GRADUATE GUIDELINE & INFORMATION PACK

Convocation 2026

Ceremony	**28 & 29 November 2026**
Rehearsal	**27 November 2026**
Pre-Registration & Robe Collection	**24 & 25 November 2026**
Venue	Plenary Hall, Putrajaya International Convention Centre (PICC)

Version 1.2

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1. Convocation Date & Venue

1.1 Convocation Ceremony

UNITAR International University (UNITAR) will hold its 2026 Convocation Ceremony as follows:

Date	28 & 29 November 2026
Day	Saturday & Sunday
Time	Refer to the session times in section 1.4
Venue	Plenary Hall, Putrajaya International Convention Centre (PICC), Putrajaya

Important Note:

- Graduates are advised to arrive at least 30 minutes before their ceremony begins.
- Graduates only need to attend the session allocated to their programme/faculty/school.
- Graduates are required to RSVP to confirm their attendance by **16 October 2026.**

  Please note that the Organising Committee reserves the right to close RSVP earlier than the stated deadline if full seating capacity is reached prior the deadline.

1.2 Rehearsal

All graduates attending the Convocation Ceremony are required to attend a rehearsal, as scheduled below.

Date	27 November 2026
Day	Friday
Time	9.30 a.m. – 11.00 a.m.
Venue	Plenary Hall, Putrajaya International Convention Centre (PICC), Putrajaya

Important Notes:

- *Attendance is **compulsory**.*
- Graduates must arrive at the venue by 9.15 a.m. on rehearsal day
- *Dress smart casual. **Not allowed:** short skirts, round-neck t-shirts, sportswear, jeans, open-toed footwear, sports shoes, slippers and sandals.*

1.3 Pre-Registration & Academic Robe Collection

Graduates complete pre-registration and collect their Academic Robe on the same visit, according to the schedule below (this schedule also applies to robe collection in Section 5.1).

Date	24 & 25 November 2026
Day	Tuesday & Wednesday
Time	12.00 p.m. – 7.30 p.m. (kindly arrive by 7.15 p.m. at the latest)
Venue	UNITAR International University, Level 2, Tierra Crest, Jalan SS6/3, Kelana Jaya, 47301 Petaling Jaya, Selangor Darul Ehsan

1.4 Convocation Session Times by Programme

Graduates attending the ceremony must attend the session allocated to their programme.

28 November 2026 (Saturday)

7:45 a.m. – 11:00 a.m. | Faculty of Business (FOB)

Programme
Doctor of Business Administration
Doctor of Philosophy in Business Administration
Doctor of Philosophy in Management
Master of Business Administration
Bachelor of Business Administration (Hons)
Bachelor in Accounting (Honours)
Diploma in Accounting
Diploma in Business Administration
Diploma in Logistics Management

12:15 p.m. – 2:30 p.m. | Faculty of Education & Humanities (FEH)

Programme
Doctor of Philosophy in Education
Master of Education (Early Childhood Education)
Master of Education (Educational Leadership and Management)
Master of Education (Instructional Technology)
Master of Education (Teaching of English as a Second Language)
Post-Graduate Diploma in Education
Diploma Pascasiswazah Pendidikan
Diploma in Early Childhood Education
Diploma Pendidikan Awal Kanak-Kanak
Diploma in Psychology

3:45 p.m. – 6:30 p.m. | Faculty of Education & Humanities (FEH)

Programme
Bachelor of Education (Hons)
Bachelor of Education (Early Childhood Education) (Hons)
Bachelor of Guidance and Counselling (Hons)
Bachelor of Psychology (Honours)

29 November 2026 (Sunday)

8:15 a.m. – 12:30 p.m. | Faculty of Artificial Intelligence & Frontier Technologies (FAiFT)

Programme
Doctor of Philosophy Information Technology
Master of Information Technology
Bachelor of Information Technology (Hons)
Diploma in Information Technology

8:15 a.m. – 12:30 p.m. | School of Media, Art & Design (SMArD)

Programme
Bachelor of Animation Design with Game Art (Honours)
Bachelor of Fashion Design with Marketing (Honours)
Diploma in Animation Design
Diploma in Fashion Design
Diploma in Interior Design

29 November 2026 (Sunday)

2:15 p.m. – 5:30 p.m. | UNITAR College Kelana Jaya (UCKJ)

Programme
All UNITAR College Programmes

2. Convocation Fees & Payment

2.1 Convocation Fees

To attend the Convocation Ceremony, graduates **must fully settle all outstanding payments** due to the University (e.g. tuition fees, library charges) as well as the **Convocation Fee, by Friday, 16 October 2026**. Graduates who do not settle these fees by the deadline **will not be allowed** to attend the Convocation Ceremony.

Graduation and Convocation fees are set by level of study, as shown below.

Level of Study	PhD	Master's	Bachelor's	Diploma	Certificate
Graduation Fee (RM)	700	550	450	400	N/A
Convocation Fee (RM)	600				

Graduation fees apply to graduates endorsed by Senate as having met the graduation requirements. Convocation fees apply to eligible graduates who wish to attend the ceremony.

