GRADUATION INFORMATION GUIDELINES

KUPTM'S 5TH CONVOCATION CEREMONY

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1. INTRODUCTION

All KUPTM's staff would like to **CONGRATULATE** all of the students for successfully graduating from Kolej Universiti Poly-Tech MARA (KUPTM).

To ensure the safety of graduands and guests, the 5th KUPTM Convocation Ceremony will be conducted online (e-Convocation) in line with the current COVID-19 pandemic.

2. GUIDELINES FOR GRADUANDS

Date and Convocation Session

1. Date of Convocation: **30 November 2021 (Tuesday).**

2. The online platforms of the convocation ceremony are YouTube / Facebook LIVE Kolej Universiti Poly-Tech MARA Official @ https://www.facebook.com/kuptmkl.official

3. Further information on the ceremony and convocation session can be found on the convocation's official website.

https://convo.kuptm.edu.my

Verification of the Graduate Information

1. All graduands **MUST** complete verification of information from **12 October 2021 until 24 October 2021** on the convocation's official website.

2. Graduands are requested to upload photos and confirmation slips of the Ministry of Higher Education Graduate Tracer Study (SKPG) into the **Graduate Verification System** on the convocation's official website with the reference to **Appendix I** and **Appendix II**.

3. FINANCE

1. For this ceremony, **NO** convocation fees will be imposed.

2. Only graduates who have settled their tuition fees and other payments are allowed to receive their scrolls and academic transcripts. Those graduates with outstanding fees and other payments must pay all fees before they are allowed to receive their scrolls and academic transcripts.

3. Graduates can check the status of their outstanding fees and other payments at the **Graduate Verification System**.

4. Graduates who wish to make full payment for their outstanding fees can do so by **28 November 2021**. The payment can be made to their respective branch campus bank account.

5. Payment of the outstanding fees can be made online via
   https://epay.kptm.edu.my

6. Log in to the **KUPTM** system and sign in using **KUPTM official email**. Please insert the amount of payment in the **Tuition Fees** column. Please keep the payment reference/ information for reference.

7. Please keep the proof of payment for your reference.

8. Any inquiries regarding outstanding fees and other payments can be forwarded to the KUPTM Bursar's Office as follow:-

No	OFFICER-IN-CHARGE	EMAIL	UNIT
1.	Nor Azlina Binti Ismail	azlina_ismail@gapps.kptm.edu.my	Student Account
2.	Allezawati Binti Ismail	allezawati@gapps.kptm.edu.my	Student Account
3.	Siti Aminah Binti Hazmi	siti_aminah@gapps.kptm.edu.my	Payment

4. SCROLL AND TRANSCRIPT

1. All graduates may collect their scroll and transcript at their respective campuses starting from **1 December until 3 December 2021** according to the predetermined schedule of the respective program

2. Graduates may send their representative on the collection day of scroll and transcript by presenting the official letter of authorized representative, a copy of the representative's Mykad, and a copy of graduate's Mykad. The representative can be either the parents or siblings ONLY.

3. Only fully-vaccinated graduates or parents/guardian are allowed to enter the campus, in which fully-vaccinated means who have:
   (i) received 2 doses of Pfizer, Astrazeneca or Sinovac vaccines for more than 14 days from second dose injection date;
   (ii) received single dose of Johnson & Johnson or Cansino vaccines for more than 28 days from the injection date;
   (iii) low risk recorded in their MySejahtera apps.

4. Students who have not yet been vaccinated may opt for the walk-in vaccination at the nearest Vaccination Center (PPV) as soon as possible.

5. Graduates may request for the scroll to be mailed by emailing to asr_scroll@kuptm.edu.my starting from one (1) week after the scroll collection day at KUPTM.

IMPORTANT NOTES:

Scroll and transcript will only be given to graduates who **DO NOT HAVE** any outstanding fees or other payments.

