



INNOVATIVE INTERNATIONAL COLLEGE CONVOCATION CEREMONY



**IIC 8TH CONVOCATION PROCEDURE
11TH DECEMBER 2022**

Important: Please bring along this procedure when attending the Convocation Ceremony.

Welcome All Graduates,

On behalf of the Innovative International College (IIC), we would like to welcome everyone of you to this graduation ceremony. We congratulate and celebrate for your remarkable achievement as you have successfully passed from graduands to graduates. Graduation is the culmination of hard work and is a major milestone on the road to success. It is a proud moment for you as well as all your family and friends who have supported you over the years.

This guideline is prepared by the Secretariat as an effort to help the graduands in planning and attending the ceremony. Our main objective is to hold a graduation ceremony that is both dignified and memorable. Hence, your support in making sure that this guideline is strictly adhered to is greatly appreciated.

We hope that this information will be able to guide you. However, please be advised that these are just some of the general guidelines. The guideline does not cover all the possibilities and or questions which may arise in your individual case and circumstance. Please keep this guideline for your reference. If you have any questions, we will be available to help you. Kindly contact us by phone 03- 27262436 (Ext 200), fax 03-7784 9008 or email to marini@innovative.edu.my / aini@innovative.edu.my / noraini@innovative.edu.my / habilashiny@innovative.edu.my . We will assist you in any way and whenever possible. We look forward to your participation in this very auspicious event.

Congratulations!

Registrar.

“Graduation is a time of completion, of finishing, of an ending; however, it is also a time of celebration of achievement and a beginning for the new graduate.”

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1. Convocation Ceremony

Innovative International College 8th Convocation Ceremony will be held on Sunday, 11th December 2022 at Plenary Hall, Putrajaya International Convention Centre, **8.00am to 1.00pm.**

2. Confirmation of Participation

a. Confirm your attendance by sending Confirmation Attendance Form to the below personnel, latest by **21st November 2022.**

No	Name	Contact No.	E-mail
1	Ms. Izzaty	+603-27262436	zaty@innovative.edu.my
2	Ms. Nadhirah	+603-27262436	nadhzakaria@innovative.edu.my
3	Ms. Aini	+603-27262436	aini@innovative.edu.my
4	Mr. Luqman	+603-27262436	luqman@innovative.edu.my
5	Mr. Syafiq	+603-27262436	syafiqsamad@innovative.edu.my
6	Mr. Haziq	+603-27262436	haziqh28@innovative.edu.my
7	Ms. Aini Zainol	+603-27262436	noraini@innovative.edu.my
8	Mr. Helmi	+603-27262436	helmi@innovative.edu.my

b. Print, fill up and send back the forms below to the above persons in-charge via email:

- i. Confirmation of Attendance Form
- ii. Robe and Certificate Form
- iii. Completion of Study Form
- iv. Alumni Form

3. Clearance Fees

Graduands are advised to pay their program fees in full to the College to avoid any problems arise in future. Any fees owed to the College need to be paid before attending the ceremony. All outstanding fees must be fully settled by **15th November 2022.**

Settlement of fees can be made by following methods:

- a. Bank in or online transfer to:

BANK ACCOUNT NAME: KOLEJ ANTARABANGSA INOVATIF SDN BHD

BANK ACCOUNT NO : 3150-9890-34

NAME OF BANK : PUBLIC BANK BERHAD

- b. Payment by Debit or Credit Card by walk-in to office (strictly **NO** cash payment is entertained)

Kindly email/WhatsApp to 011-60904547 (Finance Department) your payment slips to the below contact persons as proof of payment. Details of student ID No/IC No must be written on the payment slip and please state the payment is for outstanding balance.

