

ASSALAMUALAIKUM DAN SALAM SEJAHTERA.

PENGANUGERAHAN DIPLOMA DAN IJAZAH KEPADA SEMUA GRADUAN UMP BAGI TAHUN 2021

Merujuk kepada Titah Perutusan Tuanku Canselor UMP, KDYMM Seri Paduka Baginda Yang Di-Pertuan Agong Al-Sultan Abdullah Ri'ayatuddin Al-Mustafa Billah Shah Ibni Almarhum Sultan Haji Ahmad Shah Al-Musta'in Billah sempena Majlis Penganugerahan Diploma dan Ijazah UMP bagi tahun 2021 melalui titah rasmi daripada Istana Negara. Seri Paduka Baginda YDPA Tuanku Canselor telah memperkenankan penganugerahan Diploma dan Ijazah UMP bermula pada 13 Disember 2021.

Pihak UMP telah bersetuju untuk membuat penyerahan dokumen penganugerahan ini melalui 2 kaedah berikut:

1) SECARA POS

Penghantaran dokumen penganugerahan kepada graduan 2021 secara pos. Proses penghantaran akan dibuat selepas graduan selesai mengemaskini alamat dan nombor telefon terkini di Sistem Pengesahan Maklumat Graduan.

- 1.1 Sila layari portal konvokesyen UMP di <http://konvo.ump.edu.my> bermula 27 Disember 2021 jam 12.00 tengahari. Sila klik di bahagian *Graduation Verification System*.
- 1.2 Graduan perlu membaca dan memahami proses yang dinyatakan di dalam portal ini.
- 1.3 Graduan perlu membuat bayaran pos seperti berikut:

Perkara	Kadar
Bagi yang belum membuat bayaran ambilan awal dokumen	RM80.00
Bagi yang telah membuat bayaran ambilan awal dokumen sebanyak RM50.00.	RM30.00 (Kos pos dan pentadbiran)

****Proses mengemaskini bayaran oleh Jabatan Bendahari akan mengambil masa satu hari bekerja***

*****Graduan boleh mula kemaskini maklumat di sistem bermula 3.00 petang hari berikutnya.***

2) SECARA JANJI TEMU

- 2.1 Sila pastikan anda membuat permohonan janji temu di portal konvo.ump.edu.my - klik di sini <https://form.jotform.com/213483391354053>. Janji temu dibuka bermula **28 Dis 2021**.
- 2.2 Anda boleh hadir sendiri atau dengan menghantar wakil. Perlu pastikan anda atau wakil telah mengambil dua (2) dos vaksin dan melepasi tempoh matang 14 hari. Patuhi SOP yang dikeluarkan oleh MKN dan UMP ketika hadir janji temu.
- 2.3 Permohonan janji temu kepada graduan Pascasiswazah dan UMP Advanced adalah di link berikut:
- 2.3.1 IPS sila tekan <https://form.jotform.com/213501392710445>
- 2.3.2 UMP Advanced sila tekan <https://form.jotform.com/213498924205056>
- 2.4 Anda boleh hadir sendiri atau melantik wakil rasmi untuk mengambil dokumen penganugerahan. Apa yang perlu dilakukan adalah:

	AMBIL SENDIRI	WAKIL RASMI
1.	<p>Pra Siswazah: Permohonan Janji Temu di portal konvo.ump.edu.my - https://form.jotform.com/213483391354053</p> <p>Pasca Siswazah - https://form.jotform.com/213501392710445</p> <p>UMP Advanced (Program Pengajian Sepanjang Hayat) - https://form.jotform.com/213498924205056</p>	<p>Permohonan Janji Temu di link yang berkaitan</p> <p>Nyatakan maklumat wakil dengan melampirkan borang berikut:</p> <p>Borang UPPK/doc_rep2021</p> <ul style="list-style-type: none">- Wakil perlu hadir ke janji temu dengan membawa resit bayaran dokumen, borang kebenaran wakil dan maklumat pengenalan diri- Sila pastikan wakil telah lengkap 2 dos vaksin dan melepasi tempoh matang 14 hari- Sila muatturun borang kebenaran wakil di sini <p>https://community.ump.edu.my/ecomstaff/sites/default/library/folders/3827/1/BORANG_WAKIL_AMBIL_DOKUMEN_UPPKDOC_REP2021.pdf</p>

