


GUIDELINES FOR TAKREEM AL-KHIRRIJEEN

The following are procedures which need to be observed to ensure the smooth running of the Takreem Al-Khirrijeen:

<p>1. <u>Inviting Your Main Supervisor/Co-supervisor/Proposed Academic Staff to hood you on stage</u></p>	<p>As a Doctoral candidate, you must communicate with your Main Supervisor/Co-supervisor as to whom will be your hooder at the ceremony. The information on the venue, date and robe size should be relayed to your supervisor. If your supervisor is unable to attend, you may appoint your co-supervisor to attend the event. However, if both supervisors are not available to attend, the guest of honour of the event will do the hooding for you.</p>
<p>2. <u>The Attire</u></p>	<p>In order to participate in the ceremony, Doctoral candidates must dress in the proper attire (robe). It is the responsibility of the candidate and the supervisor to collect the robe at the IIUM Cultural Centre. Only Doctoral candidates dressed in proper attire (robe) will be allowed to join the ceremony. The Doctoral candidate's Main Supervisor/Co-supervisor is also requested to wear his/her robe.</p> <div style="text-align: center;"> </div>
<p>3. <u>The Ceremony</u></p>	<p>There will be no rehearsal or formal information meeting for ceremony participants, but all Doctoral candidates and their supervisors MUST arrive and register at least 15 minutes before the ceremony starts.</p>
<p>4. <u>Registration</u></p>	<p>Upon registration, the Doctoral candidates and supervisors are to confirm their attendance.</p>
<p>5. <u>Getting Seated</u></p>	<p>After the registration, the Doctoral candidates and their supervisors will be ushered to their seats. They must be at their seats fifteen minutes prior to the commencement of the ceremony.</p>
<p>6. <u>Getting Organized</u></p>	<p>The committee will instruct doctoral candidates and their supervisors in lining up, processing in, processing to the stage, and the proper way to hood and be hooded.</p>

	<ul style="list-style-type: none"> i. Doctoral candidates and their supervisors will line up and wait until their names are called on stage. ii. Doctoral candidates will wear their robes. The supervisor will carry the candidate's hood and befeater. iii. At the appropriate time, doctoral candidates and their supervisors will be requested by ushers to move towards the stage.
<p>7.</p>	<p><u>Presentation of Hood to Doctoral Candidates</u> After their names are called, the Doctoral candidates and the supervisors will walk towards the center of the stage. While on stage, the supervisor will hand over the befeater to the Academic Assistant. Photograph will be taken as the Doctoral candidates are hooded</p> 
<p>8.</p>	<p><u>After Hooding</u></p> <ul style="list-style-type: none"> i. Both supervisor and Doctoral candidate will walk down the stage. ii. After leaving the stage, the Doctoral candidates and their supervisors will return to their seats and remain seated until the conclusion of the ceremony. iii. The photos taken during this ceremony will be uploaded on a shared drive and the link will be provided for all the attendees.
<p>9.</p>	<p><u>Contacts</u></p> <p>For further information on the event, please contact CPS at 03-6421 4994/4995/5208/3016 or email to pgexam@iium.edu.my.</p>