4. Payment of Graduation Fees

All graduands are required to make a payment of **RM700.00** for the below package which includes:

- a. Black Graduation Robe, Mortar & Hood
- b. Certificate Folder
- c. Certificate of Study (subject to outstanding fees)
- d. Pack Food for 3 pax (adult & fully vaccinated only)
- e. Photograph 11R size (receiving on stage-full pose) with logo and caption.
- f. Photograph 8R size (receiving on stage-half pose)
- g. Photograph 5R size (leaving stage)
- h. Convocation Goodies kit

Methods of payment:

- a. Bank in or Bank transfer to

**BANK ACCOUNT NAME : KOLEJ ANTARABANGSA INOVATIF SDN
BHD**

BANK ACCOUNT NO : 3150-9890-34

NAME OF BANK : PUBLIC BANK BERHAD

- b. Payment by Debit or Credit Card by walk in to office (strictly **NO** cash payment)

5. Graduate Tracer Study

All graduands are required to participate in the tracer study conducted by the Ministry of Education Malaysia. The questionnaires are available online at <https://great.mohe.gov.my/>. Please bring along the print-out proof of survey completion during the collection of academic dress. For further enquiries, please contact Registry Office at +603-27262436 or email to marini@innovative.edu.my

6. Dress code

All graduands and guests are **COMPULSORY** to adhere to the following dress code.

(APPENDIX 2)

a. Male Guest Dress Code

- i. Baju Kebangsaan
- ii. Batik
- iii. Lounge Suit or
- iv. T-shirt and Jeans are **STRICTLY NOT ALLOWED**
- v. Leather Shoes or Loafer Shoes

b. Female Guest Dress Code

- i. Baju Kebangsaan or
- ii. Batik (dress or above knee skirt, sleeveless blouse, T-shirt and pants are **STRICTLY NOT ALLOWED**)
- iii. Fully covered shoes

c. Male Graduands Dress Code

- i. Graduate Academic Robe (provided by the university)
- ii. A piece of five buttoned black Baju Melayu and golden thread black songket and worn with cummerband, or
- iii. Lounge suit including black slack, or
- iv. Long-sleeved shirt (any colour) with tie and black slack.
- v. Black leather shoes and black socks

d. Female Graduands Dress Code

- i. Graduate Academic Robe (provided by the university)
- ii. Modern long baju kurung/ long kebaya bandung.
- iii. Graduates who are pregnant are advised to wear decent maternity clothes.
- iv. Kebaya sarung without side slit but front pleated sarung can be worn
- v. Lace clothes with lining
- vi. Head gear (selendang/mini telekung) can be worn with free choice of colours
- vii. Court shoes with 1.5 inches are allowed to be worn
- viii. Pant-suits are not permitted

IMPORTANT: Please take note that casual / short pants, jeans, tights and leggings, t-shirt, sports shoes, sandals and slippers are **strictly not allowed**. Children below 12 are not allowed into the hall. The Convocation Committee has the authority to stop any guests from entering the hall if they do not adhere to the above-mentioned dress codes.

7. Invitations Card

Graduands will be given the following items:

- a. Three (3) invitation cards
 - Admission into Hall is strictly by invitation
 - Lost or misplaced invitation card will not be replaced
 - Each card allows for two guests only who must be 12 years of age.
- b. Three (3) Food vouchers
- c. Queue No.
 - Queue no. is to facilitate the arrangement of graduands during the procession. It will also be used for announcing and displaying graduand's name on the screen.

8. Collection of Graduation Robe

- a. Please collect your graduation attire as per details below:
 - Venue : C212, Block C Innovative International College
 - Date : 9^h December 2022
 - Time : 10:00 am – 5:00 pm
- b. Present all required documents to the staff in charge at the hall to collect your robe, hood and mortar board.
- c. Make sure that the Graduation Robe is in good condition before you take it out of the Robing Room. Any complaints regarding the Academic Dress after it was taken out of the room will **NOT** be entertained.
- d. Robes cannot be altered and are to be returned as the scheduled given in its best condition.

9. Convocation Rehearsal

- a. No rehearsal will be conducted. Graduands are advised to read the protocol of receiving the scroll as stated in the Convocation Guideline.

10. Protocol of receiving scrolls

The protocol for receiving scrolls are as follows:

- a. The Program Leader of the program or Head of School will announce the diploma to be awarded.
- b. Graduands stand, bow and move to the stairs at the side of the stage.
- c. Give your queue no. to the officer in charge before moving up the stage.

