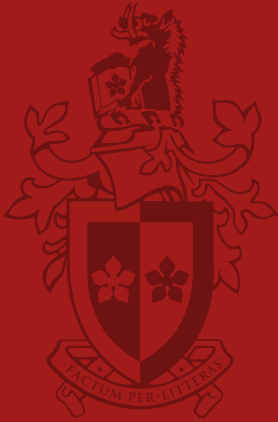


Swinburne
University of
Technology

MELBOURNE AUSTRALIA
swinburne.edu.au



Beyond Swinburne

Graduation and Alumni Services

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SWINBURNE
UNIVERSITY OF
TECHNOLOGY



Congratulations!

Completing your qualification is a major achievement and we look forward to welcoming you at your graduation ceremony.

Attending a ceremony

Whether your graduation celebrates your first qualification or is the result of further study, this is an important milestone in your life. Swinburne is proud to have been involved in your education.

Your involvement with Swinburne needn't end at graduation. There is an array of services provided for our alumni, designed to keep you connected with your peers, teachers, academic staff and the University community. Please read this guide to ensure you get the most out of your graduation experience, at your ceremony and beyond.



Your graduation ceremony

Please ensure you arrive early at the Registration and Gowning Room.

Time	Activity
3 hours before the ceremony	Registration and Gowning Room opens.
1 hour before the ceremony	Registration and Gowning Room closes. All students report to Lower Plenary Hall 2 for the ceremony briefing.
1 hour before the ceremony	Plenary Hall 2 is open to guests.



The venue

Melbourne Convention Centre,
1 Convention Centre Place,
South Wharf.

Getting there

By car

There are a number of parking areas available to visitors to the Melbourne Convention Centre.

Details on car park opening hours, parking spaces and maps are available from the graduation website.

By train

Melbourne Convention Centre is a short stroll from Southern Cross station.

By tram

- Route 96 –
St Kilda to East Brunswick
- Route 109 –
Port Melbourne to Box Hill
- Route 112 –
West Preston to St Kilda

Academic regalia and dress code

As participants in the ceremony, all graduands must wear appropriate Swinburne academic regalia. Academic regalia hire or purchase is now open from The Grad Site and closes approximately two weeks prior to your ceremony. Costs associated with this hire can be found on The Grad Site website below. Late fees apply for hires after this date.

swinburne.thegradsite.com

Your gown will be open at the front and your clothing visible. Semi-formal or business attire is recommended.

Guest tickets

A Graduand Seat Ticket must be booked online through Clicktix. Guest entry to the ceremony is by ticket only. Guest tickets are allocated on a first come, first served basis and you may purchase as many as you like.

Guest tickets can be purchased online through Clicktix and sales will close 24 hours before the ceremony.

swinburne.clicktix.com.au



Graduation proceedings

Registration and academic gowning

Registration and academic gowning will be located on level one of the Melbourne Convention Centre. Please produce photo identification and your seating ticket at the registration table in order to receive your testamur on stage.

You will then be fitted with academic regalia appropriate to your qualification. For a comprehensive guide to the regalia you will wear at your ceremony, please visit the graduation website.

Briefing for the ceremony

One hour prior to the commencement of the ceremony, you will meet in Lower Plenary Hall 2 where the graduation team will conduct a briefing on ceremony protocols.

Procedure for presentation

Students will be ushered from their seats to the stage in order of the presentation of awards.

When the presenter calls your name:

- Step forward
- Acknowledge (nod your head towards) the Presiding Officer
- Walk towards the Presiding Officer and shake hands
- A photograph will be taken of you and the Presiding Officer at this point, so turn slightly and smile
- Leave the stage and return to your seat

Conclusion of the ceremony

You will recede out of the main hall following the academic procession. Refreshments will be served in the foyer. Academic regalia should be returned to the registration area within one hour of the conclusion of the ceremony.

Ceremony recordings

The ceremony will be recorded and made available on iTunesU approximately two weeks after the ceremony. If you do not wish for your image to be posted on iTunesU, please contact the graduation department at least one week prior to ceremonies.

Guest information

Plenary Hall 2 will open to guests approximately one hour prior to the commencement of the ceremony. Children are most welcome to attend, however please be aware the length of the ceremony may cause them to become restless.

Students and guests with special needs

Please let the graduation department know if you or any of your guests have a disability or special requirements one week prior to the ceremony.



Non-attendance at ceremony

If you wish to defer to a later ceremony, you must advise the Graduation department by submitting an Amendment to Application for Award/Graduation at least four weeks prior to the ceremony. You can only defer your graduation once.

If you give the Graduation department less than four weeks' notice, you will be graduated in absentia and your certificate mailed to you. If you decide on the day you are unable to attend, please call the graduation department.

**Graduation department
1300 368 777**



Checklist for the big day

To ensure you have an enjoyable experience complete the checklist below. Most importantly, arrive on time and enjoy your special day.

- Order regalia before the closing date
- Dress in semi-formal or business attire
- Bring photo identification and seating ticket
- Ensure guests have their tickets
- Ensure you have allowed plenty of time to arrive at the venue and for parking if you are driving
- Arrive two hours prior to the ceremony for registration and academic gowning
- Meet in Lower Plenary Hall 2 for the briefing one hour prior to the ceremony



Swinburne graduate services

Swinburne Alumni

As a graduate you automatically become a lifelong member of Swinburne Alumni.

