Message from the Vice-Chancellor
Dear RMIT University Graduation Candidate,

In celebration of your academic achievement at RMIT, your family and friends, RMIT staff and distinguished guests will join together on Wednesday 14 December for Graduation 2005.

This ceremony will recognise the hard work, commitment, and dedication shown by RMIT students in the attainment of their qualifications.

The graduation has been carefully planned to preserve traditional elements while adding a contemporary approach. We hope that this event will offer a memorable milestone in your life journey.

Graduation 2005 will be held at Telstra Dome on the evening of 14 December. The ceremony will last for approximately two hours, with celebrations continuing afterwards. This booklet contains all the details you need to ensure your graduation runs smoothly. Please read it carefully prior to the ceremony and share the information with your family and friends.

I look forward to celebrating your achievement with you in December.

Professor Margaret Gardner
Vice-Chancellor and President
RMIT University
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FURTHER GRADUATION INFORMATION
Hotline: 03 9925 9199
E-mail: graduation@rmit.edu.au
Web: www.graduation.rmit.edu.au

RMIT University reserves the right to change the details herein at any time.

RMIT Photography Privacy Statement for Graduation Publications
RMIT University’s Official Photographer will be taking photographs at this Graduation event. Your image may be used in RMIT printed and electronic publications for promotional and educational purposes. If you have any concerns about your image being used for these purposes please contact: Margund Sallowsky, Photographer, Educational Media Group, tel. 03 9925 1941. margund.sallowsky@rmit.edu.au

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CAN I PARTICIPATE IN THE CEREMONY?
You can participate in the graduation ceremony if:
• you have completed all your program requirements in first semester 2005; or
• you are enrolled in sufficient courses (subjects) in second semester 2005 to complete your program requirements in 2005.

You will not be able to participate in the graduation ceremony if you have not met all academic requirements for your program prior to graduation.

WHAT HAPPENS IF I DON’T WANT TO ATTEND?
If you have changed your mind and have decided not to attend the December ceremony and would like your award conferred in absentia (mailed to you), you must notify RMIT by 28 October 2005. Notification will be accepted by either:
• e-mail: graduation@rmit.edu.au
• tel. 9925 9199

IMPORTANT: Once you notify that you want to graduate in absentia you cannot revert back to attending the ceremony.
HOW CAN I REGISTER TO PARTICIPATE?
You can register your participation in the graduation ceremony if:

• 2 September 2005—you have completed and returned the ‘Application to Graduate’ form to the Examinations and Graduations Unit or you have applied online.

• 28 October 2005—you have completed and returned page 2 of the 2005 “Confirmation of Attendance” form.

• 28 October 2005—you have paid the compulsory Graduation 2005 fee of $100.00. This fee includes complimentary gown hire and guest tickets. GST is not applicable.

Please visit www.graduation.rmit.edu.au to submit your 2005 ‘Confirmation of Attendance’ form online. Alternatively, send your form and payment to:
RMIT University—Graduations
Private Bag MCMC 14813
Melbourne VIC 8001

WILL I RECEIVE MY AWARD AT THE CEREMONY?
To receive your actual award (your “testamur”) at the graduation ceremony you must:

• clear all financial liabilities with the university (call the Student Centre Helpline 1800 155 945 or visit the Hub on your campus if you have not received your invoice, or have any invoice related queries);
• complete all requirements of your program;
• submit your work on time;
• pass all your final exams and assessment tasks;
• pass all courses (subjects) needed to complete your program; and
• be authorised by your department/school by the due date to receive your award.
# Graduation Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>4:00pm</td>
<td>Gates open</td>
</tr>
<tr>
<td>6pm–6:30pm</td>
<td>Student stage registration</td>
</tr>
<tr>
<td>7:10pm</td>
<td>PhD students assembling time</td>
</tr>
<tr>
<td>7:15pm</td>
<td>Pre-ceremony video presentation</td>
</tr>
<tr>
<td>7:30pm</td>
<td>Official ceremony commences</td>
</tr>
<tr>
<td>10:00pm</td>
<td>Post-ceremony reception on arena</td>
</tr>
</tbody>
</table>

The ceremony will build on the success of past graduation ceremonies, implementing suggestions received from students, guests and staff members.

It will preserve the tradition of past graduations, while adding a contemporary approach to help make the evening memorable for all participating students and their guests. The ceremony will take around two hours and will include the formal academic procession; a keynote and graduate speaker and the awards ceremonies for graduating PhD, TAFE, Undergraduate and Postgraduate students. The ceremony will be followed by a celebration on the arena with all RMIT staff, graduates and guests.

