

GRADUATION CEREMONIES

INFORMATION GUIDE



DEAKIN
UNIVERSITY AUSTRALIA

Worldly



CONGRATULATIONS

Congratulations on completing your studies at Deakin University. This booklet will provide you and your guests with a brief guide to your graduation day and the related services that are available to you at the venue.

Please feel free to approach any member of staff for help on the day. Most importantly, enjoy your special day.

Share your thoughts and photos!
#DeakinGrad



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INFORMATION FOR GRADUANDS



Arrival time

It is important to arrive in time for robing and the pre-ceremony briefing as there will be a large number of graduates. Please refer to your 'Ceremony Information' email for details on your arrival time.

The ceremony will run for approximately 1½ hours. This is followed by a post ceremony function which you and your guests are welcome to attend.

Registration will close 30 minutes prior to the ceremony start time. If you arrive after this time, you will not be permitted to participate in the ceremony. However, you will be permitted to have photos taken in your regalia after the ceremony has concluded.

Registration

Upon arrival proceed to the registration desk.

At the registration desk, your ticket for the ceremony will be issued.

After registration you will be directed to the gowning area.

Gowning

The gowning area is where you will collect your academic dress (hood, gown, trencher - applicable to your award). There will be staff on hand to assist you in to your academic dress.

Attire for ceremony

As the gowns are worn open, you should wear smart, neat or professional business attire as a minimum dress standard. Shorts, t-shirts, jeans, bare feet, thongs or sneakers are not considered appropriate.

Graduands who are dressed inappropriately will be asked to change their attire, or they will not be permitted to participate in the ceremony.

After gowning

After gowning you are free to meet with your guests. We request that you do not leave the graduation venue until you have returned your gown following the conclusion of the ceremony.

Professional photography is available from the commencement of registration, up until 45 minutes prior to the ceremony start time. We suggest graduates try to get their professional photos prior to the ceremony as there can be a long wait time for photographs after the ceremony.

Tickets

Your graduation fee includes two guest tickets. Please refer to your 'Ceremony Information' email for details regarding collecting guest tickets and purchasing additional available tickets.

Please note: Additional guest tickets may also be purchased on the day of the ceremony, subject to availability.

Guest tickets can be left at the Box Office for collection if your guests arrive at the venue after you are required to be seated for the graduate briefing.

Seating

Your seat number will be indicated on the ticket you receive at registration.

Pre-Ceremony Graduate Briefing

Please ensure you are seated in your allocated seat 40 minutes prior to the commencement of the ceremony for a graduate briefing which will include instructions on the ceremony proceedings.



Special requirements

If you have a permanent or temporary disability or require assistance at the ceremony, please contact the Graduations Office (enquire@deakin.edu.au) at least two weeks prior to the ceremony so your needs can be accommodated. Please note, should you require a carer on the day, Deakin will provide your carer with a ticket at no charge.

Inability to attend graduation

If you are unable to attend your graduation ceremony please advise the Graduations Office at least two weeks prior to your graduation date by email to enquire@deakin.edu.au.

If you find at the last minute you are no longer able to attend your ceremony please advise Customer Service on 03 9244 6333. Please refer to the website deakin.edu.au/students/graduation/fees-and-charges for details of the refund policy.

Live streaming of the ceremony

All Geelong ceremonies will be streamed live via our website at deakin.edu.au/students/graduation/watch-live.

Recording of ceremony

The ceremony will be recorded and USB orders can be placed at the merchandise desk on your graduation day.

Photography and graduation day services

Photography and other services are available before and after the ceremony. Please refer to the advertisements within this guide for further information.

After the ceremony

Light refreshments will be provided for graduates and guests immediately following the ceremony in the post ceremony function area. We request that you move to this area as soon as possible after the ceremony as ushered by staff or following the signs.

You must return your gown within one hour of the end of the ceremony. Please return to the Registration Desk to return all your academic dress and have your name marked off the deregistration list.

If your name is not marked off the deregistration list an invoice for the full cost of the academic dress will be issued to you.

Testamurs

Your testamur (graduation certificate) will be issued to you as part of the ceremony. Please be advised that you should not store your testamur in the presentation pocket provided long term as this may cause some deterioration of the print.

