

GUIDE TO ATTENDING THE 30TH CONVOCATION CEREMONY

Warmest congratulations to all OUM graduands who have successfully completed their studies and are eligible to graduate at the **30th Convocation Ceremony (MK30)**. To celebrate your achievement, we are pleased to inform you that **MK30 will be held from 9 – 12 May 2026 (Saturday – Tuesday) at Dewan Merdeka, World Trade Centre Kuala Lumpur (WTCKL)**.

This guide contains important information and step-by-step guidance to help graduands and their parents/guests attend MK30 smoothly. Please read it carefully and take the required actions according to the **checklist** provided at the end of this guide.

IMPORTANT INFORMATION FOR GRADUANDS

1. ELIGIBILITY TO GRADUATE AND ATTEND MK30

- (a) The following categories of students are eligible to graduate at MK30:

Category	Notes
POSTGRADUATE <ul style="list-style-type: none"> • PhD • Doctorate • Master's Degree • Postgraduate Diploma 	Students who completed studies in January or May 2025 , with COMPLETED study status and results approved by the University Senate.
UNDERGRADUATE <ul style="list-style-type: none"> • Bachelor • Diploma 	<i>**Please refer to myAcademic Progress to confirm your study status.</i>

- (b) Graduands must check their **myAcademic Progress** at <https://myoum.oum.edu.my/> to confirm their study status before checking their graduation eligibility.
- (c) Graduands are required to check and update their personal details via **myOUM > Student Profile > Biodata** to ensure that their name, matric number, identity card number, gender, and nationality are correct. This information will be printed on your Degree/Diploma certificate and official academic transcript.

- (d) Any corrections must be notified by email to **norsuhada@oum.edu.my** together with a copy of your identity card or passport, **no later than 15 February 2026**. Changes requested after this date will be subject to a fee.

2. GRADUATION ELIGIBILITY VERIFICATION & ATTENDANCE CONFIRMATION

- (a) Graduands may check their eligibility and confirm attendance according to the following schedule:

Items	Date
Graduation Eligibility and MK30 Guide	Starting 19 January 2026 (Monday) 2.00 pm
Convocation Session	Starting 24 February 2026 (Tuesday) 2.00 pm

- (b) All graduands are required to confirm their attendance through the link provided and complete all required information in the attendance confirmation system. Failure to complete the details will result in the attendance confirmation not being saved or recorded.
- (c) The attendance confirmation system will automatically save your record once all required information has been completed. Graduands may print their invitation letter to attend MK30 after their convocation session has been confirmed.
- (d) Graduands are not allowed to appoint any representative to attend the Convocation Ceremony or to receive the Degree/Diploma on their behalf.
- (e) Participation in the Convocation Ceremony is limited to one occasion only, and deferment requests will not be considered.
- (f) Graduands with disabilities or special needs are kindly requested to complete the form [here](#).

3. CONVOCATION SESSION

- (a) The MK30 session schedule will be available for viewing from 24 February 2026 (Tuesday), 2.00 PM, and will be released in stages through the graduation eligibility link.
- (b) All graduands are required to adhere to the assigned session schedule. Requests to change sessions are not permitted.

4. CONVOCATION FEE

- (a) The convocation fee must be settled on or before **1 May 2026**.
- (b) All graduands, regardless of whether they attend the Convocation Ceremony, are required to pay the convocation fee at the prescribed rate.
- (c) Graduands should confirm that their name is listed under **MK30** before making any payment.
- (d) Graduands with outstanding tuition fees or other unpaid balances are not eligible to participate in **MK30** and will not be allowed to collect their Degree/Diploma certificate or official Academic Transcript until all outstanding balances have been fully settled.
- (e) If there is sufficient credit in the student account, the convocation fee will be deducted after the academic attire collection is recorded. Any remaining balance will be refunded upon online application via **eServices** → **Finance** → **Online Refund Form**.
- (f) The convocation fee rates are as follows:

ATTENDING	NOT ATTENDING
<ul style="list-style-type: none"> ● RM400.00 for all levels. The fee includes: <ul style="list-style-type: none"> (a) Convocation fee (b) Rental of academic gown (c) Scroll & transcript (d) Stage photo 	<ul style="list-style-type: none"> ● RM90.00 – collection by hand ● RM100.00 – delivery

- (g) The payment methods are as follows:

STUDENT PORTAL	JOM PAY
MyOUM > myProfile > Financial > Online Payment	Biller Name: OPEN UNIVERSITY MALAYSIA Biller Code: 8854 Ref 1: Student's IC number Ref 2: Student ID

Notes

- Student accounts will be updated within 48 working hours upon successful payment.
- Payments may also be made at the Learning Centre using a debit card, credit card, or e-wallet.
- Official payment receipts can be downloaded from **myOUM > myProfile > Financial > Payment**.

