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 15 December for Graduation 2004.

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 2004 will be held at Telstra Dome on the evening of 15 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.

Chris Whitaker
Vice-Chancellor, RMIT University
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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.

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RMIT Photographer
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 2004; or
• you are enrolled in sufficient courses (subjects) in second semester 2004 to complete your program requirements in 2004; and
• you do not owe the university any money.

If you are finishing in second semester and need to sit a supplementary exam, hand in work late, or if you have any outstanding assessments, there will not be enough time for the University to verify your results before graduation. Therefore, you will not receive your actual award. However, you can still participate fully with your classmates in the December ceremony. You will be able to dress in an academic gown and receive acknowledgement of your attendance on the day.

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 29 October 2004. 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 you meet the following deadlines:
• 3 September 2004—you have completed and returned the ‘Application to Graduate’ form to the Examinations and Graduations Unit or you have applied online.
• 29 October 2004—you have completed and returned page 2 of the 2004 “Confirmation of Attendance” form to RMIT Graduation 2004.
• 29 October 2004—you have paid the compulsory Graduation 2004 fee of $80.00. This fee includes complimentary gown hire and guest tickets. GST is not applicable.

Please visit www.graduation.rmit.edu.au to submit your 2004 ‘Confirmation of Attendance’ form online. Alternatively, send your form and payment to:
RMIT Graduation 2004
Private Bag MCMC 14813
Melbourne VIC 8001

Further payment options are available. Please refer to the reverse side of the 2004 “Confirmation of Attendance Invoice” form.

WILL I RECEIVE MY AWARD AT THE CEREMONY?
To receive your award (“testamur”) at the graduation ceremony you must:
• clear all debts at the RMIT Hubs or call 1800 155 945;
• 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 school by the due date to receive your award.
GRADUATION CEREMONY DETAILS
VENUE: Telstra Dome, Melbourne
DATE: Wednesday 15 December 2004

4:00pm Gates open
6–6:30pm Student assembling time
7:15pm Pre-ceremony video presentation
7:30pm Academic Procession
7:30pm PhD Students assembling time
7:30pm Official ceremony commences
10:00pm Post-ceremony reception
10:45pm Student After-Party commences

This year’s ceremony will build on the success of past graduation ceremonies, incorporating 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 with celebrations continuing afterwards, and will include academic processions, a guest speaker, a range of entertainment and other celebratory effects. Further details will be provided in the mid-November mail-out.

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’ presentation stage and the main stage.

There will be fourteen 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 stage and will display the name and award of each graduate.
OVERVIEW OF STAGING CONCEPT

SEATING ARRANGEMENTS
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 school. For example, Advanced Diploma of Business (Marketing) students will be seated in the Business section.

The Examinations and Graduations Unit will inform double degree recipients about their seating arrangements.

OVERVIEW OF GUEST SEATING BLOCKS

Guest seating blocks correspond with Student Seating.
DISABILITY INFORMATION
Please indicate on the 2004 “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 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 2004.

• How do I reserve my tickets?
Enter to Graduation 2004 will be by general seating. You must complete and return the 2004 “Confirmation of Attendance” form by 29 October 2004. 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 tickets and gowns?
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 1 Dec 2004</td>
<td>9am – 8pm</td>
<td>RMIT Storey Hall</td>
</tr>
<tr>
<td>Thu 2 Dec 2004</td>
<td>9am – 8pm</td>
<td>Level 5, Building 16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>342 Swanston St</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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 ticket, please report upon arrival to the ‘customer service desk’ on level 5, RMIT Storey Hall for a replacement.

IMPORTANT: Tickets should be kept in a safe place. Guests must present their RMIT Graduation 2004 ticket to enter Telstra Dome.
Other Graduation Events

GRADUATION PARADE
As a key part of the Graduation festivities, the Chancellor and Vice-Chancellor would like to invite graduating students, their guests and RMIT staff to join them in a Graduation Parade down Swanston St. Held on Tuesday 14 December, graduands, staff and their guests will parade from La Trobe St to the Melbourne Town Hall to a reception and morning tea.

Details
10:30am – 12:00pm
Melbourne Town Hall, Swanston St
No cost
For more information and to register to participate in the parade, please go to: www.rmit.edu.au/graduation/parade

OFFICIAL STUDENT AFTER-PARTY
RMIT Student Union Activities invites you to attend the Official Student After-Party on the night of Graduation, 15 December.

Details
10:45pm – 4:00am
The Locker Room / Cougar’s Bar, Telstra Dome
Entry $20 including one free drink

Ticket outlets
RMIT Student Union Offices and RMIT Union Information Centres (at all campuses)

PORTFOLIO/SCHOOL EVENTS
Contact your School for information regarding other School or Portfolio events to celebrate your Graduation.

In November, a calendar of Graduation events will be posted on the Graduation website at www.graduation.rmit.edu.au
**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 compulsory 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 2004 Confirmation of Attendance form by 29 October 2004.

You must pay the compulsory Graduation 2004 fee of $80.00 (GST is not applicable) by 29 October 2004. 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 $80.00 plus the purchase cost. Purchase gowns, including hood/stole and mortarboard/bonnet, will be specially ordered and packaged to meet your requirements.

