



INTERNATIONAL ISLAMIC COLLEGE CONVOCATION CEREMONY 2012

"Aiming for the stars...."

CONVOCATION GUIDELINE (15th SEPTEMBER 2012) SATURDAY

Important: Please bring along this guideline booklet all the time when you attend the convocation ceremony.

Before attending the convocation ceremony, graduates need to fulfill all the requirements below. Please (√) the item(s) that you have completed.

√	ITEM	REMARK
	Convocation fees (Please bring the receipt of payment upon collection of robes) * Due date of payment : <u>30th August 2012 (Thursday)</u>	
	Related fees	
	Graduates Dress Code	
	Parents/Guests Attire	
	Car Sticker & Invitation Card	
	Tracer study slip: http://graduat.mohe.gov.my * Available from the <u>1st of July 2012 to the 30th of August 2012</u>	
	IIC Alumni Association Membership (IICAA) - <u>COMPULSORY</u> (Please bring the form upon collection of robes)	
	IIC Ex-Student Biodata Form - <u>COMPULSORY</u> (Please bring the form upon collection of robes)	
	Nomination form and criteria for selecting the candidates for best students award for college convocation day * Date of submission : <u>1st August 2012 (Friday)</u>	<i>if required</i>

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Flow Chart for Convocation Ceremony day

Convocation Coupon

Collection of Scroll Form

IIC Alumni Association Membership Form

IIC Ex-Student Biodata Form

Nomination form and criteria for selecting the candidates for best students award for college convocation day (if required)

Assalamualaikum wrt. and Peace be Upon You

Dear Graduates,

Congratulations to you on joining the graduates of this seventh convocation of IIC! This is a very important occasion for you – a time to celebrate your success with your family and friends. Hence, please read this guideline carefully, and familiarize yourself with it. We hope to make this convocation a memorable event for you and seek your cooperation for the same.

1.0 Convocation Fees

1.1 The convocation fees for diploma and certificate are as follows:

- a) **Diploma** : RM 250
- b) **Certificate** : RM 250

1.2 Mode of payment:

- a) Bank in slip – payable to “IIUM Higher Education Sdn. Bhd.” Acc. No.: **1416 2010 0020 61 (Bank Islam)** (photocopy your bank in slip and write your **name, matrix number** and **hand phone number**) and fax to : **03-6184 1900 (Finance Division)**
- b) Cash - payment made directly to the Finance Department, IIC.

1.3 The last day to pay for the convocation fee shall be made on the **30th of August 2012 (Thursday)**.

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2.0 Borrowing of Graduates Academician Robe

2.1 Graduates have to complete the Tracer Study questionnaire which is accessible via online at <http://graduat.mohe.gov.my> for MOHE Tracer Study. The completed questionnaire of the tracer study should then be printed to be submitted during the collection of the convocation robes.

2.2 Graduates have to fill up the necessary information as attached at the last page of this booklet together with the convocation payment receipt and the Tracer Study questionnaire during the collection of the convocation robes.

2.3 Please be informed that the distribution of the robes will be made on the ‘first come first serve’ base. It is advisable for graduates to collect the robes as early as possible.

- 2.4 Graduates may collect his/her robe according to the following schedules:

(One week before the convocation day)

Date : 10th September – 14th September 2012

Time : 9 AM – 5 PM

Venue: Former CEO's room, Level 2, **International Islamic College**

(Rehearsal day)

Date : 13th September 2012 (Thursday - after rehearsal)

Time : 12.00 Noon – 2.00 PM

Venue: Cultural Activity Centre (CAC), **International Islamic University Malaysia (IIUM)**, Gombak.

- 2.5 Person in-charge:

- Mdm. Suhaila Abd Kadir (SICT)

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3.0 Returning of Graduates Academician Robe

- 3.1 Graduates have to return the robes after the convocation ceremony at:

Date : 15th September 2012 (Saturday)

Time : 2.30 PM – 6.00 PM

Venue: Cultural Activity Centre (CAC), **International Islamic University Malaysia (IIUM)**, Gombak.

- 3.2 Failures to return the robe on time will result in fine of RM50 being charged upon you for each day the robe is returned late.
- 3.3 Please take care of the robe and DO NOT hand wash it. The college has a right to claim a compensation of RM 300 if the academic robe is damaged or lost.
- 3.4 The receipt of payment and collection of scroll form must be produced when returning the robe to be stamped "RETURNED" by the committee in charge.
- 3.5 Failure to return the robe will result in the suspension of your scroll.