5. MINISTRY OF HIGHER EDUCATION GRADUATE TRACER STUDY SURVEY (GTSS)

1. Graduate Tracer Study is an annual study conducted by the Ministry of Higher Education (MOHE) to determine the employability rate of graduates of an institution. In addition, this study aims to obtain the views of graduates on study programs, facilities and services of KUPTM.
2. Date to access the Graduate Tracking Study Survey (GTSS) portal of the Ministry of Higher Education Malaysia **HAS been opened from JULY 2021 (for graduands of the November 2020 and April 2021 sessions).** You are advised to access the portal and complete this survey **BEFORE** verifying the graduands' information.
3. This system can be accessed online via the following link:

   https://great.mohe.gov.my

4. It is **COMPULSORY** for students to upload the KPT Graduate Tracer Study Slip (screenshot / print screen) as shown in **Figure 1** below to the **Sistem Pengesahan Graduan** as proof of completing the study.

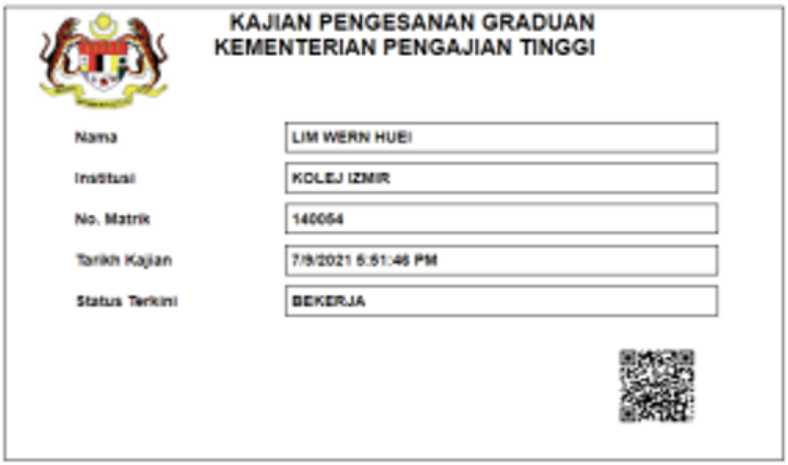
5. 

Figure 1

6. Please contact the following officers for any questions/concerns:

NO	NAME	EMAIL
1	Nor Zalina Zalwadi	zalina_z@gapps.kptm.edu.my
2	Adila Azzera Mohd Zamri	adila@kuptm.edu.my

7. You may refer to the user manual of the **Graduate Tracer Study Ministry of Higher Education Malaysia (SKPG)** which is included as a guide to conduct the survey (Appendix II).

6. SECRETARIAT

Any enquiries regarding the convocation ceremony can be addressed through email at:-

BIL	NAMA	EMAIL
1.	Hafizah Zainita binti Mohamad Alwi	**urusetia_konvo@kuptm.edu.my**
2.	Salfarina binti Rozali	

IMPORTANT DATES FOR GRADUANDS

Important Dates	Activities
12th October 2021 until 24th October 2021	**Graduate Verification System** will be activated for graduands to complete verification of information
24th October 2021 (5.00 pm)	Graduate Verification System will be **FULLY CLOSED**
28th November 2021	Graduates to make full payment of the outstanding fees to collect scroll and transcript
30th November 2021	KUPTM's 5th Convocation Ceremony
1st December until 3rd December 2021	Graduates can collect scroll and transcript at KUPTM

APPENDIX I

GUIDELINES TO UPLOAD PICTURE AND SKPG GRADUAN SLIP IN GRADUAND CONFIRMATION SYSTEM

START

1. Visit the Graduand Confirmation System at https://graduan.kptm.edu.my/

2. Insert MyKad Number (without " - ") in the Graduand Confirmation space

3. Complete and update personal details

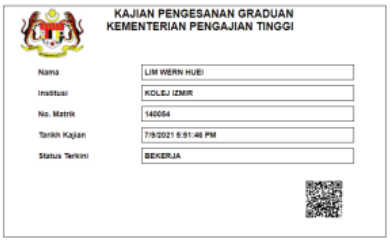
4. Upload your picture according to the criteria set. Graduands' picture will be used for display during the KUPTM convocation ceremony.

