

# ATTENDANCE CONFIRMATION

## Guidelines for Graduates


**1**

### CHECK OUTSTANDING FEES

Via portal [maya.um.edu.my](https://maya.um.edu.my), please check your outstanding fees (if applicable) as follows:  
(1) Tuition Fees  
(2) Accommodation Fees  
(3) Library Book Fines (via [pendeta.um.edu.my](https://pendeta.um.edu.my))


**2**

### GRADUATE TRACER STUDY (SKPG)

Via portal [great.mohe.gov.my](https://great.mohe.gov.my), graduates are compulsory to complete the details as accurately as possible.

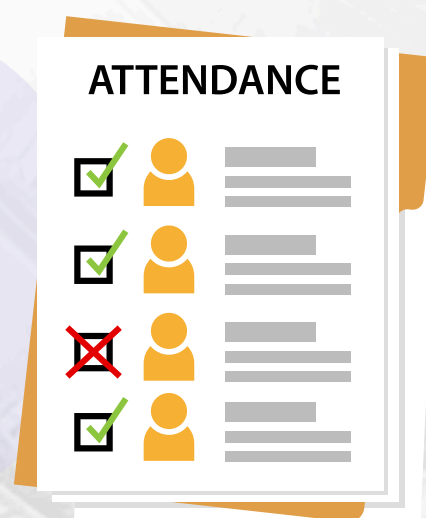


# 3 MAIN STEPS

**3**

### ATTENDANCE CONFIRMATION

Graduates are required to confirm their attendance at the convocation ceremony via portal [maya.um.edu.my](https://maya.um.edu.my). Please refer to the following steps below:


**1**

#### LOG IN

Via portal [maya.um.edu.my](https://maya.um.edu.my) & log in with Siswamail username & password.

Welcome to Academic Portal: MAYA

UNIVERSITI MALAYA

Log in to MAYA Portal / Continuing your application?

Username

Password

Log In

Forgot Password? Create an Account

MyUM, SpecTRUM, UMSiS Guide, UM Library, UM Portal, UM Expert

**2**

#### GRADUATION

Click the “Graduation” tab at the main bar.

Welcome to Academic Portal: MAYA

UNIVERSITI MALAYA

Home Admission Finance Placements Graduation

My Dashboard

Current Fee Balance RM 0.00 Dr

Programme Doctor Of Philosophy

Inbox, Timetable, UMSiS Guide

**3**

#### GRADUATION VERIFICATION

Click the “Graduation Verification” box.

Welcome to Academic Portal: MAYA

UNIVERSITI MALAYA

Home Admission Finance Placements Graduation

Graduation

Convocation Ceremony

Official Announcement

Online Process Schedule

Bank Account Details, Graduation Verification

**4**

#### ALUMNI DETAILS

Click the “Update Alumni Details” button & update the latest information. Click submit when it’s done.

Alumni Verification

Personal E-mail havanasloralanda@perdanamail.um.edu.my

Contact Number 01112345678

Mailing Address Department Of Islamic Thought  
Akademi Pengajian Islam, Universiti Malaysia  
50603 Kuala Lumpur  
W.P.(K)

Update Alumni Details

**5**

#### ATTENDANCE CONFIRMATION

Choose the option for your attendance to the convocation ceremony.

Attendance to Convocation Ceremony Confirmation

Please be informed that all travel arrangements are solely managed by the graduands and the University will not be held responsible for any inconvenience or costs that may be incurred.

I wish to confirm that ☒ I will attend the convocation ceremony  
☐ I am unable to attend the convocation ceremony

**6**

#### ACADEMIC ATTIRE

Choose the method of academic attire verification. Follow the on-screen instruction for the method you’ve chosen.

Academic Attire

Collection of the Academic Attire:

- Academic Attire can be collected using the generated QR ticket according to scheduled sessions without any deposit fee payment.

For graduands who wish to PURCHASE the Academic Attire:

- Refer to Pre-order for Purchasing Graduate Academic Attire at <https://umconvo.um.edu.my>

\* Required information

Collect / Purchase Confirmation \* ☒ I wish to collect the Academic Attire  
☐ I have purchased the Academic Attire (Pre-Order)

Academic Attire Size \*

**7**

#### FINISH

Click the “Finish” button to generate & download the QR code for the academic attire collection & convocation ticket.

System Message

Thank you for the confirmation. Please take note of the following:

QR Code for Collection of Academic Attire & Convocation Attendance Ticket

You may generate a QR code for the collection of Academic Attire and the attendance of Convocation Ceremony starting from

Graduate Tracer Study

We appreciate if you can spend a few minutes to fill in the Graduate Tracer Study survey.

Finish

TICKET NO. 2021\_SESS\_01/17011325/001/0/SCY

Student ID	17011325/1
Faculty	Faculty Of Law
Programme	Doctor Of Philosophy
Convocation Session	62nd Universiti Malaysia Convocation Ceremony - 1st Session (Morning)
Convocation Date	22 November 2023 Wednesday (7.30 am)
Convocation Venue	Dewan Tunku Canselor
Point of Assembly	Universiti Malaysia Experimental Theatre
Academic Attire Size	S
Scroll Collection Date	Not yet released
Library Fine	RM0.10 (Please make payment through e-pay)
Tracer Study (SKPG)	No Response. Please show your SKPG response slip (physical/screenshot) during academic attire collection.

GRADUAND

**ACADEMIC ATTIRE COLLECTION & RETURN**

- Please refer to <https://umconvo.um.edu.my> for the Academic Attire size guideline and collection / return schedule.
- Please **PRINT** and produce the QR code during the collection and return of the Academic Attire. Representatives may collect on behalf of the graduands provided that the information verification steps via MAYA Portal have been completed.

**CONVOCAATION CEREMONY ATTENDANCE**

- Please refer to <https://umconvo.um.edu.my> for the complete Guide for Graduands prior to the Convocation Ceremony.
- Please **PRINT** and produce the QR Code during registration on the day of ceremony. The QR Code must not be scanned until you are in the presence of a University staff member.
- Please arrive at the Point of Assembly by 7.00 am (morning session) / 1.30 pm (afternoon session) for registration purposes.

#### Disclaimer & important reminders:

- It is the sole responsibility of the graduates to verify their convocation details.
- The University will not entertain any updates/corrections after the closing date.
- You are not allowed to make any changes or update your details after submission.