



**Kuala Lumpur Metropolitan
University College**

DKU005(W)

cosmopoint
COLLEGE

CONVOCATION GUIDELINES

Bangi Avenue Convention Centre (BACC)

Bangi, Selangor

Session I

4th November 2023, Saturday

7.00 am – 1.30 pm

(Cosmopoint Colleges)

Session II

4th November 2023, Saturday

2.00 pm – 4.30 pm

(KLMUC – Master/ Degree/ Diploma/ Foundation)

BEFORE CONVOCATION

1. Convocation Registration

You ***MUST*** register for the **KLMUC Convocation Ceremony** to confirm your attendance for the year 2023 by completing and submitting the **Convocation Attendance Reply Form** with your **Payment Slip**. Please use the following link based on your Cosmopoint College to complete your Convocation Registration.

Cosmopoint College	Link for E-Convocation Attendance Reply Form
Ipoh	https://forms.gle/mf5vzUAPtG8RSoXB7
Johor Bahru	https://forms.gle/2ubZRpFVQhzJmSK18
Kuching	http://tiny.cc/convo2023
Kota Kinabalu	https://forms.gle/93QDj4u2UeCp66Mo9
Melaka and Seremban	https://forms.gle/g3znEdZhtzKmMcQa9
Kuala Terengganu	https://tinyurl.com/CCKTConvo2023
Kota Bharu	https://forms.gle/Ppp8azzQ8VpNo35dA
Kuantan	https://tinyurl.com/5n6mdexz
Johor Bahru	https://forms.gle/2ubZRpFVQhzJmSK18
Sungai Petani	https://forms.gle/6cpJZraYVKnUBwA58
Penang	https://forms.gle/HX84vcHVojV24Eq9

2. The Convocation Registration Fees

Level	Amount
Diploma, Foundation, Certificate and SKM	RM 500

- 2.1 Payment ***MUST*** be made before or on **15 October 2023 (Sunday)**.
- 2.2 Graduands must settle all outstanding fees in order to participate in the Convocation Ceremony.
- 2.3 Convocation Registration Fees paid are NON-REFUNDABLE under any circumstances.
Payment can be made via **Online Transfer** to the following bank account, based on your **Cosmopoint College**:

Cosmopoint College	Bank Name	Bank Name	Bank Account No
Ipoh	Maybank	Cosmopoint Sdn Bhd	508029129704
Johor Bahru	Public Bank	Cosmopoint Sdn Bhd	3174427115
Kuching	Maybank	Cosmopoint Sdn Bhd	5110 3803 4206
Kota Kinabalu	Maybank	Cosmopoint Sdn Bhd	514310104858
Melaka and Seremban	Maybank	Cosmopoint Sdn Bhd	554026100590
Kuala Terengganu	Maybank	Cosmopoint Sdn Bhd	5142 9941 9087
Kota Bharu	Maybank	Cosmopoint Sdn Bhd	503015230633
Kuantan	CIMB	Cosmopoint Sdn Bhd	8005313864
Sungai Petani	Public Bank	Cosmopoint Sdn Bhd	3174427115
Penang	Maybank	Cosmopoint Sdn Bhd	507059113552

2.4 Official Receipt will be emailed to your registered email. Please keep the Official Receipt as proof of payment.

3. Collection of Robe and Invitation Card

3.1 The Convocation Payment Slip must be brought along when graduands collect the robe and invitation card.

3.2 A refundable cash of **RM 200.00** is applicable during robe collection. The money will be refunded once your robe is returned after the Convocation Ceremony.

3.3 Only TWO (2) guests are allowed to enter the Convocation Hall. The rest of your accompanying guests may wait at the designated area for the LIVE viewing of the Convocation Ceremony.

3.4 Invitation Cards and Wristbands will be issued to you during robe collection

3.5 Additional guest ticket is sold at **RM 100** per guest and payment only can be accepted during **robe collection** on first come first serve basis.

3.6 Children **below 12 years old** are NOT ALLOWED to enter the Convocation Hall.

3.7 The collection of robe will be held as follows :

Date/Day : 2-3 November 2023 (Thursday-Friday)

Time : 10.00 am – 4.00 pm

Venue : Level G & 9, Wisma Hong Leong, Jalan Perak, 50450 Kuala Lumpur.

3.8 If graduands are unable to collect the items, they may collect them at Bangi Avenue Convention Centre on 4th November 2023 at 7.00 am.

CONVOCATION DAY

1. Convocation Session

SESSION	TIME	REMARKS
Session 1 - All Cosmopoint Colleges	8.30 am – 1.30 pm	Graduands are advised to arrive at 7.00 am
Session 2 - KLMUC	2.00 pm – 4.30 pm	Graduands are advised to arrive at 12.30 pm

2. Assembly Area for Graduand and Guest

2.1 The Convocation Payment Slip must be brought along when graduands collect the robe and invitation card.

2.2 Guests are required to be seated at the Convocation Hall. Please refer to the signage for direction.

2.3 Wristbands MUST be presented at the entrance of the Convocation Hall.

2.4 Graduands with special needs (pregnant, disabilities or injured) requiring assistance are advised to contact us via email at convo@klmuc.edu.my or 014-934 3544, Muhammad Haikal Hashmi Kalip.

