

AMC COLLEGE 4TH CONVOCATION CEREMONY GUIDELINES

1. Introduction

- 1.1. AMC College will implement the process and handling of students for Convocation Ceremony 2021 according to permitted categories under the Standard Operating Procedures (SOP) issued by the National Security Council (NSC), the Ministry of Higher Education (MOHE), and AMC College.
- 1.2. The National Security Council (NSC) has issued the latest SOP for Sabah State Phase 4, National Recovery Plan (NRP) effective on 10th February 2022 where all formal social ceremonies are allowed with the adherence of strict Covid-19 precaution measures.
- 1.3. This procedure aims to explain the procedures for the implementation of the 4th AMC College Convocation Ceremony. It is provided to assist the management of the 4th AMC College Convocation Ceremony so that appropriate measures can be taken to control the spread of the COVID-19. The graduates involved are also asked to always browse the website ([AMC College convo website](#)) to get the latest developments related to the 4th AMC College Convocation Ceremony.

2. Adherence to CoVid-19 Prevention Standard Operating Procedure (SOP) for the State of Sabah

- 2.1. This SOP aims to explain the procedure for managing all GRADUATES and GUESTS who attend the AMC College 2021 Convocation Ceremony in accordance with [CoVid-19 Prevention Standard Operating Procedure \(SOP\) for the State of Sabah](#).
- 2.2. Official Social ceremonies are allowed for individuals who have completed COVID-19 vaccination and are subject to the space capacity with a physical confinement of at least 1 meter apart.

3. AMC College 4th Convocation Ceremony Details

Date : 28 May 2022 (Saturday)
Time : 7.00 am - 1.00 pm
Venue : 3rd Floor, AMC College, Kota Kinabalu

4. CoVid-19 Standard Operating Procedures (SOP)

4.1. General Information

The SOPs apply to ALL attendees of the 4th AMC College Convocation Ceremony.

4.2. Vaccination Status

Only individuals who have completed the COVID-19 vaccination and exceeded the period of effectiveness (maturity) are ALLOWED to attend the 4th AMC College Convocation Ceremony.

4.2.1. The period of effectiveness (maturity) of vaccination refers to individuals who have met the following criteria:-

- 4.2.1.1. For vaccine types that require two (2) injection doses [such as Cormirnaty (Pfizer-BioNTech), COVID-19 AstraZeneca (Oxford-AstraZeneca), CoronaVac (Sinovac), Spikevax (Moderna) and Covilo (Sinopharm)], the individual must have past the 14th day from the date of injection of the second dose; or
- 4.2.1.2. For vaccine types that require only one (1) dose of injection [such as COVID-19 Janssen (Johnson & Johnson) and Convidecia (CanSino)], the individual must have passed the 28th day from the date of injection

4.2.2. For graduates who are ALLOWED NOT TO TAKE THE VACCINE due to health reasons and intend to attend the Convocation Ceremony are required to take the following actions:-

4.2.2.1. Download the CoVid-19 Vaccine Exemption Information Form, complete, and submit it to srd@amccollege.edu.my by 6 May 2022.

4.2.2.2. Confirmation of attendance to the Convocation Ceremony will be approved by the Convocation Ceremony Committee by 13 May 2022.

4.2.2.3. Demonstrate the evidence of RTK-Antigen/PCR test report with negative result (-ve) conducted three (3) days prior to attending the Convocation Ceremony

4.3. Entry into Likas Square Apartment and Commercial Center and Convocation Ceremony Venue

4.3.1. Upon arrival at the Likas Square Main Entrance and the Convocation Ceremony venue all individuals MUST register by scanning the MySejahtera QR code.

4.3.2. All individuals must display their MySejahtera status and only those with the following MySejahtera status will be allowed to enter the Convocation Ceremony Venue: -

4.3.2.1. Low risk, no symptom

4.3.2.2. Fully Vaccinated

4.4. Wear, Wash, Warn

All attendees must comply with the following SOP: -

4.4.1. **Wear:** Wear a surgical face mask, a cloth mask, and a face shield during the Convocation Ceremony.

