



THE UNIVERSITY OF  
**NEWCASTLE**  
AUSTRALIA

# GRADUATION

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Information Booklet

April Ceremonies  
Callaghan Campus

# Information for graduates

Congratulations on completing your degree. As a graduate there are several important things you need to know and do to attend graduation and/or receive your graduation documents (testamur, transcript and AHEGS).

## Completing your program

An indicator appears in your Grades section in MyHub. If you believe you have completed the requirements for your undergraduate or postgraduate degree program you will need to click on “My Academics” and then “Are You Finished” and follow the prompts in MyHub.

A Program Officer will assess your academic record to confirm that you have completed all requirements for the degree. If you are successful, a program officer will email you and advice will be sent to Graduation.

If you have not been qualified for the program or have questions about this, please contact the 15000 UoN Enquiries directly on (+61 2) 4921 5000 or go to [Ask UoN](#) on the University’s website.

## Indebted students

Graduates who are indebted to the University (due to outstanding fees and fines) are not eligible to receive their graduation documents. Please ensure you clear all debts incurred with the University prior to completing your studies.

## Keep your contact details updated

The Graduation office will be sending you information regarding graduation before and after you complete your degree. Please ensure that your contact details - postal address, preferred email address and phone number - are kept up-to-date in MyHub.

## Your name printed on the testamur

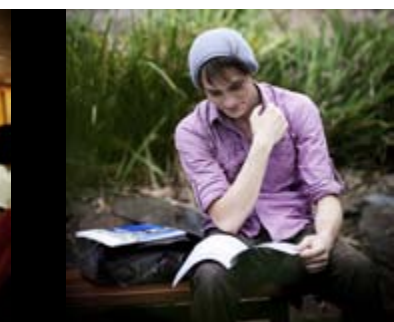
Your name will appear on your testamur and in the Graduation Booklet EXACTLY as it appears in MyHub. A testamur is a legal document and as such we can only print names that are your legal titles. It must be the same name as your other official documents, i.e. birth certificate, passport, etc. We will not print nicknames, shortened, preferred or diminutive forms of your name, or initials.

Any name changes or rearrangement must be made 6 weeks before your graduation ceremony (even if you are not expecting to attend). If you do not make changes prior to this, your testamur will include the name listed in MyHub.

## Complete the Australian Graduate Survey

At your graduation ceremony you will be asked to complete the Australian Graduate Survey (AGS).

The AGS is a national survey that is given to all students soon after they graduate from their program of study. Your responses are an important way to let the community know about the quality of your experiences at the University.



## Not attending a graduation ceremony

If you do not wish to attend your graduation ceremony you must still complete the online Graduation Ceremony Registration and Academic Dress Form and nominate how you wish to receive your graduation documents. Please note: if you elect to have your documents mailed please allow 6 to 8 weeks after the ceremonies for delivery.

You can also nominate to have your name printed in the Newcastle Herald. (Please note: A graduate's name will only be printed in the Herald if they have filled in the online form and ticked the corresponding box.)

After the April graduation ceremonies, collection dates and times will be listed on the graduation website if you elect to collect your graduation documents.

## Deferring to a 2013 graduation ceremony

If you would like to defer your graduation to one of the ceremonies to be held at Callaghan in October 2012 or April 2013, please go to the online Graduation Ceremony Registration and Academic Dress Form and click 'I wish to defer to the next graduation'. If you elect to defer to a future graduation ceremony, your graduation documents will be held until that ceremony unless you request they be sent to you.

Please note: the months listed above are approximate.

## Early release of testamur

If you require your testamur prior to your graduation ceremony, you will need to complete an 'early release of testamur' form which can be found on the University of Newcastle [website](#). There is a cost of \$100 and a processing time of up to 4 weeks once you are completed in your degree in our student system. If you request an Early Release of Testamur, you will receive all graduation documents with your testamur.

Please note: applications will not be processed 2 weeks before or during the graduation ceremony period.

