



RULES AND GUIDELINES FOR GRADUANDS

PIDC GRADUATION CEREMONY 2020

1. INTRODUCTION

Graduation Day is a significant, joyous and a memorable occasion. The Management of Penang International Dental College hopes that you will give us your fullest cooperation to ensure the smooth running of this year's ceremony. We hope that this Graduation Rules and Guidelines will be useful to you.

2. GRADUATION CEREMONY

Penang International Dental College 2020 Graduation Ceremony will be held on the **17th April 2020 (Friday)** from 8.30 a.m. to 12.00 p.m. at The Ballroom, MAHSA University, Bandar Saujana Putra Campus, Selangor. The registration for graduation ceremony will take place from 7.30 a.m - 8.15 a.m. All parents and other guests ought to assemble at the graduation hall by 8.15 a.m., before the arrival of the dignitaries.

3. BRIEFING AND REHEARSAL

All graduands who are attending the Graduation Ceremony are required to be present during the rehearsal session in accordance with the schedule given below. Attendance is compulsory.

Date : 16th April 2020 (Thursday)
Time : To be confirmed. Please check PIDC website for updates.
Venue : The Ballroom, MAHSA University, Bandar Saujana Putra
Campus, Selangor

Details regarding the conduct of graduands while receiving the degree will be discussed at the dress rehearsal ceremony. It is important that you attend as there are some protocols you should be familiar with and to ensure that you know what to do during the entire graduation ceremony to prevent needless embarrassment.

4. COLLECTION AND RETURN OF ROBES

Graduation robes will be given by the college authorities on the graduation day. This shall be advised during rehearsal day on 16th April 2020. Graduands are instructed to be in the robbing room by 7.30 a.m to collect the robes and wear them. All graduands are required to return their robes on completion of the graduation ceremony

5. INVITATION AND PAYMENT

The Graduation fee is RM500.00. This amount will cover the **rental of the academic attire, photography services, souvenirs, High Tea reception and an entitlement to two (2) complimentary entry passes.** For each additional guest, an additional amount of RM150.00 must be paid along with the graduation fees. Please be reminded that no last minute requests for additional guests will be entertained. Children below twelve (12) years are strictly prohibited from attending. Invitations will be sent out from 9th March 2020 onwards. Entry of guests is strictly based upon producing invitation cards during registration.

6. DRESS CODE

Graduates must strictly adhere to the dress code. Male graduates must wear long sleeved shirt, tie and black shoes and preferably dark coloured suits. Female graduates should dress appropriately.

7. PROCESSION AND SEATING

After wearing the robes, you shall align yourselves as per roll no. and proceed at 8.15 a.m. From the entrance to the allotted seats please walk in a steady manner keeping pace with the person before you. You should be seated in the **FRONT ROW TO THE LEFT HAND SIDE OF THE AISLE.** You have to be seated in the same order as you have walked in the procession.

8. PARENTS /GUESTS

Parents and guests are requested to bring their invitation cards for registration and to enter the hall. Parents /guests **without invitation cards will not be allowed** to enter the hall. Guests are to enter the hall through the door that have been identified by the Graduation Secretariat. Seating for guests will only commence at 8.15 a.m. The ceremony is expected to be a long session. All guests are kindly requested to remain quiet during the graduation ceremony as a mark of respect for the occasion. Mobile phones to be kept on silent mode during the ceremony. Dress code is formal.

Upon registration, guests are required to enter the hall and not to leave until the end of ceremony.

Parents and guest seating arrangement is based on free seating.

9. GOING ON TO THE STAGE

Each graduand will be called to the stage for receiving the scrolls. When your name is called, please walk steadily, climbing the stage by the steps on the left of the stage. After receiving the scroll, leave the stage getting down on the steps on the right side and return to your seat. Please ensure the walk to and from the stage is smooth and steady.

10. CEREMONY - GRADUATION PROGRAMME

Arrival of the Pro-Chancellor

Arrival of the Guest of Honour

Robing

Passing the Grace

Group Photography

Procession

Procession reaches the Dias

Invocation

Welcome Address by Dean

Proclamation of the Degree

Graduation Address by the Guest of Honour

Presentation of Candidates and Distribution of Medals

Administration of the Pledge

Conferment of Degree

Dissolution

National Anthems

Procession Back

Group Photograph with Graduates

Disrobing

Departure of the Guest of Honour and Pro Chancellor

High Tea Reception

11. CODE OF CONDUCT FOR GRADUANDS & GUESTS WHILE IN GRADUATION HALL

- Graduands are not allowed to leave or stand in the hall except when called upon to receive your scrolls.
- Guests are not allowed to leave their seats to take photographs while the ceremony is going on.
- Adhere to time management as instructed in this guideline to ensure for smooth, solemn and elegant graduation ceremony.
- In the Hall, please uphold proper decorum. This is a solemn ceremony to honour graduands' accomplishments and therefore we expect all participants to conduct themselves in a manner befitting the ceremony.
- Academic attire must be worn throughout the ceremony.
- All graduands and guests are kindly requested to be upstanding during the entrance and exit of the grand procession.

For further enquiries, please contact:

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“We wish all of you a memorable graduation day”