GRADUATION
CEREMONY GUIDE
MAY 2019

Robert Blackwood Hall
Clayton campus
Monash University is delighted to share this special day of celebration with you. We extend a warm welcome to you, your family and friends. In this guide, you will find information to help you and your guests prepare for your ceremony.

CELEBRATING YOUR ACHIEVEMENTS

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GRADUATION UPDATES

To ensure you receive emails about your graduation, please keep your contact details up-to-date in the Web Enrolment System (WES).

Use this link:
my.monash.edu.au/wes
A MESSAGE FROM PROFESSOR MARGARET GARDNER AO

Congratulations on graduating from Monash University.

The graduation ceremony is an opportunity for you to celebrate years of preparation and
endeavour with fellow members of the Monash community.

In graduating you join more than 375,000 graduates who have completed degrees from
Monash over the last 55 years.

As a graduate, you represent what a Monash education can make possible. It is through your
excellence, during and after your time at Monash, that you can help to benefit your field and
your community. Your effort is part of our effort to meet the challenges of the age. We hope
that your education nurtured the curiosity, openness and ambition to reach your goals that
will continue to fuel your success.

As a new member of Monash alumni, you are an essential part of the University community.
You can continue the ties forged as a student and contribute to a network of expertise and
collaboration that spans the world.

I wish you the best for your graduation and the journey ahead. We look forward to continuing
to work together to ensure that your time with Monash contributes to a better future.

Professor Margaret Gardner AO
President and Vice-Chancellor
### Before Leaving Home

**WHAT TO BRING**

Please bring some photo identification to register for your ceremony and collect your tickets and gown. Your Monash student card is best as we’ll be able to find your details faster at registration. If you don’t still have your card, other photo ID can be used.

We recommend you print this guide and bring it with you so you have information about the venue, parking, and other services when you get to campus.

**WHAT TO WEAR**

A graduation ceremony is a formal occasion and we suggest you dress as if you’re attending a formal business interview. The graduation gown is a three-quarter-length robe that drapes open at the front, so your clothes will be visible. Please ensure your footwear allows you to navigate up and down a few flights of stairs. You will be wearing a hood or stole with your academic gown, and the hood and gown of your hired academic dress have magnets to keep the hood in place.

If you wish to coordinate your clothing with your faculty colours, see faculty colours for academic dress:

monash.edu/graduations/academic-dress

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### Clayton May 2019 Ceremony Timelines

<table>
<thead>
<tr>
<th>Details and location</th>
<th>11am</th>
<th>4pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration ticketing and gown collection</td>
<td>Monday 20 to Thursday 23 May</td>
<td>Monday 20 to Thursday 23 May</td>
</tr>
<tr>
<td>Go to the marquee in the Graduation Precinct</td>
<td>8 – 10am</td>
<td>1 – 3pm</td>
</tr>
<tr>
<td>(see map on page 7)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Blackwood hall opens</td>
<td>10am</td>
<td>3pm</td>
</tr>
<tr>
<td>Graduands and guests to be seated in the Robert Blackwood Hall for a briefing on proceedings. Doctoral candidates must assemble in the foyer of the Robert Blackwood Hall to join the academic procession.</td>
<td>10.30am</td>
<td>3.30pm</td>
</tr>
<tr>
<td>Ceremony starts</td>
<td>11 am</td>
<td>4 pm</td>
</tr>
<tr>
<td>Ceremony finishes – the academic procession exits the venue.</td>
<td>12.30 – 1 pm</td>
<td>5.30 – 6 pm</td>
</tr>
<tr>
<td>Meet up with your guests and make your way to the post ceremony function in the Graduations Precinct (see map on page 7) for refreshments.</td>
<td>After the ceremony</td>
<td></td>
</tr>
<tr>
<td>Hand back your gown at Gown Returns on the ground floor of the campus centre in the Graduations Precinct (see map on page 7)</td>
<td>Within 2 hours of the ceremony finishing</td>
<td></td>
</tr>
</tbody>
</table>
ON THE DAY

It’s important that you’re seated in the ceremony venue and wearing your academic dress at least 30 minutes before your ceremony begins. Doors to the venue open one hour before the ceremony. Please ensure you allow enough time for travel, parking, registration and gown collection. Information is available online to help you travel to Clayton campus and find the graduation venue:

monash.edu/people/transport-parking
mapa.monash.edu/venue-hire/robert-blackwood-hall

If you’re familiar with the Clayton campus, you’ll see a lot of change is underway, particularly in the Graduation Precinct around Robert Blackwood Hall. It’s all part of our Monash Masterplan to create a vibrant and engaging campus experience for students, staff and visitors.

