

A. CONVOCATION ETIQUETTE

As the Convocation Ceremony is a formal occasion, please observe the following rules during the Ceremony:

1. Remain seated and observe silence at all times.
2. Handphones and other electronic devices are to be switched off or to be set in silent mode at all times.
3. Observe strict dress code.
4. Professional photographers have been engaged to take your photographs on stage during the Convocation Ceremony. Your guests may take photographs with their cameras or video cameras from their seats only. Please advise your guest not to stand up or move from their seats while they are taking your photographs or video shots.
5. Follow all instructions of the procession marshals or ushers.
6. Graduands are advised to come early to avoid traffic congestion and parking problems.
7. Graduands and guests are advised to have their meals before entering the Convocation hall. Refreshments are not allowed in the Convocation hall. Graduands and their guests are to remain in the hall until the Ceremony ends. Refreshments will be served after the Convocation Ceremony ends.
8. Admission into the Convocation hall is strictly by invitation.
9. **Children below 12 years old are not allowed into the Convocation hall during the Convocation Ceremony.**

B. CONVOCATION ATTIRE

Dress Code:

All graduands are to observe the following dress code for the Convocation Ceremony:-

1. Convocation attire : Graduation gown, hood and mortar board.
2. Male graduand : Dark-colored Baju Melayu or dark-colored lounge suit, white-collared long-sleeved shirt, dark-colored tie, dark-colored socks and dark-colored shoes.
3. Female graduand : Baju Kurung or Collared long-sleeved blouse/shirt with buttons in front, black or dark-colored jacket, dark-colored long (ankle-length) skirt or long pants, black or dark-colored comfy court shoes with heels no higher than 2 inches.
4. Guest Attire : Lounge suit, national dress, batik or office attire.

Reminder: Please dress neatly and appropriately. The following attire are strictly not allowed:

1. Tight-fitting and revealing attire
2. Slippers, sandals, sport shoes and uncovered shoes
3. T-shirts and short-sleeved shirts
4. Jeans and shorts
5. Necklaces and earrings (Not allowed for Male Graduands)
6. Long hair (Not allowed for Male Graduands)

The college has the right to refuse entry to any graduand who does not dress appropriately for this ceremony.

C. CONVOCATION PROCEDURES:

1. Registration : Graduands are advised to be punctual.
7.30 am to register for arrangement of procession.
Dressed in your Convocation attire in the area provided by college.
2. Lining Up : Follow instructions of college staff to line up accordingly.
3. Graduand Procession : Follow the marshals into the hall to your seat.
4. Receiving Your Scroll : The marshals will guide you accordingly.

When your name is announced, please do as follows:

1. Walk towards the Guest of Honour
2. Bow to the Guest of Honour
3. Shake his/her hand
4. Accept the scroll with both hands
5. Thank him/her
6. Walk back to your seat

D. PAYMENT DETAILS:

You may make your payment by transferring the payment directly into our bank account at:-

MBB : 5 1111 344 5274 (Modern Corporate Systems Sdn. Bhd.)

CIMB : 800 52 88 233 (Modern Corporate Systems Sdn. Bhd.)

Please remember to fax (082-444333) or email (admissions2@tcs.edu.my) to us the bank-in slip, ensuring that the following can be clearly read:

1. Amount Paid
2. Bank-in Slip Number

And also include your full details below:

1. Name :
2. MyKad No. :
3. Contact No. :
4. Robe Size : S / M / L / XL
5. Address :
6. HP Number :

E. GUIDELINES FOR PHOTO UPLOAD

1. Photo Resolution: **At least 1 megapixel**
2. Photo Orientation: **Portrait** (not landscape)
3. Photo Aspect ratio **2:3**, like passport size
4. Photo File Type: **JPG format**
5. Photo File Size: **At least 500 KB**
6. Please email your photo to Madam Nurul Hidayah at assurance2@tcs.edu.my.
7. If you have any inquiries, you may contact Madam Nurul Hidayah at **013-8028079**.

Things to remember when taking your photo:

1. Appropriate/decent casual clothing, with **upper body pose**. It must look casual, smart, unique, or fun.
2. Show your pretty/handsome face. Do not obscure it with sunglasses, hats, or headsets.
3. Find a well-lit location to take your photo, not too bright or too dark.
4. No blurry or black and white photos. Professionally-taken photo is welcomed.

Sample Pose:

