KUALA LUMPUR UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Graduation Information Guidelines

22nd KLUST Convocation Ceremony 2026

24 October 2026 | Rafflesia Ballroom, Palm Garden Hotel Putrajaya

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At a Glance

Item	Details
Ceremony	Saturday, 24 October 2026, 8:00 am-2:00 pm
Venue	Rafflesia Ballroom, Palm Garden Hotel Putrajaya, a Tribute Portfolio Hotel, IOI Resort City, 62502 Putrajaya, Malaysia
Enquiries	convocation@klust.edu.my

1 Convocation Overview

The 22nd KLUST Convocation Ceremony will be held as follows:

Event Detail	Information
Date	24 October 2026
Day	Saturday
Time	8:00 am-2:00 pm
Venue	Rafflesia Ballroom, Palm Garden Hotel Putrajaya, a Tribute Portfolio Hotel' IOI Resort City, 62502 Putrajaya, Malaysia

2 Graduands' Attendance

Doctor of Philosophy, master's, bachelor's, and diploma awards will be conferred only on graduands who are present on the day of the convocation, as stipulated in the Kuala Lumpur University of Science and Technology Act. The Senate may, under special circumstances, approve conferment without attendance.

- Graduands are not allowed to defer their Convocation Ceremony or nominate another person to attend on their behalf.
- Attendance is strictly subject to the settlement of all fees, fines and other amounts due to the University. Graduands should check with the Student Administration and Management Department, Bursary, Library, and the relevant Faculty, Department or Unit.

3 Graduation Fees

The following graduation fees apply to main-campus graduands. These fees do not apply to franchise programmes.

Study Level	Graduation Fee
Diploma	RM350.00
Bachelor's Degree	RM400.00
Master's Degree	RM450.00
Doctor of Philosophy	RM500.00

Payment Details

Payment can be made via direct bank-in or online transfer to:

Bank	CIMB Bank	**Account Number**	8002883456
Account Name	IKRAM EDUCATION SDN BHD	**SWIFT Code**	CIBBMYKL
Deadline	27 September 2026	**Payment Slip**	bursary@klust.edu.my

4 Academic Regalia

Graduands must settle the Graduation Fee before borrowing academic regalia (graduation attire).

Regalia Deposit

- A refundable regalia deposit of **RM200.00 must be paid in cash** to the vendor during collection. Other payment methods will not be accepted.
- Graduands who have already collected their certificates but wish to attend the convocation must pay **RM700.00 in cash** to the vendor during regalia collection.
    - A processing fee of **RM200.00** will be deducted after approval,
    - The remaining **RM500.00** will be refunded when the regalia is returned in good condition.
- Deposits are payable to LAKARAN TUAH SDN BHD during regalia collection.

Regalia by Study Level

Study Level	Academic Regalia
Doctor of Philosophy	Black robe, hood in the official Faculty colour, and black square bonnet
Master's Degree	Green robe, hood in the official Faculty colour, and mortarboard
Bachelor's Degree	Blue robe, hood in the official Faculty colour, and mortarboard
Diploma	Blue robe with hood in the official Faculty colour

Remarks: The University reserves the right to change the academic regalia without prior notice.

Faculty Hood Colours

Faculty or Centre	Hood Colour
Faculty of Engineering, Science and Technology	Orange
Faculty of Architecture and Built Environment	Blue-Violet
Faculty of Business and Human Science	Gold
Centre for Postgraduate Studies	Orange, Blue-Violet or Gold

At collection, check that the academic regalia is correct for your study level and is in good condition.

Collection and Return Schedule

Activity	Date and Time	Venue
Collect academic regalia	21-22 October 2026 10:00 am-5:00 pm	Multipurpose Room, Level 5, Block 11, KLUST
Collect academic regalia	23 October 2026 10:00 am-12:30 pm *Closed 12:30-2:30 pm for Friday prayers* 2:30-5:00 pm	Multipurpose Room, Level 5, Block 11, KLUST
Return academic regalia	24 October 2026 11:30 am-5:00 pm	Lotus Room, Palm Garden Hotel Putrajaya
Late return with penalty	From 26 October 2026 10:00 am - 5:00 pm	LAKARAN TUAH SDN BHD No. 7-G, Jalan 5/91, Taman Shamelin Perkasa, 56100 Kuala Lumpur Vendor contact numbers (WhatsApp preferred): 017-6675571, 013-8331930, 012-2178813 or 019-2907211.

- **Print the Attendance Slip** from the online reply link before proceeding with regalia collection.
- Academic regalia must be collected personally by the graduand.
- All academic regalia must be returned after the ceremony on the same day, no later than 5:00 pm.
- Do not alter or modify any part of the borrowed academic regalia.

Late Return, Damage and Loss

Late-return penalties take effect from 25 October 2026:

- **RM50.00** for the first day after the return deadline
- An additional **RM10.00** for each subsequent day.

Penalties will be deducted from the deposit. Any shortfall must be paid, and any balance will be refunded.

The University is not responsible for lost or damaged items. Certificates and transcripts will be withheld until all applicable charges have been paid.

Study Level	Robe	Hood	Mortarboard or Bonnet
Doctor of Philosophy	RM700.00	RM90.00	RM300.00
Master’s Degree	RM600.00	RM90.00	RM70.00
Bachelor’s Degree	RM600.00	RM90.00	RM70.00
Diploma	RM600.00	RM90.00	-

A complete academic regalia set consists of one robe, one hood, and either one mortarboard (master’s and bachelor’s graduands only) or one square bonnet (Doctor of Philosophy graduands only).

Academic Regalia Reference

Remarks: The University reserves the right to change the academic regalia without prior notice.

5 Graduands' Dress Code

All graduands attending the Convocation Ceremony must comply with the dress code below.

Graduand	Required Attire	Strictly Prohibited
Female	Formal dress, traditional attire, or a long dress or skirt covering the ankles; alternatively, a long-sleeved blouse covering up to the neck. Wear formal court shoes with heels.	Miniskirts, short pants, sandals, slippers, jeans or any form of denim.
Male	Long-sleeved shirt, long trousers, dark lounge suit and necktie; alternatively, black Baju Melayu or other traditional attire. Wear dark-coloured shoes.	Shorts, T-shirts, sandals, sports shoes, slippers, jeans or any form of denim.

- Graduands must be neatly groomed and wear complete, appropriate attire.
- The Convocation Ceremony is an official University ceremony. **Graduands who do not comply with the prescribed dress code will not be permitted to attend the ceremony or receive their conferment.**

6 Invitation and Guest Passes

- Graduands will receive an invitation by email. Announcements will also be published on the KLUST website and official social media channels.
- The online reply link and slip are also available on the KLUST website.
- The University is not responsible for missed invitations resulting from invalid email details, portal issues, or collection arrangements made through a representative.
- Each graduand will receive **two (2) entry passes** for two parents, guardians or guests. Passes will be issued during academic regalia collection.

7 Convocation Briefing and Rehearsal

Graduands are strongly encouraged to attend the 22nd KLUST Convocation Ceremony.

Detail	Information
Date	23 October 2026 (Friday)
Time	3:00 pm
Venue	Rafflesia Ballroom, Palm Garden Hotel Putrajaya.

Graduands should attend the rehearsal to familiarise themselves with the ceremony flow and protocol.

8 Procession and On-the-day Procedures

- Graduands must assemble at the **Saga Room**, Palm Garden Hotel Putrajaya.
- Follow all instructions given by the officers in charge, including instructions on grouping, queue management and ceremony protocol.
- Avoid bringing bags or valuables into the hall. The University is not responsible for lost items.
- **Latecomers will not be allowed** to enter or join the Convocation Ceremony.
- Graduands requiring special assistance, including those who are pregnant, disabled, injured or using a wheelchair, must email **convocation@klust.edu.my** at least one week before the ceremony.
- Graduands are not allowed to leave the Rafflesia Ballroom until the ceremony has officially ended.

9 Instructions for Parents, Guardians and Guests

- Wear attire appropriate for an official ceremony. Short skirts, jeans and slippers are strictly prohibited.
- Children below 12 years old are not allowed into the Rafflesia Ballroom.
- Switch mobile phones off or set them to silent mode.
- Do not use camera flash or flashlights. Guests are not allowed to approach the front of the hall to take photographs or videos during the ceremony.
- Be seated at least 20 minutes before the ceremony begins.
- Bring the entry pass for admission to the Rafflesia Ballroom.
- Have breakfast or lunch before entering the hall for comfort during the proceedings.
- An official florist will be available during the convocation.

- Cashless on-site parking is available at Palm Garden Hotel Putrajaya. Ensure that your Touch 'n Go or debit card has a minimum balance of RM10.00.
- Parking outside the designated parking area of Palm Garden Hotel Putrajaya, particularly along the main road, is strictly at the vehicle owner's own risk. The University and the hotel shall not be held responsible for any loss, damage, summons, towing, or other incidents arising from such parking.

10 Conferment and Receiving of Scroll Folders

Graduands will receive a scroll folder individually on stage from the Chancellor. The release of official certificates and transcripts is subject to the conditions in Section 11.