PICTURE CRITERIA

i. Size not larger than 3MB
ii. Passport size picture
iii. Blue background
iv. Male graduand must dress formally. (shirt and tie). Hair must be properly groomed.
v. Female muslim graduand must wear plain-coloured hijab (NO PATTERN).
vi. Female non-muslim graduand must be properly dressed and are not compulsory for them to wear hijab.
vii. If the picture does not fit the criteria, it will not be displayed during the convocation ceremony

EXAMPLE OF UPLOADED PICTURE

5. Upload the copy of the SKPG KPT Slip



6. Confirmation of information

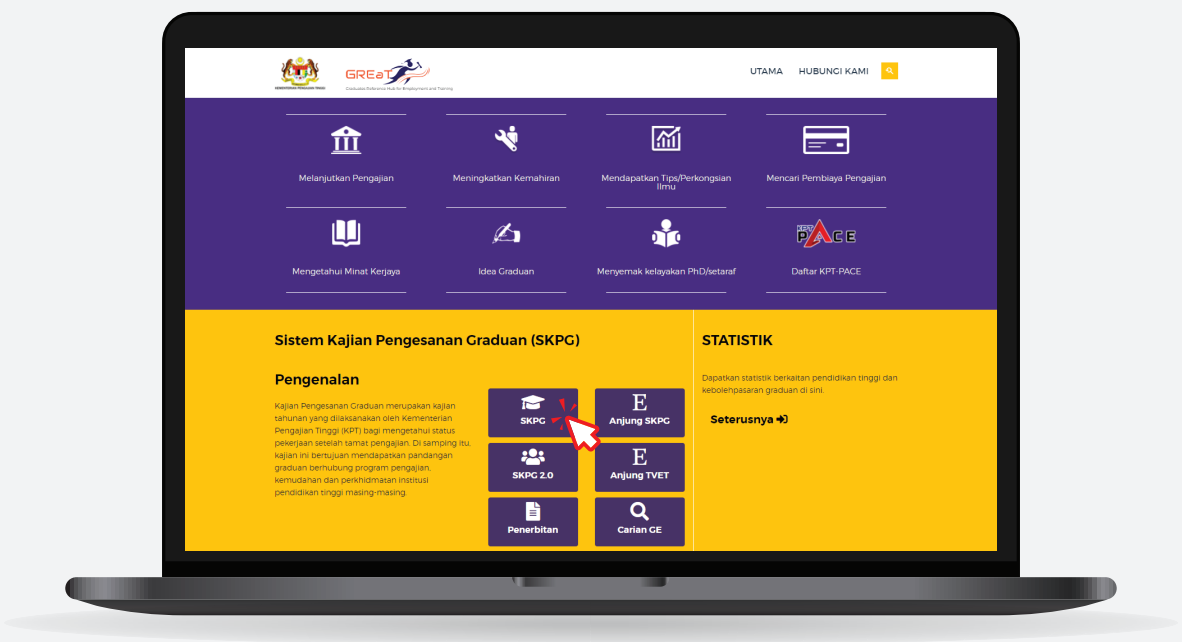
COMPLETE

Please contact the listed officers below for any inquiries or issues regarding the uploading process of the picture:

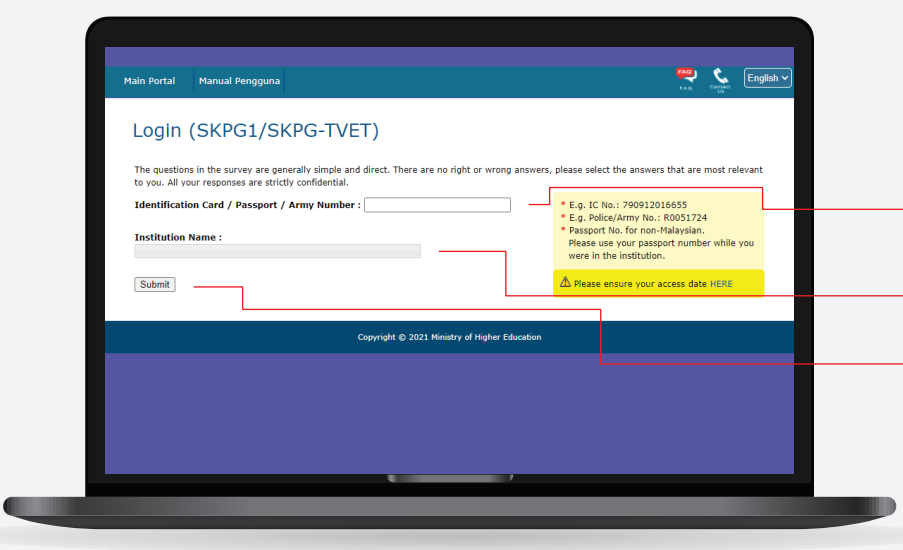
Liaison Officer	**Email Address**
Haji Yahya Bin Musa	yahya_m@gapps.kptm.edu.my

STEPS TO JOIN KAJIAN PENGESANAN GRADUAN

01 Visit the official website at https://great.mohe.gov.my



02 Complete the information

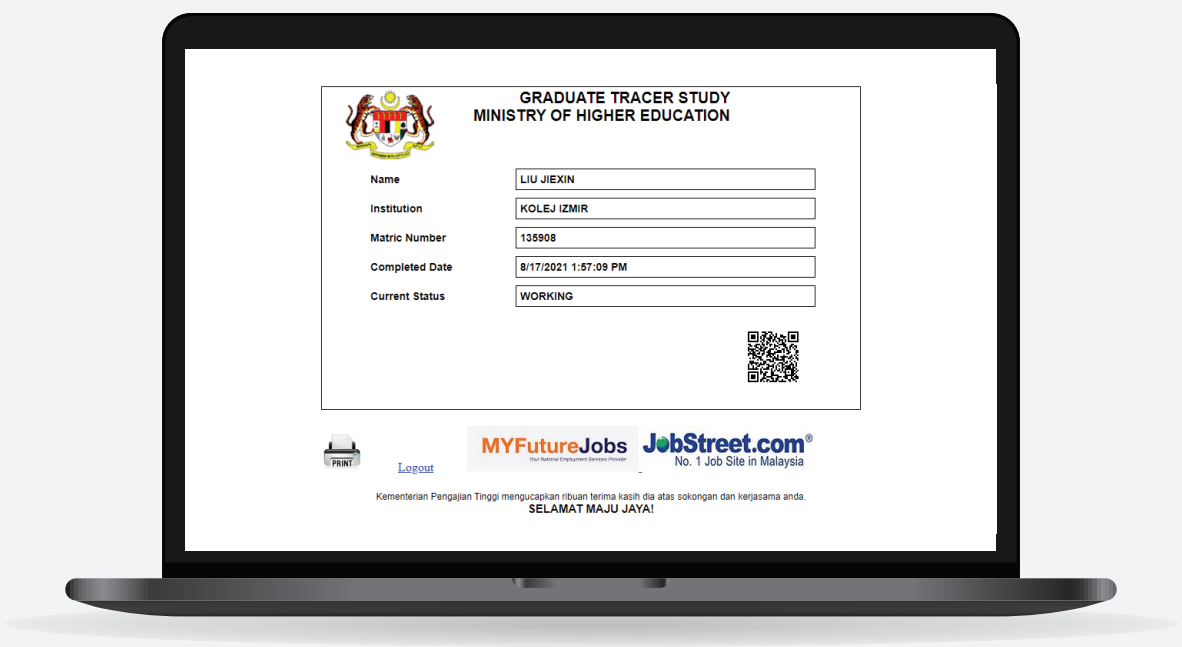


Complete the information :

1. **Identification Card/Passport/ Army Number**
2. **Institution Name**
3. **Click SUBMIT to enter the survey**