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4.0 Rehearsal

- 4.1 Graduates have to come for rehearsal. Before the rehearsal, graduates have to check their numbers and the counter numbers to register. Click [here](#) or <http://www.iic.edu.my/docs/rehearsal.pdf> to view.
- 4.2 The tentative is as follows:
- Date : 13th September 2012 (Thursday)
Time : 7.00 AM – 1.00 PM
Venue: Cultural Activity Centre (CAC), IIUM, Gombak.
- 4.3 The rehearsal is **COMPULSORY** for all graduates. Those who fail to attend the rehearsal will **NOT** be allowed to join the ceremony.
- 4.4 On the rehearsal day, graduates are required to register and collect the following items from the committees in charge:
- a) Name slip
 - b) Invitation card
 - c) Car sticker
- 4.3.1 Every graduate will be given an invitation card for two (2) guests to attend the convocation ceremony at the Cultural Activity Centre (CAC), IIUM, Gombak.

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5.0 Traffic and Parking System

- 5.1 You may bring only one (1) car to the convocation day at the International Islamic University Malaysia (IIUM) campus. Once you reach the IIUM campus, please display your car sticker at the entrance so that the concerned officers can usher you to the allocated parking space. Appropriate signage will be located to direct you to the venue.
- 5.2 If you plan to come by LRT (PUTRA), your last stop will be at the TERMINAL PUTRA; Gombak. Feeder buses are available, straight to the main campus (IIUM).