5. COLLECTION OF ACADEMIC ROBE, SMART CARD AND FAMILY PASS**5.1 Collection of Robe**

- Graduands are required to collect their academic robe **one day** before the convocation session and follow the scheduled collection. Early collection is not allowed.
- Each graduand will receive a complete set of academic robe (gown, hood, and mortarboard) based on their level; Diploma, Bachelor's Degree, Master's Degree, or Doctorate. Please check that the attire provided matches your level.
- Due to limited sizes, trying on and changing sizes are not allowed. Graduands are encouraged to refer to the video guide on how to wear the academic attire [here](#).
- For collection by a representative, please complete the form [here](#).
- The collection counter will be open from **8.00 AM to 5.00 PM** at the **Perhentian & Redang Rooms, Level 3, WTC Kuala Lumpur**, according to the schedule below:

Schedule of Robe Collection

GRADUATE'S SESSION	COLLECTION DATE
1 & 2	8 May 2026 (Friday)
3 & 4	9 May 2026 (Saturday)
5 & 6	10 May 2026 (Sunday)
7 & 8	11 May 2026 (Monday)

REMINDER

- Alterations to the academic robe are strictly prohibited.
- No additional accessories such as brooches, medals, or similar items, are allowed.
- Graduands are advised to iron the academic robe before attending MK30. Use a low temperature when ironing. Any damage to the academic robe will be charged accordingly.

5.2 Smart Card

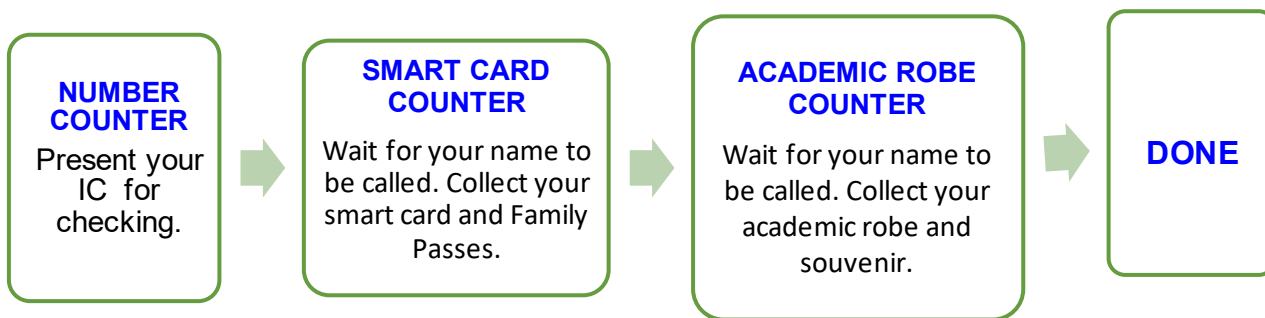
- (a) Each graduand will be provided with a smart card during the academic attire collection session and must bring it on their graduation day.
- (b) The card will be used for the announcement of the graduand's name and for displaying the name on the screen during the conferral of the Degree/Diploma.
- (c) Failure to present the smart card on graduation day will result in the graduand's name not being announced or displayed on the screen while the graduand is receiving the scroll.
- (d) A fee of RM50.00 will be imposed for any lost smart card.

5.3 Family Pass

- (a) Family Passes will be distributed during the academic robe collection session.
- (b) Each graduand will receive two (2) entry passes for family/guests. Requests or purchases of additional passes are strictly not allowed.
- (c) Family Passes must be presented on the graduation day. Family members or guests without a valid pass will not be allowed to enter the hall.
- (d) Lost or damaged Family Passes will not be replaced.

5.4 Procedures for the Collection of Academic Robe, Smart Card, and Family Pass

- (a) Graduands are required to follow the academic robe collection procedures as instructed.
- (b) Only graduands are allowed to enter the collection area to collect the academic robe.
- (c) Graduands must present their identification card during the academic robe collection session.



6. REHEARSAL

- (a) No rehearsal session will be conducted for graduands.
- (b) Graduands are encouraged to watch the previous Convocation Ceremony video [\[here\]](#) to learn how to receive their Degree/Diploma.
- (c) Follow the staff's instructions while in the hall to ensure the ceremony runs smoothly.