03 Complete survey information (Part A until Part G)

04 End of survey



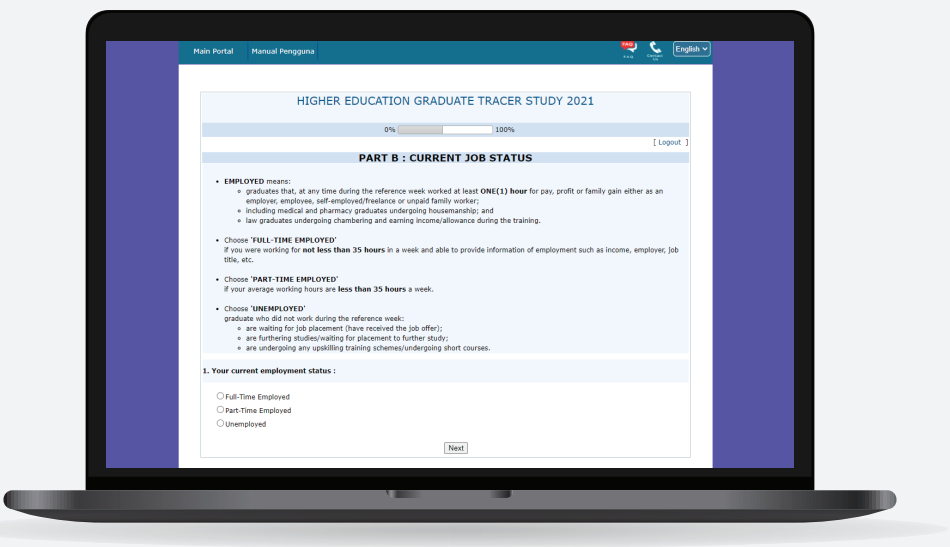
What should I do if the system display:
"Sorry, no matching records founds"?

- Please recheck your Identification Card/Passport/Army Number.
- The identification number must match with your institution record and using correct format (eg. IC No: 880808144444).
- If the information is correct but you did not successful to log in, please email us at skpgaduan@mohe.gov.my.

SKPG1

(For graduate UA, IPTS and other IPT-ASWARA, INSPEN, IPDAS etc)

Selections of CURRENT JOB STATUS (PART B)



EMPLOYED :

Any job that earn wages, profit or family gain either working as an :

- Government/Private employee (including NGO)
- Employer
- Self-employed
- Freelance
- Working for family (without wages/salary)

Full-Time Employed

Working 35 hours and more within a week

Part-Time Employed

Working less than 35 hours within a week

Unemployed and unpaid

Not working and without wages/salary including :

- **Waiting for job placement**
- **Furthering studies**

YOU are also considered as EMPLOYED (full time/part time) if you are GIG Economy Employee :

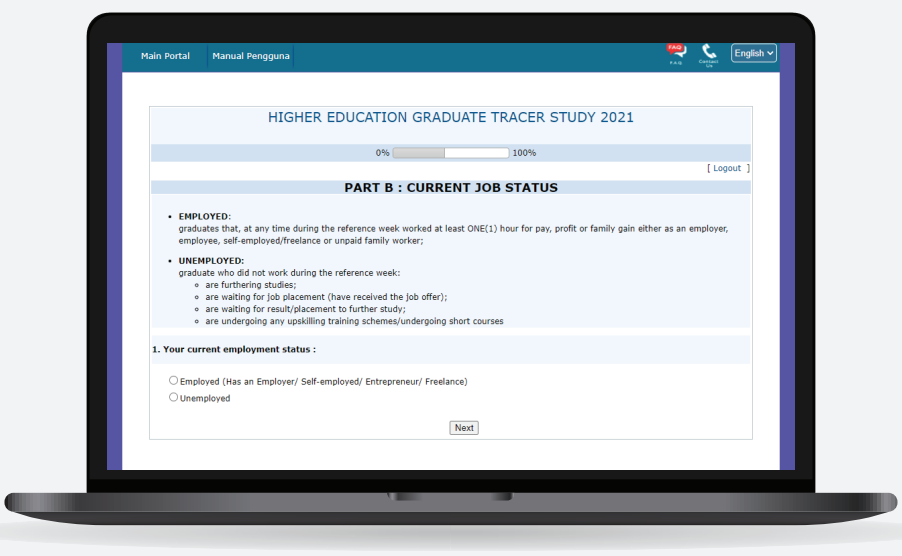
- GrabFood
- foodpanda
- Bungkusit
- Personal Shopper
- Dropship agent
- Tailor
- Farmer
- Freelancer
- Foodtruck
- Supporting family business, etc

Note : Please make sure the selection is FINAL as you are NOT ALLOWED to return to this selection.

