



FREQUENTLY ASKED QUESTIONS

1. When will the 26th UMS Convocation Ceremony be held?

The 26th UMS Convocation Ceremony will be held on 7–10 December 2024, with a total of 7 sessions.

2. Where will the 26th UMS Convocation Ceremony be held?

At University Malaysia Sabah Chancellor Hall.

3. How do I check my graduation status?

Graduands can check their graduation status starting from **20 November 2024** in the Student Information System (SMPB) under the **Convocation** menu at <https://smp.ums.edu.my/>

4. How can I obtain my graduation letter?

The graduation letter can be printed from the Student Information System (SMPB) starting from 1 November 2024. Graduands are encouraged to print their graduation letters for their own record at <https://smp.ums.edu.my/>

5. How do I check my convocation session schedule?

Graduands can check their convocation sessions schedule at <https://www.ums.edu.my/konvokesyen/>

6. How much is the convocation fee?

The compulsory convocation fee is **RM185**. However, **students in the 2020 and above cohorts do not** need to pay the convocation fee because it is included in the registration fees.

7. Are graduands allowed to change session?

No. Graduands must follow the sessions that have been set.

8. How many guests can I bring to the Chancellor Hall?

Session 1: Six (6) guests only and they must be 13 years and above.

Sessions 2–7: Four (4) guests only and they must be 13 years and above.

9. What is the dress code during the convocation ceremony?

All graduands attending the convocation ceremony must wear the appropriate attire as follows:

A. Male graduands

1. Formal attire.
2. Dark lounge suit with light-coloured, long-sleeved shirt (covered until the neck), long pants and necktie (**jeans and sportswear are NOT ALLOWED**).

3. Dark-coloured shoes (**sneakers/sandals/slippers and shoes with striking colours are NOT ALLOWED**).

B. Female graduands

1. Formal attire.
2. Long-sleeved shirt/blouse and should cover until the neck.
3. Skirt/gown/dress must be ankle length.
4. Dress/Baju kurung (any colour).
5. If you are wearing a skirt, the length should be below the knee and worn with a long-sleeved blouse/shirt.
6. Dark-coloured shoes (**sneakers/sandals/slippers and shoes with striking colours are NOT ALLOWED**). Avoid wearing high heels or slippery shoes.
7. Dresses must not be too flashy and transparent.

Please note that the Convocation is a formal occasion. Graduands are advised to adhere to the dress code as stated above.

DRESS CODE FOR GUESTS

Parents/guests (including children aged 13 years and above) are required to dress formally as follows:

A. Male guests

1. National attire; or
2. Batik; or
3. Lounge suit; or
4. Appropriate formal attire (**Jeans, shorts and T-shirts are NOT ALLOWED.**)

B. Female guests

1. National attire; or
 2. Formal dress (**Dress or skirt above the knee, sleeveless blouse, T-shirts, jeans and shorts are NOT ALLOWED.**)
- **Guests can enter the Chancellor Hall through the doors designated by the duty officers.**
 - **The Chancellor Hall is air-conditioned. Therefore, guests are encouraged to wear appropriate clothing.**

10. What time should graduands be at the hall during convocation day?

Graduands must assemble at Laman Graduan, Chancellor Hall according to their programme and faculty at the following time:

Morning session: 7.00 am

Afternoon session: 12.00 pm

11. Do graduands have to wear face masks during the convocation ceremony?

Graduands and parents are not required to wear face masks, but if they are experiencing any symptoms such as flu, cough or sore throat, they are encouraged to wear face masks.

BORROWING AND RETURNING ACADEMIC DRESS

12. When and where can graduands collect the Academic Dress?

30 November–7 December 2024 at Dewan Kuliah Pusat Ke-2, next to the Academic Service Division (Bahagian Perkhidmatan Akademik) building.

13. What do I need to do before collecting the Academic Dress?

Graduands need to fill in the appointment form in the Student Information System (SMPB) under the Convocation menu at <https://smp.ums.edu.my/>

14. What should I bring when collecting the Academic Dress?

Loaner sheet.

15. Can I collect the Academic Dress after 7 December 2024?

Yes. You can collect the Academic Dress between **8-9 December 2024**. You must fill in the online application form starting from **23 November 2024** at the following link: https://forms.office.com/Pages/ResponsePage.aspx?id=Ut_GKBKzQkSvWSByWL9kqzGXxO83EUBBgoFs7xPsWyBUN0hKWVZFS05VSFJIVDZaUk01WUREUlpBQS4u

16. Can I assign a representative to take the Academic Dress on my behalf?

Yes. Please ensure that the representative brings a printed copy of the following documents: letter of representation, loaner sheet and both parties' identity cards.

17. Can I collect the Academic Dress before 30 November 2024?

No.

18. How do I fill in the Tracer Study?

For any information about the Tracer Study, please contact the Career and Student Entrepreneurship Development Centre (Pusat Kerjaya dan Pembangunan Keusahawanan Pelajar): 088–320000 ext. 205200. **Email:** wenlley@ums.edu.my (Mr. [Wenlley Joy](#))

19. What are scroll (certificate), official transcript and album (folder) for degrees/diplomas?

A scroll is a document known as a certificate containing the information of the graduands' name /degree name/class information, and it is signed by the UMS Vice-Chancellor, Registrar and Dean of Faculty. An **official transcript** is a record of the graduands' achievements/course grades taken throughout the study period. An **album (folder)** is a hardcover album used to store the scroll (certificate).

20. Can I collect the scroll and transcript before the Convocation Ceremony?

Graduands can only collect their scroll and transcript after the Convocation Ceremony and after returning the Academic Dress.

21. Can I get more than one invitation card and vehicle sticker?

No. Each graduand is given one invitation card and one vehicle sticker only.

Convocation Fee

22. I did not/will not attend the Convocation Ceremony. Do I need to pay the convocation fee?

The Convocation fee is compulsory for all graduands and it is charged to all graduands whether you are present or absent for the Convocation Ceremony. Students in the 2020 and above cohorts **do not** need to pay the convocation fee because it is included in the registration fees.

23. Besides the convocation fee, are there any other fees I have to pay?

Graduands can check their debt in the Student Information System (SMPB) under the menu Student Account Statement -> Other debts. Access via <https://smp.ums.edu.my/>

24. How can I pay the convocation fee?

Graduands can pay the convocation fee and other fees via <https://epayment.ums.edu.my/StudentDebts.aspx>

Hotline: 088-320057

Email: bkpums@ums.edu.my

Graduands can refer to the convocation website at <https://konvokesyen.ums.edu.my/index.php/ms/> for information on the Convocation Ceremony.