# Attending your graduation ceremony

## Times and dates

April 13, 14, 15, 20 and 21.

For further details see the Graduation website.

Graduation ceremonies are held in the Great Hall and run for approximately 1.5 hours.

## Your invitation to Graduation

The University will send you an invitation to attend a Graduation Ceremony by post and email during the week beginning 20 February.

This letter will provide details about your qualification and the ceremony you have been invited to attend. It will also outline the cost of attending a ceremony, the RSVP dates and direct you to the online Graduation Ceremony and Academic Dress Form that you will need to complete whether you



are attending graduation or not. The online form will not be available until after invitations have been mailed.

**Please note:**

- We do not accept late registrations
- If you do not receive an invitation by Friday, 2 March, please email [graduation@newcastle.edu.au](mailto:graduation@newcastle.edu.au)

**Cost**

If you choose to hire your academic dress the **Early Bird registration price is \$155**. Early bird registration closing date is Friday, 9 March, after this date the cost of the Graduation Package will be \$205.

Your graduation package includes:

- Academic Dress Hire (if applicable)
- Your trencher (black cap) as a memento (bonnet excluded)
- A University of Newcastle pin, bag and lanyard
- Seating for you and up to three (3) guests\* at your ceremony in the Great Hall
- Tickets for you and up to three (3) guests\* to the Graduate Reception to be held in the Brennan Room, Shortland Building after the ceremony
- An electronic copy of a photograph of you receiving your testamur from the Chancellor. (Please note: you must register your details with the photographer on the day of graduation to receive this photograph).

If you choose to purchase all or part of your academic dress you will receive the Graduation Package at a reduced priced.

**Completing the online Graduation Ceremony and Academic Dress Registration Form**

When filling in the form you will need to tell us:

- Whether you intend to buy or rent your academic dress
- Your head circumference and height
- If you want your name published in the Newcastle Herald. (This is a voluntary service provided by the Newcastle Herald and publication depends on the availability of column space.)
- How many guests you would like to bring to the ceremony and whether or not you or your guests have any special seating needs (e.g. mobility or hearing difficulties).

You will be allocated up to three (3) guest tickets\* to your ceremony. (You do not require a ticket.)

Additional tickets may be requested at a cost of \$15 per ticket but are not guaranteed. If requests for additional guest tickets exceed the venue capacity, a refund will be given for unallocated guest tickets.

Graduates will be advised by 27 March if they have been unsuccessful in gaining additional guest tickets.

- Your credit card details (Visa or Mastercard are accepted).

Please ensure you have all of these details before starting the form. Registration will open in late February. (See your invitation for the online form web address.)



## RSVP dates

The RSVP date for the early bird price is Friday, 9 March, and full price is Friday, 16 March. If you do not fill in the online form before this date you will not be able to attend the graduation ceremony.

Please note: once you submit the form correctly you will receive a receipt number and a confirmation email. If you do not receive these confirmations, your response has not been received and you must contact [Ask UoN](#) or phone (+61 2) 4921 5000 prior to the RSVP date.

## Unable to attend after registering

If you find that you are unable to attend your graduation ceremony after you have already registered using the online form, please advise Graduation on (+61 2) 4921 5000 or [graduation@newcastle.edu.au](mailto:graduation@newcastle.edu.au) as soon as possible.

Please note: The cost of the graduation package will only be refunded if the Graduation office is notified 3 working days before your nominated ceremony.

## Guest tickets

Up to three (3) guest tickets\* are included as part of the Graduation package.

You may request up to 3 extra guest tickets at a cost of \$15 per ticket, however **availability is not guaranteed**.

If requests for additional guest tickets exceed the venue capacity, a refund will be given for unallocated guest tickets. Graduates will be advised by 27 March if they have been unsuccessful in gaining additional guest tickets.

You will receive your guest tickets at the Registration Desk on the day of your Graduation, guest tickets are not mailed out.

