

**SIDMA COLLEGE
KOTA KINABALU**

CONVOCATION GUIDELINES

TABLE OF CONTENTS

- 1.0. CONVOCATION DATE AND VENUE**
 - 1.1. Convocation Ceremony
 - 1.2. Registration Schedule
 - 1.3. Rehearsal

- 2.0. CONVOCATION FEES AND PAYMENT**
 - 2.1. Convocation Fees
 - 2.2. Payment Method

- 3.0. GRADUATES' REGISTRATION**
 - 3.1. Registration Procedures

- 4.0. GRADUATES' ACADEMIC ROBES**
 - 4.1. Collection of Academic Robes
 - 4.2. Returning of Academic Robes

- 5.0. ACADEMIC SCROLLS AND TRANSCRIPTS**

- 6.0. GRADUATES' GUESTS FOR CONVOCATION CEREMONY**

- 7.0. DRESS CODE FOR CONVOCATION CEREMONY**

- 8.0. CONVOCATION CEREMONY ETIQUETTE**

- 9.0. CONVOCATION REFRESHMENT**

- 10.0. PHOTOGRAPHY SERVICES**

- 11.0. CAR PARKING**

- 12.0. ENQUIRIES**

1.0. CONVOCATION DATE AND VENUE

1.1. Convocation Ceremony

The 10th Convocation Ceremony of SIDMA College will be held as follows:

Date	22nd November 2024
Day	Friday
Time	8.00 a.m - 1.00 p.m
Venue	Jabatan Kebudayaan dan Kesenian Negeri (JKKN) , Sabah

1.2. Registration Schedule

All graduands attending the Convocation Ceremony are required to register as follows:

Date	22nd November 2024
Day	Friday
Time	6.30 a.m - 8.00 am
Venue	Jabatan Kebudayaan dan Kesenian Negeri (JKKN) , Sabah

1.3. REHEARSAL

- Full rehearsal start 2.00 p.m until 3.00 p.m (21st November 2024, Thursday)
- Venue : Jabatan Kebudayaan dan Kesenian Negeri (JKKN) , Sabah

Important notes:

- (i) Graduands can only register AFTER payment of fees due to the College.***
- (ii) Graduands will NOT be allowed to register WITHOUT the Clearance Form and MOHE Tracer Study Confirmation Slip.***

2.0. GRADUAND AND CONVOCATION FEES AND PAYMENT

2.1. Convocation Fees

To be eligible to attend the Convocation Ceremony, the graduate **must make full settlement of all outstanding payments** due to the College (e.g. tuition fees, library charges, hostel charges etc.) as well as **Graduation Fee and Convocation Fees not later than 18th October 2024.**

(Any cancellations, convocation fee will not be refunded)

A Graduation Fee of RM150.00 is to be imposed on students who have been endorsed by the College Academic Board as having fulfilled the graduation requirements.

A Convocation Fee of RM350.00 is to be imposed on eligible graduands who wish to attend the Convocation Ceremony.

2.2. Payment Method

Payment can be made online to BANK ISLAM account number 10052010003704 under SIDMA COLLEGE SABAH SDN. BHD. Graduates making online payments are required to inform Finance Staff (*refer to Enquiries Table on pg. 6*) by **18th October 2024.**

Payment can also be made in the form of Banker’s Cheque/Banker’s Draft/Postal Order/Money Order made payable to SIDMA COLLEGE SABAH SDN. BHD.

Cash payment can be made at the College’s Finance Department Payment Counter at SIDMA College, Kota Kinabalu.

3.0. GRADUATES’ REGISTRATION AND READER’S CARD

3.1. Registration Procedures

Below is the Graduates’ Registration Schedule:

Date	Time	Venue
20 th November 2024 (Wednesday)	09.00 a.m. to 04.00 p.m.	SIDMA ATRIUM

- **Notes: During registration, please bring along your confirmation slip of your MOHE tracer study and ensure all payments have been made.**

Important notes:

- i. Graduands can only register and be given his/her Reader's Card and Convocation Card AFTER payment for all fees due to the College including Graduation and Convocation Fees.
- ii. The Graduand's Reader Card must be brought along and presented to the Card Reader during the Rehearsal and Convocation Ceremony.
- iii. The Convocation Invitation Card must be presented by the Graduand's guest(s) upon entering the Convocation Ballroom. Guest(s) will not be allowed to enter the Ballroom without the Convocation Invitation Card.

4.0. GRADUATES' ACADEMIC ROBES

Graduands are required to collect the complete set of the Academic Robe and the mortar board.

4.1. Collection of Academic Robes

The Academic Robe can only be collected during the Registration Period as in para. 3.1.

Important Notes:

- i. The graduand must ensure the Academic Robe fits his/her size.
- ii. The graduand must ensure the Academic Robe is in good condition.
- iii. The graduand is not allowed to make any alteration to the Academic Robe.
- iv. The graduand is held fully liable for any damage to or loss of the Academic Robe.

4.2. Returning of Academic Robes

All Academic Robes must be returned in good condition as below:

Date	Time	Venue
22 nd November 2024	10.00 a.m – 1.00 p.m	Robe Returning Counter Jabatan Kebudayaan dan Kesenian Negeri (JKNN), Sabah
25 th November 2024 – 02 nd December 2024		Property Administration Department SIDMA College Kota Kinabalu
Monday – Thursday	9.00 am to 4.00 p.m.	
Friday	9.00 am to 11.00 a.m. 2.00 p.m. to 4.00 p.m.	

A penalty of RM30.00 per day will be imposed upon the graduate who returns the Academic Robe after **02nd December 2024**. The College reserves the right to claim compensation if the Academic Robe is damaged, lost or not returned.

