# NETHERLANDS MARITIME UNIVERSITY COLLEGE

## 10th CONVOCATION CEREMONY 2026

## PROCEDURES AND GUIDELINES

# TABLE OF CONTENTS

1.0 INTRODUCTION
2.0 CONVOCATION CEREMONY
3.0 ACADEMIC ATTIRE
4.0 TRACER STUDY
5.0 CONVOCATION REGISTRATION FEE
6.0 ADDITIONAL GUESTS
7.0 COLLECTION OF PHOTOS AND CD/DVD
8.0 CONFIRMATION OF PARTICIPATION
9.0 COLLECTING AND RETURNING CONVOCATION ATTIRE
10.0 CONFERMENT OF DIPLOMAS/ DEGREES
11.0 REHEARSAL
12.0 TIPS ON WEARING THE CONVOCATION ATTIRE
13.0 CODE OF CONDUCT WHILE IN THE HALL
14.0 GUESTS' ATTIRE
15.0 END OF CEREMONY
16.0 GRADUATION LUNCH
17.0 FURTHER ENQUIRY

## 1.0 INTRODUCTION

Convocation ceremonies are meaningful, joyous and memorable occasions. The NMUC management hopes that you will give us your full cooperation to ensure the smooth running of this year's ceremony. We hope that this Convocation Procedures and Guidelines booklet will be useful to you.

## 2.0 CONVOCATION CEREMONY

The NMUC Convocation Ceremony will be held on **24th November 2026 (Tuesday) at Dewan Wawasan, Menara PGRM, Cheras, Kuala Lumpur.** This ceremony consists of **ONE** session.

## 3.0 CONVOCATION ATTIRE

**3.1.** The full convocation attire for NMUC consists of the following:

a) Black Academic Robe
b) Mortar Board
c) Hood

**3.2.** Graduands who do not wear the complete convocation attire **will not be allowed** to enter the Hall.

**3.3.** Please be reminded that any alterations to the convocation attire are strictly prohibited.

## 4.0 TRACER STUDY

4.1 The Ministry of Education is conducting research on tracing IPTA/ IPTS graduates as an effort to maintain its quality of services and the higher education system in the country. Thus, it is **compulsory** for the graduands to answer the online survey. The link will be provided on the NMUC Website.

4.2 Upon completion of the online survey, graduands are required to take a screenshot or save the Tracer Study confirmation. The screenshot or saved confirmation must be presented during the collection of the Convocation Attire.

4.3 The Testamur and transcript will be withheld if the graduands do not complete the online survey.

4.4 The online survey system will be available from **19th October 2026 to 23rd November 2026.**

4.5 Any queries regarding the graduate's tracer study should be referred to the Student Affairs, Admissions and Records Department.

## 5.0 CONVOCATION REGISTRATION FEE

**5.1.** The convocation registration fee is **RM700.00 and non-refundable. It includes the followings:**

a. Convocation Ceremony invitation cards for the Graduand and two (2) guests only
b. Graduation robe rental and mortar board
c. One (1) copy of Stage Photo Full Pose
d. One (1) copy of Stage Photo Half Pose
e. One (1) soft copy of Stage Photo
f. Lunch pack (Graduand and two (2) guests only)

Please be informed that graduands are required to prepare **RM200.00 (CASH)** as a deposit to **Cherita Memories Solution** to collect your convocation robes. The deposit will be refunded to you upon the return of the robe, hood and mortar board.

## 6.0 ADDITIONAL GUEST

Any additional convocation ceremony invitation cards will be charged at **RM150** per guest. Please be advised that this will be based on a first come first served basis due to limited seats.

## 7.0 COLLECTION OF PHOTOS

Photos will be couriered to you by Cherita Memories Solution.

## 8.0 CONFIRMATION OF PARTICIPATION

**8.1** Graduands are to confirm their participation in the Google Form provided in the letter and on the NMUC Convocation Website.

**8.2** Payment method

Payment **MUST be paid no later than 30th October 2026** through one of the following methods:

1. Bank in/ online transfer to Maritime Intelligence Sdn Bhd

   **Account no : 01014010052378**
   **Bank Name : Bank Islam**

2. Direct to Finance Department, NMUC Campus (Kotaraya)

***Note**: Please save the bank-in form, online transaction slip, or payment slip for your records, as it may be required as proof of payment in case of any issues during registration.*

**8.3** **No replacement cards will be given if the invitation cards are lost or misplaced on convocation day.** Guests are required to present the card to the ushers at the respective entrances before entering the hall.

