Ref: gy/convocir/2011

CIRCULAR TO GRADUANDS

2 September 2011

Dear Graduand,

RE: COLLEGE CONVOCATION CEREMONY 2011

I am pleased to inform you that the College Convocation Ceremony will be held on Saturday, 22 October 2011 at the Dewan Utama, Kolej Tunku Abdul Rahman, Perak Branch Campus, Jalan Kolej, Taman Bandar Baru, 31900 Kampar, Perak. The Convocation would be held in one (1) session as follows:

Morning Session (10.00 am)
- Advanced Diploma in Hospitality Management (Hotel Management)
- Diploma in Hospitality Management (Hotel Management)
- Diploma in Hospitality Management (Tourism)
- Diploma in Hospitality Management (Foodservice)
- Diploma in Mass Communication (Public Relations)
- Certificate in Hospitality Management (Hotel Management)
- Certificate in Hospitality Management (Foodservice)
- Certificate in Hospitality Management (Tourism)
- Certificate in Hospitality Management (Public Relations)

- Diploma in Business Studies (Accounting)
- Diploma in Business Studies (Business Administration)
- Diploma in Business Studies (E-Commerce and Marketing)
- Diploma in Business Studies (Marketing)
- Certificate in Business Studies (Accounting)
- Certificate in Business Studies (Business Administration)

- Diploma in Science (Information Systems Engineering)
- Diploma in Science (Business Information Systems)
- Diploma in Science (Internet Technology)
- Certificate in Computer Studies
The fees which should be in the form of Money Order/ Postal Order/ Bank draft make payable to “Kolej Tunku Abdul Rahman” must be sent together with your Reply Form.

Please prepare the total amount for Academic gowns rental + RM300.00 a single Money Order/ Postal Order/ Bank draft made payable to “Kolej Tunku Abdul Rahman”

(The Money Order/ Postal Order/ Bankdraft for academic gowns rental + RM300 deposit are to be remitted to Perak Branch Campus together with the Reply Form and Gown Deposit Form. Please write your Name, I/C No. and Course of study on the reversed side of the Money Order/Postal Order/Bank draft).

**REPLY FORM**

Whether or not you are attending the Ceremony, you are required to return the Reply Form duly completed to the Perak Branch Campus, Division of Admissions and Credit Evaluation, as soon as possible but not later than 10 October 2011 (Monday).

Please note that if we do not received your Reply Form together with your payment of academic gowns rental by 10 October 2011 (Monday) or any reply received without payment, we shall assumed that you are not attending the Ceremony and hence no arrangements will be made to include you for the Ceremony.

The details of procedure for the College Convocation Ceremony are enclosed. Should you need further clarifications regarding the Convocation Ceremony, please do not hesitate to contact the Admission and Credit Evaluation Division at 05-4660388/4668012 Ext. 201. We seek your co-operation to make the occasion a successful and memorable one for you.

With Best Wishes.

Yours faithfully,

YAP CHING YEE (MS)
Assistant Registrar
Division of Admissions and Credit Evaluation

<table>
<thead>
<tr>
<th>FEES PAYABLE</th>
<th>Academic Gowns Rental</th>
<th>Deposit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Diploma Graduands</td>
<td>RM80.00</td>
<td>RM300 (Refundable upon return of the gown in good condition within the stipulated period)</td>
<td>RM380</td>
</tr>
<tr>
<td>Diploma Graduands</td>
<td>RM60.00</td>
<td></td>
<td>RM360</td>
</tr>
<tr>
<td>Certificate Graduands</td>
<td>/-</td>
<td></td>
<td>/-</td>
</tr>
</tbody>
</table>
INSTRUCTIONS TO GRADUANDS

I enclose herewith the details of the procedures for the College Convocation Ceremony. Please read the instructions carefully and follow these instructions to ensure that the Convocation Ceremony would be conducted smoothly.

ORDER OF PRESENTATION

The order of presentation for the graduands will be as follows:-

22 OCTOBER 2011, 10.00am

Advanced Diploma in Hospitality Management (Hotel Management)
Diploma in Hospitality Management (Hotel Management)
Diploma in Hospitality Management (Tourism)
Diploma in Hospitality Management (Foodservice)
Diploma in Mass Communication (Public Relations)
Certificate in Hospitality Management (Hotel Management)
Certificate in Hospitality Management (Foodservice)
Certificate in Hospitality Management (Tourism)
Certificate in Hospitality Management (Public Relations)

