Contents
1. Introduction .................................................................................................................................................................................... 2
2. Safety Procedures .................................................................................................................................................................... 2
3. Robe collection in Campus .............................................................................................................................................. 3
4. Congregation Ceremony .................................................................................................................................................... 5
   4.1 Before ceremony ........................................................................................................................................................... 5
   4.2 During ceremony ........................................................................................................................................................... 6
   4.3 After ceremony ................................................................................................................................................................ 7
5. Disclaimer ........................................................................................................................................................................................ 7
1. **Introduction**
   - NUMed Congregation ceremony is subject to Government guidance, including any changes to national restrictions relating to COVID-19. All individuals will be required to follow any protocols and procedures required by the University.
   - The ceremony will be held in accordance with the Standard Operating Procedure (SOP) issued by:
   - This guideline applies to **ALL INDIVIDUALS** who attend the NUMed 8th Congregation Ceremony.

2. **Safety Procedures**
   2.1 Individuals attending the event must have been **fully vaccinated** with 2 doses and have completed the vaccination period, depending on the type of vaccine. For further information on this, please visit [https://www.vaksincovid.gov.my/](https://www.vaksincovid.gov.my/).
   2.2 Individuals attending the event are required to show the Digital Vaccination Certificate on the MySejahtera application or Vaccination Card at the NUMed Security Reception and at Holiday Villa Reception. Please note, screenshot of the Digital Vaccination Certificate is not acceptable.
   2.3 Individuals attending the event are required to update the health status in MySejahtera. Your MySejahtera status must be **Fully Vaccinated**, and the COVID-19 Risk’s status must be **Low Risk No Symptom**.
   2.4 Those who have been in close contact with COVID-19 patient(s) or have attended any activity where cases of COVID-19 have been detected are not allowed to enter the campus and ceremony hall unless they have gone through the necessary screenings, self-quarantine and declared fit and free from COVID-19 by the health authorities.
   2.5 Children aged 18 and below are not allowed on NUMed campus and Holiday Villa, Johor Bahru.
   2.6 Mandatory temperature checks will be done at NUMed Security reception and at hotel lobby. Those individuals with temperatures above 37.5° Celsius and/or symptoms (cough, cold, sore throat & shortness of breath) will be denied entry.
Please take note that we reserve the right to turn away anyone presenting symptoms on the day.

2.7 Prior to arrival to NUMed, **graduates, guests and visitors** are required to complete the online health declaration form - [https://forms.ncl.ac.uk/view.php?id=8425413](https://forms.ncl.ac.uk/view.php?id=8425413) at least a day in advance before entering campus. Entry can be denied in the event graduates and guests is unable to produce this form.

2.8 **For those who unable to be vaccinated due to the health/medical reasons**, it is essential to do the **self-test at least 2 days** before travelling. You are required to provide us the **proof (images) of the result test** and email it to:
   - Graduates and Guests: email to Ms MG Subhashini Ganatharan at Subhashini.Ganatharan@newcastle.edu.my.
   - Visitors (Robe’s provider, PA System, or other 3rd party company): email to Ms Norasikin Darsono at Norasikin.Darsono@newcastle.edu.my.

2.9 Individuals who attending the event must:
   i. Wear face masks at all times on NUMed campus and at hotel. Encouraged to wear double masks as recommended by the Ministry of Health Malaysia.
   ii. Wash hands thoroughly and to frequently disinfect & hand sanitize.
   iii. Always follow 1-meter physical distancing at NUMed campus and at hotel.

3. **Robe collection in Campus**

3.1 **Graduates' and guests' Responsibility**

   a) Graduates are required to collect robe and hood at NUMed campus on **Friday, 28th January 2022 from 10am – 3pm** only.

   b) Graduates will be given a time slot to collect the robe and only allowed to enter campus based on the allocated time. If you are unable to attend at the allocated time, please inform Ms MG Subhashini Ganatharan at Subhashini.Ganatharan@newcastle.edu.my, one day before. Changes without valid reasons will not be entertained.

   c) Graduates and guests will be required to park at Parking Area Zone D (IT Cluster) and Zone E (Lab area) and will be directed to Seminar Room for robe collection.

   d) Photography studio will be setup in the Seminar Room for those who want to have a photography session with their family (**with condition that they MUST register the family package**). Graduates are allowed to bring along not more than 5 guests for the photography session. Each photography session will take around 5-10
minutes only. Once done, graduate and guests are required to leave the seminar room.

e) For those who sign up for family package, graduates are allowed to enter the robing room for robe collection, and guests to be ushered to waiting rom. For those who do not sign up for any photography packages, only graduates are allowed to enter the Seminar Room. Other guests are not allowed in Seminar Room area.

f) All family photography will be conducted on NUMed campus only.

g) The photography studio will be sanitized after each photography session.

h) Graduates and guest are also allowed to take photo at the NUMed Arch with strict SOP. Group photo among graduates is allowed but must follow the physical distancing marking. NUMed Staff will be in place to make sure of the compliance of the SOP.

i) Graduates and guests are not allowed to be in any other place beside the Seminar Room Building (for robe collection and studio photography) and NUMed Arch.

j) Graduates and guests are allowed to temporarily remove their mask during photography in Studio and must wear it immediately after the photography session.

k) Graduates and guests are required to leave the campus after robe collection process ends.

