

**PERATURAN
PENGAMBILAN SIJIL
DAN TRANSKRIP AKADEMIK**
**REGULATIONS FOR THE COLLECTION OF CERTIFICATES
AND ACADEMIC TRANSCRIPTS**

1. Kaunter pengambilan Sijil dan Transkrip Akademik akan dibuka bertempat di **Dewan Peperiksaan, F2 Atas**.
The certificate and academic transcript collection counter will be located at Examination Hall, Block F2 (first floor)
2. Graduan boleh mengambil Sijil dan Transkrip Akademik pada tarikh dan waktu yang telah ditetapkan seperti jadual di bawah :
Graduates may collect their certificates and academic transcripts according to the date and time as scheduled below:

Tarikh / Hari	Masa
7 Disember 2024 (Sabtu) <i>December 7th 2024</i> (Saturday)	12.00 tengahari – 4.30 petang <i>12.00 pm - 4.30 pm</i>
8 - 11 Disember 2024 (Ahad - Rabu) <i>December 7th - 11th 2024</i> (Saturday - Wednesday)	9.00 pagi – 4.30 petang <i>9.00 am - 4.30 pm</i>
12 Disember 2024 (Khamis) <i>December 12th 2024</i> (Thursday)	9.00 pagi – 3.30 petang <i>9.00 am - 3.30 pm</i>
15 Disember 2024 (Ahad) <i>December 15th 2024</i> (Sunday)	9.00 pagi – 4.30 petang <i>9.00 am - 4.30 pm</i>

3. Graduan **dibenarkan** untuk mewakili individu lain bagi pengambilan Sijil dan Transkrip Akademik.
*Graduates are **permitted** to appoint a representative to collect their certificates and academic transcripts on their behalf.*
4. Dokumen yang perlu diserahkan oleh graduan atau wakil graduan semasa mengambil Sijil dan Transkrip Akademik adalah seperti berikut :
The list of documents to be presented by the graduates or their representatives before collecting the certificate and academic transcripts are as listed below:

Perkara <i>Item</i>	Dokumen Wajib <i>Compulsory Documents</i>
Graduan <i>Graduates</i>	<ul style="list-style-type: none"> • Kad Pengenalan Asal / Passport <i>Original Identification Card / Passport</i> • Surat jemputan graduan <i>Graduation Invitation Letter</i>
Wakil Graduan <i>Graduate's Representatives</i>	<ul style="list-style-type: none"> • <u>Borang Kebenaran Wakil yang telah lengkap diisi (Lampiran 1)</u> <i>A Completed Graduate's Representative Permission Form (Appendix 1)</i> • Salinan Kad Pengenalan Graduan <i>A copy of the Graduate's Identification Card</i> • Kad Pengenalan Asal / Passport dan Salinan Kad Pengenalan Wakil <i>Original Identification Card / Passport and A copy of the Graduate's Representative's Identification Card</i> • Surat jemputan graduan <i>Graduation Invitation Letter</i>

5. Graduan yang telah memberi maklum balas **TIDAK MENGHADIRI** Istiadat Konvokesyen Ke-24 dan berhasrat untuk mengambil sendiri Sijil dan Transkrip Akademik, graduan boleh mengambil Sijil dan Transkrip Akademik pada bila-bila masa mengikut tarikh dan waktu yang telah ditetapkan (**tidak tertakluk kepada tarikh sidang konvokesyen graduan**).
Graduates who choose not to attend the 24th Convocation Ceremony but wish to collect their certificates and academic transcripts may do so on the stipulated date and time (regardless of their assigned date or graduation session).
6. Graduan atau wakil graduan dibenarkan mengambil Sijil dan Transkrip Akademik setelah menyelesaikan perkara-perkara berikut;
Graduates or their representatives are allowed to collect the certificates and academic transcripts after the following requirements have been fulfilled;
 - i. Kaji Selidik Alumni Information System (SisMA UTHM)
Alumni Information System Survey (SisMA UTHM)
<https://sisma.uthm.edu.my/>
 - ii. Kaji Selidik Pengesanan Graduan (*Tracer Study*)
Graduate Verification Survey (Tracer Study)
<https://graduan.mohe.gov.my/SKPG/>
 - iii. Pendaftaran BEM (Graduan FKAAB, FKEE, FKMP dan FTK sahaja)
(Limited to FKAAB, FKEE, FKMP and FTK graduates only)
[BEM Registration](#)

- iv. Telah membuat pemulangan Set Pakaian Konvokesyen
The convocation attire set has been returned accordingly
 - v. Tidak berstatus hutang
Students are free of any debt to the university
 - vi. Telah membuat pemulangan buku di Perpustakaan Tunku Tun Aminah (sekiranya ada)
Books/any materials have been returned to Tunku Tun Aminah Library accordingly (if applicable)
(Maklumat pada perkara i – iii mesti disahkan oleh Pusat Kemajuan Kerjaya dan Alumni)
(Item i-iii should be endorsed by the Career Advancement and Alumni Centre)
7. Graduan atau wakil graduan boleh menuntut Sijil dan Transkrip Akademik selepas tempoh yang dinyatakan di atas. Tuntutan dokumen rasmi ini boleh dibuat di kaunter pejabat berikut:
Graduates or their representatives may collect the certificates and academic transcripts after the stipulated date and time. These official documents can be collected from the office stated below:

Perkara <i>Item</i>	Pejabat <i>Office</i>
Graduan Program Diploma dan Sarjana Muda <i>Diploma and Undergraduate Programme Graduates</i>	Pejabat Pengurusan Akademik (PPA) <i>Academic Management Office (AMO)</i>
Graduan Program Sarjana dan Doktor Falsafah <i>Master and Doctor of Philosophy Programmes Graduates</i>	Pusat Pengajian Siswazah (PPS) <i>Centre for Graduate Studies (CGS)</i>

8. Graduan yang tidak menghadiri Istiadat Konvokesyen boleh membuat **permohonan pengeposan Sijil dan Transkrip Akademik**. Graduan dikehendaki mengemaskini alamat bagi tujuan pengeposan dokumen rasmi ini.
Graduates who graduate in absentia may request to have their certificates and academic transcripts mailed to their preferred address. Graduates must update their address accordingly prior to the shipment of the official documents.

Caj pengeposan sebanyak RM12.00 akan dikenakan bagi alamat penghantaran di Semenanjung Malaysia dan **caj pengeposan sebanyak RM18.00** bagi alamat penghantaran di Sabah dan Sarawak.

A delivery postage charge of RM12.00 is applicable for addresses originating in Peninsular Malaysia, while a charge of RM18.00 applies for addresses originating in Sabah and Sarawak, respectively.

Bagi graduan yang berada di luar negara, caj pengeposan adalah tertakluk kepada caj yang dikenakan mengikut negara.

Graduates residing overseas will incur postage fees based on the location of their preferred address.

9. Graduan **dikehendaki** membuat tuntutan Sijil dan Transkrip Akademik **dalam tempoh 90 hari (3 bulan) dari tarikh akhir Konvokesyen**. Pihak Universiti tidak akan bertanggungjawab sekiranya berlaku kerosakan atau sebagainya ke atas Sijil dan Transkrip Akademik yang lewat dituntut.

Graduates are required to collect their certificates and academic transcripts within 90 days (3 months) from the final date of the convocation ceremony. Under no circumstances will the University be held responsible or liable for any damages to the certificates and academic transcripts collected after this time frame