7. GRADUATE TRACER STUDY SYSTEM (SKPG)

- (a) This is a survey conducted by the Ministry of Higher Education (MoHE) to determine graduands' current employment status. It also gathers feedback on their higher education institution's academic programmes, facilities, and services.
- (b) All graduands, regardless of attendance at MK30, are required to submit the online form, which will be accessible from April 2026.
- (c) Graduands must complete all sections of the survey, from Part A to Part G, and keep the receipt for record-keeping purposes.
- (d) For more information, please click [\[here\]](#).

8. ALUMNI

8.1 Updating Alumni Information

- (a) All graduands are required to update their personal information and current employment status through the Alumni System [\[here\]](#).
- (b) Graduands attending MK30 may collect a special souvenir during the ceremony by presenting a printed copy of their updated personal information slip at the Alumni Counter, Level 3, WTCKL. Graduands not attending may submit the form [\[here\]](#) to claim the souvenir.

8.2 Termination of Student Email Access

- (a) Graduands will have access to their student email account for 1 month from the date of the Convocation. Please take the necessary steps before this access period expires.

9. GUIDELINES AND PROTOCOLS FOR ATTENDING MK30

- (a) Graduands must assemble at Anjung Merdeka, Level 4, WTCKL, wearing the full academic robe and carrying their smart card.

ROLL-CALL TIME

- Morning Session: **before 7.30 am**
- Afternoon Session: **before 1.30 pm**

- (b) Food and drinks are not allowed inside the hall. Graduands are advised to eat before arriving at Dewan Merdeka.
- (c) Graduands are not allowed to bring personal items or handbags into the hall. A small pouch will be provided to store only your mobile phone and smart card.
- (d) Graduands may wear a niqab or face mask inside the hall and on stage when receiving the Degree/Diploma.
- (e) All graduands must follow the dress code below:

MALE	FEMALE
<u>Formal Attire</u> <ul style="list-style-type: none"> • Long-sleeved shirt in white or cream • Dark trousers (black or navy blue) • Dark lounge suit (blazer) • Necktie (any colour) <u>Baju Melayu</u> <ul style="list-style-type: none"> • Complete Baju Melayu set • Dark-coloured Baju Cekak Musang • Black songket sampin with gold thread (without bengkung) • Songkok is not to be worn <u>Footwear</u> <ul style="list-style-type: none"> • Closed leather shoes in dark colours (black or dark brown only) 	<u>Formal Attire</u> <ul style="list-style-type: none"> • Baju kurung, modern baju kurung or long kebaya below the knee (any colour) with an un-slit skirt • Fabric must be non-transparent; lining required for lace or sheer materials • Long-sleeved shirt (any colour) • Dark-coloured long trousers • Long skirt or long dress reaching the ankles, without slits <u>Tudung</u> <ul style="list-style-type: none"> • Plain headscarf (no patterns or floral designs), any colour. <u>Footwear</u> <ul style="list-style-type: none"> • Closed leather shoes (court shoes) in dark colours, heel not exceeding 1½ inches • Shoes that expose toes are not allowed

ATTENTION

MK30 staff have the authority to prevent graduands who do not comply with the dress

DRESS CODE

FOR GRADUATES

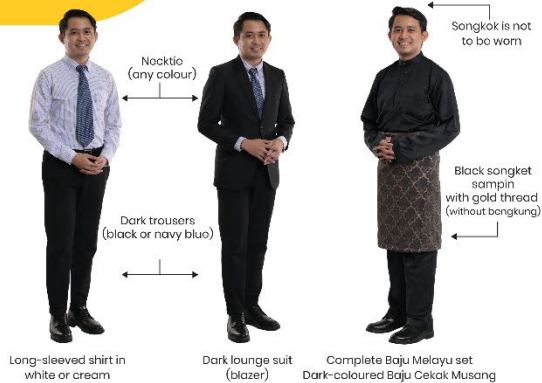
PANDUAN PAKAIAN GRADUAN

CONVOCATION CEREMONY
DEWAS MERDEKA, WTC KUALA LUMPUR

OUM
OPEN UNIVERSITY MALAYSIA

MALE GRADUATES

GRADUAN LELAKI



Closed leather shoes in dark colours
(black or dark brown only)



Closed leather shoes (court shoes) in dark colours, heel not exceeding 1½ inches
Shoes that **expose toes** are not allowed

PROHIBITED CLOTHING

PAKAIAN YANG DILARANG



JEANS
SELUAR DENIM



ROUND-COLLAR T-SHIRT
KEMEJA T
BERKOLAR BULAT



SHORT SKIRT
SKIRT PENDEK



SPORT SHOES / SLIPPERS
KASUT SUKAN / SELIPAR

- (f) The Convocation Ceremony is an official, protocol-based event. Graduands are not allowed to make any inappropriate gestures while receiving their Degree/Diploma on stage.
- (g) All graduands, as well as parents and guests, are not permitted to leave the hall until the ceremony ends.