## Staging Arrangements

To create an intimate atmosphere, students will be seated so they can easily see the main stage and their peers. Guests will sit in the stands directly facing their graduates’ portfolio stage and the main stage.

There will be fourteen portfolio presentation stages positioned around the edge of the arena. Students at all stages will receive their testamurs concurrently. Screens will be situated next to each portfolio stage and will display the name and award of each graduate.
OVERVIEW OF STAGING CONCEPT

Your family and friends will be seated in optimal viewing areas to see you receive your testamur. You will be seated on the arena with your portfolio. For example, Advanced Diploma of Business (Marketing) students will be seated in the RMIT Business section.

The Examinations and Graduations Unit will inform double degree recipients about their seating arrangements.
DISABILITY INFORMATION
Please indicate on the 2005 “Confirmation of Attendance” form if you or any of your guests have a disability. Where possible, the Examinations and Graduations Unit will meet your requests and will be in contact with you to clarify details in mid-November. There are drop-off points at Bourke Street where mobility-impaired students and guests can access a lift to the external stadium concourse, providing easy entry to the stadium. Refer to the stadium map on page 23 of this guide.

TICKET ARRANGEMENTS
• How many tickets can I have?
All graduands are guaranteed four guest tickets. Additional guest tickets can be requested but availability depends on overall ticket demand. Please only request the exact number of tickets required to ensure a fair ticket allocation for your fellow peers.

• What is the price of tickets?
There is no additional fee for guest tickets at the Graduation 2005.

• How do I reserve my tickets?
Guest entry to Graduation 2005 will be by general seating. To reserve your guest tickets you must complete and return the 2005 ‘Confirmation of Attendance’ form by 28 October 2005. For further instructions refer to page 7 (“How Can I register to Participate?”) in this guide.
GOWN AND TICKET COLLECTIONS DAYS

• How do I collect my gown and tickets?
The Examinations and Graduations Unit will send you further details in mid-November which will include your Graduation Gown and Ticket Collection Coupon and photography information. You must bring your coupon to collect your tickets and academic dress on the Gown and Ticket Collection Days. Up-to-date information about the Ceremony including a gowning demonstration will be available at the Gown and Ticket Collection Days.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 30 Nov 2005</td>
<td>9am – 8pm</td>
<td>RMIT Storey Hall</td>
</tr>
<tr>
<td>Thu 1 Dec 2005</td>
<td>9am – 8pm</td>
<td>Level 5, Building 16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>342 Swanston St Melbourne</td>
</tr>
</tbody>
</table>

If you are unable to attend these times, you must send someone on your behalf to collect the tickets and graduation gown. The proxy must present the Graduation Gown and Ticket Collection Coupon to collect your tickets and gown.

If you have misplaced your Gown and Ticket Coupon, please report upon arrival to the Customer Service Desk on level 5, RMIT Storey Hall for replacement copy.

IMPORTANT: Tickets should be kept in a safe place. Guests must present their RMIT Graduation 2005 ticket to enter Telstra Dome.
GRADUATION PARADE
The Chancellor and Vice-Chancellor would like to invite graduating students and RMIT staff to join them in the RMIT Graduation Parade through the heart of Melbourne on Tuesday December 13.

The parade from RMIT to the Town Hall has become a key part of the university’s annual graduation celebrations. This year's parade will again create a special atmosphere for graduates, their families and central Melbourne passers-by.

For more information and to register to participate in the parade, please go to: www.rmit.edu.au/graduation/parade

RMIT GRADUATION AFTER PARTY
RMIT University invites you to attend the Graduation Student After Party on the night of Graduation at Telstra Dome, Wednesday 14 December.

Details
10:45pm – 4:00am
Cougar Bar/Locker Room, Telstra Dome

Entry: $15 including one free drink

Tickets can be bought at The Hubs on all campuses, or ordered online at www.rmit.edu.au/gradparty05

CHANNEL 31 SCREENING
The RMIT 2005 Graduation Ceremony will be screened on Channel 31 on Friday 16 December 2005 between 5:00pm – 6:00pm.
WHAT WILL I WEAR?
You will wear a traditional cloth gown and a “mortarboard” cap with a coloured hood or stole to represent your completed program. The level of award you are receiving and the discipline of your program determines the type of gown you will wear.

Wearing graduation attire is required for participation in this event.

HOW DO I HIRE OR PURCHASE A GOWN?
You need to hire or purchase the academic dress from RMIT University. You must complete and return the 2005 Confirmation of Attendance form by 28 October 2005.

You must pay the compulsory Graduation 2005 fee of $100.00 (GST is not applicable) by 28 October 2005. This includes complimentary gown hire.

For further instructions refer to page 7 (“How Can I Register to Participate?”) in this guide.