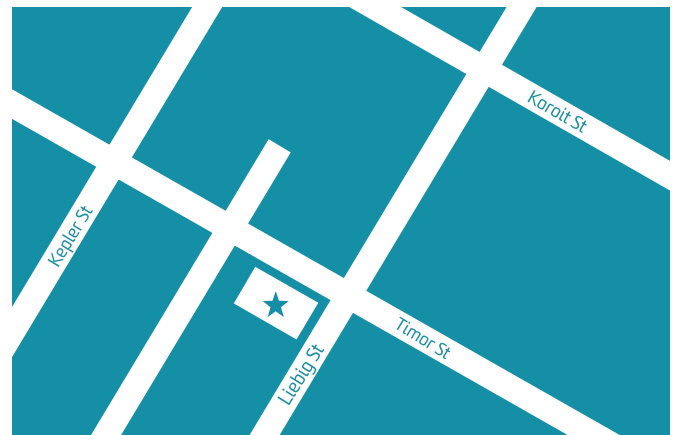
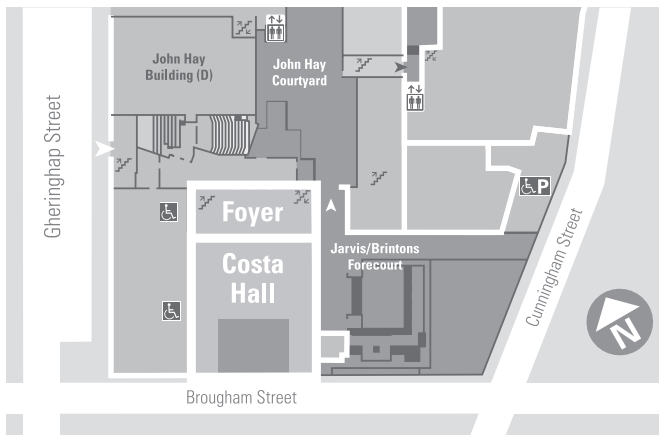
Australian Higher Education Graduation Statement (AHEGS)

Your Graduation Statement includes details of your award, academic results, any prizes and/or merit-based scholarships, details about the awarding institution and the Australian Higher Education system.

You will receive your AHEGS in the mail following your ceremony so please ensure your postal address is up-to-date in **StudentConnect**.

For information regarding Graduation Statements at Deakin please visit our website at deakin.edu.au/students/graduation/testamurs-transcripts-and-ahogs.

GETTING TO THE VENUE



Costa Hall

1 Gheringhap Street, Geelong

Costa Hall is a concert hall of international standard located at Deakin University's Geelong Waterfront Campus, Geelong, 72 km south west of Melbourne.

Train

V/Line trains operate regularly between Southern Cross Station in Melbourne and Warrnambool, stopping at Geelong. The campus is only a short five minute walk from Geelong train station. Contact V/Line for fare and timetable information on 1800 800 007 or visit vline.com.au.

Bus

The centrally located Geelong Waterfront Campus is well serviced by suburban bus lines which operate from the coastal towns through to areas on the outskirts of the city.

All Geelong bus services stop in Geelong city, which is a short five minute walk to the campus.

mcharrys.com.au

cdcvictoria.com.au

gull.com.au (airport transfers)

Coach

V/Line coaches run from many regional centres, including the Great Ocean Road and Ballarat, to the Geelong city and Geelong station. Contact V/Line for fare and timetable information on 1800 800 007 or visit vline.com.au

Car

You can drive from Melbourne to Geelong via the Princes Freeway. The Geelong Waterfront Campus is well sign posted. Limited car parking will be available in the University car park in Smythe Street. Additional parking is available in the surrounding streets.

Air

Avalon Airport is conveniently located 15km north-east of Geelong and has daily flights to and from Sydney and Brisbane. For travel from all other Australian cities and from overseas, the nearest airport is Melbourne Airport.

Lighthouse Theatre

185 Timor St, Warrnambool

Warrnambool is located 279 kms west of Melbourne and 188 kms west of Geelong.

Train

V/Line trains operate regularly between Southern Cross Station in Melbourne and Warrnambool. Contact V/Line for fare and timetable information on 1800 800 007 or visit vline.com.au.

Bus

Buses operate a regular service throughout Warrnambool. Local bus timetables are available from the Warrnambool Visitor Information Centre on 03 5559 4620 or visit transitsw.com.au.

Car

You can drive from Melbourne to Warrnambool along the Princes Highway through Geelong, Colac and Camperdown. Street parking is available.

INFORMATION FOR GUESTS

Guest seating

There is no reserved seating for guests. To ensure all guests can be accommodated, seats should not be held or left vacant.

Guests will be admitted approximately 15 minutes prior to the start time of the ceremony.

Children under 3 who can be accommodated on a parent/guardian's lap do not require a ticket. Children over the age of 3 will require a seat and will need a ticket.

