TAFE NSW Higher Education
Graduation Ceremonies

Wednesday 23 March 2016

Information for graduands and guests.
2016 Higher Education Graduation Ceremonies

Wednesday 23 March, 2016
10am and 2pm ceremonies

Turner Hall
Ultimo Campus - Sydney TAFE
ULTIMO NSW 2007

Information for Graduands and Guests

Graduand Registration

- When you arrive, please proceed to Building C, ‘The Muse’ (North Wing) to register for graduation. The graduation ceremony will be conducted in Turner Hall. See attached map of Ultimo Campus.
- Registration desks open at 8.30am for the morning ceremony and 12.30pm for the afternoon ceremony.
- Allow at least 90 mins to register and gown.

Graduation Ceremony times

The tables below list the 2016 courses and graduation ceremony times. Please note the commencement time of your graduation ceremony.

<table>
<thead>
<tr>
<th>Morning ceremony</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Time</td>
</tr>
<tr>
<td>Graduate Certificate in Leadership</td>
<td>10am</td>
</tr>
<tr>
<td>Bachelor of Design (Interior Design)</td>
<td>10am</td>
</tr>
<tr>
<td>Bachelor of IT (Network Security)</td>
<td>10am</td>
</tr>
<tr>
<td>Bachelor of 3D Art and Animation</td>
<td>10am</td>
</tr>
<tr>
<td>Associate Degree of 3D Art and Animation</td>
<td>10am</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Afternoon ceremony</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Time</td>
</tr>
<tr>
<td>Bachelor of Early Childhood Education and Care (Birth-5)</td>
<td>2pm</td>
</tr>
<tr>
<td>Bachelor of Fashion Design</td>
<td>2pm</td>
</tr>
<tr>
<td>Associate Degree of Fashion Design</td>
<td>2pm</td>
</tr>
<tr>
<td>Associate Degree of Applied Engineering (Renewable Energy Technologies)</td>
<td>2pm</td>
</tr>
<tr>
<td>Bachelor of Applied Finance (Financial Planning)</td>
<td>2pm</td>
</tr>
<tr>
<td>Associate Degree of Accounting</td>
<td>2pm</td>
</tr>
<tr>
<td>Diploma of Accounting</td>
<td>2pm</td>
</tr>
</tbody>
</table>
Academic regalia and gownsing

- All graduands are required to wear full academic regalia for graduation. Gowns, hoods, stoles and trenchers (also known as mortar boards) will be available to hire for each ceremony. The gown hire fee must be paid prior to graduation day. Follow the link for Gown Hire Fee (see below).

- All graduands wear a black gown and a black trencher. Academic hoods, in the Cambridge style, collars and stoles differ in colour and trim depending on the course and qualification. TAFE NSW Higher Education qualifications, colours and hood or collar style are listed below:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Colour and Trim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Certificate in Leadership</td>
<td>Purple hood with white trim</td>
</tr>
<tr>
<td>Bachelor of Design (Interior Design)</td>
<td>Red hood</td>
</tr>
<tr>
<td>Bachelor of 3D Art and Animation</td>
<td>Red hood</td>
</tr>
<tr>
<td>Associate Degree of 3D Art and Animation</td>
<td>Red collar and stole</td>
</tr>
<tr>
<td>Bachelor of Fashion Design</td>
<td>Red hood</td>
</tr>
<tr>
<td>Bachelor of IT (Network Security)</td>
<td>Blue hood</td>
</tr>
<tr>
<td>Bachelor of Applied Finance (Financial Planning)</td>
<td>Green hood</td>
</tr>
<tr>
<td>Bachelor of Early Childhood Education and Care (Birth-5)</td>
<td>Purple hood</td>
</tr>
<tr>
<td>Associate Degree of Accounting</td>
<td>Green collar and stole</td>
</tr>
<tr>
<td>Diploma of Accounting</td>
<td>Green stole</td>
</tr>
<tr>
<td>Associate Degree of Applied Engineering (Renewable Energy Technologies)</td>
<td>Blue collar and stole</td>
</tr>
</tbody>
</table>

Example images of TAFE NSW Higher Education academic hood, collars and stole styles are included below.
How to wear your academic dress

- Academic gowns are worn open. Hoods are fitted over the shoulders. Collars are fitted across the shoulders. Stoles are fitted to the front of the gown.
- Trenchers are worn on the head with the tassel on the right hand side. Staff will assist you with gowning, hood and trencher fitting. A range of different size gowns will be available.
- You should wear smart, neat or professional business attire under the gown.

