

Dear Potential Graduands,

Please find below the steps that you need to complete in order for us to process your graduation this coming February 2021 as follows:

❑ CONFIRMATION OF ATTENDANCE FOR A LATER PHYSICAL GRADUATION CEREMONY

Please register at this [link](#)* by **Friday, 29 January 2021** if you would be interested to still attend a physical ceremony at a later date when the situation allows us to host such an event on campus again. **Use your University Account to log in.*

❑ TRACER STUDY SURVEY

All graduands are required to complete and submit the Tracer Study questionnaire which can be accessed directly at the Ministry of Higher Education's website via this [link](#). This online exercise is compulsory, and you must complete it by **Friday, 29 January 2021**.

❑ CONFIRMATION OF YOUR NAME TO BE PRINTED ON THE CERTIFICATE

It is important that the name that you register under matches the name stated on your official records (eg identification card / passport / birth certificate), and the name listed on your student record is the name that will appear on your certificate when you are awarded your degree.

Hence, you are asked to ensure that your name is spelt correctly and matches the relevant official documentation, ie: your identification card / passport number via this [link](#)* latest by **Friday, 22 January 2021**. Once your degree has been awarded it will NOT be possible to change your name and re-print a new certificate. **Use your University Account to log in.*

❑ OUTSTANDING DEBT TO THE UNIVERSITY

If you have any outstanding payments or fines, you are advised to communicate with the Finance Office to resolve this issue. You must ensure that you have paid all debts by **Friday, 29 January 2021**. Failure to do so will result in you **not being eligible to graduate in February 2021**. If you have any queries on your outstanding payments or fines, you may contact the following:

- Library at libraryservices@nottingham.edu.my for library fines
- Finance Office at Finance.CreditControl@nottingham.edu.my for other payments

❑ GENERAL STUDIES/MATA PELAJARAN UMUM (MPU)

All Malaysian and international students are required to enrol, undertake, complete and pass the MPUs as a pre-requisite to the award of an **undergraduate degree**. If you have any pending MPU modules, please contact the [General Studies Department](#) immediately. You **MUST** ensure you have completed and passed the required modules by **Friday, 29 January 2021**. Failure to do so will result in you **not being eligible to graduate in February 2021**.

❑ CERTIFICATE AND DIPLOMA SUPPLEMENT

Due to the Covid-19 pandemic, the University of Nottingham Malaysia will not be holding any physical graduation ceremonies in February 2021. Instead, you will graduate in absentia and your certificate will be couriered to you after 24 February 2021. Alternatively, you may collect your certificate in-person (with an appointment with the Graduation Office) after 24 February 2021.

An email with more information about the arrangement for courier and in-person collection will be sent to your university email address in the week commencing 1 February 2021.

Please ensure you have completed the Tracer Study Survey before you collect your certificate and diploma supplement.

Also, please ensure your university e-mail log-in is still active and do check your university **student email account** regularly. Graduation Office will send out all communications about the February 2021 graduation to students to their university e-mail accounts. Please contact [IT Service Desk](#) if you have any problems with login, passwords, and/or access to your student account.

Your kind cooperation in this matter is greatly appreciated.

Thank you.

Yours sincerely,
The Graduation Team
University of Nottingham Malaysia