

GRADUATION INFORMATION GUIDE

CATS COLLEGE 3RD CONVOCATION CEREMONY

PRE-GRADUATION

1. CATS 3RD Convocation Ceremony Information

Date: 15th July 2023 (Saturday)

Time: 9.00am (Graduands must attend the convocation ceremony not later than 7.30 am. Graduands who are late will not be allowed to participate in the convocation ceremony)

Venue: Sheraton Hotel, Petaling Jaya, Selangor.

2. Tuition Fee

2.1 To be eligible for graduation, it is kindly requested that all outstanding fees be settled prior to the designated graduation date. This requirement ensures a smooth and hassle-free completion of your academic journey. Your cooperation in fulfilling this obligation is greatly appreciated.

2.2 Students with outstanding fees are advised to visit the campus on **13th July 2023 (Thursday) from 9:00 am to 6:00 pm (Break: 1:00 pm – 2:00 pm)** to make cash payments. Alternatively, they can make payment through bank/online transfers before **10th July 2023 (Monday)** and email the receipt to registry@cats.edu.my Please refer to Table 1 for payment methods.

3. Graduan Fee

3.1 A graduation fee of **RM550.00 (Ringgit Malaysia: Five hundred only)** is compulsory for all graduands. **The fee covers Academic Transcript, Academic Certificate, Stage Photo, Invite for Two Guests, Lunch for Graduands and parents. RM100.00 (Ringgit Malaysia: One hundred only) is refundable during returning of convocation attire.**

3.2 If you're not attending the graduation ceremony, a reduced fee of **RM250.00 (Ringgit Malaysia: Two hundred fifty only)** is required. **This fee covers both the Academic Transcript and Academic Certificate.**

3.3 If you wish to invite additional guests beyond the initial 2 guests covered by the graduation fee, there will be an additional charge of **RM150.00 (Ringgit Malaysia: One hundred fifty only)** per guest.

3.4 The fee must be paid through the following method before **9th June 2023 (Friday)**

Table 1

Payment Method	Procedures
Bank/Online Transfer	Bank Name: Bank Islam Account Name: Isha Educare Sdn Bhd Account Number: 12159010023690 Reference of Payment: Name and Student ID

Reminder: Any payment method apart from the stated above are **NOT ALLOWED** and will be assumed that no payment has been made. Payment endorsement can only be made within two (2) working days from the date the payment was made (upon the bank's approval).

The receipt of payment and endorsement form must be attached together when submitting the online registration form.

Click [here](#) to download the endorsement form

Click [here](#) to for the Online Registration form

Graduands that could not attend the Convocation Ceremony can make their payment at any time, using the provided methods. Scroll/ Academic Transcript will only be issued after the Convocation date and when it is confirmed that all the outstanding fees (graduands fee and tuition fees) are cleared, if there are any.

3.5 Please ensure that your name is included in the [graduation name list](#).

For further enquiries on payment issues, please contact the Registry Office, CATS by email at registry@cats.edu.my

4. Graduand Attendance

Graduands are not allowed to postpone or nominate any representative to attend the convocation ceremony on their behalf.

Graduands who wish to attend the CATS 3rd Convocation Ceremony are required to:
 a) join CATS 3rd Convocation Ceremony Official Telegram for information and updates via:
[telegram link](#)

Graduands are required to be at the graduation venue no later than 7:30am, 15th July 2023 (Saturday) for the stage walking rehearsal (RAPTAI MAJLIS KONVOKESYEN)

5. Graduate Tracer Study and CATS Alumni Survey

5.1 Graduands are required to download and complete the Graduate Tracer Study Survey from 26th June 2023 (Monday) onwards at <https://great.mohe.gov.my/> The completed form must be brought along during the convocation attire collection at the **CATS College campus, Petaling Jaya, Selangor on 13th July 2023 (Thursday) from 9.00am to 6pm (Break: 1.00pm – 2.00pm).**

5.2 Once completed the Graduate Tracer Study Survey, students can proceed to complete the CATS Alumni Survey: (Link will be shared soon)
 DMT: (Link will be shared soon)
 DBA: (Link will be shared soon)
 DAP: (Link will be shared soon)

5.3 If you have any difficulties completing the survey, please contact the **Registry Office, CATS College at 03-74987777** for further assistance.

6. Borrowing Convocation Attire

6.1 Borrowing Process:

- a) Graduands are required to pay the graduation fee as indicated in **item 3.2** above.
- b) Complete the '**Graduation Robe Form**'
- c) Provide a printed copy of the completed **Graduation Robe Form** and the **Graduate Tracer Study form** before collecting the convocation attire once arrived at the **Reception office, CATS College on 13th July 2023 (Thursday)**.
- d) Graduands that are unable to collect the academic regalia in person, may appoint a representative. Ensure that the representative brings along a printed copy of the authorisation letter, a copy of his/her IC/passport and a printed copy of the completed **Graduation Robe Form** and the **Graduate Tracer Study form**. An example of the authorisation letter is as in [Appendix 1](#).
- e) When all the above-stated requirements have been fulfilled, graduands will be guided by the officer in charged to collect their set of convocation attire.

