

REGULATIONS ON BORROWING & RETURNING CONVOCATION ATTIRE

A. BORROWING OF THE CONVOCATION ATTIRE SET

1. The borrowed convocation attire set can be collected from Universiti Tun Hussein Onn Malaysia starting from **Nov 24th, 2024 until Dec 1st, 2024 (Working days only)**.
2. Graduates or Graduates' Representatives are **COMPULSORY** to submit printed documents prior to collecting the borrowed convocation attire as follows:

No.	Criteria	Documents Needed	Remarks
1.	Graduates	i. Original Identification Card / Passport ii. Convocation Attire Borrowing Form (the form must be printed and filled accordingly)	Attendance verification system
2.	Graduates' Representatives	i. Graduates' Representative Convocation Attire Borrowing Form (the form must be printed and filled accordingly) ii. A copy of graduates' identification card/passport iii. Original Identification Card / Passport and A copy of the Graduate's Representative's Identification Card / Passport	Attendance verification system

3. Graduates are **COMPULSORY** to adhere the opening hours for Convocation Attire borrowing counter are as below:

Date / Day	Time	Faculty	Location
November 24th, 2024 (Sunday)	9.00 am – 4.30 pm	– Masters and PhD Programme	Examination Hall (Block F2), Upper Floor

November 25th, 2024 (Monday)	9.00 am – 4.30 pm	– Faculty of Electrical and Electronic Engineering (FKEE) – Faculty of Mechanical and Manufacturing Engineering (FKMP)	Examination Hall (Block F2), Upper Floor
November 26th, 2024 (Tuesday)	9.00 am – 4.30 pm	– Faculty of Technology Management and Business (FPTP) – Faculty of Engineering Technology (FTK)	
November 27th, 2024 (Wednesday)	9.00 am – 4.30 pm	– Faculty of Civil Engineering and Built Environment (FKAAB) – Faculty of Applied Sciences and Technology (FAST)	
November 28th, 2024 (Thursday)	9.00 am – 3.00 pm	– Faculty of Technical and Vocational Education (FPTV) – Faculty of Computer Science and Information Technology (FSKTM)	
December 1st, 2024 (Sunday)	9.00 am – 4.30 pm	– Centre for Diploma Studies (PPD)	

4. Graduates' representatives who hold '**graduate status**' are eligible to collect **two (2) sets of convocation attire, including one for themselves**. Graduates' representatives who do not hold graduate status are eligible to collect **only one (1) set** of convocation attire.

B. RETURNING OF THE CONVOCATION ATTIRE

1. The return counter will be open at the Examination Hall, Upper Floor (Block F2).
2. Any application/appeal for the late return of convocation attire **will not be considered**.

3. Graduates who **fail** to return their convocation attire by the due date will be charged a late fee of **RM50.00 per day**, including public holidays.

4. The schedule for returning the Convocation Attire Set is as follows:

Date / Day	Time	Location
December 7th, 2024 (Saturday)	10.00 am - 4.30 pm	Examination Hall (Block F2), Upper Floor
December 8th – 11th, 2024 (Sunday – Wednesday)	9.00 am - 4.30 pm	
December 12th, 2024 (Thursday)	9.00 am - 3.30 pm	
December 15th, 2024 (Sunday)	9.00 am - 4.30 pm	

* Please return the convocation attire set to the Office of Academic Management counter after the specified date above.

C. GENERAL REQUIREMENTS

1. Graduates are **not allowed** to alter or amend any part of the convocation attire. They are responsible for retaining possession and control of the attire throughout the borrowing period. Graduates will be charged for any damage, severe staining, or loss of the attire, according to the rates listed below:

Academic Level	Robe	Mortar Board	Hood	Bonnet	Sash	Total
PhD	800 MYR	-	100 MYR	300 MYR	-	1200 MYR

Master	600 MYR	100 MYR	100 MYR	-	-	800 MYR
Bachelor's Degree	600 MYR	100 MYR	100 MYR	-	-	800 MYR
Diploma	500 MYR	100 MYR	-	-	-	600 MYR

2. Universiti Tun Hussein Onn Malaysia reserves the right to impose charges and/or pursue legal action for the loss or damage of the convocation attire, or for any breach of the terms and conditions related to its borrowing and return.