

**PERATURAN
PENGAMBILAN SIJIL
DAN TRANSKRIP AKADEMIK**
**REGULATIONS OF CERTIFICATES AND ACADEMIC
TRANSCRIPT COLLECTION**

1. Kaunter pengambilan Sijil dan Transkrip Akademik akan dibuka bertempat di **Dewan Peperiksaan, F2 Atas**.
The certificate and academic transcript collection counter shall be situated in Examination Hall, Block F2 (upper floor)

2. Graduan boleh mengambil Sijil dan Transkrip Akademik pada tarikh dan waktu yang telah ditetapkan seperti jadual di bawah :
Graduates may collect their certificate and academic transcript on the stipulated date and time which is mentioned below:

Tarikh / Hari	Masa
2 Disember 2023 (Sabtu) <i>December 2nd 2023</i> (Saturday)	2.30 petang - 7.00 petang <i>2.30 pm - 7.00 pm</i>
3 – 6 Disember 2023 (Ahad - Rabu) <i>December 3rd - 6th 2023</i> (Sunday - Wednesday)	9.00 pagi - 4.30 petang <i>9.00 am - 4.30 pm</i>
7 Disember 2023 (Khamis) <i>December 7th 2023</i> (Thursday)	9.00 pagi - 3.30 petang <i>9.00 am - 3.30 pm</i>
10 – 12 Disember 2023 (Ahad - Selasa) <i>December 10th - 12th 2023</i> (Sunday - Tuesday)	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 **ALLOWED** to bring forward a representative others to collect the certificate 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 / representatives prior to the collection of the certificate and academic are as listed below:

Perkara <i>Items</i>	Dokumen <i>Documents</i>
Graduan <i>Graduates</i>	<ul style="list-style-type: none"> • Surat jemputan graduan <i>Invitation letter for the graduand</i>
Wakil Graduan <i>Graduate's Representatives</i>	<ul style="list-style-type: none"> • <u>Borang Kebenaran Wakil yang telah lengkap diisi (<i>Lampiran A</i>)</u> <i>A complete Graduate's Representative Permission Form (Appendix A)</i> • Salinan Kad Pengenalan Graduan <i>A copy of Graduates' Identification Card</i> • Salinan Kad Pengenalan Wakil <i>A copy of Graduate's Representatives Identification Card</i> • Surat jemputan graduan <i>Invitation letter for the graduand</i>

5. Graduan yang telah memberi maklumbalas **TIDAK MENGHADIRI** Istiadat Konvokesyen Ke-23 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 **DECLINE** to join the 23rd Convocation Ceremony but which to collect the certificate and academic transcripts may do so by the stipulated date and time of collection (Subjected to the Graduand date and graduation session)*
6. Graduan atau wakil graduan dibenarkan mengambil Sijil dan Transkrip Akademik setelah menyelesaikan perkara-perkara berikut;
- Graduates or graduate's representatives are allowed to make the certificate and academic transcript collection after the following items have been fulfilled:*
- i. Kaji Selidik Alumni Information System (SisMA UTHM) <https://sisma.uthm.edu.my/>
Alumni Information System Survery (SisMA UTHM) <https://sisma.uthm.edu.my/>
 - ii. Kaji Selidik Pengesanan Graduat (Tracer Study)
<https://graduan.mohe.gov.my/SKPG/>
Graduate Verification Survey (Tracer Study) <https://graduan.mohe.gov.my/SKPG/>
 - iii. Pendaftaran BEM (Graduan FKAAB, FKEE, FKMP dan FTK sahaja)
<https://pkka.uthm.edu.my/bem-registration/>
BEM registration (Limited to FKAAB, FKEE, FKMP and FTK graduates only)
 - iv. Telah membuat pemulangan Set Pakaian Konvokesyen
The academic attire had been returned accordingly
 - v. Tidak berstatus hutang
Students are free from any debt with 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)

(Items 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 graduate representatives may collect the certificate and academic transcript after the stipulated date and time. These official documents may be collected from the office stated below:

Perkara Item	Pejabat Office
Graduan Program Diploma dan Sarjana Muda <i>Diploma and Undergraduate Programme Graduates</i>	Pejabat Pengurusan Akademik (PPA) <i>Office of Academic Management (AMO)</i>
Graduan Program Sarjana dan Doktor Falsafah <i>Master and Doctor of Philosophy Programmes</i> <i>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. **Caj pengeposan sebanyak RM12.00** akan dikenakan kepada graduan Semenanjung Malaysia dan **caj pengeposan sebanyak RM18.00** kepada graduan Sabah dan Sarawak. Bagi graduan yang berada di luar negara, caj pengeposan adalah tertakluk kepada caj yang dikenakan mengikut negara.

Graduates who Graduate in Absentia may request for the certificate and academic transcript to be mailed to their preferred address. Graduates are required to update the address accordingly prior to the shipment of the official documents. 12.00 MYR and 18.00 MYR postage fees are to be made payable for Graduates residing in West Malaysia and East Malaysia respectively. Graduates residing overseas, the postage fees incordance with the location of the 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 certificate and academic transcript within 90 days (3 months) starting from the final date of the convocation ceremony. Under no circumstance will the University be held responsible or liable in any way for any damages on the certificate and academic transcript which are collected after the given range of time.*