GRADUATION CEREMONY GUIDE
OCTOBER 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.

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CELEBRATING YOUR ACHIEVEMENTS

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
Congratulations on graduating from Monash University.
The graduation ceremony is an opportunity for you to celebrate years of preparation and endevour with fellow members of the Monash community.
In graduating you join more than 380,000 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

CLAYTON OCTOBER 2019 CEREMONY TIMELINES

<table>
<thead>
<tr>
<th>Details and location</th>
<th>11am</th>
<th>4pm</th>
<th>5pm</th>
<th>8pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration ticketing and gown collection</td>
<td>8–10am</td>
<td>1–3pm</td>
<td>2–4pm</td>
<td>5–7pm</td>
</tr>
<tr>
<td>Go to the marquee in the Graduation Precinct (see map on page 7).</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Blackwood hall opens</td>
<td>10am</td>
<td>3pm</td>
<td>4pm</td>
<td>7pm</td>
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<tr>
<td>Graduands and guests to be seated in the Robert Blackwood Hall for a briefing on proceedings.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctoral candidates must assemble in the foyer of the Robert Blackwood Hall to join the academic procession.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.30am</td>
<td>3.30pm</td>
<td>4:30pm</td>
<td>7:30pm</td>
<td></td>
</tr>
<tr>
<td>Ceremony starts</td>
<td>11am</td>
<td>4pm</td>
<td>5pm</td>
<td>8pm</td>
</tr>
<tr>
<td>Ceremony finishes – the academic procession exits the venue.</td>
<td>12.30–1pm</td>
<td>5.30–6pm</td>
<td>4:30pm</td>
<td>9:30–10pm</td>
</tr>
<tr>
<td>Meet up with your guests and make your way to the post ceremony function in the Graduation Precinct (see map on page 7) for refreshments.</td>
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<tr>
<td>Hand back your gown at Gown Returns on the ground floor of the campus centre in the Graduation Precinct (see map on page 7).</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After the ceremony</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within 2 hours of the ceremony finishing</td>
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</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 approximately every 10 minutes on graduation ceremony days between the following times.

- Monday 21 October – Monday 28 October 8am – 8 pm
- Tuesday 29 October 8am – 11:30 pm

No booking is needed: please wait at the 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. They 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.
CAMPUS MAP

Transport Key

- Red: High Occupancy Vehicle Parking
- Blue: Multilevel Car Park
- Green: Multilevel Cycle Parking
- Yellow: Hourly/Daily Permit Parking
- Grey: Residential Permit Parking
- White: Emergency Parking
- Dark Blue: Authorised Parking Only
- Brown: Security Access Points
- Orange: Multi-building Surge Parking

For a more detailed campus map, visit: monash.edu/people/maps

For the latest permit information please refer to parking signs in local area

A. Robert Blackwood Hall
B. Information Marquee
C. Registration, ticketing and gown collection
D. Post ceremony function marquee
E. Professional photography – 12 studios (level 1). Gown returns (ground level)
F. Retail – flowers, merchandise
G. Stage photography sales
H. Suggested route
I. Livestreaming Site

Ceremony
Drop-off zone, accessibility point
Allocated parking

Main entrance

Campus centre

For a more detailed campus map, visit: monash.edu/people/maps
GRADUATION SERVICES

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

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

SOCIAL MEDIA

We look forward to celebrating with you and covering graduations on social media. Photo opportunities have been created in the graduations precinct and the large screen, opposite the Campus Centre, will feature photos from our socials. Share your celebrations on Monash socials using #monashalumni

To be alerted to graduation-related updates, see our favourite shots from the ceremonies and watch our chats with graduands, select “interested” or “going” on the Facebook event facebook.com/events/902858973408471

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

Customer service: 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 gift ideas and voucher specials on the day – get 20% off clothing when you spend over $50, plus many more. 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

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.

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 manager
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:

- guests are asked to stand as members of the procession walk onstage and take their seats
- national anthem of Australia is played and audience is seated once the anthem ends
- the Chancellor or Deputy-Chancellor delivers an address of welcome
- the President and Vice-Chancellor delivers an address
- conferral of graduates - Graduands and doctoral graduates being presented are asked to stand for conferral
- degrees are conferred and certificates awarded in sequence
- doctoral graduates 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

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.
AFTER YOUR CEREMONY

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
*The pouch or folder (PhDs) containing your award certificate is for presentation purposes rather than long term storage.

HAVE YOUR SAY - GRADUATE OUTCOMES SURVEY
Keep an eye on your email inbox for an invitation to complete the Graduate Outcomes Survey. The survey 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.
As part of the GOS, employed graduates can volunteer their supervisor’s contact details for the opportunity to participate in the Employer Satisfaction Survey (ESS). The ESS enables employers to provide their perception of how well Monash University prepared graduates for the workforce, it is not an assessment of its graduates. The results of the ESS provide information about the current and emerging skills needed for the workforce and how well higher education institutions are responding to industry needs.
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.
Monash has an exceptional reputation worldwide and we are particularly proud of our alumni who apply their knowledge throughout Australia and around the globe.

You are now part of an enterprising and inclusive Monash global community of more than 380,000 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, but your connection with Monash doesn’t end here. As a graduate, you continue to be a valued member of the university through our alumni community.

You will receive invitations to exclusive alumni activities such as complimentary masterclasses to enhance your professional development, international and local networking opportunities, an alumni to alumni mentoring program, and a specialised recruitment agency called Monash Talent, which places graduates in the first three years after they complete their degree. After your graduation day you will receive an email confirming your Alumni ID and an invitation to activate your Monash Alumni Community login. 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

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 whilst you find your first graduate role.

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