Diploma in Business Studies (Accounting)
Diploma in Business Studies (Business Administration)
Diploma in Business Studies (E-Commerce and Marketing)
Diploma in Business Studies (Marketing)
Certificate in Business Studies (Accounting)
Certificate in Business Studies (Business Administration)

Diploma in Science (Information Systems Engineering)
Diploma in Science (Business Information Systems)
Diploma in Science (Internet Technology)
Certificate in Computer Studies
INVITATION CARDS

Each graduand will be given two Invitation Cards. The Invitation Cards will be issued to you when you collect your gown. All guests must bring along their Invitation Cards for admission into the Auditorium. As seating in the Auditorium is limited, entry into the Auditorium shall be by Invitation Cards only. Children under 12 years of age will not be allowed into the Auditorium. As the Convocation is a formal ceremony your co-operation is sought to inform your parents/guests to be seated latest by 9.30 am. Graduands and guests should remain in their seats throughout the Ceremony and not to leave the Auditorium half way during the Ceremony.

COLLECTION AND RETURNING OF ACADEMIC GOWNS

All Advanced Diploma and Diploma graduands are required to collect their convocation gowns from Kolej Tunku Abdul Rahman, Perak Branch Campus (Jalan Kolej, Taman Bandar Baru, 31900 Kampar, Perak) at the J004, Block J, Ground floor, on Wednesday, 19 October 2011, from 9.00 a.m. to 11.00 a.m. and 2.00 p.m. to 3.30 p.m.

Graduands who did not collect their gowns on the above date will not be allowed to participate the Convocation Ceremony. All gowns must be RETURNED to at J004, Block J, Ground floor, on 22 October 2011 (Saturday) from 12.30 p.m. – 4.00 p.m. or 24 October 2011 (Monday) from 9.00 p.m. – 4.00 p.m. (Strictly no delay)

Please take note that the refund of gown deposit will be made through account transfer for those who has an account with Public Bank. Graduands who do not have an account with Public Bank, the refund of gown deposit will be made by cheques.

REHEARSAL

Please be informed that there will be two sessions of rehearsal conducted on 19 October 2011 at 11.00 a.m. and 3.30 p.m. All graduands are advised to attend either one of the rehearsals.

ATTIRE

As the Convocation is a formal and dignified occasion, all graduands must be properly attired. As a guideline, male graduands must be attired in formal attire (long sleeved shirt with tie and dark coloured trousers). Female graduands must be dressed in formal attire (traditional dress/dark coloured suit with long sleeved white/off white blouse). Mini-skirts and jeans are strictly not allowed.

REGISTRATION OF ATTENDANCE

All graduands participating in the graduation ceremony must register their attendance before the ceremony. Please bring along your identity card for registration. Graduands are
advised to report to the College from **8.00 a.m. - 8.30 a.m.** at the Lecture Hall, CDK1 (SAS & SSH) and CDK2 (SBS).

**BRIEFING OF GRADUANDS**

There would be a briefing to graduands regarding the order of proceedings at **8.30 a.m.** at the Lecture Hall, CDK1 and CDK2.

**NAME CARD AND SEAT NUMBER**

On registration each graduand will be given a card indicating his/her name and seat number. Please keep your card carefully, as you are required to hand this card to your Head of Branch/School for him/her to read your name when you go up the stage to receive your scroll. Graduands without the name card will not be permitted to proceed up the stage.

**PROCEEDINGS DURING THE CEREMONY**

The Head of Branch/School will present graduands in alphabetical order for the award of the Advanced Diplomas/Diplomas/Certificates. Graduands will be directed by the staff to move in batches to the foot of the steps leading to the stage to await their turn to be called by the Head of Branch/School to receive the scroll. (Please refer to the route plan attached). When on stage, you are required to give your name card to the Head of Branch/School to call your name. *Please follow the instructions of the staff.*

**PHOTOGRAPHS**

The College has arranged with a photo studio to take photographs of individual graduands receiving their scrolls. To avoid distractions, graduands and guests are not permitted to take photographs during the Ceremony. The photographs may be purchased from the photographers after the Convocation. The details of photographs collection will be given to graduands when they collect their gowns from the College.

**HANDPHONE**

Graduands and their parents/guests are reminded that handphones must be **SWITCH OFF** at all times during the Ceremony.

**COLLECTION OF ADVANCED DIPLOMA / DIPLOMA / CERTIFICATE SCROLL**

Advanced Diploma and Diploma graduands will only be allowed to collect the Certificate from the Division of Examination and Credit Accumulation, Perak Branch Campus after they have returned the gowns. All graduands may collect their scrolls from the Division of Examination and Credit Accumulation. 1st Floor, Block A, Perak Branch Campus.