A number of Swinburne Alumni benefits include the following:

- Distribution of the quarterly Alumni News e-zine, featuring campus news, graduate profiles and event updates
- Invitations to events, reunions and activities across the university
- Discounted access to Swinburne sport and recreation facilities
- Off-campus commercial discounts, including magazine subscriptions
- Opportunities to network with fellow Swinburne alumni and colleagues around the world

To maintain your membership, keep your contact details up to date on the Alumni website.

Careers and Employment services

Careers and Employment supports graduates with a range of careers assistance after graduation. Services include:

- SwinEmploy – Online jobs database with a range of jobs including professional, graduate, part time and casual roles
- Seminars and workshops related to job search, including resume check and interview practice
- Going Global – international careers and employment database with information on working overseas and comprehensive links to job search sites



Swinburne Health Service

The Swinburne Health Service offers experienced, friendly and confidential medical services to students and the community. Swinburne alumni are encouraged to continue to use the Health Service, and can be privately billed on consultation. Additionally, free consultations are offered by the practice nurses.

Swinburne Library

An annual fee of \$110 allows Swinburne alumni access to the Library's extensive collection. Register with the Alumni office, and begin borrowing items including:

- The latest fiction
- DVDs
- Research journals
- Magazines

Student email (Live@edu)

Live@edu provides students with an improved email and calendaring service along with access to Office Web Apps. But your graduation doesn't need to mean you lose contact with Swinburne – you can still access this address long after your studies conclude.

To login, go to <http://outlook.com> and use your email address (StudentID@student.swin.edu.au) as your Windows Live ID and your SIMS password.

Further study at Swinburne

Postgraduate studies

More and more graduates are returning to complete their postgraduate qualifications sooner rather than later. As a Swinburne graduate you may be entitled to postgraduate unit exemptions based on your undergraduate studies.

Postgraduate qualifications can open up all sorts of career opportunities with employers preferring postgraduate students for their demonstrated professionalism, commitment and resourcefulness. Most of our courses are available on a part-time basis, while we offer many entirely online. Flexibility also extends to timetabling, with numerous courses offering alternative class times (during evenings and weekends).

Swinburne has established itself as one of Victoria's leading universities in postgraduate education, having been rated by the *Good Universities Guide to Postgraduate and Career Upgrade Courses* as the best in Victoria for graduate satisfaction in 2007, 2008, 2010 and 2011.

Guaranteed Entry Scheme

If you are a TAFE diploma or advanced diploma graduate you can be offered a place in a Swinburne undergraduate program through the Guaranteed Entry Scheme. As part of the scheme, you will also be granted credit towards your degree for completed TAFE units, enabling you to fast-track your undergraduate career.

All Swinburne TAFE diploma and advanced diploma courses are covered by the Guaranteed Entry Scheme. Depending on the Swinburne TAFE program completed, you can choose from a range of undergraduate degrees offered by Swinburne.

Further study

Many more opportunities exist for further study at Swinburne. From TAFE courses to improve job-ready skills, to study in Higher Education with a professional focus, the opportunities are endless.

swinburne.edu.au



Swinburne short courses

Swinburne offers a variety of short courses to enhance your professional and personal development. Short courses are delivered during weekdays, weekends and evenings and on all five campuses. Short courses are available in the areas of:

- Project management
- Art and design
- Makeup
- Horticulture
- Computer skills
- Trade skills and many more!

Swinburne memorabilia

Swinburne Bookshop Co-operative

Members of the Bookshop receive 8% off anything in store marked RRP and 15% off most general and reference books.

Swinburne alumni can purchase from a wide range of official branded memorabilia including giftware, stationery and clothing.

Graduation memorabilia

There is a variety of memorabilia available to purchase at the graduation ceremonies and on-line. Memorabilia is a great souvenir of your time at Swinburne and graduation day. Further information, including details on pre-orders for ceremonies, are available from the graduation website.

The range includes:

- **Photography – Southam Studios**
Professional photographers will be at the venue before and after the ceremony for individual and group portraits.
- **Graduation rings and teddies – Achievement Awards Australasia**
Rings and teddies make an ideal gift for Swinburne graduates and can be personalised according to your award.
- **Framing – Southam Studios**
Quality frames to compliment and enhance the prestige of your award.
- **Plaques – Impression Plaques**
Preserve and display your award with an individually laser engraved plaque. Available in variety of styles.
- **Flowers – Scent of a Flower**
Flowers make a great gift to congratulate graduates. Many flower arrangements are available.





Contact details

In person

Student Information Centre
Swinburne Place, West Building
Wakefield Street, Hawthorn
Swinburne University of Technology

Telephone

1300 368 777 (within Australia)

Ask George

www.swinburne.edu.au/askgeorge

Website

www.swinburne.edu.au/graduation

The information contained in this booklet was correct at the time of publication, July 2013. The university reserves the right to alter or amend the material contained in this booklet.

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