(h) Programme for morning and afternoon sessions:

Time	Programme
7.30 am / 1.00 pm	Arrival of Graduands & Family/Guests
8.30 am / 2.30 pm	Graduate/Academic Procession
	Chancellor/Pro Chancellor's Procession
	Negaraku & University Song
	Doa Recitation
	Welcoming Speech by President/Vice-Chancellor
	Opening Speech by Chancellor/Pro Chancellor
	Conferment of Degrees
	Negaraku dan Adjournment of MK30
12.00 noon / 5.30 pm	End

10. MATTERS TO BE COMPLETED AFTER MK30

10.1 Return of Academic Attire & Collection of Scrolls and Transcripts

- (a) Academic attire must be returned in good and complete condition.
- (b) Graduates may return their academic attire immediately after their respective session or according to the designated schedule, and may collect their official scrolls and transcripts after returning the attire. Please bring your identification card when claiming your scroll and transcript.
- (c) A late return fee of RM10.00 per day (working days only) will be imposed for returns starting **20 May 2026 (Wednesday)**.
- (d) Returns via mail or at Learning Centres are not permitted.
- (e) For returns made through a representative, please complete the form [\[here\]](#).

- (f) Please adhere to the following dates and locations for attire return:

VENUE: BILIK REDANG, LEVEL 3 WTCKL

Date	Time	Note
9 May 2026 (Saturday)	12.00 noon – 6.00 pm	Counter is open during lunch hour
10 May 2026 (Sunday)	8.30 am – 6.00 pm	
11 May 2026 (Monday)	8.30 am – 6.00 pm	
12 May 2026 (Tuesday)	8.30 am – 6.00 pm	

VENUE: GROUND FLOOR, MENARA OUM KELANA JAYA

Date	Time	Note
13 May 2026 (Wednesday)	9.00 am – 4.00 pm	Counter is open during lunch hour
14 May 2026 (Thursday)		
15 May 2026 (Friday)		
16 May 2026 (Saturday)		
17 May 2026 (Sunday)		
18 May 2026 (Monday)		
19 May 2026 (Tuesday)		

**VENUE: ASSESSMENT AND EXAMINATION DIVISION, LEVEL 9
MENARA OUM KELANA JAYA**

Date	Time	Note
Starting 20 May 2026 (Wednesday) Penalty RM10/day <i>(Not applicable on Saturdays, Sundays, and public holidays)</i>	<u>Monday – Thursday</u> 9.00 am – 4.00 pm (Closed during lunch hour: 1.00 – 2.00pm) <u>Friday</u> 9.00 am – 12.00 noon	<u>Penalty Payment</u> Finance Department, Level 11 <u>Return of Academic Robe</u> Level 9 <u>Collection of Scroll & Transcript</u> Assessment & Examination Division, Level 9

10.2 Collection of Scrolls and Transcripts for Non-Attending Graduates

- (a) Collection can be made in person or by post.
- (b) Collection at the Learning Centres is not permitted.
- (c) For collection through a representative, please complete the form [\[here\]](#).
- (d) Please adhere to the designated collection schedule as follows:

Item	Fee	Date/Time	Venue
Collection by hand/walk-in	RM90.00	13 – 19 May 2026 (Wednesday- Tuesday) *including weekend 9.00 am – 4.00 pm	Ground Floor, Menara OUM Kelana Jaya
		Starting 20 May 2026 <u>Monday – Thursday</u> 9.00 am – 4.00 pm <u>Friday</u> 9.00 am – 12:00 noon BREAK 1.00 – 2.00 pm <i>*Closed on Saturdays, Sundays, and public holidays</i>	Assessment & Examination Division, Level 9, Menara OUM Kelana Jaya
Collection via post	RM100.00	<ul style="list-style-type: none"> The fee applies to domestic delivery only (including Sabah and Sarawak). For international delivery, charges will be based on courier rates. Update your delivery address in the Attendance Confirmation System. Shipments will be processed in phases starting 6 July 2026. 	

10.3 Official Photographer and Collection of Stage Photo

- (a) **Fotorex Holdings Sdn Bhd** has been appointed as the official

photographer for MK30 and will provide stage photos for all graduates.