**8.4** Guests must be seated in the hall by 8:15 am

## 9.0 COLLECTING AND RETURNING CONVOCATION ATTIRE

| | | |
|---|---|---|
| **Date** | : | 23 November 2026, Monday |
| **Venue** | : | Dewan Wawasan, Menara PGRM |
| **Refundable Deposit** | : | RM200 **cash payable** to Cherita Memories Solution upon collection of the convocation attire. |
| **Returning of Attire** | : | To be returned immediately after the ceremony (24th November 2026) |

### 9.1 Penalty for late return of Convocation Attire

A penalty of **RM100.00 (Ringgit Malaysia: ONE HUNDRED) per day will be** charged if the graduate fails to return the Convocation Attire within the deadline. Failure to pay will result in the graduate's Diploma being withheld until the penalty fee is paid.

## 10.0 CONFERMENT OF DIPLOMAS AND DEGREES

**10.1** Before diplomas and degrees are conferred during the ceremony, graduands are requested to line up along the right side of the wall of the Hall and proceed *when instructed*, up the stairway onto the stage. As your name is called, cross the platform to the Registrar, at the centre of the stage, bow respectfully and receive your certificate folder.

**10.2** **Collection of original scroll and academic transcripts** - Testamur and academic transcripts are to be collected upon the return of your Convocation Attire. However, Diploma and academic transcripts **will not** be given to graduands who owe any outstanding fees to the College.

## 11.0 REHEARSAL

All graduands who are attending the Convocation Ceremony are required to be present for the rehearsal session in accordance with the schedule provided below.

**Date : 23rd November 2026 (Monday)**

**Time : 1:00 pm - 4:00 pm**

**Venue : Dewan Wawasan, Menara PGRM**

Details regarding the protocol for graduands while receiving the diploma/ degree will be discussed at the rehearsal.

## 12.0 TIPS ON WEARING THE CONVOCATION ATTIRE

12.1 The convocation attire must be worn smartly and in a proper manner.

12.2 The Hood must be placed across both shoulders.

12.3 The mortar board must be worn with the tassel on the left side.

12.4 **Female graduands** are requested to wear traditional attire/ formal attire. Skirts must be at least knee length.

12.5 **Male graduands** should wear dark colored "lounge suits" with matching ties. Shirts should be light colored with long sleeves. The hair length should not touch the collar.

12.6 No adornment of any kind should be worn outside the robe or mortar board, and no items (i.e., purse/ backpack) may be carried.

12.7 All graduands should wear black/ dark blue shoes.

## 13.0 GUESTS' ATTIRE

13.1 Male guests are required to wear traditional attire/ formal suits/ batik shirts with proper shoes.

13.2 Female guests are required to wear traditional attire/ formal suits with proper shoes. Skirts must be at least knee length.

13.3 Guests who do not wear proper attire will not be given permission to enter the Main Procession Hall.

## 14.0 CODE OF CONDUCT WHILE IN THE HALL

14.1 Please maintain proper decorum in the hall. This is a formal event to honor the graduands' accomplishments, and therefore we expect all participants are expected to conduct themselves in a manner befitting the occasion.

14.2 Convocation attire must be worn throughout the ceremony.

14.3 Please be reminded that graduands should not leave the hall during the Ceremony.

14.4 All graduands and guests are kindly requested to stand during the entrance and exit of the grand procession.

14.5 Please ensure that all handphones are switched off inside the Hall.

14.6 Be reminded that alcoholic beverages and smoking are strictly not permitted.

14.7 To preserve the dignity of the ceremony and the safety of those in attendance, invited guests are not permitted onstage before or during the ceremony.

14.8 Please be respectful towards the other members of the graduating batch.

14.9 Every graduate would like his/ her family and friends to hear his/ her name being called. Please applaud appropriately.

## 15.0 END OF CEREMONY

At the end of the ceremony, graduands should only leave the Hall when instructed to do so.

## 16.0 GRADUATION LUNCH

Lunch pack will be given at the end of the ceremony.

## 17.0 FURTHER ENQUIRIES

### Please contact:

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