5.3 Location & Campus Map:

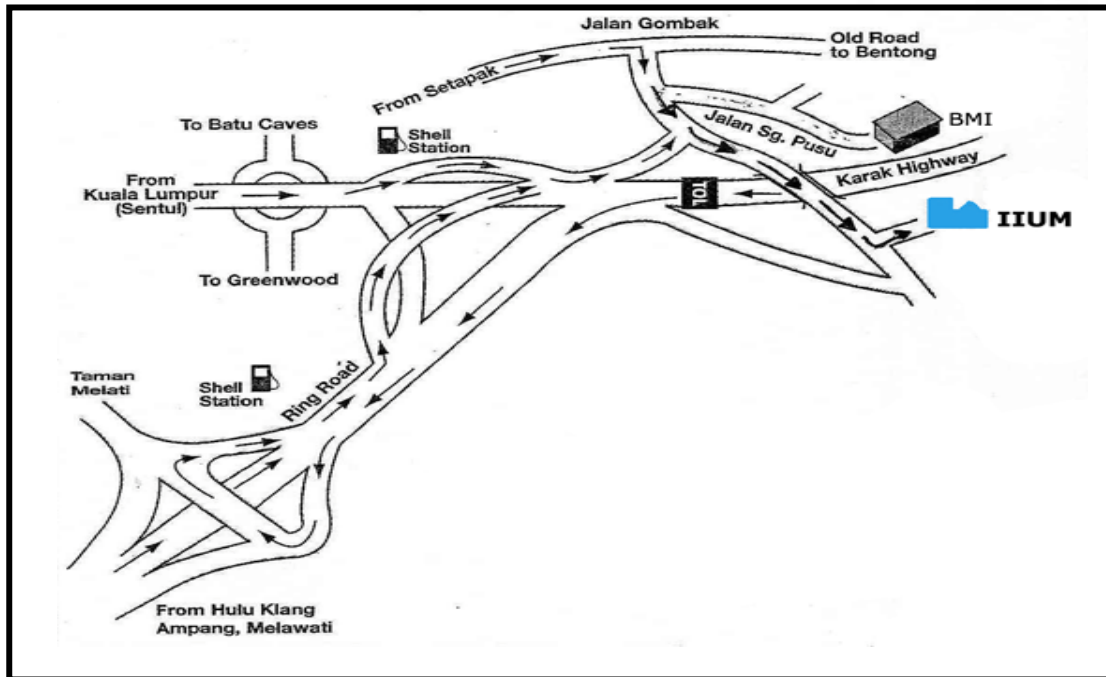


Figure 1: IIUM Location

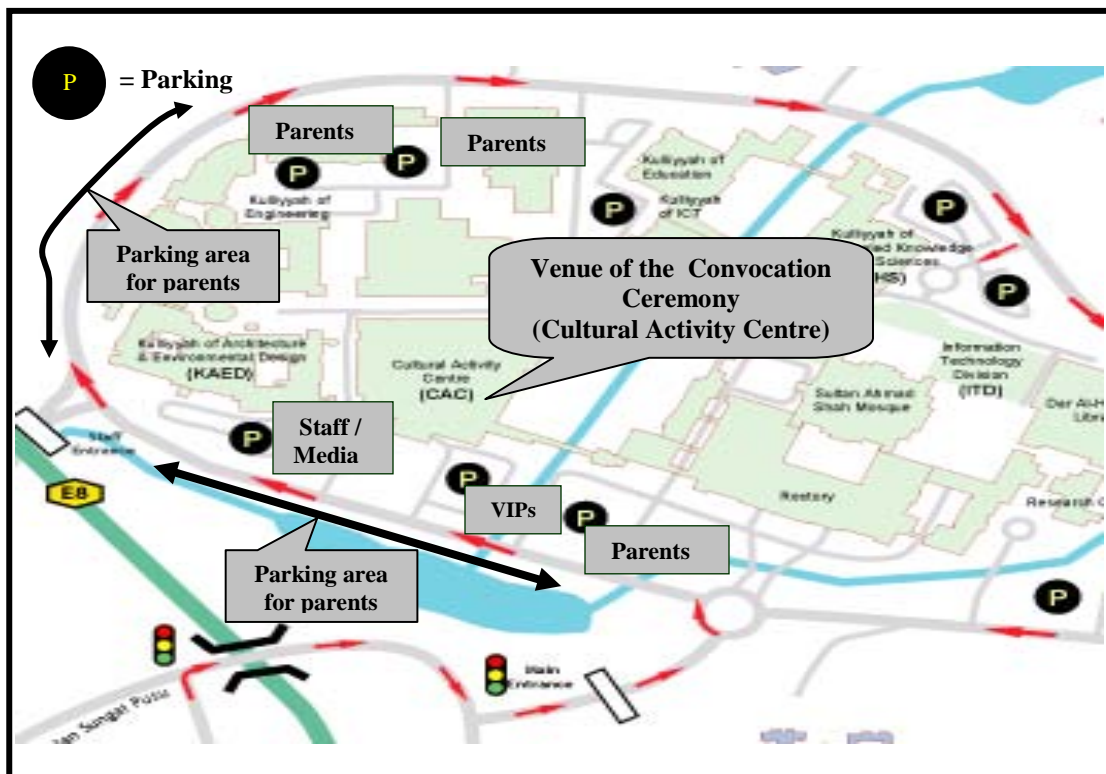


Figure 2: IIUM Map

6.0 Parents / Guests Attire

6.1 Parents / Guests have to wear the formal attire as follows:

A. Male attire:

- i. National or
- ii. Batik or
- iii. Lounge Suit or
- iv. Formal attire suitable with the ceremony (jeans and T-Shirt are not allowed).

B. Female attire:

- i. National or
- ii. Formal attire suitable with the ceremony and cover your *aurah*.

Note:

- Children below 12 years of age are **NOT ALLOWED** to enter the hall during the convocation ceremony.
- Graduates' parents/guests are not allowed to enter the hall if they fail to follow the attire as requested.

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7.0 Emergency Treatment

7.1 IIUM paramedic will operate from 8.00AM until 2.00PM for emergency treatment only. Please refer to the convocation committees or refer to the signage.

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8.0 Graduates Dress Code

8.1 The dress comprises two items:

- 8.1.1 The convocation robe (rented from the college) and
- 8.1.2 Black velvet 'songkok' for the male graduates and cream 'tudung' for female graduates.

Note: *'Songkok' and 'Tudung' are given together with the convocation robes*

8.2 All graduates must observe the following dress code:

8.2.1 Attire

Male graduates: Black coloured 'Baju Melayu' with 'Sampin Songket', or Black-Coloured Lounge Suit.

Female graduates: Light coloured 'Baju Kurung' or formal dress (covering the *aurah*, including neck and head). Slit skirts and semi-transparent dresses are totally **prohibited**.

8.2.2 Shoes

Male graduates: Leather shoes (preferably black/dark coloured). Sportswear and sandals are strictly prohibited.

Female graduates: Female students should only wear fully-covered shoes, preferably black or dark brown. Bright coloured shoes are not allowed. Female students are not allowed to wear high-heel shoes (more than 1.5") or sandals.

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9.0 Appearance

9.1 Male Graduates

The hair should be short and smart, does not reach the collar.

9.2 Female Graduates

Transparent and stylish dresses are not allowed. You must cover the *aurah*.