You have the opportunity to purchase your Graduation gown if you wish. Academic dress purchase includes your gown, hood/stole and mortarboard/bonnet. You must pay the Graduation fee of $100.00 plus the purchase cost. Purchase gowns, including hood/stole and mortarboard/bonnet, will be specially ordered and packaged to meet your requirements.

Purchased gowns will be available for collection at Gown and Ticket Collection Days.
## Academic Dress

<table>
<thead>
<tr>
<th>ACADEMIC DRESS PURCHASE COST</th>
<th>GOWN SIZE</th>
<th>FEET AND</th>
</tr>
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<tbody>
<tr>
<td>ASSOCIATE DIPLOMA</td>
<td>$135</td>
<td>CMs</td>
</tr>
<tr>
<td>DIPLOMA</td>
<td>$135</td>
<td>156 and under 5' 1&quot; and under</td>
</tr>
<tr>
<td>ADVANCED DIPLOMA</td>
<td>$135</td>
<td>XS</td>
</tr>
<tr>
<td>BACHELOR</td>
<td>$135</td>
<td>S</td>
</tr>
<tr>
<td>GRADUATE DIPLOMA</td>
<td>$142</td>
<td>M</td>
</tr>
<tr>
<td>MASTERS</td>
<td>$148</td>
<td>L</td>
</tr>
<tr>
<td>DOCTORATE</td>
<td>$195</td>
<td>XL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AWARD COLOURS</th>
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</thead>
<tbody>
<tr>
<td>Applied Science</td>
</tr>
<tr>
<td>Architecture</td>
</tr>
<tr>
<td>Arts</td>
</tr>
<tr>
<td>Business</td>
</tr>
<tr>
<td>Design</td>
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<tr>
<td>Education</td>
</tr>
<tr>
<td>Engineering</td>
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<tr>
<td>Health Science</td>
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<td>Nursing</td>
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<tr>
<td>Public Health</td>
</tr>
<tr>
<td>Social Science</td>
</tr>
<tr>
<td>Social Work</td>
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<tr>
<td>Technology</td>
</tr>
</tbody>
</table>
**MORTARBOARD/BONNET SIZE HEAD CIRCUMFERENCE**

- Small: 53cm to 55cm
- Medium: 56cm to 59cm
- Large: 60cm to 63cm

Important: Mortarboards have very sharp points and edges and, if thrown, can cause serious injury to eyes and other soft tissue. For your safety, it is essential that mortarboards not be thrown at any time.

**WHERE ARE HIRE GOWNS RETURNED?**

All gowns and caps hired for the event must be returned at various gown return points around Telstra Dome at the conclusion of the Ceremony.

Each graduation gown, hood/stole and mortarboard/bonnet is individually itemised with a barcode that is recorded against the hirer’s details. Upon return, the items will be scanned and the details updated. Thehirer will be invoiced for the full purchase price of the gown if he/she fails to return the hired items, and will not receive a final academic transcript.
NB. Double degree students are entitled to wear hoods pertaining to both degrees. Special dress instructions will be provided for these students.
MASTER DOCTORATE MORTARBOARDS
Made from black cloth, with folding crown and black tassels.

DOCTORATE BONNETS
Black velvet Tudor bonnet with a coloured cord and tassels.
PROFESSIONAL PHOTOGRAPHY
There are various professional photography opportunities for you and your family. It is recommended that you take photos at a session prior to 14 December to ensure you are free to enjoy the celebrations on the day.

ONLINE PHOTOGRAPHY BOOKINGS
To help you plan your graduation activities and to minimise wait time for you and your family, please visit www.graduation.rmit.edu.au and complete the Professional Photography pre-booking system (available from mid-November) for photography before and for the ceremony. The Examinations and Graduations Unit will send you further details in mid-November.

PHOTOGRAPHY DATES AND LOCATIONS
Gown and Ticket Collection Days
Dates: Wednesday 30 November and Thursday 1 December 2005
Time: 9am – 8pm
Venue: RMIT Storey Hall, Level 5, Building 16, 342 Swanston Street, Melbourne 3000

Special Photography and Framing Days
Dates: Sunday 11 and Tuesday 13 December 2005
Time: 10am – 6pm Sunday, 10am – 6pm Tuesday
Venue: Main City Campus Cafeteria

Ceremony Day
Date: Wednesday 14 December 2005
Times: Before the Ceremony 4pm – 6pm
After the Ceremony 10pm – 11:30pm
Venue: Telstra Dome

PROFESSIONAL DVD MEMENTO
Graduation 2005 will be recorded, capturing all your important moments on film. Graduates can purchase a DVD of the award presentation from their own stage, which also includes footage of the activities on the main stage.

