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If there are any discrepancies or inaccuracies, the University reserves the right to make amends accordingly.



1. Eligibility to Graduate

- a) How can I check if I am graduating?

To apply for the conferment of award, students must be in the ‘Eligible to Graduate’ status. Students can check their status before applying for the conferment of the award at <http://myservice.wou.edu.my/StudentGraduationStatus.aspx>

2. Registration for e-Convocation 2021 and Photography

- a) How can I register for the e-Convocation?

Eligible graduands can register via one of the following options:

- i) Online: <http://myservice.wou.edu.my/StudentGraduationStatus.aspx>
- ii) Offline: Please contact your respective Regional Centers for registration.

Graduands must select one of the following during the application for e-Convocation:

- i) Graduating via e-Convocation 2021 with payment of RM50.
Note: Graduand registering for graduating will be deemed to have graduated and will not be invited for future physical Convocation Ceremony, etc.

As for photography with the University dress (i.e.gown), graduand can liaise directly with Ede & Ravenscroft for the following options :

a) Photography with Ede & Ravenscroft in Kuala Lumpur

Please note that the payment for photography must be paid directly to the vendor, before or during the photography session.

VENUE:	Ede & Ravenscroft (M) Sdn Bhd KUALA LUMPUR
CONTACT DETAILS:	Address: Block F, 1st floor, 16-1-2 Jalan Semarak Api 3 Diamond Square Business Centre Off Jalan Gombak, 53100 KL Telephone No.: 03-40212000, 03-40213000 Contact person: Ms Irene Lim / Ms Daphne See Email: enrshahlal@gmail.com
DATE & TIME:	27 November 2021 till 30 June 2022 <u>Operation day/hours:</u> Monday - Friday: 10.30 am - 5.30 pm Saturday: 10.30 am - 2.00 pm

If there are any discrepancies or inaccuracies, the University reserves the right to make amends accordingly.

	<p>Sunday & Public Holidays: Closed</p> <p><i>Reminder:</i> Graduands must make a prior appointment with the photographer for a photography session in Kuala Lumpur.</p>
PHOTOGRAPHY FEES:	<p><u>Single Portrait:</u> <i>(Note: Special discounted price for WOU graduates for the year 2021 only.)</i> Graduate Certificate/Diploma: RM155.00 Bachelor's Degree: RM160.00 Master's Degree: RM170.00</p> <p><u>Family Photo Packages</u> Package B with single pose: RM190 Package C with 2 poses: RM260 Package D with 3 poses: RM330</p>
PAYMENT METHOD:	<p>Online Banking: Maybank – Account Number: 5143 4701 6549 Credit/Debit Card or Cash – to be paid during the photography session</p>

b) Rental of academic dress from Ede & Ravenscroft for own photography.

VENUE:	Ede & Ravenscroft (M) Sdn Bhd KUALA LUMPUR							
CONTACT DETAILS:	<p>Address: Block F, 1st floor, 16-1-2 Jalan Semarak Api 3 Diamond Square Business Centre Off Jalan Gombak, 53100 KL</p> <p>Telephone No.: 03-40212000, 03-40213000 Contact person: Ms Irene Lim / Ms Daphne See Email: enrshahlal@gmail.com</p> <p><u>Operation day/hours:</u> Monday - Friday: 10.30 am - 5.30 pm Saturday: 10.30 am - 2.00 pm Sunday & Public Holidays: Closed</p>							
RENTAL FEES:	<table> <tr> <td>Rental of academic gown</td> <td>RM 150.00</td> </tr> <tr> <td>Deposit (refundable)</td> <td>RM 200.00</td> </tr> <tr> <td>Courier fee within Malaysia (one-way)</td> <td>RM 30.00</td> </tr> </table> <p>Rental Duration: 2 weeks from the date graduand receives the parcel containing academic dress.</p>		Rental of academic gown	RM 150.00	Deposit (refundable)	RM 200.00	Courier fee within Malaysia (one-way)	RM 30.00
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	Note: Courier fee for returning of academic dress is borne by graduand. Fines will be imposed for late returns, damage or loss of academic robe/gown, the cost of which will be determined by the gowns supplier, Ede and Ravenscroft.
PAYMENT METHOD:	Online Banking: Maybank – Account Number: 5143 4701 6549

- ii) Deferring the graduation to later Convocation Ceremony in 2022. No payment is required now.