Guest seating in the Great Hall is not reserved therefore it is advisable that your guests be seated as early as possible when the doors open one hour before the ceremony.

Guests without tickets can view the ceremony from the television screens in the foyer of the Great Hall. Unfortunately, entry to the auditorium is restricted to ticket holders only (due to existing licensing agreements).

## Special needs seating

If you and/or your guests require special needs seating you nominate these requirements on the online Graduation Ceremony Registration and Academic Dress Form.

Special needs seating encompasses:

- Mobility and seating difficulties
- Guests with hearing or vision impairments
- Medical Conditions that require seating close to an exit.

If you have nominated special needs seating you may be contacted by Graduation and Prizes prior to the ceremony to discuss your needs.

Guests who have been nominated for special needs seating must present their ticket to the Special Needs Usher (at the rear door of the auditorium) when they are ready to be seated. Guests can enter the Great Hall up to one hour before the commencement of the ceremony.

Please note: Prams and strollers are not permitted in the Great Hall auditorium.

\*Research graduates are allocated up to six (6) guest tickets in recognition of their achievement.



# On the day of the ceremony

## When to arrive

You should arrive 1½ hours before your ceremony start time.

## What to do when you arrive

- Collect your academic dress from Academic Dress Hire, Level 2, Shortland Building if you have not already done so. (Access is via the ramp in carpark 5.)
- Fill in the Australian Graduate Survey at the McMullin Theatre (near the Registration desk).
- Register at the Registration Desk - it is situated in the marquee outside the Great Hall. Here you will collect your lanyard ticket with your specified seat number and your guest tickets.
- Distribute guest tickets to your invited guests before you enter the Great Hall. (Their seats are not reserved but they can enter the auditorium one hour before the ceremony.)
- Put on your academic dress before entering the auditorium. University staff wearing maroon gowns situated near the registration desk will assist you.
- Be seated 30 minutes before the commencement of your ceremony. You should enter the auditorium via the front door. Ushers will be available to show you to your allocated seat. (For more details see 'Seating and Stage Instructions' on page 9.)

## Further details:

**Directions to the Callaghan campus** - The campus is situated on University Drive, Callaghan. Public transport to Callaghan campus by bus or train is readily available, with the 'Warabrook' train station nearby. Bus and train timetables can be found at the University's Transport website.

**Car parking** - Parking will be available in Car Parks C1 and C2 near the Great Hall.

Motor vehicle entry fees apply to all motor vehicles/motor cycles parked on the Callaghan campus between the hours of 8.00 am to 5.30 pm Monday to Friday. A daily parking ticket can be purchased from the 'Pay and Display Machines' situated in every car park (marked on campus map) for \$4.20 (there is an additional charge for credit cards). The machines do not give change.

Visitor, Student or Mobility Motor Vehicle Entry Permits are only valid for use in 'general' car park areas which are signposted with 'P' (check campus map for 'general' parking areas). Parking in other areas such as designated Staff, Reserved, Service or Disabled parking spaces without a valid permit may result in a fine.

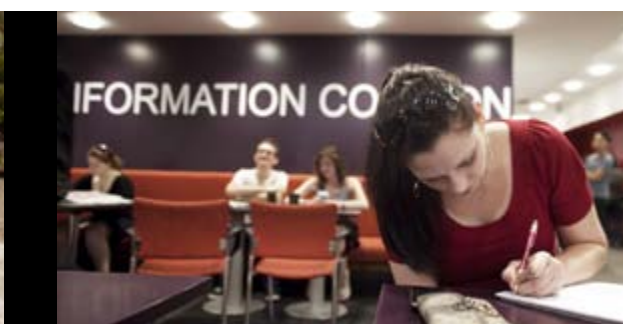
**Disabled car parking** - Vehicle access for graduates and guests with mobility difficulties is available at the back of the Great Hall.

