INFORMATION
GUIDE FOR YOUR GRADUATION CEREMONY
CONGRATULATIONS

Congratulations on successfully completing your studies, and on behalf of the university, we are pleased to extend an invitation for you to attend your graduation.

Graduation is a chance for the University to recognise your academic achievement. It is also an opportunity to celebrate your success with your family, friends and peers.

YOUR GRADUATION CEREMONY

The specific date, time and location of your graduation ceremony are determined by your course, irrespective of which campus you studied. These ceremony allocations are NOT changeable. However due to venue capacity, limits to ceremony registration will apply on a “first-in-best-dressed” basis. When capacity is reached, you may need to defer or be reassigned to another ceremony where you may not be graduating with your cohort.

To check the date, time and location of your ceremony, go to ‘My Graduation Registration’ sub-menu via My Student Admin from Thursday 10 March 2016.

If you wish to attend your ceremony, you must register and pay your ceremony fee online via My Student Admin between 10 and 23 March 2016.

REGISTER YOUR PREFERENCE AND PAY BETWEEN 10 AND 23 MARCH

Regardless of whether you are attending your graduation ceremony, every UTS student who has completed their course is required to register. Online registration and payment of your ceremony must be completed online via My Student Admin between 10 and 23 March 2016.

> Go to My Student Admin at https://onestopadmin.uts.edu.au/estudent/, you can access this website from anywhere in the world.
> Once you’ve logged on, click on ‘My Graduation Registration’ sub-menu; located on the left hand-side of the screen.
> Follow the step-by-step instructions to complete your registration.
> Pay your ceremony fee; using Visa or MasterCard only (no other form of payment will be accepted).
> Print your registration confirmation and payment receipt as this is your only official record of the date and time of your graduation ceremony.

Please note to avoid paying a late administration fee of $100; you MUST register and pay your $126 ceremony fee online between 10 and 23 March 2016.

If you did not register/pay online by the closing date, and still wish to attend your ceremony, you will need to complete an Application for Late Graduation Registration and Payment form, and pay a total fee of $226.

You can download the application form from the Student Forms Page from 24 March to 5 April 2016.

CEREMONY FEE, CANCELLATION AND REFUND POLICY

The fee for attending a graduation ceremony is $126 and includes academic dress hire, program of graduates, entry to your graduation ceremony, reception for you and up to three (3) guests (unless otherwise advised).

NOTE: If you choose to defer and/or cancel your ceremony attendance after you have registered to attend and paid, your ceremony fee will not be transferred to a subsequent ceremony period. However, you can request for a partial refund of your ceremony fee (i.e. $63) if you provide us with a minimum of three working days’ notice. You are not entitled to any refund if you withdraw from your ceremony with less than three working days’ notice.

HOW DO I GET MY GRADUATION DOCUMENTS IF I’M NOT ATTENDING THE CEREMONY?

You may choose the option ‘not attend: collect’ or ‘not attend: mailout’. Refer to Graduation for more details.

CHECK YOUR UTS EMAIL ACCOUNT

We will send you important information, updates and reminders about your graduation ceremony in the lead up to the event.

> Please check your UTS email account regularly.
> If you have problems accessing your webmail account; please call the IT Support Centre on +61 2 9514 2222.

ACADEMIC DRESS

It is a requirement of the University that you wear academic dress at your graduation ceremony.

You will be fitted with the appropriate academic dress on the day of your graduation ceremony and must return it on the same day. No overnight hire is available.

