Preparation for Graduation

Introduction
Our aim is to ensure you have the information you need for a memorable graduation.

Please take the time to read this booklet, which should cover most of your questions about graduation. Should you have any further questions, please email sydney.graduation@nd.edu.au

Change of name
If you wish to change your name, you must provide the University with supporting evidence at least four weeks before your Graduation Ceremony. The University will only accept copied documents certified by a Justice of the Peace (JP). We do not accept faxed/scanned copies.

Where a name change involves a minor correction of spelling or the addition or deletion of a middle name, you must provide a birth certificate, current passport, or driver licence.

For changes to your Christian/given name or family name, you must provide a marriage certificate, change of name certificate or birth certificate.

Along with the above-mentioned supporting documents you will need to submit an Amendment to personal details form.

Finalise outstanding fees with the University
You must ensure that all your outstanding fees and library fines with the University are paid. You will not be permitted to graduate until all debts are cleared.

Graduating in absentia
If you do not attend your Graduation Ceremony, you will graduate ‘in absentia’. Your testamur will be available for collection from Student Administration and Fees two days after graduation. Approximately two weeks later, any remaining testamurs will be mailed out by registered post (to the address on your university record).
Approval to graduate

Notification of your results and final graduation status will be available through Student Centre. Once you have logged in, please navigate to Self Service > Degree Progress/Graduation > View Graduation Status.

Graduation ceremony

Your Graduation Ceremony will be held at Sydney Town Hall.

Graduation tickets

Graduands do not need tickets for the Graduation Ceremony, but every graduand will be provided with tickets for guests to attend their Graduation Ceremony. Details about how and when to collect your tickets will be emailed to your Notre Dame account.

Guests

Please ensure your guests bring their tickets, as no one will be admitted without one. All guests are to be seated in the Town Hall at least 15 minutes before the scheduled start of the ceremony. If you or your guests require special assistance (e.g. wheelchair access) Please contact sydney.graduation@nd.edu.au before your ceremony, or 0477 399 928 on the day of your ceremony.

Possessions

You will need to leave your personal belongings (e.g. clothing, handbags, purses, keys, mobile phones etc.) with your guests. The University will not be held responsible for any lost property.
Academic wear (regalia)

Ordering academic wear
Graduands are required to wear full academic regalia appropriate for their degree. Graduands in incorrect academic regalia will not be admitted to the ceremony. Regalia Craft is the University’s supplier of regalia and has full details of correct hoods and stoles. If you receive more than one award, the regalia of the highest named award is to be worn.

Collection of academic wear
You can collect your regalia in the days before the ceremony. Details will be emailed to your Notre Dame account.

Return of academic wear
After your Graduation Ceremony, please return your regalia to the Regalia Craft stall at the Town Hall no later than 30 minutes after the ceremony. A fee applies for late returns, and we are able to return your regalia on your behalf.

Graduation bears
These ever popular little fellows are available through Regalia Craft. They are attired in a gown and hood in the colours of your degree—a wonderful memento of your achievement. There’s a great demand for these delightful bears, so we strongly advise that you to order in advance. Regalia Craft also have other memorabilia and graduation gifts available for purchase.
How to wear your regalia

All graduands are required to be in full academic regalia in order to take part in the graduation proceedings.

Your regalia consists of three parts:

Gown

› Your gown drapes over your shoulders, open to the front.
› Place your arms through the slits on the sleeves.

Stole

› The stole is draped around your shoulders, and hangs down your back.
› Ensure stole colours are to the inside when placed over your head.
› Male graduands – place the small loop at the front of your stole over the third button on your shirt. If you are wearing a tie, your tie is worn over your stole.
› You need to turn back the stole (from the ear):
  - on the left shoulder for Undergraduate
  - right shoulder for Honours
  - both shoulders for Masters

Regalia hire and purchase charges

Details of regalia attire and purchase charges can be found at www.academicwear.com.au

Contact

Any queries regarding academic wear should be directed to Regalia Craft.
Address: 240 Beaufort St, Perth WA 6000
Phone: (08) 9328 4194
Facsimile: (08) 9328 1823
Email: info@regaliacraft.com.au
**Mortar board**

The mortar board (academic head-dress) is worn with the top board parallel to the ground and the tassel to the front *right*.

Once you receive your testamur, wait for the prompt from the Master of Ceremonies for all graduands to move the tassel to the front *left*.

![Mortar board images](image)

Before the ceremony: Tassel to the front *right*.

Once graduated: Tassel to the front *left*.