3.2 Marshall’s Responsibility

3.2.1 Seminar Room for Robe Collection

a) Marshall/Security to ensure that graduates register based on the time slot given to them. Those who do not adhere to the allocated time slot, will need to wait for the next available slot.

b) Marshall/Security to ensure that graduates and guests are wearing the face mask and always practicing 1-meter physical distancing when they in campus.

c) For those who have signed up for family photo, Marshall to usher the graduates to robing room, and guests to waiting room.

d) Each waiting room are allocated for 2 family at one time. The seats inside the waiting room will be spaced out 1 meter from each other. Marshall to ensure that all guests follow strict SOP at all times.

e) Only 1 family shall be allowed in the photography studio at one time. Each session will be around 5-10 minutes only.

f) Marshall to ensure that graduates and guests to leave the seminar room after collection of the robe and photography session.
3.2.2 NUMed Arch for Photography
   a) Marshall to ensure that graduates take their photo within the allocated time. Maximum time is for 15 -20 minutes only.
   b) Marshall to ensure that graduates wearing face masks immediately after the photography session.
   c) Marshall to inform graduates to leave at the Arch after photo taking session.

4. Congregation Ceremony
   • The congregation ceremony will take place at the Ballroom, Level 9, Holiday Villa, Johor Bahru and will follow the format of our traditional ceremonies. We will, however, need to take some safety precautions to enable us to hold the ceremonies as safely as possible.
   • It is compulsory for all attendees to wear their face mask at all times and practice physical distancing during the event. No group photo or crowd gathering will be allowed in the ballroom foyer and ceremony hall.

4.1 Before ceremony
   4.1.1 Graduates’ and Guests’ Responsibility
   a) Graduates and guests are encouraged to come at least 45 minutes before the start of the event.
   b) Please note that at the Hotel Reception, there will be a mandatory temperature check, MySejahtera status check and check-in via MySejahtera Apps.
   c) Marshall will check the status of graduates and guests. Each of the graduates and guests will be given a sticker to indicate that they have passed the screening.
   d) Individuals attending the event will be required to scan their attendance through MySejahtera application upon arriving at the Ballroom (Level 9, Holiday Villa). MySejahtera QR code will be posted at all the ballroom entrances.
   e) Only graduate and 2 invited guests are allowed to attend the ceremony. No other family members are not allowed in during the event. Please note that there will be no additional guests will be allowed during the entire ceremony.
   f) Upon registration, all guests will be ushered to their respective seating inside ballroom. Graduates will be directed to the waiting room (Auditorium) for robing and briefing session.
g) The seats inside the Auditorium will be spaced out 1 meter from each other. Graduates are to remain seated.

h) The Congregation procession will adhere to the practice of 1-meter physical distancing.

i) Graduates will place their own hood before the ceremony (rather than having it placed over them during the ceremony).

4.1.2 Marshall's Responsibility

a) All Marshall needs to remind graduates and guests to always adhere the SOP when in the ceremony venue.

b) Marshall to check the MySejahtera status of graduates and guests and provide stickers to indicate that they have passed the screening.

c) Marshall to usher graduates and guests to Registration Counter for attendance check.

d) After registration, Marshall to usher graduates to the Auditorium for robing and briefing session.

e) Guest to be ushered to the ballroom. Marshall to check the guests’ ticket before being allowed into the ballroom. Marshall to take note that only 2 guests are allowed, and no additional guests are permitted to enter ballroom.

f) Marshall to ensure that all guests follow SOP, remain seated, wear facemask and no gathering inside and outside ballroom.

4.2 During ceremony

4.2.1 Graduates' and Guests' Responsibility

a) The seats inside the Ballroom will be spaced out 1 meter from each other for the purpose of compliance with the COVID-19 prevention SOP.

b) All guests must remain seated throughout the ceremony. Guests are not allowed to be in front of the stage for photography. Only NUMed official photographers are allowed to be in front of the stage.

c) Photographs are only allowed from your seat.

d) Graduates need to follow the instruction by the Marshall during the event.

e) Graduates will acknowledge the Presiding Officer with a nod of the head. No handshake or any physical contact is allowed.
4.2.2 Marshall’s Responsibility

a) Marshall to ensure all individuals inside ballroom are wearing face mask at all times and adhere to the 1-meter physical distancing.
b) Marshall to ensure all guests remain seated during the ceremony.
c) Marshall to remind guests to remain seated at all times throughout the ceremony and that they are not allowed to move to the front stage for photography.

4.3 After ceremony

4.3.1 Graduates’ and Guests’ Responsibility

a) Guests to remain seated after the ceremony ends and wait for the Congregation Procession to leave the ballroom. They will be escorted out once the graduates return to the hall after de-robing.
b) Graduates to be ushered back to Auditorium for de-robing. All guests remain seated at the Ballroom while waiting for the graduates.
c) Graduates **MUST** return the robe immediately after the ceremony end. Graduates are not allowed to bring the robes out of the ceremony venue.
d) All graduates and guests are expected to leave the ballroom after the ceremony ended. No crowd gathering is allowed inside the ballroom or at the ballroom foyer.

4.3.2 Marshall’s Responsibility

a) Marshall to ensure that all guests remain at their place after ceremony ends.
b) Marshall to direct all graduate back to the Auditorium for de-robing.
c) Marshall to ensure no group photography is allowed inside the ballroom.
d) Marshall to ensure that all graduate and guest to leave the Ceremony venue as soon as possible after the event.

5. Disclaimer

- The situation with the ongoing pandemic is still changeable and unpredictable and the information on the page is therefore subject to any future changes in Government restrictions or guidance.
- In the event of the congregation ceremony have to be cancelled, delayed, postponed or curtailed due to circumstances beyond the University’s control, the University shall endeavour to provide graduates with as much as notice as is reasonably practical.
• The university will not be liable for any losses, direct or otherwise, incurred by graduates or their guests in the event of Newcastle University Medicine Malaysia’s Congregation Ceremony being cancelled, delayed, postponed, or curtailed due to circumstances beyond the control of the University.