

Graduation: February 2015

Ceremony 1 – Saturday, 14 February 2015, 11.00am

• Faculty of Arts and Social Sciences

- First read the accompanying guidance notes carefully and retain them for future information.
- **Complete this form and return it by Friday, 16 January 2015** to the Graduation Office, University of Nottingham Malaysia Campus, Jalan Broga, 43500 Semenyih, Selangor, Malaysia, by e-mail to graduation@nottingham.edu.my or by fax to 603-8924 8658. Do not send the form to your School or Department.
- Complete the form even if you wish to graduate in absentia. Your certificate **will not** be posted to you after the ceremony unless you have returned a form and paid the required fee.
- Do not wait until your results have been confirmed before returning a form. If, subsequently, you do not complete your studies successfully, a full refund will be made for any tickets that are purchased.
- Ensure that you have completed the compulsory Tracer Study survey and attach the completion sheet with your registration form.
The survey is found at this link: <http://graduan.moe.gov.my/Default.aspx>
- **Use BLOCK CAPITALS and remember to sign and date the declaration on the next page.**

YOUR NAME (Note 1):

Read the notes and complete this section carefully as it will affect how your name appears on your certificate

Title: (ie Mr./Mrs./Ms/Miss etc) _____

First names(s): _____

Surname / family name: _____

Your name, as it should be printed on your certificate: (Note 1a)

Your Student number (if known): _____

ATTENDANCE (Note 2): [Please tick as appropriate]

I will be attending the ceremony

I will be graduating *in absentia*

Please send the certificate to me (RM50 courier charges)

OR

I will collect the certificate from the Graduation Office in person

YOUR ADDRESS (Note 3):

Please complete both boxes

Permanent (home) address:	Correspondence (local) address:
Postcode:	Postcode:
Country:	Country:
Telephone:	Telephone:
Email:	Email:
This is the address that your certificate will be posted to if you graduate <i>in absentia</i> .	If you are graduating in person, this is the address that the further instructions will be sent to at the end of January 2015. This should be a Malaysia address.

YOUR AWARD (Note 4): [Please tick as appropriate]

The name of the award to be made: _____
(eg Diploma in Business, BA (Hons) Management Studies, MSc in Electronic Engineering, PhD etc)

School: _____

Are you an Undergraduate or Postgraduate student? Undergraduate Postgraduate

Tick if you are employed by the Malaysia Campus as an academic member of staff

GUEST TICKETS (Note 5): [Please tick as appropriate]

I do not require any guest tickets

Or

I require one two guest ticket(s) at RM120.00 each

I require one two complimentary child ticket(s)
(for children under the age of 2 only – see note 5a)

Please note that the tickets will be available for you to collect on the day of the ceremony.

Please refer to Note 5 for modes of payments available.

INDIVIDUAL REQUIREMENTS (Note 6):

Please indicate if you or any of your guests have a disability or other individual requirements (eg: sitting or walking difficulties, impaired vision and wheelchair user).

I require individual requirements for myself

I require individual requirements for a guest

Brief details of the individual requirements needs:

Telephone number to discuss requirements:

I understand that the version of my name provided on the previous page will be used on my degree / diploma certificate. If I require my name to be presented in a different convention I will notify the Graduation Office following the procedure outlined in the accompanying notes.

Signature of student: _____ **Date:** _____
(We cannot process your form if this declaration is not signed).

FOR OFFICE USE ONLY

Form Processing

Received date:	By:	
Mode of Payment:	Reference:	Amount paid:
Tickets sent on:	Quantity:	
Final Check:	Date:	
Remarks:		

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You must complete and return the form by Friday, 16 January 2015 – your guest ticket allocation is only guaranteed until this date. Do not wait for confirmation that you have successfully completed your studies. You should complete the form even if you do not wish to attend the ceremony (ie graduating *in absentia*) so that we know where to send your certificate. If you do not return a form but your name appears on a passlist, your award will be automatically conferred in absentia – you will not be eligible to attend any subsequent ceremony and will have to contact the Graduation Office directly to make arrangements to collect your certificate.

Graduation ceremonies will be held at the Great Hall, at the Semenyih Campus and will last around 1 ¼ hrs.

NOTES Complete and return the first two pages only and retain these pages for your information.

Please complete the form in BLOCK CAPITALS and put a tick in the appropriate answer box where a choice is offered. Please provide your student number if you know it in case we require clarification.

Note 1 Your degree / diploma certificate is a formal record of your academic achievement and we prefer to use that formal version of your name for graduation purposes. You are asked to provide your name as it appears on official records (eg birth certificate / identification card), including all forenames and without abbreviation or initials. We will amend your student record to reflect this is appropriate.

Note 1a Your name will appear in the ceremony programme and on your certificate and transcript in the format you have indicated in the form. Titles and other awards are not included. It is very important that you fill this information correctly as this is what we will follow when printing your actual certificates.

Once your certificate has been issued it is not possible to amend how your name is shown in any way.

Note 2 You can choose either to attend the ceremony and graduate in person or not to attend and to have your award conferred in your absence (known as graduating *in absentia*). Mark your choice clearly.

Note 3 We ask for a permanent (home) address and a local (correspondence) address. The local address should be in Malaysia if possible. Please complete both boxes or indicate if we should use one address for both purposes. If you choose to graduate *in absentia*, your certificate will be posted to your permanent address 6-8 weeks after the ceremony. If you choose to attend the ceremony, we will send further instructions about the ceremony to your correspondence and e-mail addresses end of **January 2015**. It is important for you to contact us if you do not receive this information by **28 January 2015**. You must keep us informed of any changes to your correspondence/e-mail address.

