

TAFE^{NSW}
HIGHER
EDUCATION

GRADUATION CEREMONY 2018

INFORMATION PACK
FOR GRADUATING STUDENTS
AND THEIR GUESTS



Congratulations!

Congratulations on completing your TAFE NSW Higher Education studies. This information pack will provide you with details about your graduation ceremony including location, ceremony timeframes and the order of proceedings. It also includes information about the academic regalia you will wear at the ceremony as well as photography and testamur framing services that will be available on the day.

We look forward to seeing you and your guests on this important day.

Ceremonies

Two graduation ceremonies have been scheduled for the Class of 2017. Refer to the list below to determine which ceremony you will be attending. It is recommended that you arrive at least an hour before commencement of the ceremony to register and pick up your academic regalia. The graduation ceremony will last approximately 1½ hours.

Wednesday 14 March 2018 – ceremony commences at 10am

- Bachelor of 3D Art and Animation
- Associate Degree of 3D Art and Animation
- Bachelor of Design (Interior Design)
- Bachelor of Fashion Design
- Associate Degree of Fashion Design
- Bachelor of Property Valuation
- Bachelor of Applied Finance (Financial Planning)

Wednesday 14 March 2018 – ceremony commences at 2pm

- Bachelor of Early Childhood Education and Care (Birth–5)
- Bachelor of Information Technology (Network Security)
- Diploma of Information Technology
- Associate Degree of Applied Engineering (Renewable Energy Technologies)
- Associate Degree of Accounting
- Diploma of Accounting

Venue

TAFE NSW Higher Education graduation ceremonies will be held in Turner Hall at Ultimo TAFE.

The ground floor of the Muse (Building C) at Ultimo TAFE will be set up for you to register and pick up your academic regalia. Photography and testamur framing services will also be in the Muse, as will the serving of post-ceremony refreshments.

A campus map showing the location of Turner Hall and the Muse is provided at the end of this information pack.

Registration

On arrival at Ultimo TAFE campus, proceed to the ground floor of the Muse to register for the ceremony and to collect your academic regalia. The registration desk opens 90 minutes prior to the commencement of each ceremony.

Academic regalia

Once you have registered you will be issued with academic regalia which you will have paid for when you registered your attendance.

Academic regalia consists of a gown, a hood or stole and a trencher (also known as a mortar board). Hoods and stoles come in different colours depending on the course you are graduating from. Staff will assist you with gowning.

You must be gowned and seated in Turner Hall 20 minutes before the ceremony commences.

At the conclusion of the ceremony, you must return your academic regalia to the Muse. You cannot wear or take your academic regalia off the TAFE campus. A replacement fee will be charged for academic regalia that is not returned.

Ceremony seating

You must be seated in Turner Hall no less than 20 minutes prior to the commencement of the ceremony. You must sit on the seat marked with your name. While you will be seated in a group with other graduates from your course, you may be seated next to a graduate from another campus.

Graduates will be called to the stage in the order they have been seated, so it is important that you do not change seats.

Order of proceedings

The graduation ceremony will be approximately 1½ hours in duration. All graduates and their guests will be provided with a program but a brief summary of proceedings is provided below.

- Academic procession enters the hall. Graduates and guests stand while the procession enters.
- The ceremony commences with an 'Acknowledgement of Country', the national anthem and a welcome address by the Managing Director of TAFE NSW.
- Conferral of degrees and presentation of testamurs.
- Presentation of individual awards for student achievement.
- Keynote address.
- Graduate address.
- Close of ceremony.
- Academic procession leaves the hall. New graduates join the academic procession.

Light refreshments will be served to graduates and their guests in the Muse after the ceremony.

Receiving your testamur

An usher will guide each row of students to assemble at the right hand side of the stage. When your name is called you will climb the stairs onto the stage. At the top of the stairs, you should acknowledge the Chair of the Governing Council, who will be presenting you with your testamur, by lightly tipping the edge of your trencher with two fingers of your right hand before walking to the centre of the stage to receive your testamur.

After receiving your testamur, pause briefly for a photograph with the Chair of the Governing Council before leaving the stage and returning to the same seat that you were sitting in.

Presentation of individual awards for student achievement

A number of students have been identified for special awards. To receive your special award for individual achievement, make your way to the stage when your name is called. After receiving your award, pause briefly for a photograph before leaving the stage and returning to your seat.

Photography and framing services

During the ceremony, photographs will be taken of each graduate as they receive their testamur. You will be able to order this photo after the ceremony as well as having an individual portrait taken. A testamur framing service will also be available. Photography and framing services will be set up in the Muse both before and after the graduation ceremony.

After the ceremony professional photographers will take group photographs in the sunken garden.

Information for your guests

Turner Hall, the graduation venue, has strictly limited capacity. Graduates are able to bring two guests to the ceremony. Additional guests can only be accommodated if seating is available.

Guests will be admitted to Turner Hall on presentation of a guest ticket which will be posted out to graduates in advance. Guest seating is unreserved. Guests must be seated in Turner Hall at least 20 minutes prior to the commencement of the ceremony.

Guests are invited to join graduates and academic staff for light refreshments after the ceremony.

Graduate survey

The Australian government collects information from graduates about their study experience. This is known as the QILT-GOS survey (Quality Indicators of Learning and Teaching– Graduate Outcome Survey). An email will be sent to you by the survey agency inviting you to complete this survey. While participation in the survey is optional, TAFE NSW urges you to take part as the survey outcomes help us to make improvements and allow for comparisons to be made between TAFE NSW Higher Education and other university and higher education providers.

