

## FREQUENTLY ASKED QUESTIONS (FAQ)

# SPECIAL COMMEMORATION CEREMONY FOR YEAR 2020 AND 2021 GRADUATES

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

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# SPECIAL COMMEMORATION CEREMONY FOR YEAR 2020 AND 2021 GRADUATES

### 1. Special Commemoration Ceremony for Year 2020 and 2021 Graduates

As you may know, due to the COVID-19 pandemic and subsequent lockdowns, the University could only host an e-Convocation event in Years 2020 and 2021, without any physical ceremony. Subsequently, in March 2021, we kept our promise to the Graduates of 2020 by organising a photography session to allow them to take photographs in their academic dress at the WOU Main Campus.

We understand that taking part in such a ceremony is momentous for every graduate, but we were unable to organise an on-site convocation in the last two years because of the pandemic. However, since our country has entered an endemic phase on 1 April 2022, the University would like to provide the opportunity to Graduates of 2020 and 2021 to participate in a simple but memorable commemoration ceremony.

During this ceremony, you will wear your academic dress and walk across the stage. This is an occasion for you to be congratulated by the University leadership, and celebrate your achievement with family, friends and the University community.

### 2. Date, Venue and Time

#### a) What is the date of the commemoration ceremony?

The ceremony is scheduled for 27 (Saturday) and 28 (Sunday) August 2022.

#### b) What is the venue for the ceremony?

The ceremony will be held at Wawasan Open University's Main Campus in Penang.

#### c) When will my session take place?

The exact date and time of your session will be announced on 15 July 2022 (Friday). Therefore, you are advised to make your transportation and accommodation arrangements only after we have officially announced the details of your respective sessions.

### 3. Eligibility to Attend the Commemoration Ceremony

You must have graduated in Year 2020 or 2021 in order to attend the commemoration ceremony in August 2022. You can check your eligibility to attend the ceremony via the following link:

<http://myservice.wou.edu.my/StudentGraduationStatus.aspx>.

### 4. Registration

#### a) When will the registration open?

The registration will be opened from 15 – 30 June 2022.

#### b) How do I register?

You can register at <http://myservice.wou.edu.my/StudentGraduationStatus.aspx>

#### c) Can I defer my attendance at the commemoration ceremony?

Deferment of attendance is not allowed because we have specially organised this one-off ceremony for graduates of 2020 and 2021.

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### 5. Graduation Fee

The non-refundable Graduation Fee for the August 2022 ceremony is RM350. This fee covers payment to the vendor, Ede and Ravenscroft, for services rendered.

### 6. Academic Dress

#### a) What is academic dress?

All graduates who participate in this special ceremony are required to wear their academic dress which consists of:

- i) academic gown
- ii) hood
- iii) mortar board with tassel (not applicable to Graduate Certificate and Graduate Diploma graduates)

The academic tradition practised by many tertiary institutions is that only graduates from the Bachelor's Degree and higher-level programmes are to wear the academic gown together with the mortar board and hood.

#### b) Where, when and how can I collect the academic dress?

You can collect your academic dress at the WOU Main Campus, Penang. The collection date and time will be announced on 15 July 2022.

You are required to show your Student ID Card or IC/Passport for verification purpose to the staff on duty at the academic dress collection counter.

We do not allow collection of academic dress by proxy.

Graduates who are not dressed in the complete academic dress shall not be allowed to attend the commemoration ceremony.

Please ensure that the academic gown, hood and mortar board are in good condition before taking them out from the academic dress collection room. Any complaint about the academic dress after that point will not be entertained.

#### c) Where, when and how can I return the academic dress?

You must return the academic dress on the same day of your session.

Any request to extend the rental of the academic dress beyond the date of your session must be arranged with the supplier, i.e. Ede and Ravenscroft. Fines will be imposed for late returns, damage or loss of academic dress, as determined by Ede and Ravenscroft.

### 7. Calling Card

The Calling Card contains your Name and Sequence Number in the commemoration ceremony. The name stated in the Calling Card will be used to announce your name when you receive your scroll on stage. Please ensure the name is accurate and keep the card with you at all times. You must collect the Calling Card during registration at WOU Main Campus.