SKPG-TVET

(For graduate Polytechnic, Community College, Vocational College and ILKA)

Selections of CURRENT JOB STATUS (PART B)



EMPLOYED :

Any job that earn wages, profit or family gain either working as an:

- Government/Private employee (including NGO)
- Employer
- Self-employed
- Freelance
- Working for family (without wages/salary)

YOU are also considered as EMPLOYED (full time/part time) if you are GIG Economy Employee :

- GrabFood
- foodpanda
- Bungkusit
- Personal Shopper
- Dropship agent
- Tailor
- Farmer
- Freelancer
- Foodtruck
- Supporting family business, etc

Unemployed and unpaid

Not working and without wages/salary including :

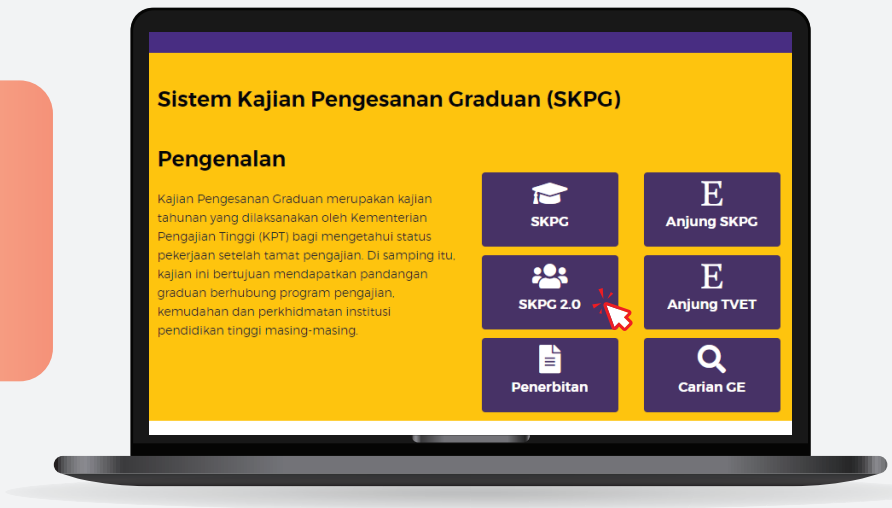
- **Waiting for job placement**
- **Furthering studies**

Note : Please make sure the selection is FINAL as you are NOT ALLOWED to return to this selection.

CHANGE YOUR JOB STATUS?

01

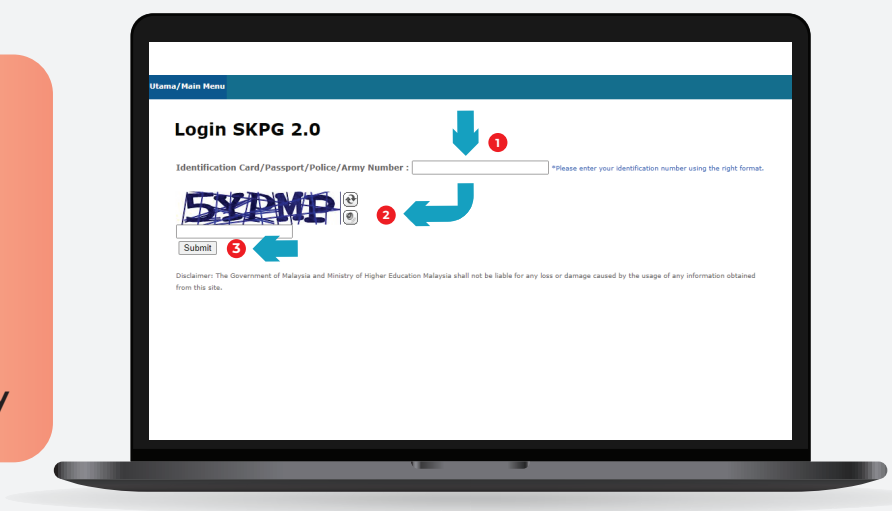
Visit the official website at
https://great.mohe.gov.my