Please allow extra travel time to the ceremony and follow temporary directional signs and instructions from traffic wardens to maintain your safety at all times.

monash.edu/about/who/strategic-plan/masterplan

PARKING

The parking areas and graduation venue are best accessed from the main entrance on Wellington Road.

PARKING TICKET

Your graduation email will include two tickets for free parking during your ceremony, one for you and one for your guests. Please ensure the tickets are printed and clearly displayed on the dashboard of each vehicle to avoid a fine.

The South East 4 (SE4) multi-level car park has been allocated for graduation ceremony parking.

Should there be a shortage of available parking in the SE4 multi-level car park, the attending parking officers will direct you to the nearest available parking spaces.

DROP-OFF ZONE - ACCESSIBILITY POINT

There’s a drop-off zone at the Robert Blackwood Hall and a small courtesy shuttle to the Campus Centre to aid accessibility for guests with mobility needs.

The service will run about every 10 minutes on graduation ceremony days between the following times: 8 am – 8 pm

No booking is needed: wait at the green shuttle bus sign for pick up at either Robert Blackwood Hall or the Campus Centre.

IF YOU’RE LATE OR DON’T MAKE IT

If you arrive late, you may miss out on receiving your award on stage. If you don’t show up for your ceremony, we will graduate you in absentia.

MONASH IS SMOKE-FREE

To support the health and wellbeing of our staff, students and visitors, smoking is no longer permitted on any Monash Victorian campus, including buildings and grounds. This applies to all students, staff, contractors and visitors. If you wish to smoke, you will need to go off-campus.
Please go to the marquee in the Graduation Precinct for registration, tickets and gown collection. You will need to provide your photo identification, preferably, your Monash student card.

Graduand seating is allocated. When you register, we’ll give you tickets for you and your guest. Tear off and keep the section with your name and seat number. You have an allocated seat and you’ll need this part of your ticket with you when you enter the hall.

Give the guest ticket section to your guests, and their seating is not allocated.

Your guests will be admitted to the hall upon presentation of their ticket and can choose their own seat in the non-reserved areas.

**DOCTORAL CANDIDATES**

Doctoral candidates must be at the assembly point in the foyer of the Robert Blackwood Hall at least 30 minutes before the ceremony starts so they can join the formal academic procession. In some graduations, Doctoral candidates sit on the stage with academics and dignitaries. The ticket you collect at registration will show if you are sitting on the stage or in the graduate seating in the hall.

**ACADEMIC DRESS**

After registration, proceed to the gowning area in the same marquee to collect your academic dress (gown, hood, and headwear). Purchased academic dress will also be available for collection from the same location.

Staff will assist you with gowning in the marquee and, later in the hall, will ensure your regalia is positioned correctly before you walk across the stage.

Photography is located after academic dress collection and, if time permits, you may wish to have photographs taken before your ceremony.

You must return your academic dress to Gown Returns on the ground level of the campus centre in the Graduation Precinct (see map on page 7) after refreshments and photographs. See the ceremony timelines table (see page 3) for collection and return times for your ceremony.
A range of graduation services and merchandise are available on graduation day. Services are all located in and around the Graduation Precinct. We recommend you make time to visit these services before your ceremony.