4.4.2. **Wash:** Practice excellent hygiene i.e. wash their hands regularly with soap and clean water or use hand sanitizers.

4.4.3. **Warn:** Practice physical-distancing and avoid gathering more than 2 people in the same corner.

4.4.3.1. Please stand or sit at designated zones / seats only.

5. Convocation Ceremony

5.1. Confirmation of attendance

5.1.1. All graduates must submit their Confirmation of Attendance Form by 12 April 2022 and Payment by 1 May 2022.

5.1.2. The finalized list of Graduates will be confirmed by the Committee by 7 May 2022 and the graduates that have been shortlisted must attend the Rehearsal on 27 May 2022, Friday (10.00 am to 5.00 pm).

5.2. Rehearsal and Collection of Robe

5.2.1. The full rehearsal will be held on 27 May 2022, Friday, from 10.00 am to 5.00 pm.

5.2.2. Students must Register at Counter 1 to get the following items / documents: -

5.2.2.1. Graduate Call-Tag

5.2.2.2. Robe

5.2.3. All students must participate in the full rehearsal.

5.2.4. Meals will not be provided during or after the rehearsal.

5.3. Event / Ceremony

5.3.1. Students must arrive at the venue for registration at 7.00 am.

5.3.2. Upon completing registration, all students will be directed to the Event Hall or to the Waiting Rooms.

5.3.3. All Graduates must comply to the following rules: -

- 5.3.3.1. Item 4 above.
- 5.3.3.2. Stand on or within the marked zones in the event area.
- 5.3.3.3. While on stage, graduates must not engage in any of the following acts: -
 - Making any gestures or poses
 - Communicating or shouting or yelling
 - Physical contact with anyone on the stage
 - Taking-off masks or robes, shoes etc.

5.4. Dress Code

5.4.1. Male Attire

- 5.4.1.1. Robe and mortarboard / befeater
- 5.4.1.2. Lounge suit / national attire, dark, socks, and black shoes
- 5.4.1.3. T-shirt is NOT ALLOWED
- 5.4.1.4. Jeans and tight trousers are NOT ALLOWED
- 5.4.1.5. Dark, loose trousers are allowed
- 5.4.1.6. Black covered shoes are allowed
- 5.4.1.7. Slippers and sneakers are NOT ALLOWED

5.4.2. Female Attire

- 5.4.2.1. Robe and mortarboard / befeater
- 5.4.2.2. Long dress (up to ankle level / long skirt / long sleeve and high neck blouses of any colors are allowed)
- 5.4.2.3. Thin, tight, and revealing attire are NOT ALLOWED
- 5.4.2.4. Mini skirt and tight long pants are NOT ALLOWED
- 5.4.2.5. Dark, loose trousers are allowed
- 5.4.2.6. Jeans are NOT ALLOWED
- 5.4.2.7. Black covered shoes are allowed
- 5.4.2.8. Slippers and sneakers are NOT ALLOWED

5.4.3. Appearances

- 5.4.3.1. Short and neat hairstyle
- 5.4.3.2. Bright hair colors are NOT ALLOWED
- 5.4.3.3. Excessive attire are NOT ALLOWED

5.5. Returning of Robe

- 5.5.1. Graduates must return the Robe once exiting from the Hall at the Robe Counter after the event on 28 May 2022.

5.6. Collection of Certificate, Transcript, and Completion Letter

- 5.6.1. Collection of Certificate, Transcript, and Completion Letter can only be made after the Robe has been returned to AMC College, after the convocation ceremony, and after registering as AMC College Alumni (please refer to Item 5.6).
- 5.6.2. Graduates must pay RM300.00 nett for damaged Robe (spoiled, torn, burned while ironing etc).

5.7. Alumni Registration

- 5.7.1. All 2021 Convocation Ceremony Graduates MUST register as Alumni via this [link](#).
- 5.7.2. Yearly AMC College Alumni activities will be announced via its official [Facebook](#) page (please LIKE and FOLLOW this page).