- d. Once your name is announced by the emcee, proceed to the spot marked on the stage, bow and move a step forward.
- e. The scroll will be awarded by the Chairman of College accompanied by the President of College.
- f. Accept the scroll with both hands, take a bow and walk to your seat. No hand shake is allowed upon receiving the scroll.

11. Rules and etiquette during the ceremony

To ensure the ceremony is conducted with dignity, honor and solemnity, we would appreciate if you could give your full cooperation to observe the rules and etiquettes listed below. Please also remind your guests and parents to strictly observe the same rules and etiquettes.

- a. No representative is allowed to represent or replace the graduates during the Conferral of IIC Diploma.
- b. Graduands and guests/parents are not allowed to leave the hall or move around the ceremony so as not to disrupt the ceremony.
- c. Only officially appointed photographers are allowed to take photographs or any form of audio-visual recording. Graduands, parents/guests are not allowed to take photographs during the convocation ceremony.
- d. Graduands who disturb the ceremony in any way will be removed from the ceremony immediately.

Do's:

- a. Please come one hour early before convocation starts to ease the process.
- b. Please have your breakfast / meal before the convocation session. The convocation ceremony will take about five hours. Graduands and guests are not allowed to leave the Hall before the ceremony ends.
- c. Please ensure that you are in the proper academic attire before joining the procession to the Hall.

Don'ts:

- a. Graduands are not allowed to bring cameras, flower bouquets, food, handbags etc. into the convocation hall.
- b. Graduands are not allowed to move around in the convocation hall during the ceremony.
- c. Graduands are advised to use the restroom before the ceremony to minimize disruptions during the ceremony.

12. Official photographer

- a. An official photographer appointed by the College will take photographs of the graduands during Convocation.
- b. Additional photography session can be arranged after the convocation at the photography booth outside of the Hall.
- c. Photo can be collected at the College after the Convocation.

13. Returning of Graduation Robe

- a. Graduands need to return the graduation robe in a good condition after the graduation ceremony.
- b. Graduands will be held responsible for any damage or loss of academic attire.
- c. Graduands who fail to return the academic attire will be asked to pay full cost of the academic attire and it will be considered sold. The following amount would be deducted from the deposit in the event of losing or damaging of gown, mortar board or hood:

No	Convocation Attire	Amount
1	Academic Robe	RM 200.00
2	Hood	RM 15.00
3	Mortar Board	RM 100.00

14. Collection of Certificate and Transcript

- a. Certificate and transcript can be collected at the certificate counter after you have returned your Academic Robe, after the graduation ceremony.
- b. You will not able to collect your certificate and transcript if you have **NOT**:
 - i. returned the Academic Robe
 - ii. paid the tuition fees, hostel fees or any fine or summon.
- c. Uncollected certificate/transcript will be kept by the college. However, the college will not be held responsible for any loss or damage to the certificate/transcript.

15. Assistance and Enquiries

Should you have any queries, please do not hesitate to contact us through the following personnel:

No	Name	Contact No.	E-mail
1	Ms. Izzaty	+603-27262436	zaty@innovative.edu.my
2	Ms. Nadhirah	+603-27262436	nadhzakaria@innovative.edu.my
3	Ms. Aini	+603-27262436	aini@innovative.edu.my
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6	Mr. Haziq	+603-27262436	haziqh28@innovative.edu.my
7	Ms. Aini Zainol	+603-27262436	noraini@innovative.edu.my
8	Mr Helmi	+603-27262436	helmi@innovative.edu.my

16. Important dates

No	Dates	Dateline
1	1 st November 2022	Confirmation of Attendance
2	15 th November 2022	Email back the Graduation Form
3	15th November 2022	Settle Graduation fee
4	15th November 2022	Settle Outstanding of Program fee, Summons or Hostels fee
5	9 th December 2022	Robe Collection
6	11 th December 2022	Convocation Day