**CEREMONY RECORDINGS**

Ceremonies on the Clayton campus are professionally filmed by CVP and available in DVD, Blu-ray or USB format at a cost of $20. Place your order online before or after the ceremony. Recordings include the entrance procession, welcoming speeches, and a close-up of the Chancellor or Deputy-Chancellor greeting each graduate. [cvp.com.au/monash-graduations](http://cvp.com.au/monash-graduations)

**LIVE STREAMING OF THE CEREMONY**

Family and friends who are unable to attend can watch a live stream of your ceremony online or on the large screen opposite the Campus Centre on Sports Walk (see precinct map page 7). [monashceremonystreaming.com](http://monashceremonystreaming.com)

**SOCIAL MEDIA**

Monash Alumni and Monash University are looking forward to celebrating with you and covering this graduation week on social media. Photo opportunities have been created in the graduations precinct for you and your guests to enjoy, and the large screen opposite the Campus Centre on Sports Walk will feature photos from our social channels. If you wish to share your celebrations on Monash social channels you are invited to use the hashtag #monashalumni

**PHOTOGRAPHY**

Celebrate your achievement with professional graduation photos. GFP Graduations will be available before and after the ceremony to capture images of you and your family celebrating this milestone occasion. Images are purchased on a USB or uploaded to a private web gallery for viewing, sharing and purchase. [gfpgraduations.com.au](http://gfpgraduations.com.au)

Customer service: [info@gfp.com.au](mailto:info@gfp.com.au)

Stage photos: All graduates are photographed receiving their degree from the Chancellor or Deputy-Chancellor. Images are available for immediate purchase following the ceremony. All prints include the Monash University crest and year of graduation. For the opportunity to view your moment on the stage, you can find us in the Marquee opposite the entrance/exit doors of Robert Blackwood Hall.

**PLAQUES AND FRAMES**

To showcase your hard-earned award certificate, you’ll find an impressive range of frames, mats and plaques from GFP. Choose from contemporary high-gloss frames in stunning white and black, or something more traditional with our selection of mahogany, teak, or classic wood. Plaques replicate your degree on a silver or gold metal sheet, affixed to a base of your choice. Whichever style you choose, GFP will ensure your degree is perfectly presented for the office or at home. Frames and Plaques stand can be found in the Registration Marquee.

**MONASH MERCHANDISE**

Looking for a special gift or memorabilia for your graduation day? The Monash Book and Merchandise Store offers a wide variety of graduation memorabilia including Monash University graduation koalas and bears, frames, gifts and apparel. Look out for our vouchers to get 20% off books and merchandise (excludes clothing) when you spend over $50. We stock a range of Monash-branded (and Australian-made) frames for testamurs and standard photos. On graduation days, we offer a testamur framing service and fresh floral bouquets. [merchandise.monash.edu](http://merchandise.monash.edu)

You can find us in two locations, in and around the Campus Centre:

- Ground floor
- Marquee located in the Graduation Precinct (see map on page 7)

**FLOWERS**

Vendors sell flowers on campus on graduation day. Please note flowers can’t be taken into the Robert Blackwood Hall. They can be checked in at a desk in the foyer.
FOOD ON CAMPUS

The Monash Club is the perfect space to host your graduation celebrations. Ideally located at the corner of Sports and Exhibition Walk, we’re walking distance to the ceremony centre at Robert Blackwood Hall. With a variety of spaces available we can cater to your needs. Our modern lounge is a warm casual space for a pre-ceremony coffee or a post ceremony celebratory drink. With a full beverage list and bar snacks available we’re the spot for you.

Alternatively reserve a table in our a la carte restaurant which is open for breakfast and lunch, please call or email our reservations team for further information and bookings.

Address: 32 Exhibition Walk
Website: monash.edu/club
Phone: (03) 9905 0888
Email: monash.club@monash.edu

Alternatively, walk around the Graduation Precinct before your ceremony and listen to live music, take photos and enjoy a selection of sweet and savoury offerings from our on-campus food outlets.

Your ceremony will be held in the Robert Blackwood Hall mapa.monash.edu/venue-hire/robert-blackwood-hall

You and your guests must be seated in the hall at least 30 minutes before the start of the ceremony. This will ensure the briefing and ceremony start on time.

If you have any special requirements (e.g. assistance on stage or wheelchair access) and haven’t let us know already, please do so via ask.Monash as soon as possible.