**Dress code**

Graduation Ceremonies are formal occasions therefore graduands are expected to observe the following dress codes:

**Male graduands** - Business suit or jacket, shirt and tie.

**Female graduands** - Neat formal attire and court shoes (stilettos or very high heels are strongly discouraged).

**Please note:** Graduands in jeans, t-shirts or thongs will not be admitted to the ceremony. All graduands are expected to come appropriately dressed.
The graduation ceremonies

When you arrive

› Go to the registration desks in the vestibule of the Town Hall an hour before the ceremony begins to register your attendance.
› You will be assigned a ticket with your seat number.
› All graduands must be seated no later than 15 minutes before the ceremony commences.
› The ceremony will then begin

Please ensure you have your graduation seat number ticket with you.

Please note that guests will be permitted to take photos during the ceremony however they will be required to remain in their seats.

Presentation of your graduation testamur

› Your entire row will be directed to stand in unison
› As a row you will proceed to the marshal waiting near the front right hand side of the hall
› You will be directed up the stairway to the side of the stage
› As your name is called, move towards the Chancellor:
   1. Tip your mortar board to the Chancellor
   2. Shake hands with your right hand, and then receive your testamur with your left
   3. While shaking hands, turn to the audience and smile for your photograph
   4. Descend the stairs in the middle of the stage before returning to you seat.

For graduands who are receiving two or more awards, all testamurs will be presented together. For nested qualifications, only the highest degree will be read out during the ceremony.

Graduands receiving a double degree e.g. Bachelor of Laws/Bachelor of Commerce will have both degrees listed in the Graduation Booklet under the School of the (usually) first named degree. All graduands will receive their official testamur in a University Graduation Folio on stage during the ceremony.

Graduands receiving a Higher Degree Research award will be joined by their supervisors and receive their testamur framed.
Conferral and Concluding addresses

Once all testamurs have been presented to the graduands, the Chancellor will declare “By the authority vested in me by the Board of Directors, I have much pleasure in conferring the nominated awards as presented to me by the Deans of the University of Notre Dame Australia and, in absentia, for all other candidates listed for these awards.”

› The MC will then invite you to move your tassel from the right to the left hand side of your mortar board to signify the conferral of your degree.

Parking

We recommend public transport or taxis as there is no parking available at Sydney Town Hall. However, you and your guests may wish to park in the nearby Queen Victoria building, or any of the nearby parking stations.

Photography

Graduation Photography is the company providing photography services for your graduation. Your photograph will be taken as you receive your award with the Chancellor on stage. You can order this photograph from their registration desk on graduation day.

You also have the opportunity to have formal portraits taken after the ceremony. No appointments are necessary; please approach their registration desk before or after your ceremony to arrange this. Once you have registered at their desk you will be issued with a unique password and by 5pm on the next business day your portraits will be available for you to view and purchase online.

If you miss the opportunity to order on graduation day, please contact their studio via email info@graduationphotography.com.au for details about how to order your photo.

For further information, visit their website at www.graduationphotography.com.au
Your Alumni Community

ALUMNI:

Meaning: a former student or pupil. Origin: from alere “to nourish”

Congratulations on your graduation and welcome to the University of Notre Dame Australia’s Alumni community.

The mission of the Alumni Office is to extend students’ involvement in the Notre Dame community beyond their degree years. We aim to continue the Notre Dame experience, as the graduates develop both professionally and personally.

Our primary goal is simple: for past students to be reunited with their classmates on a number of different occasions and to recall the importance and enjoyment of their time at the University of Notre Dame Australia. The possibilities that stem from this are endless. For some, the Alumni Office may prove a fertile ground for professional and academic connections, whilst for others it might simply be an avenue to enjoy memories with a few old friends.

A strong belief in the student community is paramount to the University of Notre Dame Australia’s mission. After graduation we hope that, far from diminishing, this community experience will grow and deepen. We offer a close and personal relationship not only amongst the past students, but also to the institution itself.

When students graduate from the University of Notre Dame Australia, they gain lifelong membership of a club that will always be willing to assist, whenever it can.

Alumni Office

E: alumni@nd.edu.au
W: www.notredame.edu.au/alumni

Supplier contact details

Graduation Plaques and Videos - www.ambassador.com.au
The Objects of The University of Notre Dame Australia are:

a) the provision of university education within a context of Catholic faith and values; and

b) the provision of an excellent standard of –
   i) teaching, scholarship and research;
   ii) training for the professions; and
   iii) pastoral care for its students.