands are required to log on to student intranet **from Tuesday, 25 July 2023 to Wednesday, 16 August 2023 to register online** for convocation ceremony. You may log on to TAR UMT student intranet by using your existing student ID and password.

Registration deadline: Wednesday, 16 August 2023

Payment deadline: Friday, 18 August 2023

(Payment made after 18 August 2023 will not be accepted).

Click **“Application”** followed by **“Convo Registration”**. It is **COMPULSORY** to fill in the name of the bank and your personal bank account number for purpose of refund of convocation attire deposit. You may update your handphone number, email and mailing address.

2. Print one (1) copy of the confirmed bill.

3. Graduands are required to pay the convocation fees by Friday, 18 August 2023— via any one of the following mode of payment:

- i) Payment at Public Bank Branches
- ii) Online Payment via:
 - a) Public Bank Internet Banking
 - b) JomPAY
 - c) FPX
- iii) Payment at the Bursary Counter, Tunku Abdul Rahman University of Management and Technology (Perak Branch)

i. **Online Payment via:**

a. **Public Bank Internet Banking**

- Payment can only be made after **One Working Day** from bill issued date.
- Log on to www.pbebank.com for instruction and payment via Current or Savings account.
- You are advised to print the computer generated receipt containing payment confirmation number as proof of payment made.
- A service fee will be charged by the Bank for each successful transaction.

b. **JomPAY**

- Log in to your online Internet or Mobile Banking account to make payment via JomPAY.
- Enter payment details including JomPAY Biller Code. Ref-1 and amount to proceed with payment from your Current or Savings account.

c. **FPX**

- Select 'Pay Online' to pay using FPX. Select preferred bank and you will be routed to the Internet Banking login page.
- Enter your login credentials.
- Select account, review payment details and click on button to confirm payment.

ii. **Payment at Public Bank Branches**

- Mode of Payment : CASH ONLY and in the exact amount stated in bill.
- Complete pay-in slip : 'Multiple Cheque Deposit Pay-In Slip'
 - Payable to '**TAR UMT**'.
 - Account No. **3-9975688-21**
 - **Bank Ref (1)** and **Bank Ref (2)** as indicated in the student bill.
- No payment will be accepted by the Bank teller without the bill and the pay-in slip.
- The bill and a copy of the pay-in slip will be returned by the Bank.
- A service fee and commission (where applicable) will be collected by the Bank.

iii. **Payment at the Bursary, TAR UMT**

- Please present this bill when making payment. This bill will be retained by Bursary.
- Operating Hours : Monday – Friday (8.30 am to 5.00 pm)
- Mode of Payment :
 - Cheque/Banker's Cheque payable to '**TAR UMT**'.

- Public Bank debit card and credit card. For debit card, the 'Retail Purchase Limit' is defaulted at RM 2,000.00 per day. Please ensure your card 'Retail Purchase Limit' is sufficient to pay your fees. The limit can be set at any Public Bank ATM.
- **NO CASH** will be accepted.


Graduands are advised to visit Student Intranet for latest information i.e. Convocation schedule and detailed arrangement on the convocation procedures.

You are encouraged to attend the convocation ceremony as it will be a very meaningful and memorable day for you to celebrate your achievement in completing your studies.

Please note that graduands who did not register and make payment by the stipulated deadline, i.e. **Friday, 18 August 2023** will not be allocated a seat in the ceremony.

Should you need further clarifications regarding the Convocation Ceremony, please feel free to contact the Examination Division at **05-4660388/4668012 ext. 208**.

Thank you.


Dr Joanne Yim Sau Ching
Branch Head
Perak Branch
Tunku Abdul Rahman University of
Management and Technology

Instructions and Details on the Proceeding of Convocation

We enclose herewith the details of the procedures for the Convocation Ceremony. Please read the instructions carefully and follow these instructions to make the occasion a successful and memorable one for you.

All graduands **MUST** log on to student intranet for registration latest by **Wednesday, 16 August 2023**.

Registration deadline: Wednesday, 16 August 2023

Payment deadline: Friday, 18 August 2023

(Payment made after **18 August 2023** will not be accepted).

All graduands are strongly advised to check their payment status

Printing of Receipt Online via Student Intranet

Graduands are required to confirm payment by printing the official receipt issued by the TAR UMT on the convocation bill paid, two (2) days after payment is made via Student Intranet accessible under Billing > Payment History > Receipt No.