2.	Sila semak semua maklumat dokumen penganugerahan.	Sila semak semua maklumat dokumen penganugerahan. Wakil bertanggungjawab sepenuhnya ke atas dokumen penganugerahan yang diambil
3.	Wajib mematuhi tarikh dan masa janji temu yang diberikan <ul style="list-style-type: none"> • <i>Kegagalan akan menyebabkan anda perlu mengulangi kembali permohonan janji temu.</i> • <i>Pihak kami ingin mengelakkan berlakunya kesesakan ketika prosesambilan dokumen bagi menjamin SOP Covid19 dipatuhi.</i> 	
4.	Sila bawa bersama Resit bayaran dokumen penganugerahan. Sila bawa bersama borang wakil UPPK/doc_rep2021 yang lengkap diisi.	

2.1 Bayaran Dokumen Penganugerahan:

Perkara	Kadar
Bagi yang belum membuat bayaran ambilan awal dokumen	RM50.00
Bagi yang telah membuat bayaran ambilan awal dokumen sebanyak RM50.00.	Tiada Bayaran

2.2 Sila patuhi tarikh dan masa janji temu yang diberikan. Kegagalan akan menyebabkan anda perlu mengulangi semula permohonan janji temu.

2.3 Sila pameran emel janji temu kepada pengawal keselamatan bertugas sebelum masuk ke kampus.

3) Segala maklumat lanjut penganugerahan boleh menghubungi talian

NO	JABATAN	NOMBOR TELEFON	EMEL
1.	Pra Siswazah	09-5492550/2558	upkk@ump.edu.my .
2.	Pasca Siswazah	09 549 3201	ips.graduation@ump.edu.my
3.	UMP Advanced	09-549 3177 / 3172	professional@umpadvanced.edu.my

4) Sebarang pertanyaan berkaitan hutang, saman dan kompaun sila hubungi nombor berikut:

BI L	PEJABAT PENTADBIRAN	UMP PEKAN	UMP GAMBANG	EMEL
1.	Bahagian Kewangan Pelajar	09-424 5345	09- 549 2060	askpayment@ump.edu.my
2.	Jabatan Hal Ehwal Pelajar & Alumni - Disiplin, saman, kompaun	09-424 5700/ 5721	09- 549 2543/ 2545	kebajikanpelajar@ump.edu.my
3.	Perpusatakaan	09- 424 5600 / 5607	09- 549 3131/ 3148	umplibrary@ump.edu.my

Sekian, terima kasih.

PUSAT PENGURUSAN AKADEMIK

ASSALAMUALAIKUM AND A VERY GOOD DAY.

CONFERMENT OF DIPLOMAS AND DEGREES TO UMP GRADUAND CLASS OF 2021

UMP Chancellor, KDYMM Seri Paduka Baginda Yang Di-Pertuan Agong Al-Sultan Abdullah Ri'ayatuddin Al-Mustafa Billah Shah Ibni Almarhum Sultan Haji Ahmad Shah Al-Musta'in Billah by an official decree from the Istana Negara has approved for the conferment of UMP Diplomas and Degrees for the year 2021 to be held starting 13 December 2021.

The university has decided that the graduation documents will be delivered via two (2) methods as below:

1) BY POST

Graduation documents for Graduating Class of 2021 will be delivered by postal service. Postage will be done after students have updated their latest address and phone number in Graduation Verification System.

1.1. Please visit UMP convocation portal at <http://konvo.ump.edu.my> starting from 12.00 noon on 27th December 2021. Please click at *Graduation Verification System*.

