

REGULATIONS ON THE BORROWING / RETURNING OF THE CONVOCATION ATTIRE

A. BORROWING OF THE CONVOCATION ATTIRE

1. The borrowed convocation attire can be collected from Universiti Tun Hussein Onn Malaysia starting from **Nov 21st, 2023 until Nov 28th, 2023 (Working days only)**.
2. Graduates or Graduates' Representative are **COMPULSORY** to submit printed documents prior to collecting the borrowed convocation attire as follows:

No.	Criteria	Documents Needed	Remarks
1.	Graduates	i. Convocation Attire Borrowing Form (the form must be printed and filled accordingly)	Attendance verification system
2.	Graduates' Representative	i. Graduates' Representative Convocation Attire Borrowing Form (the form must be printed and filled accordingly) ii. Graduates' Representative Convocation Attire Borrowing Letter (the letter must be printed accordingly) iii. A copy of graduates' identification card/passport iv. A copy of graduates' 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 21st, 2023 (Tuesday)	9.00 am – 4.30 pm	– Masters and PhD Programme	Examination Hall (Block F2), Upper Floor
November 22nd, 2023 (Wednesday)	9.00 am – 4.30 pm	– Faculty of Technology Management and Business (FFTP) – Faculty of Technical and Vocational Education (FPTV)	
November 23rd, 2023 (Thursday)	9.00 am – 3.30 pm	– Faculty of Mechanical and Manufacturing Engineering (FKMP) – Faculty of Applied Sciences and Technology (FAST)	
November 26th, 2023 (Sunday)	9.00 am – 4.30 pm	– Faculty of Electrical and Electronic Engineering (FKEE) – Faculty of Engineering Technology (FTK)	
November 27th, 2023 (Monday)	9.00 am – 4.30 pm	– Faculty of Civil Engineering and Built Environment (FKAAB) – Faculty of Computer Science and Information Technology (FSKTM)	
November 28th, 2023 (Tuesday)	9.00 am – 4.30 pm	– Centre for Diploma Studies (PPD)	

4. Graduates are **ALLOWED** to be represented by a representative to collect the borrowed convocation attire. Graduates' Representatives who hold a **“graduate status”** shall be **eligible** to collect **two (2)** convocation attire including one for their own. Graduates' Representatives who are not entitled as graduates are eligible to collect **one (1)** convocation attire only.

B. RETURNING OF THE CONVOCATION ATTIRE

1. The returning counter will be open at the Examination Hall, Upper Floor (Block F2).
2. Graduate must show their **Graduation Invitation Letter** prior to returning the borrowed convocation attire.
3. Any application/appeal for the late return of convocation attire **will not be entertained**.
4. For Graduates who **FAIL** to return their convocation attire after the borrowing date, a late return of **RM20.00 per day** will be charged including public holidays.
5. The Convocation Dress Set return counter schedule is as follows:

Date / Day	Time	Location
December 2nd, 2023 (Saturday)	2.30 pm – 7.00 pm	Examination Hall (Block F2), Upper Floor
December 3rd – 6th, 2023 (Sunday – Wednesday)	9.00 am – 4.30 pm	
December 7th, 2023 (Thursday)	9.00 am – 3.30 pm	
December 10th – 12th, 2023 (Sunday – Tuesday)	9.00 am – 4.30 pm	

***Please refer to the Office of Academic Management counter after the aforementioned date to return the Convocation Attires.**

C. GENERAL REQUIREMENTS

1. Graduates are **NOT ALLOWED** to alter or amend any part of the convocation attire. Graduates are responsible for retaining possessions and control of the convocation attire throughout the period of borrowing. Graduates shall be imposed with charges for any damaged or badly stained/soiled or loss of convocation attire in accordance with the rate tabulated below:

Academic Level	Robe	Mortar Board	Hood	Bonnet	Sash	Total
PhD	650 MYR	N/A	50 MYR	300 MYR	-	1000 MYR
Master	450 MYR	100 MYR	50 MYR	N/A	-	600 MYR
Bachelor's degree	450 MYR	100 MYR	50 MYR	N/A	-	600 MYR
Diploma	400 MYR	100 MYR	N/A	N/A	-	500 MYR

2. Universiti Tun Hussein Onn Malaysia **RESERVES THE RIGHT** to impose charges and/or pursue legal action as compensation for the loss/ damage of the convocation attire or any breach of the terms and conditions for convocation attire borrowing and return.