CONVOCATION SCHEDULES

Convocation	2023 Day & Date	Time	Graduation Session
Bachelor Degree (FSSH, FCCI, FAFB & FOCS)	Saturday, 2 September 2023	10.00am	Bachelor Degree (GR 202205 & 202209 Session)
Diploma (FSSH, FCCI, FAFB & FOCS)			Diploma (GR 202301 Session)

COLLECTION AND RETURNING OF CONVOCATION ATTIRE

All graduands attending the convocation are required to collect and return the convocation attire based on the following schedules:

Collection	Returning
Date: Friday, 1 September 2023 Time: 10.00am to 4.00pm Venue: J004 (Ground Floor), Block J Tunku Abdul Rahman University of Management and Technology, Perak Branch	Date: Saturday, 2 September 2023 Time: 12.00pm to 4.00pm Venue: J004 (Ground Floor), Block J Tunku Abdul Rahman University of Management and Technology, Perak Branch

Please take note that all graduands **MUST** return the convocation attire **on their respective convocation day, right after their convocation session**. A late return surcharge on a daily basis will be imposed by Fotorex Holdings Sdn Bhd for convocation attire returned after the convocation day. Failure to return

the convocation attire **14 days** after the deadline will result in forfeiture of the deposit. Please refer to Fotorex Holdings Sdn Bhd for details.

During collection of graduation apparel, graduands are required to produce Tracer Study Confirmation Slip (Slip Pengesahan Kajian) to staff on duty to obtain the 'ticket' for collection of convocation attire.

If collected by representative, produce the 'ticket' and 'Authorisation Form' to Convocation Attire Collection Centre at **J004 (Ground Floor), Block J**. (IC is required for verification purpose).

Graduands who did not collect their convocation attire prior to their convocation date will not be allowed to participate in the ceremony even though they may have paid their convocation fee. Graduands who are not able to collect their convocation attire personally may authorise others to collect on their behalf by filling in **one copy of the authorisation form** and present it to the staff on duty during collection of convocation attire.

Please take note that graduands are not allowed to transfer their convocation attire to their coursemates/friends.

The deposit of RM 300.00 will be refunded to graduand's registered bank account via bank transfer within six weeks after 2 September 2023. Please take note that a full refund of deposit is subject to the returning of the full set of attire in good condition.

The following amount would be deducted from the deposit in the event of losing or damaging of gown, mortar board or hood:

No.	Convocation Attire	Diploma
1.	Gown	: RM 100.00 per piece
2.	Mortar board	: RM 100.00 per piece
3.	Hood	: RM 100.00 per piece

There will be strictly no collection of convocation attire on the convocation day, i.e. 2 September 2023.

INVITATION CARDS

Each graduand will be given **TWO (2)** invitation cards. The invitation cards will be issued to you when you collect your convocation attire. Graduands are reminded to **pass the invitation cards to their parents/guests** before the convocation ceremony. All parents/guests must bring along their invitation card for admission into the Dewan Utama. If you are still holding the invitation card on the day of the ceremony, please pass the invitation card to your parents before you proceed to the assembly point. As the seating capacity in the Dewan Utama is limited, entry into the Dewan Utama shall be by invitation cards only. Children under 12 years of age are not be permitted into the Dewan Utama. As the

Convocation is a formal ceremony, your co-operation is sought to inform your parents/guests to be seated by the following time:

Convocation Session & Time	Parents/guests to be seated
10.00 am	9.30 am

ATTIRE

All graduands are requested to observe the following **Dress Code** for the convocation ceremony.

- (i) Convocation attire for all graduands: Graduation gown, mortar board & hood.
- (ii) Male graduands: Formal attire with collared shirt & tie, socks & dark coloured formal shoes.
- (iii) Female graduands: Long-sleeved blouse/shirt, skirt below knee length or formal long pants and dark coloured court shoes.

Please take note that casual/short pants, jeans, tights and leggings, t-shirt, sports shoes, sandals and slippers are strictly not allowed.

VEHICLE PARKING

Graduands and their parents/guests may park their vehicles in designated parking lots in the Campus depending on availability of the parking spaces.

Each graduand will be given **ONE (1)** entry pass. Please display the entry pass prominently on the dashboard of your car. The car entry pass will be issued to you when you collect your convocation attire.

To support the TAR UMT's effort in conducting a smooth and seamless convocation ceremony, all graduands and guests are advised to plan their journey and reach the campus early in order to attend the Convocation session on time.

REGISTRATION OF ATTENDANCE

All graduands participating in the Convocation Ceremony must register their attendance before the ceremony. Please bring along your Identity Card/Student ID Card for registration. The registration point and time are as follows:

Session	Registration Time	Registration Venue	Programme
Morning Session	8.00 am - 8.15 am	CDK2 (FSSH)	RHC, REV, DHT, DTM, DEV and DCU
		(FCCI)	RCD, DPR and DCD
		(FAFB)	RAF, RBU, DAC, DBU, DEM and DMK
		(FOCS)	RSD, DFT and DIS

BRIEFING OF GRADUANDS

There would be a briefing to graduands regarding the order of proceedings at **8.15am** at the Lecture Hall, CDK2.

NAME CARD

Upon registration, each graduand will be given a card indicating his/her name. Please **keep the card carefully** as you are required to hand over this card to the stage mrs Dewan Utama for the Deputy/Branch Head to read your name when you go up the stage to receive your scroll. Graduands without the name card will not be permitted to proceed up to the stage.