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10.0 Rules and Etiquette during the Convocation Ceremony

10.1 To ensure that the ceremony, which is a once in a lifetime event for many of you, is conducted with dignity, honour and solemnity that you as well as your parents certainly deserve after a long and arduous struggle, the College requests that you give your full cooperation not only by personally observing the rules of etiquette listed below but also to explain and reprimand all your guests to strictly adhere to the same.

10.2 If, for any reason, you think that your guests are not able to observe these rules, then you are to advise the guests concerned not to be seated in the convocation hall during the ceremony. The College on its part respectfully gives notice that it will enforce the rules strictly. The rules are as follow:

- a. Persons leaving the hall or moving about during the convocation ceremony will destroy its solemnity dignity and

- honour. Therefore, your guests and you are kindly requested to remain seated in the hall until the ceremony is completed.
- b. You, as well as your guests, are advised to go to the toilet before the ceremony so that you can fully comply with the above rule.
 - c. The taking of photographs or any form of audio-visual recording by anybody other than the officially appointed photographers is strictly prohibited.

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11.0 Collection of Scroll

- 11.1 Graduates, who have obtained clearance from the College, can collect their scrolls from the College on the following day:

Date : 18th September 2012 (Tuesday)
Time : 8.30 AM – 5.30 PM
Venue: Academic Affairs Division (ACAD), Level 1, IIC

Note: *Please submit the collection of scroll form (enclosed in this guideline) upon the collection of the scroll.*

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12.0 Photography Session

- 12.1 Graduates may proceed to the photography session after the collection of robe and you must show the photography coupon for photography session purposes.

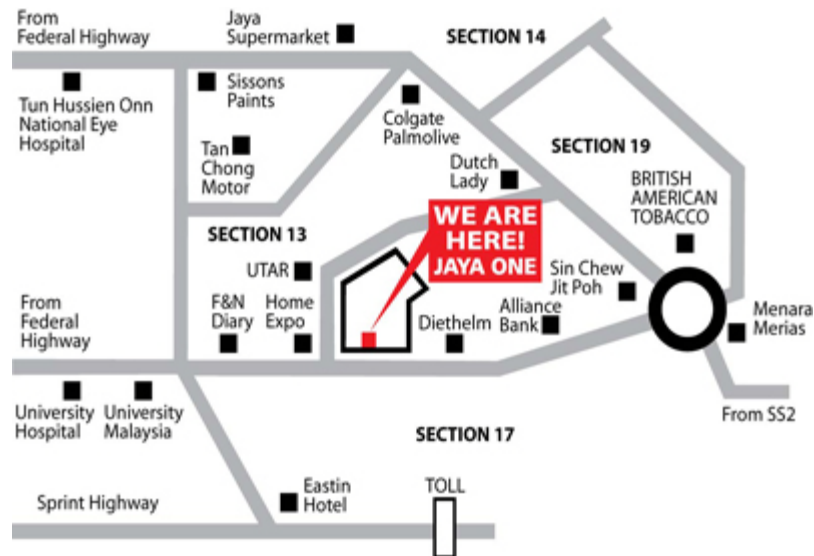
- 12.2 Graduates may do so on the rehearsal day:

Date : 13th September 2012 (Thursday)
Time : 12.30 NOON – 3.30 PM
Venue: Cultural Activity Centre (CAC), IIUM, Gombak.

- 12.3 Graduates may collect their photos three days after the convocation using your photography coupon. The photos shall be collected at the office of Fotorex Holdings Sdn Bhd:

Address : G25, Block B, Jaya One,
No. 72A, Jalan Universiti,
46200 Petaling Jaya,
Selangor Darul Ehsan.
Opening hours : Mon – Sat (10am to 7pm) Sun (10am to 6pm)
Tel / Fax : 03-79609019 / 03-79609219

12.4 Location Map:



Map to our PJ studio (Click to view large version)

12.5 Kindly browse through the following website for further information on Fotorex Holdings Sdn Bhd:

<http://fotorex.com/home>

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13.0 Further Information / Enquiry