All graduands and guests will receive a program at the venue. The program includes the order of proceedings, a list of graduands receiving their awards and a copy of the doctoral candidates’ thesis abstracts.

Ensure you have your graduand ticket with you when you enter the hall as it will show your assigned seat number. It is important you sit in your assigned seat to ensure your name is called in the correct order. Give all your personal belongings to your guests to take care of during the ceremony. This includes flowers, gifts, handbags, car keys and any other personal items.

PARENTS WITH CHILDREN

You can’t take your children with you on stage and they can’t sit with you while you’re waiting to receive your award. If you would like your children to attend, you will need to organise one of your guests to supervise them during the ceremony.

To provide a more child-friendly ceremony, we’re live-streaming the ceremonies on the large screen in the Graduation Precinct. The hall will open one hour before the ceremony starts and your guests can choose their own seats when they enter.

If your guests prefer to take young children or babies to the hall, they’re encouraged to sit near the doors, so they can take them outside to settle if they become restless during the ceremony. For safety reasons prams are not permitted in the hall, but may be parked in the designated area in the foyer.

The ceremony will run for approximately 120 minutes. The Chancellor or Deputy-Chancellor will shake hands with each graduate before presenting them with their award certificate (testamur). If you don’t want to shake hands for cultural reasons, place your right hand on your left shoulder as you walk across the stage. This is recognised as a sign that you don’t wish to shake hands.

At the end of the ceremony graduates join the academic procession to exit the building. This involves going up and down some flights of stairs. Please let graduations staff in the hall know before the ceremony if you aren’t able to participate. We recommend you pre-arrange a meeting place near the Graduation Precinct to meet up with your guests after the ceremony.

NOTICE INFORMING PARTICIPANTS OF VISUAL AND AUDIO RECORDING DURING FUNCTION

Photographic, video recordings, audio recordings and livestreaming will be undertaken during the course of this function. Such recordings may be used, reproduced, published, communicated or broadcast for advertising, marketing, informational or promotional purposes and or for teaching and research purposes. Photos may also be uploaded to social media pages such as the official Monash University and the Monash Alumni community’s social media pages.
ALL GRADUANDS AND GUESTS ARE ASKED TO STAND

The procession will enter in the following order:

1. Faculty managers
2. Doctoral candidates
3. Members of staff
4. Members of Council
5. Faculty academic and professional staff
6. Guest speaker
7. President and Vice-Chancellor
8. Manager, Ceremonial (bearer of the mace)
9. Chancellor or Deputy-Chancellor

THE PROCEEDINGS ARE AS FOLLOWS:

- the members of the procession walk onstage and take their seats
- the Chancellor or Deputy-Chancellor delivers an address of welcome
- the President and Vice-Chancellor delivers an address
- graduands are called row by row, to await individual presentation
- degrees are conferred and certificates awarded in sequence
- doctoral candidates are conferred and certificates are awarded in sequence
- the guest speaker makes a graduation address
- the Chancellor or Deputy-Chancellor closes the ceremony and invites everyone to refreshments
- the procession, followed by new graduates, exits the venue
- guests are asked to stand as the procession leaves
REFRESHMENTS

You and your ticketed guests are invited to join the other graduates, academics and dignitaries for light refreshments after the ceremony. These will be served in the post ceremony function marquee in the Graduation Precinct (see map on page 7).

RETURN YOUR GOWN

You must return your academic dress to Gown Returns on the ground level of the campus centre (see map on page 7), after refreshments and photographs. Please check the ceremony timelines table for return times for your ceremony.

GRADUATION DOCUMENTS

You'll receive your hardcopy award certificate (testamur) on stage during the ceremony. You will also receive official digital versions of all three graduation documents of

- award certificate (testamur)
- academic record (transcript)
- Australian Higher Education Graduation Statement (AHEGS)

These will be available within two working days of your graduation ceremony. You'll receive an email confirming when they're online to be viewed in the My eQuals portal.