Standard Operating Procedures

- a. **Graduands and Guests Arrival Process**
 - i. Graduands and guests with a body temperature above 37.5 Celsius are not allowed to enter.
 - ii. While graduands and guests wait their turn at the screening counter, a physical distance of at least 1 meter will be observed in accordance with the markings set by the organizers.
 - iii. Graduands and guests are required to wear a face mask during graduation ceremony.
 - iv. Individuals with chronic illnesses are advised not to attend events.
- b. **During Convocation Ceremony**
 - i. Take the position as marked or set by the organizer.
 - ii. Avoid close conversations.
 - iii. Eat in a confinement position and do not congregate during meals.
 - iv. Do not crowd in the elevators and toilets or any space where the event is organized.
 - v. It is forbidden to gather or assemble outside the ceremony hall before or after the ceremony.
 - vi. Leave the venue in an orderly and uncrowded manner.
- c. **Photography Session**
 - i. Photography sessions with physical spacing one at a time.
 - ii. Provision of an attendant to control the flow of graduands and guests during the photography session.
 - iii. Graduands and guest are advised to avoid any crowded places at the photobooth area and follow social distancing measures.
- d. **Health SOP**
 - i. Before the Convocation Ceremony
 1. No symptoms of COVID-19 when attending.
 2. Not in the category of Person Under Investigation (PUI) or Person Under Surveillance (PUS) or close contacts person under investigation.
 - ii. During the Convocation Ceremony
 1. Graduands must follow the following procedures whenever in Plenary Hall, Putrajaya International Convention Centre.
 2. Follow the SOP and follow the instructions of the officer in-charge.

APPENDIX LIST

APPENDIX 1	ITINERARY
APPENDIX 2	DRESS CODE
APPENDIX 3	GRADUATION ROBE
APPENDIX 4	LAYOUT PLAN
APPENDIX 5	PROGRAMME LIST

APPENDIX 1

ITINERARY OF THE EVENT

7.00 AM	: Registration : Parents and Guests enter the hall
8.45 AM	: Arrival of Honoured Guests
9.00 am	: Arrival of Professor Emeritus Dato' Dr Hashim bin Yaacob, Chairman of Innovative International College : Photography Session
9.10 am	: Procession of Graduates enter the Hall : Procession of Academicians enter the Hall
9.30 am	: The Main Procession into the Hall : National Anthem : Doa Recitation : Speech by President of Innovative International College, Pn Shahawati binti Umar : Official Opening of IIC 8 th Graduation Ceremony 2022 : Speech by Chairman of Innovative International College, Professor Emeritus Dato' Dr Hashim bin Yaacob : Multimedia Presentation : Conferment of Diplomas : Performance : Conferment of Diplomas : Performance : Multimedia Presentation : Conferment of Dean Award, Faculty Award and Best Student : Speech by Best Student Award recipient : Innovative Dihatiku Song
1.00 pm	: Procession of Academicians exit the Hall : Procession of Graduates exit the Hall : Main Procession exit the Hall : End of Ceremony

