



# 12<sup>TH</sup> SIDMA COLLEGE CONVOCATION CEREMONY

**08<sup>TH</sup> DECEMBER 2026**  
Sabah International Convention Centre (SICC)



**Champions  
of Change**



## CONVOCATION GUIDELINES

*Official Guidelines for Graduates and Guests*

12th SIDMA College Convocation Ceremony • “Champions of Change”





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## 1 CONVOCATION DATE AND VENUE

### 1.1 Convocation Ceremony

The 12<sup>th</sup> Convocation Ceremony of SIDMA College will be held as follows:

|              |                                              |
|--------------|----------------------------------------------|
| <b>Date</b>  | 08th December 2026                           |
| <b>Day</b>   | Tuesday                                      |
| <b>Time</b>  | 8.30 a.m. – 1.00 p.m.                        |
| <b>Venue</b> | Sabah International Convention Centre (SICC) |

### 1.2 Registration Schedule

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

|              |                                              |
|--------------|----------------------------------------------|
| <b>Date</b>  | 08th December 2026                           |
| <b>Day</b>   | Tuesday                                      |
| <b>Time</b>  | 7.00 a.m. – 8.00 a.m.                        |
| <b>Venue</b> | Sabah International Convention Centre (SICC) |

### 1.3 Rehearsal

- ◆ Full rehearsal from 2.00 p.m. until 4.30 p.m. (07th December 2026, Monday)
- ◆ Venue: Sabah International Convention Centre (SICC)

#### **Important Notes:**

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



## 2 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 the Graduation Fee and Convocation Fee **not later than 20th November 2026**.

*(Any cancellations — the convocation fee will not be refunded.)*

|                        |                                                                                                                    |
|------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Graduation Fee</b>  | RM150.00 — imposed on students endorsed by the College Academic Board as having fulfilled graduation requirements. |
| <b>Convocation Fee</b> | RM350.00 — imposed on eligible graduands who wish to attend the Convocation Ceremony.                              |

### 2.2 Payment Method

- ◆ Online payment to **Bank Islam Account No. 10052010003704**, under SIDMA College Sabah Sdn. Bhd. Graduates making online payments must inform Finance Staff (see Enquiries, Section 12) by **20th November 2026**.
- ◆ Banker's Cheque / Banker's Draft / Postal Order / Money Order made payable to SIDMA College Sabah Sdn. Bhd.
- ◆ Cash payment at the College's Finance Department Payment Counter, SIDMA College, Kota Kinabalu.



### 3 GRADUATES' REGISTRATION AND READER'S CARD

#### 3.1 Registration Procedures

Below is the Graduates' Registration Schedule:

| Date                          | Time                                            | Venue          |
|-------------------------------|-------------------------------------------------|----------------|
| 4th December 2026<br>(Friday) | 8.30 a.m. – 11.30 a.m.<br>2.00 p.m. – 3.30 p.m. | Student Lounge |

*Note: During registration, please bring your MOHE Tracer Study confirmation slip and ensure all payments have been made.*

**Important Notes:**

- i. Graduands can only register and be given their Reader's Card and Convocation Card **after** payment of 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 without it.*



## 4 GRADUATES' ACADEMIC ROBES

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

### 4.1 Collection of Academic Robes

The Academic Robe can only be collected during the Registration Period as stated in Section 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                                                                   |
|------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 08th December 2026           | 10.00 a.m. – 1.00 p.m.                                                                                         | Robe Returning Counter,<br>Sabah International Convention Centre (SICC) |
| 09th – 23rd<br>December 2026 | Mon – Thu: 9.00 a.m. – 3.30 p.m.<br>(Rest hour 12.30 – 1.30 p.m.)<br>Fri: 9.00 – 11.00 a.m. & 2.00 – 3.30 p.m. | Property Administration Department,<br>SIDMA College, Kota Kinabalu     |

A penalty of **RM30.00 per day** will be imposed on graduates who return the Academic Robe after **23rd December 2026**. The College reserves the right to claim compensation if the Academic Robe is damaged, lost or not returned.



