



GRADUATION CEREMONY 28th SEPTEMBER 2019 @ HILTON HOTEL, PETALING JAYA

a. COLLECTION OF GRADUATION GOWNS

- All graduands are required to collect their graduation gowns on graduation day at the Hilton Hotel, Petaling Jaya.

b. REGISTRATION

- Upon arrival, please register at the respective counters i.e. Diploma / Extended Diploma / PG Diploma / Bachelor / Master (NOTE: Your name will only be on the list of the highest qualifications to be obtained)
- Registration commences at 7.45 am and ends at 10.00 am. (Late comers to the graduation will receive their awards at the end of the ceremony. Names will not be announced.)
- Parents are urged to stand away from the registration area to make way for graduands.

c. GUESTS

- A maximum of 2 confirmed guests are permitted to accompany a graduand for the graduation ceremony. Guest passes should be collected at the point of registration on that day. Entrance into the hall is strictly by producing these passes. Entrance is free.
- Children below the age of 12 are NOT allowed in the hall due to the length of the ceremony.

d. DRESS CODE

- All graduands and parents / guests are to be in formal attire (office wear).
- All graduands must wear the designated graduation attire at all times during the ceremony
- STRICTLY NO CASUAL WEAR **MEN: No jeans, T-shirts, short-sleeved shirts, track shoes**
LADIES: No jeans, short skirts, skimpy clothes, and sandals
- The College has the right to turn away graduands and parents / guests who do not comply with the dress code.

e. PHOTOGRAPHER FOR CEREMONY

- The official photographer, D Moment Creator Sdn Bhd, will take both a studio and stage photos during the Ceremony. Local students within the Klang Valley have the options to either collecting the photos from D'Momnet's office or have them posted to their home at a delivery charge. Those graduands from overseas will have an electronic version emailed to them which they can print out. Kindly confirm the delivery mode at the point you are taking the studio

photo. (D Moment Creator Sdn Bhd 38-1, Jalan Tasik 5, Medan Niaga Tasik Damai, Sg.Besi 57000 Kuala Lumpur. Tel : 010-2194 778 or dm@dmoment.com.my)

- No photography is allowed by students and their guests anywhere within the hall during the graduation ceremony.

f. BRIEFING FOR GRADUANDS & GUESTS

- **COMPULSORY ATTENDANCE** for a briefing at 10am in the Grand Ballroom Hilton Hotel, Petaling Jaya.
- The briefing is on:
 - 1) Procedure to receive your scroll on stage
 - 2) Location where original certificates can be collected
 - 3) Protocol to be observed during the ceremony

g. COLLECTION OF CERTIFICATES

- During the award presentation on stage, a blank scroll will be issued for the photography session.
- Immediately after the award presentation, graduands are required to collect their original certificates at the designated counter in the Ballroom.
- ***Some foreign university external awards may not reach the KU-LEB office in time for Graduation Ceremony. For these cases, students will be contacted to collect their award certificates on another day.***

h. SEATING FOR CEREMONY

- Students will be seated according to their course. All seating has been pre-determined and must be strictly followed.
- Guest seating will be pre-determined and to be strictly followed.
- Anyone without a guest pass will remain outside the hall during the ceremony.

i. DURING THE CEREMONY

- **SILENCE** is to be observed at all times.
- All handphones are to be switched off.
- Follow the instructions of the staff on duty when going on stage to receive your award.
- No one is allowed to leave the hall after receiving the award.
- No family members / guests are allowed at the stage area.

j. LUNCH

- Lunch is by ticket only – graduand and 2 guests.
- Lunch will be served from **12.30pm - 1.30pm**.

k. HOTEL INFORMATION

- The location of the graduation ceremony is: **Grand Ballroom, Level 1, Hilton Hotel, No. 2 Jalan Barat, Petaling Jaya, 46200 Selangor, Malaysia**

- The nearest LRT is Asia Jaya LRT Station, which is about 500 meters across the Federal Highway.
- Parking fees is **RM12 per entry**. Guests need to present the parking ticket for validation.

Please note that the main door to the ballroom will be closed when ceremony commences.