13.1 Should you have any further enquiries, please do not hesitate to contact us at the following numbers:

- | | | |
|-------|--------------------|-----------------------------------|
| i. | Mdm Nur Safwati | : 03-61876900 ext. 247 (STADD) |
| ii. | Mdm. Norizawati | : 03-61876900 ext. 248/258 (SOM) |
| iii. | Mdm. Nor Akma | : 03-61876900 ext. 281 (SOM) |
| iv. | Mr. Muslihuddin | : 03-61876900 ext. 302 (STADD) |
| v. | Miss. Fahiz Zahra | : 03-61876900 ext. 340 (FINANCE) |
| vi. | Miss Sofia | : 03-61876900 ext. 227 (ACCOUNT) |
| vii. | Mr. Badrul Haizat | : 03-61876900 ext.564 (ACCOUNT) |
| viii. | Mdm. Nura Hanim | : 03-61876900 ext. 355 (ACAD) |
| ix. | Mdm. Siti Khadijah | : 03-61876900 ext. 355/360 (ACAD) |

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TENTATIVE FOR REHEARSAL DAY
THE 7TH IIC CONVOCATION, 13TH SEPTEMBER 2012 (THURSDAY)

7.30am : Registration

8.30am : Students gather in the hall

9.00am : Briefing on tentative for rehearsal & convocation

9.30am : Briefing on procession

10.00am : Robes coaching

10.30am : Full Rehearsal

12.00noon : Photography Session (course by course)

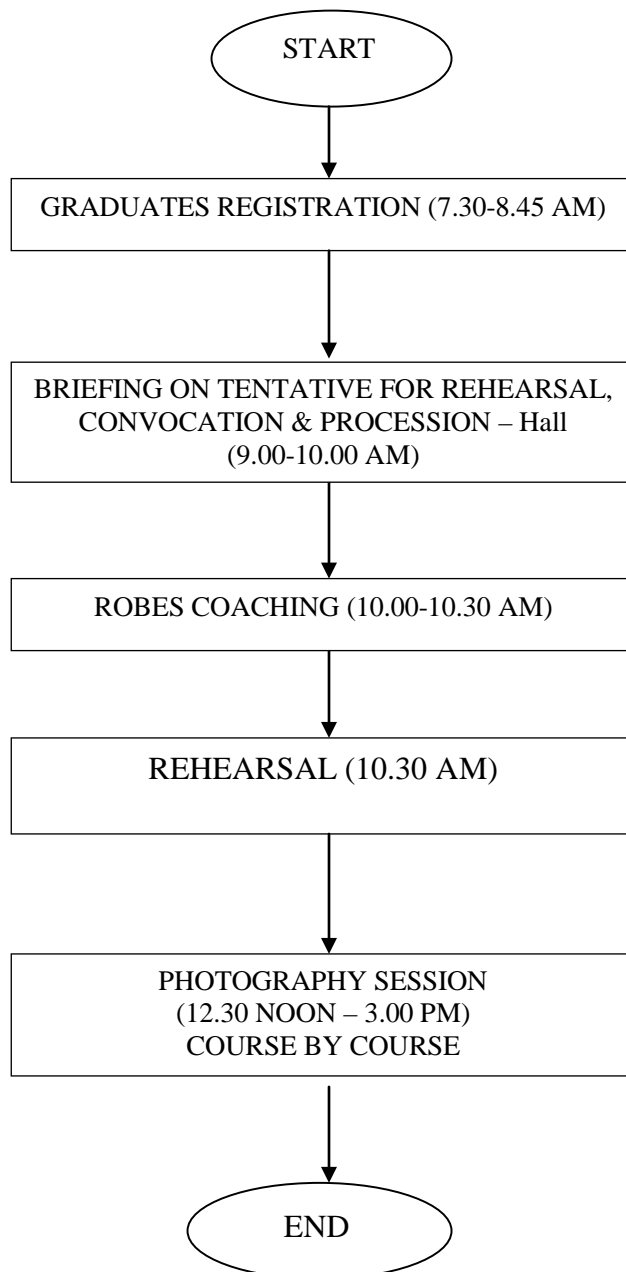
1.00pm : Disperse

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TENTATIVE PROGRAMME
THE 7TH IIC CONVOCATION, 15TH SEPTEMBER 2012 (SATURDAY)