02

Complete the information :

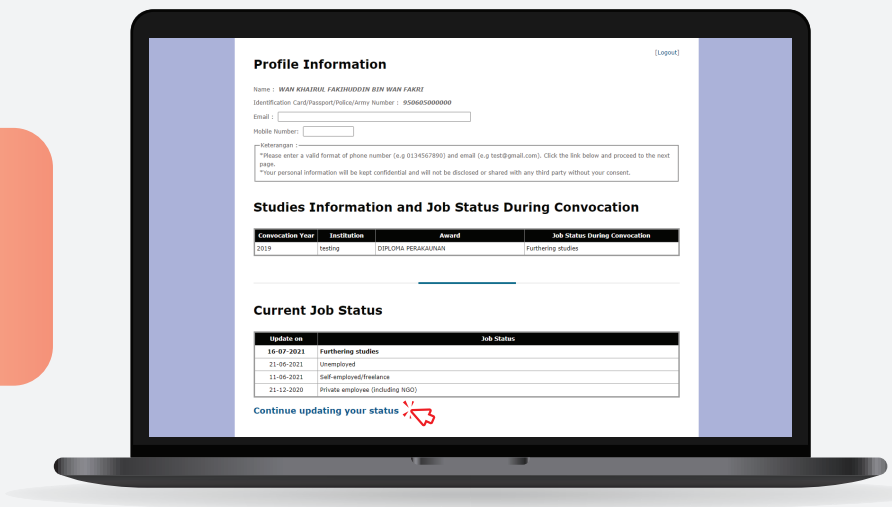
1. Identification Card/Passport/ Army Number
2. Fill in Security Code/CAPTCHA as displayed
3. Click SUBMIT to enter the survey



Display after SKPG 2.0 login. Please check the validity of the information displayed.

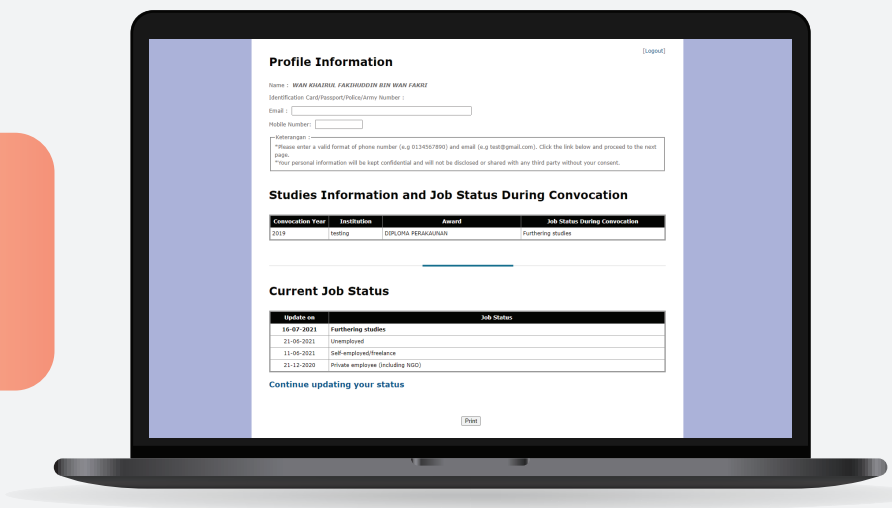
03

Click HERE to update your job status.



04

End the Survey



Note : The SKPG 2.0 questions are concise. The time required does not exceed 5 minutes.