5.0. ACADEMIC SCROLLS AND TRANSCRIPTS

Graduates can collect their academic scrolls and official transcripts on producing their Academic Robe Clearance Slip as scheduled below:

Date	Time	Venue
22 nd November 2024	10.00 am – 1.00 pm	Robe Returning Counter Jabatan Kebudayaan dan Kesenian Negeri (JKNN), Sabah
25 th November 2024 onwards		Registry’s Office SIDMA College Kota Kinabalu
Monday – Thursday	9.00 am to 4.00 p.m.	
Friday	9.00 am to 11.00 a.m. 2.00 p.m. to 4.00 p.m.	

Graduates who do not attend the Convocation Ceremony can collect their scrolls and official transcripts from 25th November 2024 as scheduled in the above table of para. 5.

6.0. GRADUATES’ GUESTS FOR CONVOCATION CEREMONY

Every Graduate is allowed to bring along a maximum of three (3) guest into the Convocation Hall to witness the Ceremony. A guest is only allowed into the Hall upon presenting his/her Convocation Invitation Card. **Children below twelve (12) years old are not allowed into the Convocation Hall.**

No refreshment will be served throughout the Convocation Ceremony Day

7.0 DRESS CODE FOR CONVOCATION CEREMONY

GRADUATES		
	Male	Female
Attire	Dark coloured “Baju Melayu” with “Samping Songket” or Dark colored Lounge Suit with light colored long sleeved shirt and necktie. <i>(Jeans are not allowed)</i>	Malay National dress (i.e. Baju Kurung or Kebaya Labuh), Traditional Dress or Formal dress.
Hair	Short crop above ear and neckline	Tied back or "sanggul" or Tudung in white or light coloured for Muslims.
Shoes	Dark colored shoes and socks. <i>(Open-toed footwear, sports shoes, slippers or sandals are NOT allowed)</i>	Dark colored court shoes / dress shoes / covered shoes with heels. <i>(Open-toed footwear, sports shoes, high heels, slippers or sandals are NOT allowed)</i>
GUESTS		
Attire	National Dress, Lounge Suit or Batik	National Dress or Formal Dress

Important Notes:

- i. *The Convocation Secretariat reserves the right to stop any Graduand from participating in the Convocation Ceremony should he/she fail to comply with the dress code requirements.*
- ii. *The Convocation Secretariat reserves the right to stop any Guest from entering the Convocation should he/she fail to comply with the dress code requirements.*

8.0. CONVOCATION CEREMONY RULES AND ETIQUETTE

Graduands and guests are required to observe the following rules and etiquette during the Convocation Ceremony to ensure the ceremony is conducted with dignity, honour and solemnity as below:

- i. **Guests are required to take their seats in the Convocation Ballroom at least half an hour before the Ceremony begins.**
- ii. **Children below twelve (12) years old are not allowed to enter the Ballroom during the Convocation Ceremony.**
- iii. **Graduands and guests are advised to dress appropriately.**
- iv. **Graduands and guests are to remain seated while the Convocation Ceremony is in progress.**
- v. **Graduates and guests are advised to have their meals before entering the hall.**
- vi. **Graduates and guests are advised to use the restroom before the Ceremony begins to minimize disruption during the Ceremony.**
- vii. **Only officially appointed photographers are allowed to take photographs or any form of audio-visual recording.**
- viii. **All handphones are to be turned off or be on silent mode in the Convocation Hall. The use of handphone is strictly prohibited while the Ceremony is in progress.**
- ix. **All instructions given by officers-in-charge of the Ceremony are to be followed.**

9.0. CONVOCATION REFRESHMENT

SIDMA College will not provide refreshment throughout the Convocation Ceremony Day.

10.0. PHOTOGRAPHY SERVICES

Official photographers have been appointed by the College to take photograph of Graduates during the Convocation Ceremony.

SIDMA College have the right NOT TO ALLOW guests to enter the Convocation Hall if the guests do not follow the rules and etiquette as stated above.

11.0. CAR OR VEHICLE PARKING

Because parking space at the convocation venue is extremely limited, access (Permission) to the parking area is restricted to the convocation organising committee, necessary authorities, special invitees, and vendors only.

Graduands, as well as parents and visitors, are advised to park their vehicles at the Sabah State Library parking lot or at the nearby WISMA Pertanian parking lot. Apart from that, at their own risk, they can also park their vehicle along the shoulder of the entrance road to the JKKN compound.

Graduands, parents, and visitors are encouraged to use e-hailing services such as Grab Car and Maxim to avoid traffic jams or difficulty finding a parking space for a vehicle.

Please be aware that passengers can only be dropped off in front of the JKKN entrance. If it rains, however, it is permitted to access the JKKN grounds to drop off people.

12.0. ENQUIRIES

For further enquiries or assistance, please contact the relevant officers-in-charge as listed in the table below:

Matters	Contact Person	Email Address	Handphone Number
Graduands and Guest Affairs	Ms. Noryeduri binti Maitang Ms. Fauzianah Jaafar	duri@sidma.edu.my fauzianah@sidma.edu.my	017-8678786 016-8017374
Scroll and Transcripts	Ms. Felicity Kangut Mr. Dellson J. Joingin	felicity@sidma.edu.my dellson@sidma.edu.my	013-8039110 016-8011005
Finance, Graduation and Convocation Fees	Finance Department	rukidah@sidma.edu.my	017-8677051 012-8813161
Dress Code and Etiquette	Mr. Rody Rodiley Tunai	rody@sidma.edu.my	016-8037890

Academic Robes	Ms. Nancy Anthony Lidi	nancy@sidma.edu.my	011-26874984
Photography	TBD		

- End of SIDMA College 10th Convocation Guidelines -