**Wheelchair access to Great Hall** - Wheelchair access to the foyer of the Great Hall is through the front and rear door of the building. Wheelchair access into the auditorium is through the rear door.

Guests who have requested special needs seating must present their ticket to the Special Needs Usher when ready to be seated.

**Disabled facilities** - A disabled toilet is situated between the male and female toilets in the Great Hall, and can be easily accessed from the foyer area. Access to the foyer of the Great Hall is through the front and rear door of the building.

Guests with hearing aids are invited to use the audio loop that is available in the Great Hall. To access this facility, simply select position "T" on your hearing aid.



**Babies and prams** - Guests with babies or small children are not permitted to bring strollers and prams into the auditorium. Strollers and prams must be left in the foyer of the Great Hall.

If infants become distressed during the ceremony, they can be taken by their parent/carer to the Crying Room. The Crying Room is a soundproofed glass booth located at the top of the stairs at the rear of the Great Hall. As seating is limited in this room guests are asked to return to their seat when the child settles.

**Photography and videoing** - Photographs and videoing are permitted in the auditorium but guests must remain in their seats during the ceremony. Remember - a digital photo of you receiving your testamur will be emailed to you as part of your graduation package.

### **After the ceremony**

- Attend the Graduate Reception - as part of your graduation package you and your guests are invited to attend the Graduate Reception. It is held in the Brennan and McLarty rooms in the Shortland building.
- At the reception you will be served a selection of finger foods and enjoy live music. This runs for approximately 1.5 hours.

Also available in the Brennan room:

- Individual or group portrait photography
- Testamur framing and plaques
- University of Newcastle memorabilia.
- Return your hired Academic dress to the Shortland Building.

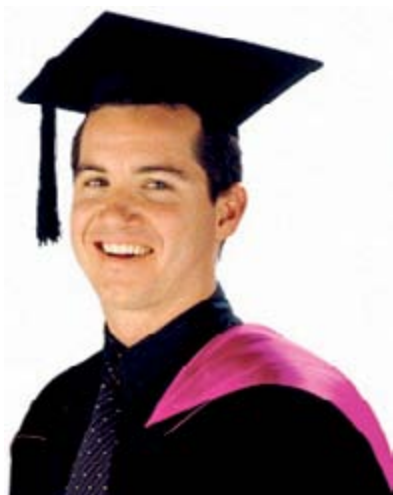
### **If you have questions on the ceremony day**

All enquiries must be directed to staff at the Registration Desk in the marquee outside the Great Hall. Staff wearing maroon gowns in the foyer of the Great Hall will also be happy to provide any assistance you need.

Alternatively, contact 15000 UoN Enquiries on (+61 2) 4921 5000 or go to [Ask UoN](#) on the university's website.



# How do I wear my academic dress?



## Trencher

Long/wide part of the cap goes to the back. Front section sits on the forehead so the top square of the trencher is level. Tassel is to be worn over the right eye.

## Gown

The slit in the top of the sleeve forms the armhole. Ties inside the gown may make the gown more comfortable if tied at the back of the gown.

## Masters gown



## Bachelors gown

hood neckband with black on outside



arms through the top slit of the gown



## What do I wear under my Academic dress?

The gown is not a closed gown, so we suggest wearing “smart casual” or business clothing underneath. Remember, your photograph will be taken as you are presented with your testamur, and portrait photography is available by arrangement in the Shortland Building after your ceremony.

## What colour is my Academic Dress?

The items of academic dress required for your award are noted in your letter of invitation to graduation. To see a list of academic dress colours visit the Academic Dress Colours web page.

## Will there be assistance with wearing academic dress?

University staff wearing maroon gowns will be available prior to your ceremony to provide assistance with dressing in the academic dress.

## Hood

The neck band fits neatly under a tie or it can be pinned onto the gown as shown. The hood is worn flat against the back, folded diagonally and falls to the left as shown in the photograph.



border of silk

lining of hood



peak of hood should fall to the left