6.2 Graduands are **not allowed to alter or modify any parts of the convocation attire**.

Refer and comprehend the correct way to wear their graduation robe (convocation attire) at [Appendix 2](#). It is a crucial matter to be given attention to as it is one of the major protocols of the convocation ceremony.

7. Invitation Card

7.1 Invitation card and other related instructions will be provided to graduate upon their convocation attire collection;

7.2 Each graduand will receive **one (1)** invitation card **for two (2) guests** and the college management shall not be held responsible on the loss of the provided invitation card. Lost invitation card will not be replaced.

7.3 **Two (2) names of the attending guests should be written on the card** and handed over to the officer on duty prior to entering the hall. The officer on duty has the rights to restrict any guest from entering the hall if he/she does not comply to the provided dress code below or upon ceremony's safety factor.

GUESTS' DRESS CODE	
LADIES	Batik, lounge suit, formal/official and decent attire that is appropriate <i>Note: Above knee length skirts/pants, T-shirts, jeans, slippers, sports shoes, with bright colours are strictly prohibited.</i>
GENTS	Batik, lounge suit, formal/official attire that is appropriate

Note: *Short pants, T-shirts, jeans, slippers, sports shoes, with bright colours are strictly prohibited.*

Children below 12 years old are not allowed to enter the hall and graduands are not allowed to leave the hall before the ceremony is officially ends.

8. Graduands' Procession

8.1 Graduands are required to be at the graduation venue no later than 7:30am, 15th July 2023 (Saturday) for the stage walking rehearsal (RAPTAI MAJLIS KONVOKESYEN) and for the procession arrangement.

8.2 Late Graduands WILL NOT BE ALLOWED to join the Convocation ceremony.

8.3 Graduands with special needs / disabled that require assistance are required to inform the college on or before 13th July 2023.

8.4 Graduands are not allowed to bring handbags (except for a sling bag that to be kept inside the graduation robe) or other valuable personal belongings at the gathering venue or during the procession.

8.5 Graduands MUST adhere to all the mentioned regulations and the instructions from the officers in duty during the ceremony and **NOT ALLOWED** to leave the hall till the end of the ceremony.

9. Graduate Official Photos for Convocation Ceremony

9.1 Graduands are not allowed to take any photos or ask other parties to do so during the convocation ceremony in the hall. All photos during the convocation ceremony will be handled by appointed photographers by CATS College.

9.2 Stage Photo Package Inclusive of:

1 Copy of 11R Full Pose Photo

1 Copy of 8R Half Pose Photo

9.3 Photos will be courier to students' residential address.

10. Dress Code

10.1 Graduands attending the convocation ceremony must adhere to the dress code as stated in below and list suggested attires in [Appendix 3](#).

10.2 The convocation ceremony is an official event. Therefore, graduands are reminded to abide to the dress code as stated above. Failing which, you will be denied entry into the convocation hall to join in the convocation procession or receiving scroll on stage.

10.3 Graduands are required to wear facemasks provided to them and allowed to only take it off while receiving their scroll on stage.

GRADUANDS' DRESS CODE

Ladies	<ul style="list-style-type: none"> • Traditional attire (baju kurung/sari/cheongsam) • Official/Formal Attire • Dark coloured/black shoes that covered at both front and back. <p><u>Note</u> 1. Small-sized sling bag should be kept inside the robe; 2. Pregnant graduand can wear a proper attire from mentioned above; 3. If you're using hand gloves, please ensure you have them on both hands (Muslim graduands).</p>
	<p><u>NOT ALLOWED</u> - T-shirt, jeans, short skirts (above knee level) - Slippers, Shoes that are (sports shoes/open toes or ankle)</p>
Gents	<ul style="list-style-type: none"> • Collared shirts with long sleeves and slacks. • Dark-coloured, with/without tie • Dark-coloured lounge suit • Black Baju Melayu with 5 buttons, with complete sampin and no girdle. • Formal black shoes with dark-coloured socks • Neat and decent haircut
	<p><u>NOT ALLOWED</u> - T-shirts, jeans - Slippers, Shoes that are (sports shoes/open toes or ankle)</p>

GUESTS' DRESS CODE

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GENTS	Batik, lounge suit, formal/official attire that is appropriate Note: Short pants, T-shirts, jeans, slippers, sports shoes, with bright colours are strictly prohibited.