APPENDIX 3

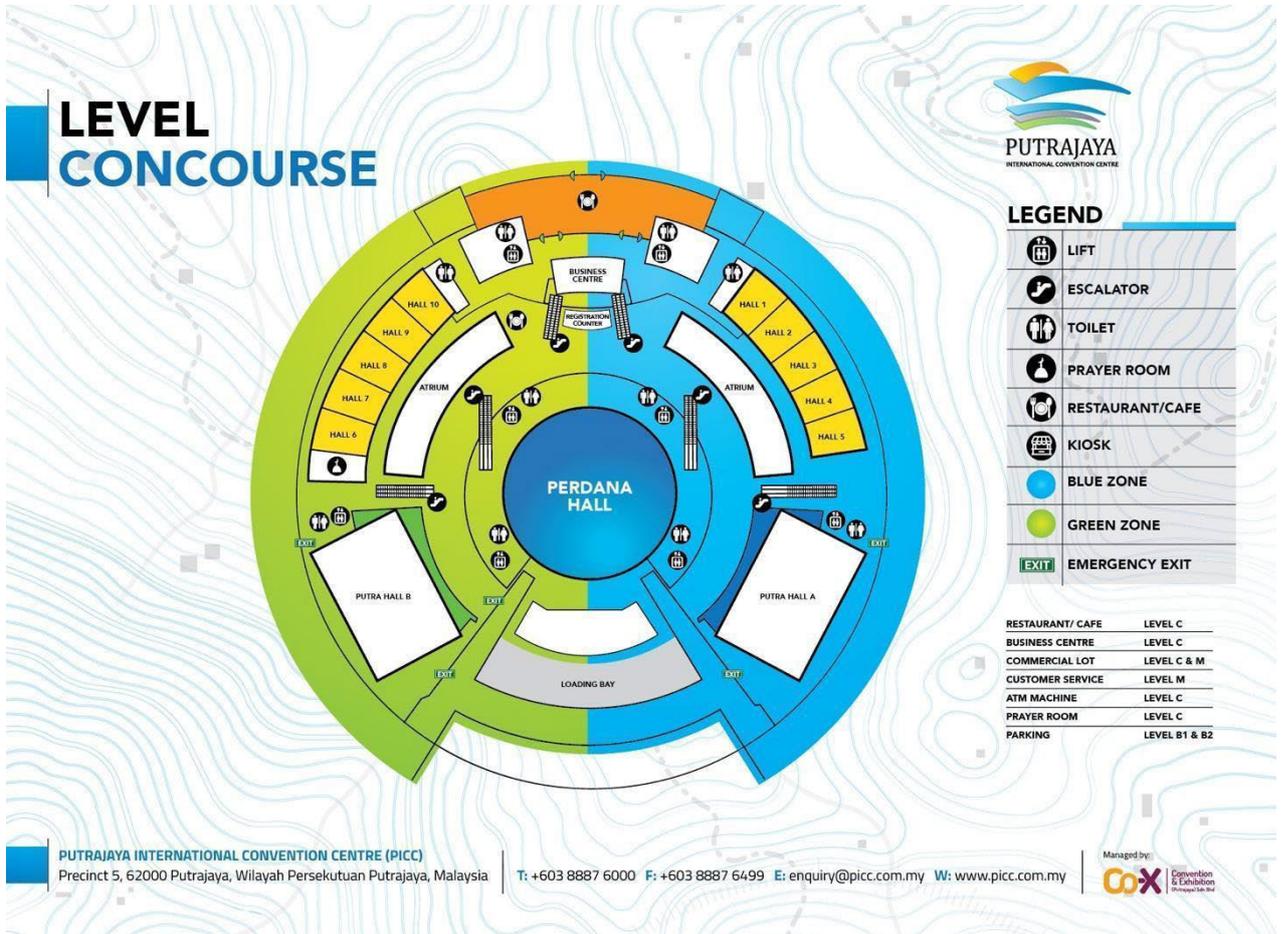
GRADUATION ROBE

EXAMPLE OF DIPLOMA GRADUATION ROBE



APPENDIX 4

LAYOUT PLAN



PROGRAMME LIST

1. DIPLOMA IN LAW ENFORCEMENT ADMINISTRATION
2. DIPLOMA IN HAJI & UMRAH MANAGEMENT
3. DIPLOMA IN HOTEL MANAGEMENT (WORK-BASED LEARNING)
4. DIPLOMA IN TOURISM MANAGEMENT
5. DIPLOMA IN TOURISM MANAGEMENT JAPAN
6. DIPLOMA IN INFORMATION & COMMUNICATION TECHNOLOGY
7. DIPLOMA HOTEL MANAGEMENT
8. DIPLOMA IN UMRAH HAJI MANAGEMENT
9. PROFESSIONAL DIPLOMA IN BUSINESS MANAGEMENT
10. DENTAL SURGERY ASSISTANT CERTIFICATE PROGRAM
11. DIPLOMA IN BUSINESS ADMINISTRATION