- (b) Graduates will receive **three standard photos** in sizes 5R, 8R, and 11R free of charge.
- (c) Fotorex also offers an optional **11R photo** printed on textured paper with the graduate's name for **RM40 per copy**. Purchase is at the graduate's discretion.
- (d) Graduates must keep the photo slip given after receiving their Degree/Diploma to claim their stage photo.
- (e) Stage photos can be collected via:
 - **In person:** Level 3, WTCKL, within 24 hours after the graduate's session.
 - **Delivery:** A postage fee applies for each request. Please follow the instructions on the photo slip.
- (f) Fotorex will also operate a family studio on Level 5, WTCKL. Graduates may book a slot during the academic robe collection day.

NOTICE

OUM shall not be held responsible for any studio photographs that are not delivered if the graduate books services from a company other than **Fotorex Holdings Sdn Bhd**.

11. IMPORTANT INFORMATION FOR FAMILY/GUESTS

11.1 Family/Guest Passes

- (a) Each graduate will receive **two entry passes** for family or guests. These will be given during the academic attire collection day.
- (b) Lost passes will not be replaced. Requests or purchases of additional passes are not permitted.
- (c) Children under 12 years of age are not allowed inside the hall.
- (d) Each entry pass is valid for **one-time use only** and cannot be exchanged with other guests or family members.

11.2 Family/Guests Entrance

- (a) Entrances will open at **7.45 AM** for the morning session and **1.45 PM** for

the afternoon session at the following locations:

- Entrances A & C, Level 4, Merdeka Hall
 - Entrances D, E & F, Level 5, Merdeka Hall
- (b) Family and guests are advised to have their meals before arriving at Dewan Merdeka. Food stalls are available at **Legar Putra, Level 2, WTCKL**.
- (c) Large screens will be provided at **Legar Putra, Level 2**, for family and guests waiting outside the hall.

11.3 Elderly/Wheelchair-Bound Family/Guests

- (a) The designated entrance for elderly or wheelchair-bound family/guests is the **VIP Entrance, Level 4**.
- (b) Seating is limited; only **one accompanying person** is allowed to sit with the elderly or wheelchair-bound guest.
- (c) The hall may be cold; family/guests are advised to wear warm clothing.

11.4 Dress Code for Family/Guests

MALE	FEMALE
<u>Formal Attire</u> <ul style="list-style-type: none"> • Lounge Suit • Baju Melayu set with sampin 	<u>Formal Attire</u> <ul style="list-style-type: none"> • Baju Kurung / Kurung Modern / Long Kebaya • Saree (midriff must be covered)
<u>Smart Casual Attire</u> <ul style="list-style-type: none"> • Short- or long-sleeved batik shirt with dark trousers • Long-sleeved shirt (any colour) with dark trousers 	<u>Smart Casual Attire</u> <ul style="list-style-type: none"> • Long-sleeved shirt • Full-length trousers • Long skirt or long dress reaching the ankle, without slits
<u>Footwear</u> <ul style="list-style-type: none"> • Covered shoes 	<u>Footwear</u> <ul style="list-style-type: none"> • Fully covered shoes

DRESS CODE

PARENTS/GUESTS
IBU BAPA / TETAMU GRADUAN

CONVOCATION
CEREMONY
DEWAN MERDEKA, WTC KUALA LUMPUR

OUM
OPEN UNIVERSITY MALAYSIA

MALE GUESTS

TETAMU LELAKI



FEMALE GUESTS

TETAMU WANITA



PROHIBITED CLOTHING PAKAIAN YANG DILARANG



JEANS
SELUAR DENIM



**PRINTED SHIRT /
INAPPROPRIATE IMAGE**
BAJU BERGAMBAR /
IMEJ TIDAK SESUAI



**ROUND-COLLAR
T SHIRT**
KEMEJA T
BERKOLAR BULAT



**SLEEVELESS SHIRT/
SINGLET**
BAJU TIDAK
BERLENGAN / SINGLET



SHORT SKIRT
SKIRT PENDEK



SHORTS
SELUAR PENDEK



SPORT SHOES / SLIPPERS
KASUT SUKAN / SELIPAR



**Check graduation
eligibility here**

GRADUATE CHECKLIST – ACTIONS REQUIRED

No	Items	Actions (√)
BEFORE MK30		
1.	Check graduation eligibility	
2.	Pay convocation fee	
3.	Check academic robe collection schedule	
4.	Read all information in the convocation guide	
DURING MK30		
1.	Attend MK30 according to your assigned session	
2.	Bring your academic robe and smart card	
3.	Assemble at the designated location	
4.	Follow the instructions of MK30 staff	
AFTER MK30		
1.	Return academic robe	
2.	Collect scroll and transcript	
3.	Collect stage photo	

Convocation Secretariat
Registrar's Office
Open University Malaysia

MK30 Portal: <https://convocation.oum.edu.my/>

Contact us: secretariat_convo@oum.edu.my