PROCEDURE DURING THE CEREMONY

The Deputy/Branch Campus Head concerned will present graduands in alphabetical order for the awarding of the scroll. Graduands will be directed by the staff to move in batches to the foot of the steps leading to the stage to await their turn to receive the scroll.

After presenting your name card to the staff on the stage, proceed immediately to the position which would be indicated when your name is called by the Deputy/Branch Head to receive your scroll. In the unlikely event that there is a mix-up in the names, or your name is omitted, please proceed to receive your scroll. **Please follow the instructions given by the staff.**

PHOTOGRAPHS

The TAR UMT has appointed an Official Photographer to take photographs of individual graduands receiving their scroll. To ensure the smooth progression of the ceremony, guests and parents who wish to take photographs of the graduands can only do so from their seats. **'Wefie'** or **'Selfie'** photograph taking with VIP by graduand on the stage is **strictly prohibited.**

Graduands are required to collect their photographs from Tunku Abdul Rahman University of Management and Technology, Perak Branch (Jalan Kolej, Taman Bandar Baru, 31900 Kampar, Perak) at the **J004, Block J, Ground floor, on Monday, 4 September 2023 from 10.00 am to 3.00 pm.**

Alternately, graduands can request for stage photographs to be posted with an additional postage fee. The balance of uncollected photographs will be posted to the graduands after 4 weeks to the mailing addresses provided on convocation day.

Please refer to Fotorex Holdings Sdn Bhd during the collection of convocation attire for details. Each graduand is given a complimentary set of photographs which consists of:

1 X 5R photo – Receiving scroll in full on stage

1 X 8R photo – Receiving scroll in half on stage

1 X 11R photo – Receiving scroll in full on stage

Softcopy images of the 5R, 8R & 11R photographs via email

REMINDER TO ALL GRADUANDS

In order to enable the ceremony to be carried out smoothly, you are required to be at the **CDK2** to register your attendance before 8.15am. In the event of you arriving after the time stipulated above, you will not be allowed to enter the Dewan Utama which will result in you not able to receive your scroll in the Dewan Utama. Therefore, you are advised to plan your travelling arrangement in advance in order to reach the venue punctually.

Graduands are not allowed to bring in personal belongings such as handbag, plastic bag, drinking bottle, flower etc into the Dewan Utama. Please hand your personal belongings to your family members or friends. The University will not be responsible for any loss/damaged items that are left outside the Dewan Utama by the graduands.

Graduands and their parents/guests are required to **SWITCH OFF** their handphones or put it to silent mode during the Ceremony in the Dewan Utama.

COLLECTION OF CERTIFICATE

Graduands may collect their certificate and transcript after the convocation ceremony from the **Division of Examinations and Credit Accumulation, 1st Floor, Block A** from **12.00 pm to 3.00 pm**. Please bring along your Identity Card, Tracer Study Confirmation Slip (Slip Pengesahan Kajian) when you collect your academic transcript and certificate. If graduands are not able to collect the certificate on convocation day, they may collect it during office hours (Monday to Friday from 8.30 am to 5.00 pm) at the Division of Examinations and Credit Accumulation.

Graduands who are unable to collect their certificate personally may authorise someone to collect the certificate on their behalf. The documentary requirements are as follows:

- (i) To submit a copy of an Authorisation Letter (with graduand's handwritten signature) containing personal particulars e.g. Name & IC No. of the graduands and the authorised person.
- (ii) A photostated copy each of the graduand's and authorised person's IC.
- (iii) Tracer Study Confirmation Slip (Slip Pengesahan Kajian)

ENQUIRIES

Should you need further clarifications regarding the Convocation Ceremony, please feel free to contact the Examination Division at **05-4660388/4668012 ext.208/110** Email: gohsn@tarc.edu.my

TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY

TAR UMT Bachelor and Diploma Convocation

2 September 2023

Authorisation for Collection/Returning of Convocation Attire Form

I _____ IC No. _____
(name)

Reg. No. _____ E-mail address _____

Contact no: _____ Programme _____

wish to authorize _____ (I/C No. _____)
(name)

and his/her contact no: _____ to collect/return the convocation attire on my behalf.

Signature

Date

Graduand's height: _____ cm

Graduand's weight: _____ kg

I hereby declare that I am the representative of the above named graduand.

Signature of Representative Date

Important Notice: Diploma Graduands who authorize a representative to collect the convocation attire on their behalf **MUST** complete the **Online Tracer Study Survey** before the collection of convocation attire. The survey confirmation slip (Slip Pengesahan Kajian) is to be brought along by the authorized representative upon collection of the convocation attire.

There will be strictly **NO COLLECTION OF CONVOCATION ATTIRE** without submitting the **Tracer Study Confirmation Slip**.