- 8.00 a.m : Arrival of Guests
- 9:00 a.m : Procession Enters the Hall
- 9:10 a.m : 'Negaraku'
- 9:15 a.m : Opening Declaration by the VVIP
- 9:20 a.m : Recitation of Quranic verses
- 9:25 a.m : Speech by the Honourable CEO
- 9:40 a.m : Speech by the Honourable CHAIRMAN
- 9:50 a.m : VVIP Convocation Address
- 10:00 a.m: Declaration by the Dean, School of Management for the conferment of **Diploma in Business Administration, Diploma in Accounting, Diploma in Office Management & Secretarial ship** and **Certificate in Business Administration** & the conferment of scrolls for DBA, DIA, DMS and CBA graduates.
- Declaration by the Dean, School of Information & Communication Technology for the conferment of **Diploma in Computer Science** and **Diploma in Information Technology, Certificate in Computer Studies & Certificate in Information Technology** & the conferment of scrolls to DIT, DCS, and CIT graduates.
- Declaration by the Dean, School of Social Science for the conferment of **Diploma in Islamic Early Childhood Education** and **Diploma in Islamic & Contemporary Sciences** & the conferment of scrolls to DICE and DIC graduates.
- 11:50 a.m: Announcement of Award Winners
- 12:00 n.n: Valedictory Speech
- 12:10 n.n: IIC Choir performance
- 12:40 n.n: Recitation of Du'a
- 12:45 n.n: Proclamation of Adjournment of the Ceremony
- 1:00 p.m: Departure of VVIP & VIP
- 1.15 p.m: End

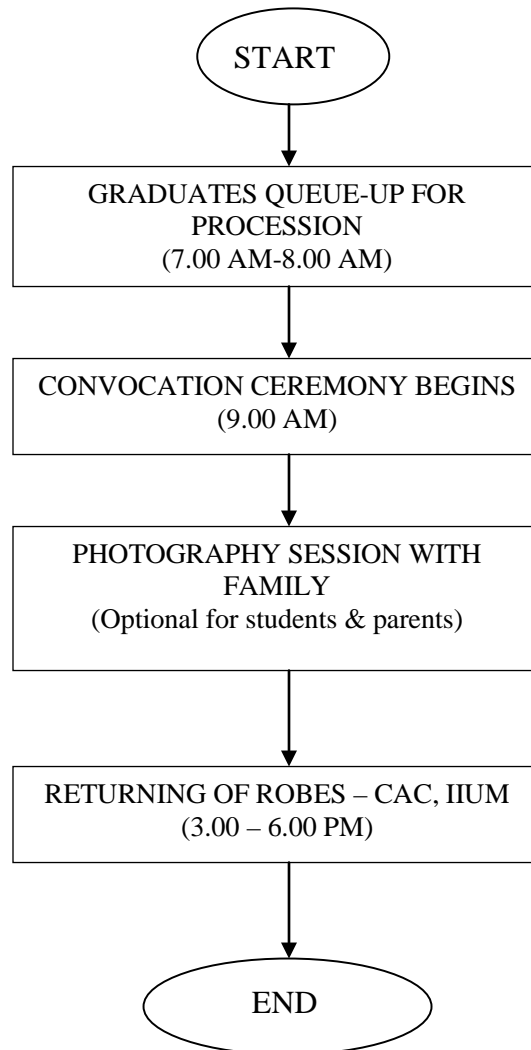
7th IIC CONVOCATION
FLOW CHART FOR *REHEARSAL DAY, 13TH SEPTEMBER 2012 (THURSDAY)



* Note: Any students who missed out any programs on the rehearsal day are **NOT ELIGIBLE** to join the Convocation Day

7th IIC CONVOCATION

FLOW CHART FOR THE CONVOCTION DAY, 15TH SEPTEMBER 2012 (SATURDAY)



Please fill the information below as required; you are required to bring along the copy of the convocation fee payment's **RECEIPT** during the rehearsal, registration, collection of robe and photography session on the mentioned date.

Name :

I/C No. : **Matric No.** :

Initial :

COUPON PAYMENT
Official use

Convocation	Registration on the rehearsal day, 13th September 2012 (Thursday)	
Robe	Borrowing (*Please submit the tracer study form slip)	Returning
Photography	Photography Session	Collection of Photos



INTERNATIONAL ISLAMIC COLLEGE
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Please submit this form to Academic Affairs Division (ACAD) upon collection of
your scroll

COLLECTION OF SCROLL

EMAIL :

MATRIC NO. :

--	--	--	--	--	--	--	--	--	--

NAME :

NRIC / PASSPORT NO. :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

AGE :

--	--

YRS

PERMANENT
ADDRESS :

CONTACT NO. (H) :

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--	--	--	--	--	--	--	--

CONTACT NO. (HP) :

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Your scroll can be collected a day after the convocation day at Academic Affairs
Division (ACAD)

Remarks by:

Robes Committee :

Date :

Finance Department :

Date :

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Photo

BORANG KEAHLIAN PERSATUAN ALUMNI IIC
(Membership Form, IIC Alumni Association)