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### 8. Photographs

The official photographer of the University is Ede and Ravenscroft.

The photographs included in the Graduation Fee are:

- i) Stage photograph – 1 copy of 8R
- ii) Individual portrait photograph (with soft copy) -1 copy of 10R, 1 copy of 8R and 2 copies of 4R

Graduates can also pay the official photographer an additional fee to take family photos at the studios set up at the WOU Main Campus during the commemoration ceremony. However, this is a private arrangement between the graduate and the official photographer (not part of the Graduation Fee).

### 9. Number of Family Members/Guests Allowed to Accompany Graduates

The arrangement for family members/guests to witness the commemoration ceremony will be announced on 15 July 2022.

### 10. Award Classification

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

CGPA 3.67 to 4.00: Honours with Distinction

CGPA 2.00 to 3.66: Honours

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

### 11. Scroll and Transcript

**(This only applies to graduates of Years 2020 and 2021 who have not collected their scroll and transcript)**

#### a) What are the criteria to release scroll and transcript?

The criteria to release scroll and transcript are:

- No outstanding fines/fees;
- Return of all library materials; and
- Completion of Ministry of Higher Education's (MOHE) and Wawasan Open University's (WOU) Graduate Tracer Study.

#### b) When can I collect my scroll and transcript?

The scroll and transcript collection date will be announced on 15 July 2022.

#### c) Accuracy of graduate's name

As per the University's regulations, your name and IC/Passport number must be the same as your identity card (for citizens and Permanent Residents of Malaysia) or passport (for foreign nationals).

Therefore, ensure that the spelling of your name and IC/Passport number are accurate and similar to that in the University database, before the University processes your scroll and academic transcript. Please refer to any recent document issued by the University or your personal data recorded in the WOU Student Portal

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to verify the spelling of your name and IC/Passport number. Do notify any discrepancy immediately to the Registry Department, Wawasan Open University, 54 Jalan Sultan Ahmad Shah, 10050 Penang.

### **Important Note:**

We will print the original scroll and transcript only once for each graduate. There will be no replacement in the event of future changes in your identity card/passport number, or mistake in the spelling of your name, or loss/damage/theft after the issuance of the documents to the graduates.

### **12. Wawasan Open University (WOU) Graduate Tracer Study**

**(This only applies to graduates of Years 2020 and 2021 who have not collected their scroll and transcript)**

As part of the University's efforts to improve the quality of education provided to 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 students' experiences with the academic programmes at WOU.

The WOU Graduate Tracer Study form will be provided at the Scroll and Transcript Collection counter.

You must complete this compulsory survey before you can collect your scroll and academic transcript.

### **13. Alumni Membership**

Graduates of Wawasan Open University can join the University Alumni. It allows you to maintain contacts, network and have intellectual discourses and other activities.

The objectives of the University Alumni are as follows: -

- Promote, foster and maintain links between the Association and Wawasan Open University;
- Provide a channel of communication between the University and its graduates;
- Promote academic, social and cultural communication and interactions among members;
- Encourage members to take an active interest in the activities of the University;
- Promote the interests of the University and support its development;
- Facilitate and organise meetings between members of the Association;
- Participate actively in the physical and intellectual development of Malaysia.

### **14. Live Broadcast**

There will be a live broadcast of the commemoration ceremony via YouTube Live. The link to the live broadcast will be sent to graduates closer to the event date.

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#### 15. Contact Point

For further information, you may:

- Email your queries to [convocation@wou.edu.my](mailto:convocation@wou.edu.my); OR
- Contact the following WOU staff:

No.	Area	Contact Person & Email Address
1	Scroll and Transcript	Ms. Cheryl Ooi Hui Hui (cherylooi@wou.edu.my)
2	WOU Graduate Tracer Study	Ms. Cheryl Ooi Hui Hui (tracerstudy@wou.edu.my)
3	Payment of Outstanding Fees	Ms. Lim Xin Lee (xllim@wou.edu.my)
4	Library Fines and Materials	Ms. Nur Hasnida Suhaimi (nurhasnidabs@wou.edu.my)
5	Special Commemoration Secretariat	Ms. Perakash Kaur (convocation@wou.edu.my)

End of FAQ

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