3. Closing Date for Registration of e-Convocation 2021

The application for graduation in-absentia will close on **21 October 2021, Thursday**. Any application after the stipulated deadline shall risk having the application not being accepted or the graduand’s name not published in the Graduation Name List.

4. E-Convocation 2021 Graduation Fee

- a) Are there any other fees besides the Graduation Fee?

The Graduation Fee amounting to RM50 is the only fee payable if the graduand opted to graduate will undertake to self collect your academic scroll and transcript, e-Convocation Booklet and the commemorative holder from your nearest Regional Centre. It does not include the charges for photography or rental of the academic dress which is paid directly to the gown supplier.

5. Full Gown Description

- a) What is the academic robe/gown/dress?

For photography (optional), graduands should wear the standard WOU University academic robes consisting of the following:

- i) academic gown
- ii) hood
- iii) mortar board with tassel (**does not apply to Graduate Certificate and Graduate Diploma graduands**)

It is an **academic tradition** practiced in many tertiary institutions, that only the graduands from the Bachelor's degree and above, wears the graduation gown together with the mortar board and coloured hood.

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6. MOHE Tracer Study

a) What is MOHE Tracer Study?

The Ministry of Higher Education (MOHE) has developed an online graduate survey namely MOHE Graduate Tracer Study to obtain information about graduates and to gain insights and experiences on the programme, facilities and services provided by the participating institutions.

The findings of the survey are very vital because of the following: -

- It helps MOHE to maintain the record of all graduates.
- It helps the participating institutions in improving the standard of their academic programmes, services and facilities.
- It serves as an appraisal of the effectiveness and efficiency of the management and services of the participating institutions.
- It helps both MOHE and the participating institutions to monitor the progress of the graduates in their career development.
- It is used as one of the mechanisms to measure the participating institutions' ranking under the SETARA system.

The tracer study system will be activated from **8 November to 27 November 2021** via <https://great.mohe.gov.my/>.

All graduands must complete this compulsory exercise by **27 November 2021, Saturday** before collecting graduation scroll and academic transcript. Upon completing the online tracer study, print or screenshot the "Slip Pengesahan Kajian" (confirmation slip) and submit the slip as proof of completion during the collection of graduation scroll and academic transcript or alternatively you can email the slip to tracerstudy@wou.edu.my by 27 November 2021, Saturday.

7. WOU Tracer Study

a) What is WOU Tracer Study?

As part of the University's efforts to improve the quality of education provided to its students, the University is conducting its own graduate tracer study. The objectives of the WOU Graduate Tracer Study are to:-

- gauge the extent to which the WOU qualification has contributed to the career development of its graduates; and
- assess student experiences with the academic programme at WOU.

The tracer study system will be activated from **8 November to 27 November 2021** via the following link: <http://myservice.wou.edu.my/GraduateTracerStatus.aspx>.

If there are any discrepancies or inaccuracies, the University reserves the right to make amends accordingly.



All graduands must complete this compulsory exercise by **27 November 2021, Saturday** before collecting graduation scroll and academic transcript. Upon completing the online tracer study, print or screenshot the confirmation slip and submit the slip as proof of completion during the collection of graduation scroll and academic transcript.

8. Scroll and Transcript

- a) When can I collect my scroll and transcript?

Your scroll and transcript will be forwarded to your Regional Center for your collection. Graduands can collect on or after **27 November 2021**. However, we would encourage all graduands to call your respective Regional Centre for appointment to avoid crowd gathering, during this pandemic.