DVDs ordered before Wednesday 14 December will cost $28. DVDs ordered at or after the Ceremony will incur a $10 late fee. DVDs will be delivered by the end of January 2006. All prices include GST, postage and handling.

DVDs can be ordered at Gown and Ticket Collection Days and from the booths around Telstra Dome on Graduation day. Further details will be available in the mid-November mail-out.
A range of RMIT University memorabilia will be available for purchase at Gown and Ticket Collection Days and the Graduation Ceremony.

**GRADUATION RINGS**
Graduation is the pinnacle of your university career. Culminating years of hard work, study and dedication to your goals. Wearing a graduation ring signifies your pride and honours your university. Reward your accomplishments with a symbol you will treasure forever.

Samples and ordering at Gown and Ticket Collection Days.

**For more information:**
E-mail: larry@awardsaust.com.au
www.awardsaust.com.au

**AWARD FRAMING/REPRODUCTION PLAQUES**
Graduate Framing will be available on gown and ticket collection days, special photography days and the ceremony day to provide you with award framing and reproduction plaque services.

Award framing—take your frame home prior to graduation night (no certificate required) or purchase your frame on the night.

Plaques—full colour reproduction, choice of base and mount boards available in two sizes.

**For more information:**
E-mail: graduateframing@yahoo.com.au

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**WHERE TO CHECK YOUR GRADUATION DETAILS**

**Student Personalised Information—Online**
A “Students” page has been created on the RMIT Graduation website so you can ensure your personalised graduation information is correct. It is very important that you regularly check your details. The page includes postal address, testamur name, eligibility to graduate and receive award, department approval, gown details, ticket and disability information. You can lodge changes online, which will be updated once verified, at a centralised point. Check changes lodged after two working days to view whether the amendments have been approved.

**IMPORTANT:** Once you notify that you want to graduate in absentia you cannot revert to attending the ceremony.
FOOD AND BEVERAGE
Restaurants (LiveWire, Level 2) and food and beverage outlets will be open at Telstra Dome from 4pm. For restaurant bookings and enquiries, tel. 8625 7666. Bookings are essential.

Restaurants located around Telstra Dome and the Docklands area are also available for dinner bookings prior to the Ceremony.

IMPORTANT: Students will need to allow enough time to be in your seat by 6:30pm at the latest.

TRANSPORT
WARNING: In the past, traffic on the night has been heavy. Allow enough travel time to be in your assembling area by 6:30pm at the latest. Refer to the map of venue location on page 22.

There are a number of different transportation options. Refer to the map on page 22.

- Tram or by foot – Trams stop in Spencer Street and by the venue concourse on La Trobe Street. Use La Trobe Street or the Bourke Street pedestrian bridge if walking from Spencer Street.
- Train – Alight at Spencer Street Station, then take the Bourke Street pedestrian bridge to the venue concourse or the subway under Wurundjeri Way.
- Taxi – Taxi ranks are located on Harbour Esplanade, La Trobe and Spencer Streets.
**Important Dates**

**SEPTEMBER**
*Fri 30*
Graduation Information Booklet and 2005 “Confirmation of Attendance” form (for ticket allocation and gown hire details) mailed to Graduation candidates’ home address.

**OCTOBER**
*Fri 28*
Last day to complete and return the 2005 Confirmation of Attendance 2005 form and payment.

*** Students who do not lodge their “Confirmation of Attendance” form by the due date will have their award conferred *in absentia*.

**NOVEMBER**
*Mid-Nov*
Gown Coupon containing details for the Gown and Ticket Collection Days mailed to Graduation candidates who have lodged their 2005 Confirmation of Attendance form and made the required payment.

*Wed 30*
Gown and Ticket Collection Day (Storey Hall)

**DECEMBER**
*Thu 1*
Gown and Ticket Collection Day (Storey Hall)

*Sun 11*
Special Photography and Framing Day (Main Caf)

*Tue 13*
Special Photography and Framing Day (Main Caf)
Graduation Parade (Swanston Street)

*Wed 14*
Graduation Ceremony (Telstra Dome)
Return hire gowns on the evening

*Fri 16*
Channel 31 screening of Graduation Ceremony

*RMIT University reserves the right to change the details herein at any time.*
TELSTRA DOME PARKING SERVICES

There are 2500 available parking spaces within the Stadium.

The Victoria Harbour carpark has 490 available parking bays.

North Wharf Road has 500 available parking bays.

There are 3718 readily available parking spaces either in or within close proximity to Telstra Dome.
Parking Rates

• Within the stadium on event days—$15.00 for the duration of the event.
• External event parking—$9.00 for the duration of the event.

The above rates are all GST inclusive.