1.2. You are required to read and understand the process mentioned in this portal.

1.3. You are required to make postage payment as follows:

Item	Rate
For those who have not pay for initial collection of the documents	RM80.00
For those who have made an initial payment of documents of RM50.00	RM30.00 (Administrative and postage cost)

****Payment updating process by Finance Department will take 1 working day.***

*****Graduand can update information in the system starting at 3pm the next following day.***

2) BY APPOINTMENT

2.1. Please make sure to apply for an appointment date at konvo.ump.edu.my portal - click here <https://form.jotform.com/213483391354053>. **Open from 28th Dec 2021 onwards.**

2.2. Students can come personally or by sending a representative. Please ensure that you or your representative have completed two (2) doses of Covid-19 vaccine and must have passed the 14 days from the date of the second vaccination. Please adhere to the SOP enforced by MKN (Malaysian National Security Council) and UMP when attending the appointment.

2.3. Application for an appointment for postgraduate and UMP Advanced students is as follows:

2.3.1. IPS : <https://form.jotform.com/213501392710445>

2.3.2. UMP Advanced : <https://form.jotform.com/213498924205056>

2.4. Students can come personally or appoint a representative to collect graduation documents. Below are the steps to be completed before collecting the documents:

	SELF PICK UP	STUDENT'S REPRESENTATIVE
1.	<p>Undergraduate: Application for an appointment at konvo.ump.edu.my portal - https://form.jotform.com/213483391354053</p> <p>Postgraduate: - https://form.jotform.com/213501392710445</p> <p>UMP Advanced (Lifelong Learning Programme) - https://form.jotform.com/213498924205056</p>	<p>Application for appointment at the given link.</p> <p>Fill in representative's information at UPPK/doc_rep2021 form.</p> <ul style="list-style-type: none">- Student's representative need to bring payment receipt, representative consent form and identification document when attending the appointment.- Please ensure your representative have completed two (2) doses of vaccination and have passed 14 days from the date of second vaccination.- Representatives form: https://community.ump.edu.my/ecomstaff/sites/default/library/folders/3827/1/BORANG_WAKIL_AMBIL_DOKUMEN_UPPK_DOC_REP2021.pdf

2.	Please check all information on the graduation documents.	Please check all information on graduation documents. Your representative is held responsible for the graduation documents collected.
3.	Compulsory to follow the date n time given in the appointment <ul style="list-style-type: none"> • Failure to do so will result in reapplying for your appointment. • UMP want to avoid congestion during the document retrieval process to ensure Covid19 SOP is complied with. 	
4.	Please bring along graduation document payment receipt. Please bring along UPPK/doc_rep2021 representative form that has been filled up.	

2.5. Graduation Documents Fee

Item	Rate
For those who have not pay for initial collection of the documents	RM50.00
For those who have made an initial payment of documents of RM50.00	No payment needed.

2.6. Please follow the time and date on the appointment given. Failure to do so will result in reapplying for your appointment.

2.7. Please show the appointment confirmation email to the security guard upon entering the campus.

3) For further information regarding the graduation, please call:

NO	DEPARTMENT	PHONE	EMAIL
1.	Pra Siswazah	09-5492550/2558	upkk@ump.edu.my .
2.	Pasca Siswazah	09 549 3201	ips.graduation@ump.edu.my
3.	UMP Advanced	09-549 3177 / 3172	professional@umpadvanced.edu.my

4. Any enquiry regarding debt, fines and compound, please call the numbers below:

NO	ADMINISTRATION OFFICE	UMP PEKAN	UMP GAMBANG	EMAIL
1.	Student Finance Division	09-424 5345	09-549 2060	askpayment@ump.edu.my
2.	Student Affairs & Alumni Department - Discipline, Fines, Compound	09-424 5700/ 5721	09-549 2543/ 2545	kebajikanpelajar@ump.edu.my
3.	Library	09- 424 5600 / 5607	09- 549 3131/ 3148	umplibrary@ump.edu.my

Thank you.

CENTRE FOR ACADEMIC MANAGEMENT