11 Collection of Certificates and Transcripts

Graduands may collect their certificates and transcripts from 24 October 2026 onwards, after the ceremony and after all fees and outstanding debts, including the Graduation Fee, have been paid in full. The following conditions also apply:

- Present the original receipt or receipts as proof of payment of all fees.
- Present the 22nd KLUST Convocation Reply Slip form.
- If academic regalia was borrowed, present the regalia-return receipt as proof that it has been returned.
- A graduate who cannot attend personally may authorise a representative by completing an authorisation form for certificate collection.

Certificate Collection Schedule

Date and Time	Venue
24 October 2026 (Saturday) 11:30 am - 5:00 pm	Saga Room, Palm Garden Hotel Putrajaya
From 26 October 2026 (Monday) 9:00 am-5:00 pm	Registrar's Office Counter, Ground Floor, Block 11, Kuala Lumpur University of Science and Technology

Thank you for observing the rules and regulations of the 22nd KLUST Convocation Ceremony. For enquiries, email **convocation@klust.edu.my.**

The University reserves the right to amend these rules and regulations without prior notice.

12 Important Dates

Date	Activity
27 September 2026	Deadline to pay the Graduation Fee and email the payment slip to bursary@klust.edu.my.
21-23 October 2026	Collect academic regalia at the Multipurpose Room, Level 5, Block 11, KLUST.
23 October 2026	Attend the briefing and rehearsal at 3:00 pm in Rafflesia Ballroom, Palm Garden Hotel, Putrajaya.

Date	Activity
24 October 2026	Attend the Convocation Ceremony at Rafflesia Ballroom, Palm Garden Hotel Putrajaya, according to the assigned session.
24 October 2026	Return academic regalia at Lotus Room and collect the certificate and transcript at Saga Room, Palm Garden Hotel Putrajaya by 5:00 pm.
From 25 October 2026	Late-return penalties apply.

13 Graduands' Checklist

Items 1-6	Items 7-12
☐ 1. I have read and understood the 22nd KLUST Convocation Guidelines.	☐ 7. I will attend the rehearsal on 23 October 2026 at 3:00 pm.
☐ 2. I have completed the Graduate Tracer Study 2025/2026 and printed the survey slip.	☐ 8. I will bring my queue or name card issued during registration on 24 October 2026.
☐ 3. I have checked and settled all outstanding fees, fines and penalties.	☐ 9. I will arrive early and follow all instructions given by the officers in charge.
☐ 4. I paid the Graduation Fee by 27 September 2026 and emailed the payment slip to bursary@klust.edu.my.	☐ 10. I have informed my guests of the dress code, entry-pass requirement, seating time and age restriction.
☐ 5. I printed the Attendance Slip from the online reply link and will present it when collecting my academic regalia.	☐ 11. I will return my academic regalia on 24 October 2026 by 5:00 pm.
☐ 6. I completed the regalia collection form, prepared the required cash deposit, and checked that my regalia is correct and in good condition.	☐ 12. I will bring all required documents when collecting my certificate and transcript.

GRADUAND QUICK GUIDE

22nd KLUST CONVOCATION 2026

Plan ahead. Arrive prepared. Celebrate with confidence.

CEREMONY

SATURDAY • 24 OCTOBER 2026

8:00 am -2:00 pm | Rafflesia Ballroom, Palm Garden Hotel Putrajaya

YOUR CONVOCATION TIMELINE

27 SEP
Pay graduation fee
Email the payment slip to bursary@klust.edu.my

21-23 OCT
Collect academic regalia
Multipurpose Room, Level 5, Block 11, KLUST

23 OCT
Attend rehearsal
3:00 pm, Rafflesia Ballroom, Palm Garden Hotel Putrajaya

24 OCT
Convocation ceremony
Return regalia to the Lotus Room by 5:00 pm
Collect Certificate at Saga Room by 5:00 pm

BEFORE YOU ARRIVE

- Settle all University fees, fines and outstanding dues.
- Print your Attendance Slip before collecting your academic regalia.
- Bring RM200 in cash for the refundable regalia deposit, or RM700 in cash if you have already collected your certificate before the convocation ceremony.
- Follow the formal dress code. Denim, shorts, T-shirts, sandals, sports shoes and slippers are prohibited.
- Two guest passes will be issued during regalia collection.

ON THE DAY

ASSEMBLE
Saga Room, Palm Garden Hotel Putrajaya.

BE EARLY
Latecomers will not be allowed to enter or join the ceremony.

TRAVEL LIGHT
Avoid bringing bags or valuables into the ballroom.

GUESTS
Be seated 20 minutes early. Children under 12 are not permitted to enter the ballroom.

PARKING
Cashless only. Keep at least RM10 on your Touch'n Go or debit card.

NEED ASSISTANCE?

convocation@klust.edu.my

Special assistance requests should be submitted at least one week before the ceremony.

Always refer to the full Convocation Guidelines for complete rules and requirements.