Due to venue safety regulations, prams cannot be accommodated within the hall/theatre, but may be parked in the designated area in the foyer.

Ceremony duration

The ceremony will be approximately 1½ hours in duration.

Guest special requirements

Guests who have a permanent or temporary disability or require assistance at the ceremony, should contact the Graduations Office (enquire@deakin.edu.au) two weeks prior to the ceremony so their needs can be accommodated. Please note, should you require a carer on the day, Deakin will provide your carer with a ticket at no charge.

Wheelchair accessible seating is available at the venue. Please see an usher at the venue if a guest requires a wheelchair access seat.

There is a Women's Room available at the Waterfront Campus for breastfeeding mothers. Ushers and Deakin staff will be able to direct women to this room.

Photography during ceremony

Photographs may be taken by guests, providing they do not leave their seat and do not impede the view of others.

Graduation day services

Deakin merchandise, commercial photography, testamur framing, university branded rings, degree plaques and flowers are available for purchase before and after the ceremony. Please refer to the advertisements within this guide for further information.

Refreshments

Light refreshments will be provided for graduates and their guests after the ceremony in the post-ceremony function area. We request that you move to this area as soon as possible after the ceremony, as directed by staff or by following the signs.

'Smoke-free Deakin'

Deakin is well recognised as a leader in Health Promotion teaching and research and is committed to creating healthy learning and working environments. As part of that commitment, all Deakin campuses are now smoke free. This means that graduands and their guests attending a graduation ceremony at the Geelong Waterfront Campus will be unable to smoke on campus.

Useful websites

For directions to the venue we recommend whereis.com.au.

For general information about graduation ceremonies please visit deakin.edu.au/students/graduation.



DEAKIN UNIVERSITY ALUMNI COMMUNITY

As a graduate of Deakin you are invited to become an active member of the Deakin Alumni Community to continue your relationship with your University after graduation from anywhere in the world.

What is the Deakin University Alumni Community?

The Deakin Alumni Community enables you to keep or renew contact with your student and professional networks globally and can help to enhance your career development after you graduate.

What are the benefits of membership?

Deakin Alumni members have access to many exclusive benefits globally that include:

- 10 per cent bursary on postgraduate course fees (conditions apply)
- professional development opportunities
- free ongoing library membership
- free career development services for 12 months
- Alumni of the Year Awards
- lifelong learning opportunities
- online news services and social media
- dKin Magazine
- Alumni mentoring
- volunteering opportunities
- invitations to over 120 networking events globally and
- over 20 different company discounts.

Alumni Postgraduate Course Fee Bursary*

Deakin Alumni members, their spouse and children can now apply to receive 10% off the cost per unit on any postgraduate award course at Deakin University for the duration of the course. This offer is only available for new course enrolments from T1, 2014 to T3, 2015 inclusive.

*Conditions apply – visit deakin.edu.au/alumni for more details.

How much does Deakin University Alumni Community membership cost?

Membership is free of charge.

How do I join the Deakin University Alumni Community?

Activate your alumni membership account at deakin.edu.au/alumni/register and then take advantage of the many benefits.

Where can I obtain further information?

For more information visit deakin.edu.au/alumni.

Congratulations on your graduation

Professional portraits provide a permanent reminder of your achievement and success while recording this special time for you and your family



*For these special memories, choose the
graduation portrait professionals*



GRADUATION PHOTOGRAPHY



Trust your memories to the graduation portrait professionals

The photographers at **Arthur Reed Photos** can create memorable portraits of you and your family providing a permanent reminder of your achievement and success.

Our Service

To have portraits taken, talk to the friendly staff at our studios, register your details and pay the sitting fee of \$30. Cash, credit card and EFTPOS payments are accepted on the day. You can save time at your graduation by completing this process before hand at www.arthurreedphotos.com.au/gradbooking



You will then be ushered to a portrait studio where our photographers will capture a selection of portraits of you individually and then together with your family. We will supply you with a sample testamur for photographs if they are taken before the ceremony.

View your portraits on your smart phone after photography by utilising the QR code on your receipt. Share the images with family and friends or even social media.

In areas of limited internet, viewing may be delayed.



