

UPDATED FREQUENTLY ASKED QUESTIONS (FAQs) – VERSION 2
SPECIAL COMMEMORATION CEREMONY FOR YEAR 2020 AND 2021
GRADUATES

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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 2022, 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 the sessions take place?

The date and time of the sessions are as follows:

Date / Day	Session
27 August 2022 (Saturday)	1
	2
	3
28 August 2022 (Sunday)	4

As you will be attending only one of the sessions, kindly view the '[Sessions and Proceedings](#)' section at the University's Convocation website (<https://www.wou.edu.my/convocation>) to know the details of your session.

You must constantly check the details of your individual session as any changes will be updated there.

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.

4. Deferment of Attendance at the Special Commemoration Ceremony

Deferment of attendance at the Special Commemoration Ceremony is not allowed as this one-off ceremony has been organised exclusively for graduates of 2020 and 2021.

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

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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 and other administrative fees.

6. Graduates Dress Code

All graduates must be dressed in appropriate office attire.

Casual or revealing attire such as T-shirts, shorts, bermudas, tank tops, jeans and sandals are not allowed.

Graduates in inappropriate attire may not be presented on stage.

7. 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, Graduate Diploma and 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 as follows:

Date	Collection of Academic Dress Time
26 August 2022 (Friday)	All Sessions: 9.30 am – 4.30pm
27 August 2022 (Saturday)	Session 1: 6.15 am – 7.45 am
	Session 2: 8.00 am – 11.00 am
	Session 3: 11.15 am – 2.15 pm
28 August 2022 (Sunday)	Session 4: 6.45 am – 8.15 am

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 Special 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.

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

You must return the academic dress on the same day of your session as follows:

Date	Returning of Academic Dress Time
27 August 2022 (Saturday)	Sessions 1, 2 & 3: By 6.00 pm on 27 August 2022
28 August 2022 (Sunday)	Session 4: By 1.00 pm on 28 August 2022

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 and/or sanctions will be imposed for late returns, damage or loss of academic dress, as determined by Ede and Ravenscroft.

8. Registration on Ceremony Day

All graduates who have registered to attend the ceremony must record your attendance at the Registration Counter as follows:

Date	Registration Time
27 August 2022 (Saturday)	Session 1: 6.15 am – 7.45 am
	Session 2: 8.00 am – 11.00 am
	Session 3: 11.15 am – 2.15 pm
28 August 2022 (Sunday)	Session 4: 6.45 am – 8.15 am

9. 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.

You are required to hand over the Calling Card to the Chief Marshal before you walk up the stage.

10. Rehearsal

All graduates must attend rehearsals which will be held just before the ceremony as follows:

Date	Rehearsal Time
27 August 2022 (Saturday)	Session 1: 7.45 am – 8.30 am
	Session 2: 11.00 am – 11.45 am
	Session 3: 2.15 pm – 3.00 pm
28 August 2022 (Sunday)	Session 4: 8.15 am – 9.00 am

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

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11. 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).

You should receive the photographs within three (3) months from the day of the ceremony. If you have any queries regarding the photographs, please contact the vendor as follows:

Ede & Ravenscroft (M) Sdn. Bhd.
Block F, 16-1-2, Diamond Square Business Centre
Jalan Semarak Api 3, off Jalan Gombak
53000 Kuala Lumpur
Tel: 603-4021 2000 / 603-4021 3000
Email: enrshahlal@gmail.com

12. Number of Family Members/Guests Allowed to Accompany Graduates

Only two (2) ticketed guests per graduate will be allowed to enter the ceremony hall, i.e. Auditorium Tun Dr. Lim Keng Yaik (Lecture Theatre 1). The tickets for guests will be distributed to graduates during registration on the ceremony day.

Non-ticketed guests are not allowed to enter the ceremony hall. However, there will be live telecast coverage of the ceremony at another hall, i.e. Lecture Theatre 2 and also on YouTube.

Children below 5 years old are not allowed to enter the ceremony hall.

13. 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.

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14. 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 Wawasan Open University's (WOU) Graduate Tracer Study.

b) When can I collect my scroll and transcript?

Graduates who have not collected your scroll and transcript can do so as follows:

Date	Scroll and Transcript Collection Time
27 August 2022 (Saturday)	Session 1: 6.15 am – 7.45 am
	Session 2: 8.00 am – 11.00 am
	Session 3: 11.15 am – 2.15 pm
28 August 2022 (Sunday)	Session 4: 6.45 am – 8.15 am

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 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.

15. 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.

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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.

16. 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.

17. 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.

18. Florist

There will be a florist selling flowers, bouquets and gifts at the Main Campus on the ceremony day.

19. COVID-19 Standard Operating Procedure (SOP)

All graduates and guests must comply with the current COVID-19 SOPs as stipulated by the government of Malaysia. We encourage you and your guests to do the COVID-19 RTK-AG-SELF TEST before you come for the ceremony. As a precaution, graduates and guests who have COVID-19 symptoms should not attend the ceremony.

Upon registration, each graduate will be given a face mask in the standard colour determined by the University to be worn during this ceremony.

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20. 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	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

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