Important Note:

The Convocation Fee includes a basic photography package (11R, 8R and 5R stage photos). **Upgrades, frames and postage are not included**. Graduates who want additional packages can visit the official photographer's booth during Pre-Registration & Academic Robe Collection (on campus) or on the Convocation day (at PICC).

2.2 Payment Method

Graduates may pay using any of the methods below.

One Stop Centre
UNITAR International University, Jalan SS6/3, Kelana Jaya, 47301 Petaling Jaya, Selangor Darul Ehsan

Or Finance Counter at Regional Centre

JomPay (Savings, Current or Credit Card)
Refer to the guideline video: https://www.youtube.com/watch?v=IVCxankxp2k

1. Log in.
2. Select 'Pay & Transfer'.
3. Choose 'JomPay'.
4. Biller Code: 6312.
5. Ref #1: matric number.
6. Ref #2: payment details (e.g. course fee, hostel, partial transcript).
7. Biller Code Name: UNITAR Int University.
8. From: savings/current/credit card account.
9. Amount: enter the amount payable.
10. Agree and click 'Make Payment'.

For international students: Flywire
Payment page: https://www.flywire.com/pay/unitar/

Maybank Islamic Berhad (bank transfer)
Beneficiary account: UNITAR CAPITAL SDN BHD
Account number: 562302012217
Reference 1: Matric number | Reference 2: Phone number

Note:

- Save or screenshot your receipt as proof of payment.
- Submit proof of payment to the **One-Stop Centre Helpdesk** (https://auth.unitar.my/):

  Service Category > Finance & Funding Matters; Sub-Category > Payment Evidence Submission.
- Include your name, matric number and contact number for reference.

Important Notes:

- *Late payment **after 16 October 2026** will **not** be accepted.*
- The Payment Counter is closed on Rehearsal Day and Convocation Day.

3. Ministry of Higher Education (MOHE) Graduate Tracer Study

It is **compulsory** for 2026 graduates to complete the **"Tracer Study on Graduates from Higher Learning Institution"** online survey. The survey opens on the MOHE website approximately three (3) weeks before convocation week.

Steps:

- Go to ***https://graduan.mohe.gov.my/skpg26/LogMasuk.aspx***
- Log in using your NRIC or Passport number.
- Answer all questions.
- Save or print your Confirmation Slip for your own records.

Important Notes:

- The Tracer Study applies to all 2026 graduates, who must answer every question.
- Graduates who do not complete the Tracer Study will not be allowed to collect their Academic Robe.

4. Graduates' Clearance Process

4.1 e-Clearance Procedure

Graduates will receive a link and instructions by email by **10 November 2026** to complete the **Convocation e-Clearance** process online.

Important Notes:

- e-Clearance must be completed before collecting the Academic Robe on *Pre-Registration & Academic Robe Collection* Day on 24 & 25 November 2026.
- Robes cannot be collected without a completed e-Clearance.
- e-Clearance can only be completed after all fees due to the University, including the Convocation Fee, have been paid.
- Graduates who miss the e-Clearance deadline will not be allowed to proceed with the convocation ceremony.

4.2 What Will Graduates Obtain on Pre-Registration Day (24 / 25 November 2026)

- **Graduate's Name Card (RFID)** – to be brought and shown on request during the rehearsal and the ceremony.
- **Guest Ticket** – must be shown by each guest at the Convocation Hall entrance; guests without a ticket cannot enter. Guest Tickets are given out during Pre-Registration & Academic Robe Collection.
- **Car sticker** – each graduate receives one car sticker, which allows entry to the PICC area. Parking is limited and subject to availability.
- **Robe**

5. Graduates' Academic Robes

Graduates must collect & subsequently wear a complete Academic Robe set, consisting of:

- The robe.
- A hood in the colour for their faculty/school and level of study (see table below), no hood is provided for Certificate-level graduates.
- A mortar board (not applicable at Certificate level).
- Stripes on the robe, based on level of study: PhD – 3 stripes; Master's – 2 stripes; Bachelor's – 1 stripe; Diploma and Certificate – none.

Faculty / School	Doctorate	Master's	Bachelor's	Diploma
Faculty of Business	Gold	Purple	Blue	Orange
Faculty of Education & Humanities	Gold	Purple	Blue	Orange
Faculty of Artificial Intelligence & Frontier Technologies	Gold	Purple	Blue	Orange
School of Media, Art & Design	Pink	Pink	Pink	Pink

5.1 Collecting the Academic Robe

Once you have paid all fees due (including the Convocation Fee) and completed e-clearance, you may proceed to collect your robes.

