



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

Graduation guide

2019

Celebrating your time at the Sultan Sharif Ali Islamic University.

#UniSSAGrad19



Congratulations on your graduation from the Sultan Sharif Ali Islamic University

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1. Checklist

- 1.1. Prior to attending Hafl al-Takharruj all potential graduates are to ensure that the following has been done:
 - 1.1.1. Listed payments which have been overdue during the graduand's period of study in the Islamic University of Sultan Sharif Ali (UNISSA). These include registration and tuition fees, student association fees as well as any other payments required by UNISSA.
- 1.2. Returned books which have been loaned from the UNISSA Library and paid all penalty fees which have been imposed (if applicable).
- 1.3. Be noted that UNISSA possesses the right to bar any graduands who fail to pay off any outstanding fees from partaking in Hafl al-Takharruj. Their certificates will be retained until all pending charges are cleared.
- 1.4. Purchased or hired an academic robe that will be needed in order to attend Hafl al-Takharruj. Each potential graduate will have their own designated robe according to their programme of study.

2. Hafl Al-Takharruj Rehearsals

- 2.1. All graduands are obligated to attend every Hafl al-Takharruj rehearsal session in ensuring that the actual event will be a success.
- 2.2. The dates and times of Hafl al-Takharruj rehearsals will be set by respective UNISSA authorities and informed to graduands prior to the rehearsals sessions.
- 2.3. Every Hafl al-Takharruj rehearsal calls for all graduands to dress and present themselves neatly in such a way that their aurat are covered, as follows:
 - 2.3.1. Male graduands are not allowed to wear jeans, T-shirts or slippers.
 - 2.3.2. Male graduands are to keep their hair short-lengthed.
 - 2.3.3. Female graduands are to wear appropriate baju kurung that are loose-fitting and wide shawls that cover the chest.
 - 2.3.4. Female graduands are not allowed to wear trousers, blouses or slippers.
 - 2.3.5. All graduands are to remember the respective seats which will be given to them, as well as the fellow graduands sitting on either sides of themselves.

3. Dress Code for Attending Hafl Al-Takharruj

- 3.1. All graduands who will receive their degree/ certificates are to wear the academic robe as assigned and permitted to them by UNISSA.
- 3.2. All graduands are to ensure their academic robes are neat and tidy.
- 3.3. Graduands' songkok/ shawls should be in accordance to what has been set by UNISSA. If any graduand is found to be wearing their songkok/ shawl in a way other than which has been set, they may be prevented from partaking in Hafl al-Takharruj. Songkok/ shawls are to be worn in a specific fashion which has been set by UNISSA. (Marshals will show the proper way of wearing the songkok/ shawl.)
- 3.4. For male graduands, the following should be noted:
 - 3.4.1. To wear baju cara Melayu in the style of "cekak musang".
 - 3.4.2. To not wear baju cara Melayu that is in the style of "teluk belanga", "MIB" shirts, long-sleeved shirts or any other informal attire.
 - 3.4.3. To ensure that shirt buttons (or studs) are complete and matching.
 - 3.4.4. To wear sinjang neatly (tucked in).
 - 3.4.5. To wear black-coloured formal shoes that cover from the front of the feet to the heel.
 - 3.4.6. To wear socks that are deep-coloured and not sheer.
 - 3.4.7. Sports shoes, sandals, slippers or any other informal footwear will not be permitted.
 - 3.4.8. To keep hair length short and tidy ensure that it does not go over the collar of the shirt.
 - 3.4.9. Coloured hair is not allowed.

3.5. For female graduands, the following should be noted:

- 3.5.1. To wear appropriate baju kurong (not tight-fitting, not too thin or sheer).
- 3.5.2. Wearing dresses in the style of kebaya, gowns, or articles of clothing such as blouses, skirts, long trousers or other informal wear is not allowed.
- 3.5.3. Wearing skirts that are split in any part, including “duyung” fashioned skirts is not allowed.
- 3.5.4. Wearing face covers (niqab) is not allowed.
- 3.5.5. To wear black-coloured formal shoes that covers the area from the front part of the feet to the heels.
- 3.5.6. To wear dark-coloured socks that are not sheer.
- 3.5.7. Sports shoes, sandals, slippers or any other informal footwear are not permitted.
- 3.5.8. To not wear excessive make up.
- 3.5.9. High-heeled shoes that are over the height of 2 inches are not allowed.

Any graduand found to be neglecting the established dress code will NOT BE ALLOWED to partake in HafI al-Takharruj.

4. Before Hafl Al-Takharruj

4.1. Before the commencing of Hafl al-Takharruj, all graduates should take note of the following:

- 4.1.1. All graduands must be at the site of the event on the actual day as early as 7 AM and not later than 7. 30 AM. This is to accommodate for the time graduands may need to settle into their academic robes as well as necessary action that may be required in the event of any unexpected occurrences.
- 4.1.2. All graduands are to report themselves to marshals as soon as they have arrived to inform of their attendance.
- 4.1.3. Graduands must inform marshals immediately in the event that they are not able to be present on the day of the event due to personal problems.
- 4.1.4. Marshals have a right to prevent graduands from participating in Hafl al Takharruj if a graduate arrives later than the designated time without a strong or reasonable excuse.
- 4.1.5. All graduands are to assemble and prepare themselves in the designated changing rooms (which will be briefed on during rehearsal sessions).
- 4.1.6. All graduands are advised to have their breakfasts prior to the event to avoid any health-related accidents such as dizziness, vomiting and/or fainting.
- 4.1.7. Graduands will be arranged in two rows: one consisting of male graduands and the second consisting of female graduands.