3. Convocation Attire

GRADUAND / GUEST	DRESS CODE	STRICTLY PROHIBITED
MALE	<ul style="list-style-type: none"> National outfit (Baju Melayu Cekak Musang with Sampin) Lounge Suit with necktie Black or Dark shoes and socks 	<ul style="list-style-type: none"> Casual wear (T-shirts and jeans) and sports shoes are strictly prohibited. Gowns or dresses that are above the knee, short skirt, sleeveless blouse, t-shirt or trousers are not allowed. Slippers or sandals are strictly prohibited from entering the Convocation Hall.
FEMALE	<ul style="list-style-type: none"> National outfit or Formal Dress (Baju Kurung or Maxi) Long pants or Long skirt suit Clean court shoes or covered shoes 	
GUEST	<ul style="list-style-type: none"> Male - National outfit/ Lounge Suit/ Long Sleeve or Batik Shirt Female – National Dress/ Formal Dress 	

Important Note : The Convocation Ceremony is a formal occasion. Graduands are advised to adhere to the dress code as stated above. The university has the authority to prevent graduands from participating in the ceremony if they do not follow the rules and regulations for the Convocation Ceremony.

4. Convocation Etiquette

As this Convocation Ceremony is a formal occasion, graduands and guests are required to adhere to the following etiquette during the ceremony:

- 4.1 The seating time for graduands and guests will commence **one (1) hour** prior to the official start time of each ceremony.
- 4.2 Take your seats in the Convocation Hall *at least* half an hour (30 minutes) before the event starts.

- 4.3 Graduands and guests are expected to respect and to **NOT** disrupt the event. Usage of mobile phone is **STRICTLY PROHIBITED** during the convocation ceremony. Please keep your mobile phones off, or turn on silent mode at all times.
- 4.4 Guests may take shots with cameras or video cameras *in your seated position only*. Please **DO NOT** stand up, move from your seat, or block the aisles and passageways while taking the shots. Graduands are to advise their guests prior to this ceremony.

POST CONVOCATION DAY

1. Return of Convocation Robe, Mortarboard and Hood (if any)

Robe, mortarboard and hood shall be returned on the following date/day, time and venue:

Date/Day	: 4 th November 2023 (Saturday)
Time	: 2.30pm – 7.00pm
Venue	: Bangi Avenue Convention Centre

- 1.1 Graduands are advised to return the robe after the Convocation Ceremony.
- 1.2 There will be additional charges of **RM 50.00 per day** for late returns after **4th November 2023**. You are required to return the robe at the **Lakaran Tuah Sdn Bhd at No.7-G, Jalan 5/91, Taman Shamelin Perkasa, 56100 Kuala Lumpur**.
- 1.3 A compensation fee will be imposed to the graduand in the event of loss or damage of the convocation attire.
- 1.4 Additional day rentals will be subject to a RM200.00 security deposit and rental fee. Graduation attire not returned by the stipulated time frame will be considered sold and deposit shall be forfeited.

2. Photography

- 2.1 Graduands will receive ONE (1) copy of each full and half 8R photograph– portrait and landscape including a soft copy CD.
- 2.2 Every graduand photograph will be distributed by post. Kindly update your information including your stage queue number for postage via this link, <https://www.fotokonvo.com.my/index.html?KTFV2X>.
- 2.3 For any inquiries related to robe rental and photography, kindly contact us via email at lakarantuah@gmail.com or phone number, 016-200 8903.

CONTACT INFORMATION

For further inquiries regarding the Cosmopoint College Convocation Ceremony 2023, kindly contact the Convocation Secretariat are as follows:

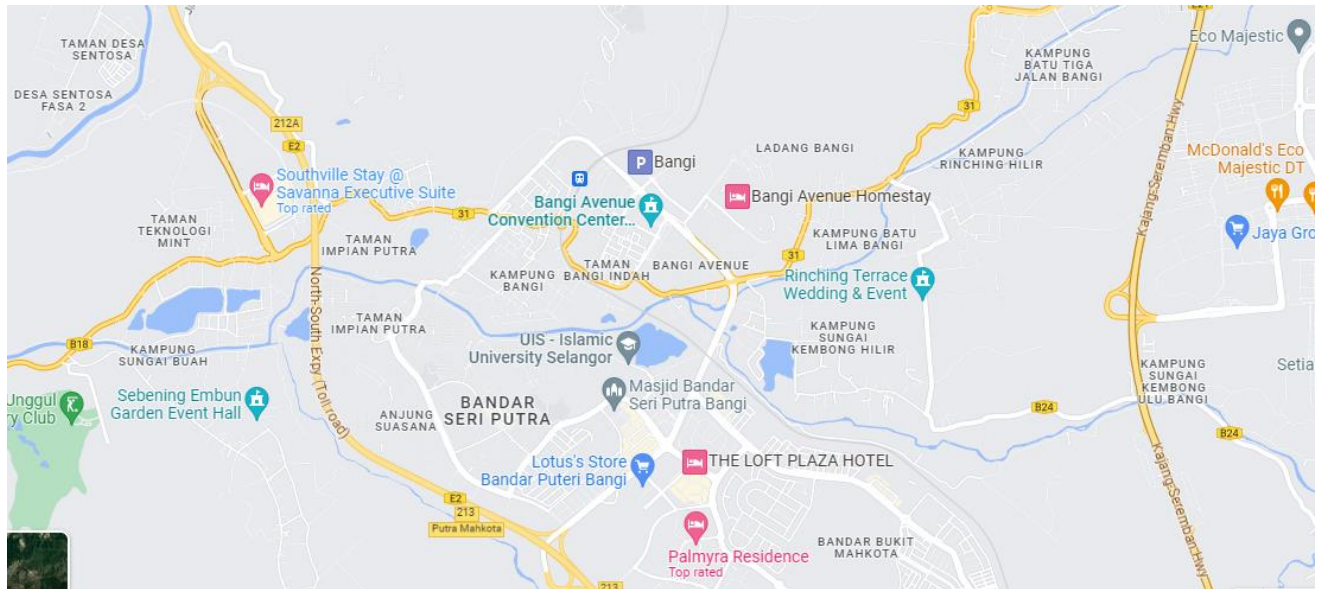
Cosmopoint College	Person In Charge			
	Convocation Registration		Std Finance (Outstanding)	
Ipoh	Ms. Norizah Hashim	011-39811635	Ms. Noor Ain Jumain	011-37856039
	norizah.hashim@cosmopoint.com.my		noor.ain@cosmopoint.com.my	
Johor Bahru	Ms. Nur Shahira binti Yusoff	011-37351821	Ms. Nornajiha binti Jono	013-7355737
	nshahira.yusoff@cosmopoint.com.my		nornajiha.jono@cosmopoint.com.my	
Kuching	Ms. Francessca Anak George Banyang	013-8355960	Ms. Asong Tubang	019-8788780
	francesca.george@cosmopoint.com.my		asong.tubang@cosmopoint.com.my	
Kota Kinabalu	Ms. Joanna Vita Jupitol	016-8106914	Ms. Marlina Syamsuri	088-348800
	joanna.vita@cosmopoint.com.my		marlina.syamsuri@cosmopoint.com.my	
Melaka and Seremban	Ms. Ielmie Binti Sabtu	016-7387531	Ms. Rohana Binti Ahamad	012-6190454
	ielmiesabtu@cosmopoint.com.my		rohana.ahamad@cosmopoint.com.my	
Kuala Terengganu	Mr. Othman A Wahab/ Ms. Siti Mariam	013-2460906 / 012-9656211	Mr. Othman A Wahab/ Ms. Nadia Ahmad Sirajudin	013-2460906 / 017-9837442
	othman.wahab@cosmopoint.com.my / sitimariam.saary@cosmopoint.com.my		othman.wahab@cosmopoint.com.my / nadia.asirajudin@cosmopoint.com.my	
Kota Bharu	Ms. Ainul Asma Kamarulzaman	019-9255285	Ms. Hasidah Mamat @ Yusoff	012-9839277
	ainul.asma@cosmopoint.com.my		hasidah.mamat@cosmopoint.com.my	
Kuantan	Ms. Nik Nureqmaezayu Nik Soh	014-8448502	Ms. Mimi Noor Aisha Bt Kassim	019-7387107
	nnureqmaezayu.nsoh@cosmopoint.com.my		mnaisha.kassim@cosmopoint.com.my	
Sungai Petani	Ms. Noor Hafizah Binti Abu Hassan	017-5754945	Ms. Siti NorHijjah Binti Jabar	012-5884253
	noorhafizah@cosmopoint.com.my		sitinorhijjah@cosmopoint.com.my	
Penang	Ms. Siti Nurhasliza Binti Shamsudin	04-6110658/ 013-4527399	Ms. Nurul Hidayah Binti Pawanchek	04-6110658/ 019-4982895
	siti.nurhaliza@cosmopoint.com.my		hidayah.pawanchek@cosmopoint.com.my	

LOCATION

BANGI AVENUE CONVENTION CENTRE (BACC) LOCATION MAP

Address : No. 21 & 22, Pusat Perniagaan Bangi Avenue Persiaran Bangi Avenue, Seksyen 2, Taman, Bangi Avenue, 43000 Kajang, Selangor

Website : <https://www.baccgroup.com>



Vehicles Parking

Bangi Avenue Convention Centre has sufficient parking space available for the event. Parking fees will be charged RM 5 per entry.