Important Notes:

- *The Academic Robe **must** be collected within the given schedule (Pre-Registration & Academic Robe Collection) – the last day is **25 November 2026, by 7.30 p.m.***
- Robes must be collected in person, so the size fits properly.
- Before leaving the counter, check that you have: the correct robe set for your faculty, your RFID card, your car sticker, and your guest tickets.
- Robes may not be altered in any way.
- Graduates are responsible for any loss of or damage to the robe.
- The robe must be worn in line with the dress code in Section 8.
- The Convocation Secretariat may refuse entry to any graduate who does not comply with these requirements.

5.2 Returning the Academic Robe

All robes must be returned by the schedule below.

Date	Time	Venue
28 November 2026	By 7.00 p.m.	PICC, Putrajaya
29 November 2026	By 2.00 p.m.	PICC, Putrajaya
30 November 2026 – 2 December 2026	Between 9.00 a.m. – 4.00 p.m.	One Stop Centre, UNITAR Main Campus, Kelana Jaya

A penalty of RM50 per day applies for robes returned after 2 December 2026. The University may also claim compensation for any damaged, lost or unreturned robe.

Important Note:

- The robe must be returned in satisfactory condition; the graduate is liable for any loss or damage.

6. Academic Scrolls & Transcripts

Graduates can collect their official scroll and final transcript after returning the Academic Robe, on the same schedule as robe return (Section 5.2).

Important Notes:

- Scrolls and transcripts can only be collected after all outstanding items with the University (financial, library, facilities, etc.) have been fully settled.
- Collection is only possible after the convocation session has ended and the Academic Robe has been returned in satisfactory condition.

7. Guests for the Convocation Ceremony

Each graduate may bring up to two (2) guests to the Convocation Hall. All guests must present a Guest Ticket to enter.

Important Notes:

- Guests without a Guest Ticket will not be allowed into the Hall.
- Children under 12 years old are not allowed in the Hall during the ceremony.
- Guest Tickets are distributed during Pre-Registration & Academic Robe Collection.
- Guest Tickets are strictly limited to two (2) per graduate. Where more than two guests are brought, only two will be allowed entry into the Convocation Hall; children and any guests exceeding the two-ticket limit may proceed to Hall A for live streaming of the ceremony.
- Guests with special needs may approach any of our committee members on duty at the venue for assistance and support. Guests with mobility difficulties who require wheelchair assistance are strongly encouraged to bring their own wheelchair.

8. Dress Code

Graduates and guests are required to follow the dress code below.

Graduates

	Male	Female
Attire	Dark-coloured Baju Melayu with Samping Songket; or dark-coloured lounge suit with a light-coloured long-sleeved shirt and necktie.	Malay National dress (Baju Kurung or Kebaya Labuh); or formal dress.
Hair	Short, cropped above the ears and neckline.	Tied back or in a sanggul. Muslim graduates: white or cream-coloured tudung are recommended.
Shoes	Dark-coloured shoes and socks. Open-toed footwear, sports shoes, slippers and sandals are **not allowed.**	Dark-coloured covered shoes with heels (court or dress shoes). Open-toed footwear, sports shoes, slippers and sandals are **not allowed.**

Guests

Male	Female
National dress, lounge suit or Batik.	National dress or formal.

Important Note:

- The Convocation Secretariat may refuse entry to any graduate or guest who does not comply with the dress code.

9. Convocation Ceremony Etiquette

Graduates and guests are asked to observe the following etiquette during the ceremony:

- Take your seat in the Convocation Hall at least 15 minutes before the ceremony begins.
- Children under 12 years old are not allowed in the Hall during the ceremony.
- Remain seated throughout the ceremony; use the restroom before it starts or after it ends.
- Only officially appointed photographers may move around the hall to take photographs or record video during the ceremony. Graduates and guests may take personal photos from their own seats.
- Switch mobile phones to silent or off.
- Follow instructions from the officers in charge.
- Food is not allowed in the hall.

10. Photography Services

Official photographers appointed by the University photograph graduates during the ceremony.

10.1 Collecting Your Photographs

Photographs can be collected from the photographer's studio, approximately 6–8 weeks after the ceremony.

10.2 Delivery Service

Graduates who choose delivery/postage are responsible for the delivery cost, payable directly to the photography company.

Photography Enquiries:

Lakaran Tuah Sdn Bhd
No 7-G, Jalan 5/91, Taman Shamelin Perkasa, 56100 Kuala Lumpur, Wilayah Persekutuan

Opening hours: Monday–Friday 11 a.m.–5 p.m.; Saturday 11 a.m.–3 p.m. (by appointment only); closed Sunday.

Mr Eric: 017-667 5571 | Pn Ida: 019-290 7211 | Mr Thomas: 012-217 8813

11. Enquiries

For further assistance, please contact the relevant officer below.

Matter	Contact	Email	Phone
General enquiries	One Stop Centre	OSC Helpdesk: auth.unitar.my	+603 7627 7200
Photography	Mr Eric / Pn Ida / Mr Thomas	azamteguh1983@gmail.com	+6017-667 5571 / +6019-290 7211 / +6012-217 8813

For the latest convocation updates, visit https://www.unitar.my/convocation

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