- 4.1.8. Graduands will begin parading into the Hall at 9. 20 AM.
- 4.1.9. All graduands are to listen to and follow the instructions of the Marshals. Marshals have a right to prevent graduands from participating in Hafl al-Takharruj should they be found to neglect orders.

5. Parading Into the Hall

- 5.1. During the march into the Hall, all graduands are to take note of the following:
 - 5.1.1. Handbags, purses, wallets, cosmetics or any sizeable electronic devices such as iPads, tablets, or DSLR cameras are not allowed. Personal belongings are to be left in the preparation rooms.
 - 5.1.2. Carrying cell phones are permitted on grounds of reasonable excuses only. However, they are prohibited to be used at all times from the moment graduands parade into the Hall up until the conclusion of the event. Cell phones are to be put in silent mode and put away.
 - 5.1.3. Interacting or shaking hands with guests are are not allowed.
 - 5.1.4. Posing for or taking photos and selfies during the parade into the Hall are not allowed.
 - 5.1.5. While in formation, graduands are not to converse with each other or make noise.
- 5.2. All graduands are to listen and follow instructions given by Marshals during the parade into the Hall.

6. During Hafl Al-Takharruj

6.1. When the event ensues, all graduands are to take note of the following:

- 6.1.1. Graduands are not to leave their seats as long as the event is in session.
- 6.1.2. Graduands are not to converse with each other or make noise while in their seats.
- 6.1.3. Graduands are not allowed to eat, drink or consume chewing gum.
- 6.1.4. Should a graduand have any need to leave their seat, they must first inform the nearest Marshal.

6.2. All graduands are to mind their manners throughout the event, especially when striding up the stage to receive their degree/ certificates from His Majesty Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah ibni Al-Marhum Sultan Haji Omar 'Ali Saifuddien Sa'adul Khairi Waddien, Sultan and Yang Di-Pertuan of Brunei Darussalam, Chancellor of UNISSA.

6.3. When receiving their degree/certificate, all graduands are PROHIBITED to take selfies with His Majesty Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah ibni Al-Marhum Sultan Haji Omar 'Ali Saifuddien Sa'adul Khairi Waddien, Sultan and Yang Di-Pertuan of Brunei Darussalam, Chancellor of UNISSA.

6.4. After receiving their degree/ certificates, graduates are not allowed to throw their awards into the air, shake hands with the VVIP on stage, or wave towards the guests as they leave the stage.

6.5. All graduates are not allowed to stop midway as they descend from the stage to take or pose for photos.

- 6.6. Graduates are to return to their respective seats after leaving the stage and are not allowed to go elsewhere.
- 6.7. Graduates are to inform the nearest Marshal should there be any problems during the event.
- 6.8. All graduates are to pay attention and follow instructions given by Marshals throughout the event.

7. Post Hafl Al-Takharruj

- 7.1. After the departure of His Majesty Chancellor of UNISSA and the Procession of the Chancellor from the Hall, all graduates are not allowed to leave their respective seats.
- 7.2. After the Main Procession has left the Hall, graduates are to ready themselves for a photography session with His Majesty Chancellor of UNISSA and His Royal Highness Pro Chancellor of UNISSA. Marshals will escort graduates to the designated photography site.
- 7.3. Graduates will only be allowed to see their family members and friends after the photography session with His Majesty Chancellor and His Royal Highness Pro Chancellor of UNISSA is finished.
- 7.4. Once the photography session with His Majesty Chancellor of UNISSA and His Royal Highness Pro Chancellor of UNISSA has ended, graduates will be allowed to take photos individually with His Majesty Chancellor of UNISSA and His Royal Highness Pro Chancellor of UNISSA. However, graduates must remember to do so while minding their manners at all times.

- 7.5. Graduates are not allowed to ask to have their respective certificates signed by His Majesty Chancellor of UNISSA and/or His Royal Highness Pro Chancellor of UNISSA.
- 7.6. Female graduands are not allowed to shake hands with His Majesty Chancellor of UNISSA and His Royal Highness Pro Chancellor of UNISSA.

8. Miscellaneous

- 8.1. Graduands should inform parents, family members and friends who will be attending Hafl al-Takharruj that they are to dress neatly and ensure that their aurat are covered. Their failure to adhere to the set dress code may cause them to be prevented from entering the Hall.
- 8.2. Graduands are advised against having on them expensive wearables, such as jewellery or large amounts of cash. This is to avoid the occurrence of unwanted incidents including the misplacement or pilfering of said items that may happen before/during/after the event. UNISSA will not be responsible for any of the aforementioned consequences.
- 8.3. UNISSA has the right to add onto or amend the contents of this guidebook without any prior notice to graduands.
- 8.4. Should a graduand have any inquiries or questions regarding Hafl al-Takharruj, they may express them to any of the on-duty Secretariats.

Thank You
For The Cooperation

All Graduates are required to

1. Register the UNISSA **My Alumni** and **COMPLETE THE PROFILE**

To register please go to **www.unissa.edu.bn/alumniportal** or scan the QR code

2. Complete the **Graduate Feedback**

To complete the Feedback, you need to log-in to the **My Alumni** account

Scan Here



www.unissa.edu.bn/alumniportal

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Please do register with the
UNISSA Alumni
to keep in touch and stay connected
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