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

### Academic Dress Purchase Cost

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Diploma</td>
<td>$130</td>
</tr>
<tr>
<td>Diploma</td>
<td>$130</td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>$130</td>
</tr>
<tr>
<td>Bachelor</td>
<td>$130</td>
</tr>
<tr>
<td>Graduate Diploma</td>
<td>$137</td>
</tr>
<tr>
<td>Masters</td>
<td>$142</td>
</tr>
<tr>
<td>Doctorate</td>
<td>$185</td>
</tr>
</tbody>
</table>

### Your Height

<table>
<thead>
<tr>
<th>Size</th>
<th>Height Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>XS</td>
<td>156 and under 5’ 1” and under</td>
</tr>
<tr>
<td>S</td>
<td>157 to 166     5’ 2” to 5’ 5”</td>
</tr>
<tr>
<td>M</td>
<td>167 to 176     5’ 6” to 5’ 9”</td>
</tr>
<tr>
<td>L</td>
<td>177 to 186     5’ 10” to 6’ 1”</td>
</tr>
<tr>
<td>XL</td>
<td>187 and over    6’ 2” and over</td>
</tr>
</tbody>
</table>

### Award Colours

- Applied Science: Honeysuckle
- Architecture: Cherry
- Arts: Magenta
- Business: Heliotrope
- Design: Silver grey
- Education: Turquoise
- Engineering: Spectrum blue
- Health Science: Violet
- Nursing: Fuchsia
- Public Health: Peacock green
- Social Science: Buttercup
- Social Work: Powder blue
- Technology: Spectrum green
**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. Please note that you will be invoiced for the full purchase price of the gown if you do not return the hired items, and you will not receive a final academic transcript.

**MEMORABILIA**

A wide range of RMIT University memorabilia will be available for purchase at Gown and Ticket Collection Days, the Graduation Ceremony and online.

An on-the-spot framing service will also be available at Telstra Dome if you wish to have your testamur framed after the ceremony.
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. The Examinations and Graduations Unit recommends you take photos at a session prior to 15 December to ensure you are free to enjoy the celebrations on the day. A special offer will be provided to students who choose to take photos at arranged sessions before the Ceremony.

Online photography bookings—refer to page 19

PHOTOGRAPHY DATES AND LOCATIONS

Gown and Ticket Collection Days
Dates: Wednesday 1 and Thursday 2 December 2004
Time: 9am – 8pm
Venue: RMIT Storey Hall, Level 5, Building 16, 342 Swanston Street, Melbourne 3000

Special Photography and Framing Days
Dates: Sunday 12 and Tuesday 14 December 2004
Time: 10am – 6pm Sunday, 10am – 6pm Tuesday
Venue: Main City Campus Cafeteria

Ceremony Day
Date: Wednesday 15 December 2004
Times: Before the Ceremony 4pm – 6pm
After the Ceremony 10pm – 11:30pm
Venue: Telstra Dome

PROFESSIONAL DVD MEMENTO
Graduation 2004 will be recorded to capture 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 15 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 2005. 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.
Where to Check Your Graduation Details

ONLINE PHOTOGRAPHY BOOKINGS
To help you plan your graduation activities and minimise the waiting 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.

DEGREE 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 degree framing and reproduction plaque services.

Degree framing—take your frame home prior to graduation night (no certificate required) or purchase your frame on the night. Special offer for purchases prior to graduation night.

Plaques—full colour reproduction, choice of base and mount boards available in two sizes. Special offer for purchases prior to graduation night.

E-mail: graduate_framing@yahoo.com.au

STUDENT PERSONALISED INFORMATION—ONLINE
A “Student Login” 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 BEVERAGES
Restaurants (Livewire, Level 2) and food and beverage outlets will be open at Telstra Dome from 4pm. For restaurant bookings and enquiries, phone 8625 7666. Bookings are essential.

Other options include restaurants located around Telstra Dome and the Docklands area that will also be open for business.

IMPORTANT: You will need to allow enough time to be in your Student Assembly Area by 6:30pm at the latest.

Remember to visit the Graduation website for ceremony updates, including transport options and schedules.

Go to: www.graduation.rmit.edu.au

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 stadium 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 stadium concourse or the subway under Wurundjeri Way.

• Taxi – Taxi ranks are located on Harbour Esplanade, La Trobe and Spencer Streets.

For Car Parking information go to page 22.
Important Dates

**OCTOBER**

**Fri 1**  Graduation Information Booklet and 2004 “Confirmation of Attendance” form (for ticket allocation and gown hire details) mailed to Graduation candidates’ home address.

**Fri 29**  Last day to complete and return the 2004 “Confirmation of Attendance” 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 2004 “Confirmation of Attendance” form and made the required payment.

**DECEMBER**

**Wed 1**  Gown and Ticket Collection Day (Storey Hall)

**Thu 2**  Gown and Ticket Collection Day (Storey Hall)

**Sun 12**  Special Photography and Framing Day (Main Caf)

**Tue 14**  Special Photography and Framing Day (Main Caf)

RMIT Graduation Parade (Swanston St)

**Wed 15**  Graduation Ceremony (Telstra Dome)

Return hire gowns on the evening

*RMIT University reserves the right to change the details herein at any time.*
There are 2448 available parking spaces within the Stadium.
The Coach parking area has 20 parking bays and is located on the corner of Wurundjeri Way and Bourke Street.
The Batman Hill carpark located on the corner of Bourke Street and Batman Drive has 570 spaces.
The Victoria Harbour carpark has 100 available parking bays.
North Wharf Road has 600 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 non event days—$8.00 for a 24 hour period.
- Within the stadium on event days—$14.00 for the duration of the event.
- Coach Parking—$14.00 for the duration of the event.
- External event parking—$8.00 for the duration of the event.
- Park and ride services are also available at $1.50 per tram ticket (CBD only).

The above rates are all GST inclusive.