GRADUATION PHOTOGRAPHY

Official photographer appointed by Deakin University

The Benefits of our Service

- **Efficient and friendly service.**
- **View your images on your smart phone immediately after photography** and share with family and friends - proofs will be posted to you within 7 working days of photography.
- **Order the quantity and size prints you want** - from standard prints and enlargements, black & white and canvas style prints to unique **deluxe presentations**.
- Multi print package options offer **savings of 20%** and more plus you can also purchase your **images on a USB on graduation day**.
- **Photographs printed in our own laboratory to strict quality controls** with minor retouching routine.
- **Save time** on the day by pre-registering with us online at www.arthurreedphotos.com.au/gradbooking or scan the QR code shown and follow the prompts to register. Please bring the booking confirmation with you on graduation day.



Arthur Reed Photos Pty. Ltd.

Telephone: (03) 5243 4390

Email: enquiries@arphotos.com.au | Web: www.arphotos.com.au

Presentation Photographs

Presentation photographs will be taken of you receiving your award and printed on site. Visit our stand after the ceremony to purchase your print.



Before Graduation

Go to our web site to register your intent to have graduation portraits taken, it only takes a few minutes.

If you don't already have a barcode reading application on your smart phone, search for 'barcode' in your favourite App Store/Market and download one. This will allow you to view your proofs and share them with your family immediately after photography.

(Arthur Reed Photos is not responsible for items downloaded from your App/Market Store).

For all details in regard to our graduation photography services, please go to our web site, www.arphotos.com.au

Arthur Reed Photos Pty. Ltd.

A.B.N 48 528 494 590

148-154 Marshalltown Road, Grovedale, VIC 3216

Post: PO Box 272, Belmont, VIC 3216 | Telephone: (03) 5243 4390

Email: enquiries@arphotos.com.au | Web: www.arphotos.com.au

Dear Graduand

Congratulations on your upcoming graduation ceremony.

Below are details about your degree plaque which you can order online prior to your graduation ceremony.

By ordering online you receive a discounted price and avoid filling out forms on your special day.

Bring your graduation certificate to our sales desk immediately after your ceremony to have it photocopied. Your plaque will be posted to you.



AMBASSADOR PRODUCTIONS GRADUATION PLAQUES

12 styles to choose from.

A full range of graduation plaques can be viewed on our website.

The graduation plaque is a reproduction of your degree.

Gold or silver laser engraved metallex plate will be mounted on your choice of acrylic or timber backing.

Order your plaque online **now** at a discounted price of **\$110/\$120/\$160** (normally \$140/\$150/\$195).

If you are not attending your ceremony you can still order your plaque online and it will be posted to you (overseas postage will apply please see online for overseas postage rates).

www.ambassador.com.au/deakin



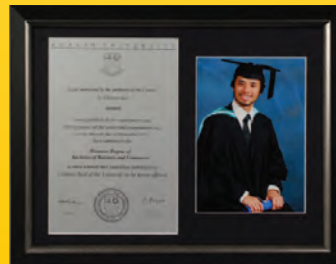
R & J FRAMING AND PLAQUES



Your university certificate specialists



On site at your graduation
Professional • Convenient • Fast
Workmanship guaranteed
Huge range of choices • Preview Online



www.rjframing.com.au

Official Deakin University Custom Graduation Rings

"Design your ring on graduation day
or contact us to find out the many ways
we can individually personalise your ring."



Options include
UNIVERSITY CREST
DEGREE LETTERS
YEAR OF GRADUATION
NAME ENGRAVED
STONE CHOICE
FACULTY SYMBOLS

Mens and ladies styles
available in Celestrum
Silver, 9k, 14k and 18k
Yellow or White Solid Gold

www.ringcreations.com
Call: 1300 361 806

RING
CREATIONS



A selection of fresh flowers and arrangement will be available from our stand, however receive a \$5 discount when you order Graduation Flowers prior to the big day.

Contact us via phone, email or fax and we will have the pre-ordered arrangements ready for collection from our stand on the day

Jacinta's Flower Studio

48 Watsons Road, East Geelong

p: 03 5248 6199 | f: 03 5248 0615 | m: 0438 048 062

e: jfs@interfloraflorist.com.au

DEAKIN MERCHANDISE

CELEBRATE YOUR SUCCESS WITH AN ITEM OF MEMORABILIA FROM DEAKIN UNIVERSITY

There will be a Deakin Merchandise stall at your graduation ceremony offering a wide range of memorabilia available for you to purchase.

You can choose from a range of gifts, with popular items including graduation teddy bears, keyrings, pens, desk accessories and picture frames.

The Merchandise stall will operate both before and after the ceremony to ensure you have plenty of time to select a gift for yourself, or your guests might even buy you something special to mark the special occasion!