To access your digital documents after graduating:

1. Sign up to My eQuals at www.myequals.net/#/user/register by entering your details in the Sign up tab
2. Use your personal (non-Monash) email that you registered in WES when applying to graduate and click Submit
3. Check your email and follow the instructions to activate for how to activate your account
4. Once activated, you can login to My eQuals using the login screen at myequals.net

monash.edu/graduations/get-ready/documents/award-degree-certificate
monash.edu/connect/official-documents/academic-transcripts
monash.edu/graduations/get-ready/documents/ahegs

HAVE YOUR SAY - GRADUATE OUTCOMES SURVEY

Keep an eye on your email inbox for an invitation to complete the Graduate Outcomes Survey. It’s a short survey that allows you to have your say about your time studying and what you are doing now. Fill it out and help us make higher education better for future students.

gos.edu.au

PROVIDE FEEDBACK ON YOUR GRADUATION EXPERIENCE

We’ll send you an email shortly with an invitation to provide feedback on your graduation experience. Tell us what worked and what didn’t. Your honest feedback will help us improve future graduations.
CAREER CONNECT SUPPORT

Career Connect is proud to offer you support for up to 12 months after you complete your studies.

With support and guidance from Career Connect you can:

■ participate in workshops refining your skills, including how to write a professional resume, build a compelling LinkedIn profile and perform well at interviews
■ receive online feedback on your job application documents and interview question responses
■ access the Career Success Coaching program to explore industry trends and employability strategies that will help you develop and progress your career plans
■ use the employability skill reflections you’ve created in Student Futures, when preparing job application documents and for interviews; and
■ further develop your capability and confidence to successfully launch your career.

To find out more visit monash.edu/career-connect

DEVELOPING YOUR EMPLOYABILITY EDGE

Monash has an exceptional reputation worldwide and we are particularly proud of our alumni who now apply their knowledge throughout Australia and around the globe.

You are now part of an enterprising and inclusive Monash global community of more than 375,000 alumni living in 155 different countries.

No matter where you find yourself in the world, we invite you to connect with your fellow Monash alumni, and stay in touch with us.

THE BENEFITS OF STAYING IN TOUCH

Graduation day is an important milestone in your time at university. As a graduate, you continue to be an important member of the Monash alumni community and we are here to make sure your connection remains lifelong and active.

As part of the Monash Alumni community you will receive invitations to exclusive alumni activities such as masterclasses, industry networking events, mentoring programs, executive education opportunities and more. These events are hosted in Australia and internationally throughout the year. After your graduation day you will receive an email from Monash Alumni confirming your Alumni ID and an invitation to activate your Monash Alumni Community login using your Alumni ID. Once you have confirmed your contact details you will receive targeted communications from Monash Alumni.

MONASH ALUMNI SOCIAL CHANNELS

Updates regarding many of our alumni activities and programs can also be found on our social channels.

LinkedIn join Monash Alumni (Official) www.linkedin.com/groups/74440
Website visit monash.edu/alumni
Update your details community.monash.edu/update
Twitter follow @monashalumni www.twitter.com/MonashAlumni
Facebook follow monashalumni www.facebook.com/monashalumni
Instagram follow monashalumni www.instagram.com/monashalumni

Weibo MonashUni 澳大利亚蒙纳士大学 www.weibo.com/monashuniversityaust

WeChat MonashUniAus

MONASH UNIVERSITY ALUMNI ENGAGEMENT

E: monashalumni@monash.edu
T: +61 3 9903 4602
monash.edu/alumni

CAREER CONNECT SUPPORT

Career Connect is proud to offer you support for up to 12 months after you complete your studies.

With support and guidance from Career Connect you can:

■ participate in workshops refining your skills, including how to write a professional resume, build a compelling LinkedIn profile and perform well at interviews
■ receive online feedback on your job application documents and interview question responses
■ access the Career Success Coaching program to explore industry trends and employability strategies that will help you develop and progress your career plans
■ use the employability skill reflections you’ve created in Student Futures, when preparing job application documents and for interviews; and
■ further develop your capability and confidence to successfully launch your career.

To find out more visit monash.edu/career-connect