For more information about hiring or purchasing academic dress, or to view what you will wear; go to Academic Dress and Academic Dress Photo Gallery.
### 2016 AUTUMN GRADUATION KEY DATES

**February**
- 26 Last day to lodge a Correction of Name application form (for Testamur, Graduation Program and on-stage pronunciation)
- 26 Last day to pay outstanding fees, debts or library fines owed to UTS and to return library books
- 26 Last day to resolve all pending sanctions

**March**
- 2 Last day for students to have a course status of ‘Passed’ reflected in My Student Admin to be eligible to graduate in 2016 Autumn
- 10 Graduation registration opens on My Student Admin (closes 23 March)
- 23 Graduation registration closes. Last day to register and pay for graduation ceremony or testamur mail-out
- 24 UTS Graduation Office accepts Late Graduation Registration and Payment applications (late administration fees applies)
- 29 Last day to update your preferred mailing address on My Student Admin

**April**
- 5 Closing date for Late Graduation Registration and Payment applications (late administration fees applies)
- 20 Autumn Graduation ceremonies commence (ends 4 May)
- 20 Collection of testamur, academic record and AHEGS available from Building 10 Student Centre

**May**
- 4 Autumn Graduation ceremonies end
- 11 Mail-out of testamur, academic record and AHEGS commences

### SPECIAL ASSISTANCE
If you or a guest has special requirements for your graduation ceremony, please email graduations@uts.edu.au at least three (3) weeks prior to your graduation ceremony.

### HOW DO I GET TO UTS?
For general public transport information call the Transport Information Line +61 2 131 500 or visit: [http://www.transportnsw.info](http://www.transportnsw.info)

### GRADUATION CEREMONY VENUES AND DATES
City campus Great Hall, Level 5, Tower Building
20 April – 4 May 2016

### ON THE DAY OF YOUR GRADUATION CEREMONY
1. You must arrive 90 minutes before the start of your graduation ceremony.
2. Follow the signs to the Graduation Desk (on level 5) to register your arrival and collect your guest tickets. It is recommended that your guests remain on level 4 of the Tower Building to avoid overcrowding. **Please note: The Graduation Desk closes 30 minutes prior to the start of your graduation ceremony.**
3. Collect your academic dress; you will be directed to the ‘gowning room’ from the Graduation Desk.
4. Visit the UTS:Alumni desk to collect your program and sign up for UTS:Alumni if you haven’t already done so.
5. Your guests should make their way to the Great Hall (on level 5) 30 minutes before the start of your ceremony.
6. Leave your belongings with your guests as you will not be in the same seat for the entire graduation ceremony. If you are not bringing guests, you may like to use a small bag that can be worn under your robe.
7. Take your seat in the hall at least 20 minutes before your graduation ceremony for a briefing.
8. If your guests have not arrived by the time you are required for briefing in the hall, you may leave their admission tickets at the Graduation Desk for collection.
9. Your graduation ceremony will last approximately 90 minutes. Refreshments will be served after your graduation ceremony for you and your guests.
10. **Return your academic dress** to the ‘gowning room’ no later than one (1) hour after the end of your graduation ceremony.
NEED MORE INFORMATION?
VISIT THE GRADUATION ARTICLES ON GRADUATION
For general enquiries on Graduation contact your Student Centre
Phone: 1300 275 887 or +61 2 9514 1222
Online: www.ask.uts.edu.au

RETAIL SERVICES AVAILABLE ON THE DAY
Graduation Plaques
GFP Graduations
Phone: 1300 360 445
Email: info@gfp.com.au
Website: https://grads.gfp.com.au

Graduation Photography
GFP Graduations
Phone: 1300 360 445
Email: info@gfp.com.au
Website: https://grads.gfp.com.au

Memorabilia
ActivateMarketplace
Phone: +61 2 9514 1186
Website: www.activateuts.com.au/Retail

Testamur Framing
Jackson Frames
Phone: +61 2 9999 1805
Email: frames@jacksonframes.com.au
Website: www.jacksonframes.com.au

UNIVERSITY SERVICES FOR UTS GRADUATES
UTS Alumni Relations Office
Phone: +61 2 9514 9861
Fax: +61 2 9514 9872
Email: alumni@uts.edu.au
Website: www.alumni.uts.edu.au

UTS Careers Service
Phone: +61 2 9514 1471
Fax: +61 2 9514 1474
Email: careers@uts.edu.au
Website: www.ssu.uts.edu.au/careers