Payment of the Academic regalia hire fee

The academic gown, hoods and stole hire fee is **$60**. This fee must be paid online prior to graduation at: [https://www.payway.com.au/MakePayment?BillerCode=222604](https://www.payway.com.au/MakePayment?BillerCode=222604).

Ceremony seating

- Your seat number will be indicated on the entry ticket you receive when you register. You will be seated with your fellow graduands.

The graduation procedure and presentation of testamurs

- The ceremony will begin with the academic procession entering Turner Hall, led by the Mace Bearer, who is followed by academic staff, the Managing Director, TAFE NSW, guest speakers and members of the Academic Board and Governing Council.
- The program includes a Welcome to Country, the National Anthem, speeches, the conferral of degrees and presentation of testamurs and awards.
- The Minister or representative will present the Ministerial address.
- The Managing Director, TAFE NSW will deliver the graduation ceremony opening remarks.
- The Chair of the Academic Board will then ask graduands to stand as a group for the certification and conferral of degrees by the Chair of the Governing Council.
- The Chair of the Governing Council will confer degrees for graduands present and for graduands in absentia.
- Ushers will guide you to assemble at the right hand side of the stage in course groups.
- Wait, as directed, for your name to be called. When your name is called you will acknowledge the Chair of the Governing Council by lightly tipping the edge of your trencher with two fingers of your right hand.
- You will then proceed to the centre of the stage to meet the Chair of the Governing Council, shake hands, pause briefly for the photographer and then continue to the exit steps and return to your seat.
- Managing Director’s Award for Outstanding Academic Achievement will be presented by the Managing Director to selected eligible graduands. Successful graduands will be notified before the event.
- At the end of the ceremony you will join academic staff in the procession leaving the hall.

Ceremony live steaming

- The graduation ceremony will be videoed and streamed in real time to screens in the ‘The Muse’.

Photography

- Professional photographers will take photos as you are presented with your testamur. Graduate photos will be available for purchase in ‘The Muse’ after the ceremony or by order.
- Professional photography services will also be available in ‘The Muse’ prior to, and after, the ceremony, should you wish to have photos taken with your guests.
Group photographs will be taken in the garden adjacent to ‘The Muse’. Please proceed to the garden area at the conclusion of the ceremony.

Graduate Outcomes Survey

- A hard copy of the Graduate Outcomes Survey will be handed out for you to complete, as you return your gown.

Return of academic regalia

- Academic regalia must be returned to the gowning area in the ‘The Muse’ after the ceremony. Academic regalia cannot be taken away from the premises. A gown replacement fee will be charged for gowns, hoods and stoles not returned.

Testamur framing

- A testamur framing service will be available in ‘The Muse’.

Refreshments

- Light refreshments will be served in ‘The Muse’ after the graduation ceremony.

Information for guests

Ceremony duration and seating times

- The ceremony duration is 90 mins.
- Guests attending the morning ceremony must be seated by 9.45am.
- Guests attending the afternoon ceremony must be seated by 1.45pm.
- Guests will be admitted into Turner Hall commencing approximately 1 hour prior to the start time of the ceremony. There is no reserved seating for guests.

Refreshments

- Light refreshments will be served in ‘The Muse’ after the graduation ceremony.

The venue, transport and parking

- Graduation ceremonies are held in Turner Hall, Sydney TAFE – Ultimo Campus, ULTIMO NSW 2007
- Ultimo College is easily accessible by public transport. The college is within walking distance from Central Railway station and bus stops on George Street near Haymarket.
- There are several parking stations close to Harris and Mary Ann Streets, Ultimo. These include:
  - Secure Parking at 320 Harris Street, Darling Harbour (enter via Allen Street)
  - University of Technology, Sydney (enter via Thomas Street, Ultimo)
  - Citigate Hotel (enter via Thomas St, Haymarket)

Smoke-free Campus

- Ultimo College is working towards a smoke free campus. There is one designated smoking area near the Harris Street entrance.
Map of Ultimo Campus showing Turner Hall (Building B) and ‘The Muse’ (Building C)
Graduation ceremonies will take place in Turner Hall.
Gowning, refreshments, testamur framing and purchase of photographs will take place in ‘The Muse’.