WOU Regional Center contact details:

Penang Regional Centre	: 04-2180 133 / 04-2180 134
Kuala Lumpur Regional Centre & Klang Regional Support Centre	: 03-9281 7323 / 03-9283 8323 / 03-9284 7323 / 03-9281 4323
Bandar Utama Regional Support Centre	: 03-7629 7223 / 03-7629 7123
Ipoh Regional Centre	: 05-2426 323 / 05-2436 323
Johor Bahru Regional Centre	: 07-5564 323 / 07-5566 323 / 07-5540 323 / 07-5574 323
Kuching Regional Centre	: 082-578 923 / 082-575 923

- b) Can I collect my full transcript before 27 November 2021, Saturday?

In general, the scroll and transcript **cannot** be released to any graduand until 27 November 2021, Saturday. To facilitate, the following have been initiated:-

- The Exams Office would have sent all graduands the Letter of Completion to their mailing address.
- Alternatively, you can print your results from the Student Portal via the Results Notification Slip tab (which is your academic results by semesters).

If you are attending job interviews before your graduation: -

You can show your Letter of Completion during your interview session as well as print out your semester results from the Student Portal and get your Regional Centre to certify them.

You can inform your interviewers that you will be receiving your scroll and transcript, by 27 November 2021.

- c) Accuracy of graduand's name

Under the University's regulations, the spelling of the graduates' name and NRIC/Passport number must be similar to that which appears in the identity card [for Malaysian citizens and Permanent Residents of Malaysia] or passport for foreign nationals.

If there are any discrepancies or inaccuracies, the University reserves the right to make amends accordingly.



Therefore, the graduand has to ensure that the spelling of his/her name and NRIC number/passport number is accurate and similar to that found in the University database before the University processes the respective degree scroll and academic transcript. Please refer to any recent document issued by the University or your personal data found in the WOU Student Portal to verify the accuracy of the spelling of your name and NRIC/Passport number. Any discrepancy has to be notified immediately to the Registry Department, Wawasan Open University, 54 Jalan Sultan Ahmad Shah, 10050 Penang.

IMPORTANT NOTE:

PLEASE BE INFORMED THAT THE ORIGINAL SCROLL AND TRANSCRIPT WILL BE PRINTED ONCE ONLY FOR EACH GRADUAND AND NO ORIGINAL REPLACEMENT WILL BE AVAILABLE IN THE EVENT OF FUTURE CHANGES IN THE IDENTITY CARD/PASSPORT NUMBER OR ANY MISTAKE IN THE SPELLING OF NAME / LOSS / DAMAGE / STOLEN AFTER ISSUANCE OF SUCH DOCUMENTS TO THE GRADUATES.

9. Award Classification

- a) What are the classifications of the WOU awards?

The classification of awards for Bachelor's Degree are as follows:

CGPA 3.67 and above: Honours with Distinction

CGPA 2.00 to 3.66: Honours

There are no award classifications for Graduate Certificate, Graduate Diploma, Postgraduate Diploma and Master's Degree.

10. Alumni Membership

As a graduate of Wawasan Open University, you are qualified to become a member of the University Alumni. The University Alumni will be an avenue for you to maintain your University contacts as well as create opportunities for intellectual discourse and other useful activities.

The aims and objectives of the University Alumni are as follows: -

- To promote, foster and maintain links between the Association and the Wawasan Open University (hereafter referred to as the "University");
- To provide a channel of communication between the University and its graduates;
- To promote academic, social and cultural communication and interactions among members;
- To encourage members of the Association to take an active interest in the activities of the University;
- To promote the interests of the University and to support its development;
- To facilitate and organize meetings between members of the Association;
- To participate actively in the physical and intellectual development of Malaysia.

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11. Contact Point

For further information, you may:

Email your queries to convocation@wou.edu.my; OR

Contact the following WOU staff:

No	Area	Contact Person & Email Address
1	Examinations Result / Scroll & Transcript	Cheryl Ooi Hui Hui (cherylooi@wou.edu.my)
2	Payment of Outstanding Fees	Lim Xin Lee (xllim@wou.edu.my)
3	Tracer Study	Cheryl Ooi Hui Hui (cherylooi@wou.edu.my)
4	Secretariat for Convocation	Perkash Kaur (convocation@wou.edu.my)

End of FAQ

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