A. MAKLUMAT PERIBADI (PERSONAL PARTICULARS)

Tan Sri/ Dato' Seri/ Datuk/ Dato'/ Datin/ Dr./ Ir./ Prof./ Prof. Madya/ Hj./ Hjh./ Tuan/ Puan/
Encik/ Cik *

Nama/ Name: _____

K/P / NRIC: _____ Angkatan Tentera/ Polis: _____

Jantina/ Sex: * Lelaki/ Perempuan (Male/ Female) Tarikh Lahir/ Date of Birth: _____

Status Perkahwinan/ Marital Status: * Berkahwin/ Bujang/ Berpisah
Married/ Single/ Widow/ Separated

B. ALAMAT SURAT MENYURAT (CORRESPONDENCE ADDRESS): ☐ Pejabat / Office
☐ Rumah / Home

Status Pekerjaan/ Working Status: ☐ Masih Bekerja/ Berniaga
Still Working/ Business ☐ Bersara
Retired

Jawatan/ Position: _____

No. Telefon : Rumah/ Home _____ Pejabat/ Office _____
Bimbit/ Mobile _____ E-mail _____

C. LATAR BELAKANG PENDIDIKAN DI IIC (EDUCATION BACKGROUND IN IIC)

Kelulusan (Qualification)	Sekolah (School)	Tahun Bergraduat (Graduation Year)

* Bulatkan yang mana berkenaan (Circle the appropriate information)

D. DI MANA MEREKA SEKARANG? (WHERE ARE THEY NOW?)

Jika sekiranya anda mengetahui lokasi bekas para pelajar IIC yang masih belum memperbaharui maklumat peribadi mereka, sila berikan maklumat peribadi mereka untuk pihak kami mendapatkan mereka / *If you know the current whereabouts of any former IIC students who have not update their information, please let us know or suggest they get in touch with us.*

Nama / Name: _____

Kursus / Programme: _____ Bergraduat / Graduation: _____

Alamat / Address: _____

Telephone No: _____ E-mail: _____

Nama / Name: _____

Kursus / Programme: _____ Bergraduat / Graduation: _____

Alamat / Address: _____

Telephone No: _____ E-mail: _____

Untuk Kegunaan Pejabat
(For Office Use)

Permohonan diluluskan/ Tidak diluluskan
Application Approved/ Not Approved

Tarikh/ Date: _____

Pengurus/ Manager (SAAD)

TKPE / DCEO (STADD)

Sila hantarkan Borang Keahlian Kepada (*Please send the Membership Form to*):

SEKRETARIAT ALUMNI IIC
Jabatan Aktiviti-aktiviti Pelajar dan Alumni (SAAD)
Bahagian Hal Ehwal Pelajar dan Disiplin (STADD)
Kolej Islam Antarabangsa Malaysia
No:1, Jalan 31/10A, Taman Batu Muda 68100
Kuala Lumpur
Tel : 03-61876900 + 505 (DL) Fax: 03-61897600
Website : www.iic.edu.my
Emel: gad_iic@iic.edu.my
gad_iic@yahoo.com



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Instructions : Fill in all the relevant information with **CAPITAL LETTERS** in the boxes provided.

IIC EX-STUDENT BIODATA FORM

PART A : PERSONAL PARTICULAR

EMAIL : MATRIC NO. :

NAME :

NRIC / PASSPORT NO. : AGE: yrs.

PASSPORT EXP. DATE : GENDER: MALE FEMALE

PERMANENT ADDRESS :

POSTCODE : CITIZENSHIP :

MARITAL STATUS : RELIGION :

CONTACT NO. (H) : HP

DATE OF BIRTH :

PROGRAMME OF STUDIES :

PARTB : DETAILS OF CURRENT EMPLOYMENT / STUDY

STUDY

NAME OF INSTITUTION:
NAME OF DEGREE :
DATE JOINED :
YEAR EXPECTED TO GRADUATE :

WORKING

NAME OF ORGANIZATION :
DESIGNATION:
DATE JOINED :
BASIC INCOME :
OTHER INCOME(EG.ALLOWANCE):

STUDENT'S SIGNATURE

DATE :

ARAHAN:

Pengisian borang ini adalah bertujuan untuk mengumpul maklumat-maklumat yang berkaitan bekas pelajar IIC bagi tujuan mengenalpasti apa yang sedang mereka lakukan setelah tamat pengajian. Setiap graduan adalah **DIWAJIBKAN** mengisi borang ini dan sila kembalikan pada hari pengambilan jubah konvokesyen.