Note 4 Let us know the qualification you expect to receive and the name of your School.

Note 5 Numbers in the Hall are limited for safety reasons. So that everyone has the same opportunity to bring friends and family with them, guest tickets are restricted initially to a maximum of two per student. If you return your form after the deadline of **16 January 2015** you will not be guaranteed any guest tickets. **The charge is RM120 per ticket and this includes a guest seat at the ceremony, a commemorative programme, free visitor parking and pre ceremony refreshments and post ceremony high-tea buffet.** Please indicate the number of tickets you would like and remember to enclose payment. Only students do not pay for their tickets but will have to pay for all guest tickets including tickets for their parents. **All student and guest tickets will be issued at registration on the day of the ceremony.**

Students **graduating *in absentia***, and have requested for their certificates and transcripts to be couriered to them, will have to pay **RM 50 to cover the courier charges**. Students who wish to collect their documents in person do not have to pay any fees.

Payment must be made in Ringgit Malaysia (RM) by cheque or bank draft made payable to **'The University of Nottingham in Malaysia Sdn Bhd'**. Please write the name of the student graduating at the back of your cheque. Alternatively, you can bank in the money directly into the University's bank account:

- **HSBC - A/C No.: 301-879391-101**
Swift Code: HBMBMYKL (required for telegraphic transfers)

You can also make payment through online credit card payment- Visa/Mastercard at the following link <https://epay.nottingham.edu.my/>

[Please return the original bank in slip to us for filing purposes.]

If extra tickets become available, information about how to apply for them will be available by contacting the Graduation Office. However, there is no guarantee that there will be spare tickets and guests will not be allowed entry without a ticket. Therefore please do not make travel / accommodation arrangements for guest until you know that you have tickets for them. Please do not request more than two guest tickets at this stage or send additional payment as we do not operate a 'waiting list' system.

Please note that we will not be sending the tickets to students as this takes a longer time and there is no guarantee for it reaching you on time. We will have your student and guest tickets waiting for you on the day of the ceremony when you register yourself in Block A.

Note 5a Graduation ceremonies are formal, lengthy events and experience shows that children become bored and restless. Every baby or child must have a ticket to enter the Graduation Hall, without exception. Up to two complimentary tickets may be applied for children under the age of 2; children using these tickets must sit on an adult's lap, not in a seat. Children aged 2 and over must have a full-price guest ticket. Pushchairs and prams are not allowed in the Graduation Hall.

Note 6 If you or a guest has an individual requirement (eg mobility, vision or hearing difficulties) please indicate this. We will then contact you for more details so we can put the appropriate arrangements into place.

OTHER INFORMATION

Ordering your academic gown

The University of Nottingham Malaysia Campus has appointed Ede & Ravenscroft (M) Sdn Bhd to be its official and approved academic dress supplier. Please fill out the gown hire form (as attached) and send it directly to them with the relevant payment as per the package of your choice. Graduands are required to wear full academic dress (cap, gown and hood).

You will collect your academic dress when you register on the day of the ceremony. These should then be returned immediately after your ceremony, unless you have made arrangements with Ede & Ravenscroft to keep them for a longer period.

Outstanding debts

Graduands are reminded that fees or other sums due to the University should be paid promptly according to the terms of the invoice. All debts must be settled in full with cleared funds by Monday, **26 January 2015** at the latest. Any student who has not settled their debts with the Finance Office by this date will not be permitted to graduate or be awarded a degree, diploma or certificate.

Deferring

You are expected to graduate at the ceremony following the successful completion of your course. However, in exceptional circumstances, you may be permitted to defer your graduation until a later date. If you wish to do so, you must write to your Faculty Office explaining the special reasons for your request. If your request is approved you will be given written permission. If you defer to a later ceremony, you will not receive your certificate until that ceremony has taken place.

Refunds

Tickets are normally non-refundable. However, if your name does not appear on a pass list and you return your guest tickets with a formal Refund Request letter by **6 February 2015**, a refund will be made. If you are unable to attend the ceremony because of exceptional circumstances and return your guest tickets with a formal Refund Request letter by **6 February 2015** at the latest, a refund may also be arranged.

Data protection

Information supplied by you on this application form will be used for the purposes of processing your application for attendance at your graduation ceremony and the purchase of guest tickets for that ceremony. Any or all of this information will be treated with utmost confidentiality and may be held for a period of up to five years.

Future updates

Please check the e-mail address as stated in this form regularly for updates and other information regarding the graduation ceremony. Alternatively, please visit the website for updates. This is to avoid you from missing out of the information just in case you do not receive them by post.

Tracer Study (Compulsory Survey for all graduands to complete)

The Ministry of Higher Education, in its continuous effort to improve higher education in Malaysia, requires all graduating students to participate in the Tracer Study 2015. This study is an avenue the Ministry uses to gather the opinions and feedback from students to help them in the future planning and improvement of our education system. This information is also used to evaluate and rank institutions of higher education in Malaysia through the SETARA ranking system. Please note that you will need to attach the confirmation slip, which you will print once you have completed the survey, and attached it with your registration form.

If you have any queries or questions regarding the completion of this form or about graduation in general, please contact the Graduation Office at +6(03) 8924 8636/8751 or +6(03) 8725 3476/3458/3475, via e-mail at graduation@nottingham.edu.my or by visiting our website at: www.nottingham.edu.my