## 5 ACADEMIC SCROLLS AND TRANSCRIPTS

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

| Date                          | Time                                                                                                              | Venue                                                                      |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 08th December 2025            | 10.00 a.m. – 1.00 p.m.                                                                                            | Robe Returning Counter,<br>Sabah International Convention Centre<br>(SICC) |
| 09th December 2026<br>onwards | Mon – Thu: 9.00 a.m. – 3.30 p.m.<br>(Rest hour 12.30 – 1.30 p.m.)<br>Fri: 9.00 – 11.00 a.m. & 2.00 – 3.30<br>p.m. | Registry Office,<br>SIDMA College, Kota Kinabalu                           |

*Graduates who do not attend the Convocation Ceremony can collect their scrolls and official transcripts from 09th December 2026, as scheduled in the table above.*



## 6 GRADUATES' GUESTS FOR CONVOCATION CEREMONY

Every Graduate is allowed to bring along a maximum of **two (2) guests** 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.**

## 7 DRESS CODE FOR CONVOCATION CEREMONY

### Graduates

|        | Male                                                                                                                                                         | Female                                                                                                                                                  |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attire | Dark coloured "Baju Melayu" with "Samping Songket", OR dark coloured Lounge Suit with light coloured long-sleeved shirt and necktie. (Jeans are not allowed) | Malay National dress (Baju Kurung or Kebaya Labuh) or Traditional Dress (ethnic), OR formal dress.                                                      |
| Hair   | Short crop above ear and neckline                                                                                                                            | Tied back or "sanggul", OR tudung in white/light colour for Muslims.                                                                                    |
| Shoes  | Dark coloured shoes and socks. (Open-toed footwear, sports shoes, slippers or sandals are NOT allowed)                                                       | Dark coloured court shoes / dress shoes / covered shoes with heels. (Open-toed footwear, sports shoes, high heels, slippers or sandals are NOT allowed) |

### Guests

|        | Male                                  | Female                         |
|--------|---------------------------------------|--------------------------------|
| 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 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:

- 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.
- 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 on silent mode in the Convocation Hall. Use of handphones 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 CONVOCATION REFRESHMENT

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

## 10 PHOTOGRAPHY SERVICES

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

SIDMA College reserves the right **NOT** to allow guests to enter the Convocation Hall if they do not follow the rules and etiquette stated above.

## 11 CAR OR VEHICLE PARKING

- ◆ Car park at SICC is a **paid parking** facility. All vehicles entering SICC will be charged according to standard SICC parking rates.
- ◆ To avoid delays, please arrive at least **60 minutes** before your session.
- ◆ Alternative: Guests are encouraged to use e-hailing services or car pool. The College will not be responsible for any loss, damage or traffic summons incurred.



## 12 ENQUIRIES

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

| Matters                                | Contact Person                                      | Email Address                               | Handphone                   |
|----------------------------------------|-----------------------------------------------------|---------------------------------------------|-----------------------------|
| Graduands & Guest Affairs              | Ms. Noryeduri binti Maitang<br>Ms. Fauzianah Jaafar | duri@sidma.edu.my<br>fauzianah@sidma.edu.my | 017-8678786<br>011-45777075 |
| Scroll and Transcripts                 | Ms. Felicity Kangut<br>Ms. Dayang Noraidah          | felicity@sidma.edu.my<br>dgnor@sidma.edu.my | 013-8039110<br>019-3632461  |
| Finance, Graduation & Convocation Fees | Finance Department                                  | rukidah@sidma.edu.my                        | 017-8677051<br>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                            | Mr. Robert Eban                                     | robert@sidma.edu.my                         | 016-26874984                |

— End of SIDMA College 12th Convocation Guidelines —