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INTERNATIONAL ISLAMIC COLLEGE
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GENERAL CRITERIAS FOR SELECTING THE CANDIDATES FOR BEST STUDENTS AWARD FOR COLLEGE CONVOCATION DAY

CATEGORIES

BEST STUDENT AWARD (OVERALL ACHIEVEMENT)

Imām al-Ghazālī Award

Criteria for Best Students Overall

1. The student should possess all the criteria under The Best Students for Academic Achievement.
2. Actively involve in college's curricular activities. (Involvement should be released by STADD)
3. Attend the Interview Session for further individual assessment (if necessary).
4. Score highest mark for the Evaluation Form

BEST STUDENT AWARD (CURRICULAR ACTIVITIES)

Criteria for Best Students Curricular Activities

1. The student should be the graduated students for the said convocation.
2. Actively involve in college's curricular activities. (Involvement Assessment should be released by STADD)
3. Attend the Interview Session for further individual assessment (if necessary).
4. Score highest mark for the Evaluation Form

BEST STUDENT AWARD (ACADEMIC ACHIEVEMENT)

Criteria for Best Students by Course

1. The students are graduated students for the said convocation
2. The student should score Highest CGPA for their respective course or programme and this score should apply among the whole graduated students (for the said convocation day) of that programme only.
3. The student is approved to have no disciplinary problem or any disciplinary record by STADD.



CO-CURRICULUM MERIT ASSESSMENT

NO	INVOLVEMENT	LEVEL	MERIT	PERCENTAGE
1)	STUDENTS' REPRESENTATIVE COUNCIL / CLUB / SOCIETY	SRC member President/Vice President /Secretary/Treasurer Director/Asst Director/ Committee(AJK) Member	5 4 3 2 1 (max 40 points)	35%
2)	SPORTS / SOCIAL WORK / OTHERS* *e.g. debater	International National State University / College Club / Society	5 4 3 2 1 (max 15 points)	35%
3)	SEMINAR / WORKSHOP / INTELECTUAL DISCOURSE	International National State College / University Club / Society	5 4 3 2 1 (max 10 points)	20%
4)	ACADEMIC ACHIEVEMENT	3.75 – 4.00 3.50 – 3.74 3.00 – 3.49 2.50 – 2.99	4 3 2 1	10%



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Instructions : Fill in all the relevant information with **CAPITAL LETTERS** in the boxes provided.

NOMINEE DETAILS FORM (BEST STUDENT AWARD - CURRICULAR ACTIVITIES)

PART A : PERSONAL PARTICULAR

EMAIL : MATRIC NO. :

NAME :

NRIC / PASSPORT NO. : AGE : yrs.

PASSPORT EXP. DATE : GENDER: MALE FEMALE

PERMANENT ADDRESS :

POSTCODE : CITIZENSHIP:

MARITAL STATUS : RELIGION :

CONTACT NO. (H) : HP
DATE OF BIRTH : C.G.P.A

PROGRAMME OF STUDIES :

PART B : PARTICIPATION IN CO-CURRICULAR ACTIVITIES IN IIC

	CLUB/SOCIETIES	POSITION	DURATION/YEAR
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

PART C : EXTRA CURRICULAR ACTIVITIES ACHIEVEMENT

	SPORTS / SOCIAL WORK / OTHERS	LEVEL	DURATION/YEAR
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

PART D : EXTRA CURRICULAR ACTIVITIES ACHIEVEMENT

	SEMINAR / WORKSHOP / INTELECTUAL DISCOURSE	LEVEL	DURATION/YEAR
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

OPINION: If you were to be selected as The Best Student Award recipient, how would you contribute towards the betterment of the Ummah. (describe in not more than 50 words)

NOMINEE'S SIGNATURE

.....
DATE :

ATTENTION:

Nominee is required to print out the **Nomination Form** for selecting of the candidates for best students award and enclose 1 certified copy of all certificates of participation. This form is to be submitted before **1st August 2012** (Wednesday) to: Graduate Affairs, Placement & Alumni Department, Students Affairs and Discipline Division, 3rd Floor Trustworthy Complex, International Islamic College, No 1 Jalan 31/10A, Taman Batu Muda, 68100 Kuala Lumpur, Malaysia (**Attn : Mdm Nur Safwati Md Shahari**) Tel: **03-61876900 ext: 247**

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