If you would like to order a recording of the ceremony in advance simply complete the form overleaf and post or fax it to us with your payment details. The ceremony recording will be produced as an electronic file that you will receive on a Deakin branded memory stick. This means you can watch your ceremony on your computer, television or other devices whenever you like, or download on to your computer for permanent storage. We will ensure you receive your copy as soon as it becomes available (approximately 3 weeks following your ceremony date).

See overleaf for more details.





GRADUATION CEREMONY RECORDING

CAPTURE YOUR PROUDEST MOMENT FOREVER

Your graduation ceremony will be filmed in its entirety by a team of professional camera operators, edited and sent to you as an electronic file on a Deakin branded USB memory stick.

Your details

Full name _____

Street address _____ Post code _____

Email _____

Phone (BH) _____ Phone (AH) _____

Ceremony details

Date _____ Time _____ Venue: Geelong Warrnambool

Cost

Within Australia: \$39.50 inc. GST Outside Australia: \$41.50 ex. GST

Payment details

Please tick the appropriate payment method

Cheque Money order Credit card

Please fill in credit card details

Mastercard Visa

Card number: Expiry date: / CVV:

Name on card _____ Signature _____

Return to

Deakin Merchandise

For more information, please contact:

Marketing Division
Deakin University
Geelong
Victoria 3217

Deakin Merchandise
Phone 03 5227 1419
Fax 03 5227 3343
Email merchandise@deakin.edu.au

Note: Memory sticks take approximately 3 weeks from date of ceremony to deliver.

CELEBRATE IN STYLE WATERFRONT GEELONG

Congratulations on your graduation, we look forward to welcoming you to Waterfront Geelong.

Make the most of this important occasion and stay overnight or celebrate with family and friends at Central Geelong's finest restaurants!



STAY

We've created a range of special Deakin University Graduation accommodation packages for graduates and their families who want a unique Geelong experience, quality accommodation and service at the best possible price.

We do advise you to book well ahead of time. This will secure the accommodation of your choice during this busy period and your preferred restaurant booking time.

www.visitgeelongbellarine.com.au/deakinggraduationpackages

EAT

Book lunch or dinner for 3 or more people at one of the following venues – quote Deakin Graduation 2014 when you book – and receive a complimentary bottle of Geelong region sparkling wine to celebrate.

- Book your table for three people or more at a participating restaurant and quote “Deakin Graduation” at the time of booking.
- Present this advertisement upon arrival.
- Receive a bottle of Oakdene Sparkling with your meal.
- Minimum spend \$25 per person.
- Valid Thursday 11 December.
- Numbers are limited and the offer is valid while stocks last.

Visit centralgeelong.com.au/deakinggraduationoffer

PARTICIPATING BUSINESSES

- ▶ **Customs House Restaurant**
57-59 Brougham Street. Phone: 5246 6500
- ▶ **Fishermen's Pier**
1a Yarra Street. Phone: 5222 4100
- ▶ **Black Bull**
48 Moorabool Street. Phone: 5229 6100
- ▶ **Four Points by Sheraton Restaurant**
10-14 Eastern Beach Road. Phone: 5223 1377
- ▶ **Shirraaz**
48 Malop Street. Phone: 5229 7777
- ▶ **Mojo Mama**
54 Moorabool Street. Phone: 5298 2748



PARK



Park & Ride

A park and ride service operates from Upper Hearne Parade Monday to Friday using the Central Geelong Shuttle Bus for just \$3 per day.

B Shuttle Bus Stops
Leaves every 7 minutes
7.30am - 10.00am
4.00pm - 6.30pm

P Major Car Parks

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> 1 Western Beach – 96 spaces 2 Cunningham Pier – 150 spaces 3 17 Brougham St – 120 spaces 4 Busport – 194 spaces. Mon - Friday: Permit. Saturday: capped price all day. 5 Carlton Central – 103 spaces 6 Civic Centre – 487 spaces* | <ul style="list-style-type: none"> 7 Lt Ryrie St – 170 spaces* 8 Wesley Church – 52 spaces* 9 Haymarket Car Park 260 spaces* 10 Westfield Geelong 1700 spaces 11 Market Square – 600 spaces 12 Office Works – 75 spaces | <ul style="list-style-type: none"> 13 Lt Malop St – 120 spaces 14 Promenade Car Park – 170 spaces 15 Cummings PI – 50 spaces 16 Ritchie Blvd - 248 spaces, 106 spaces \$5 all day (south side only) 17 Hearne Pde – 230 spaces <p><small>* Indicates car park totals. Includes both permit and casual parking spaces.</small></p> |
|---|---|--|

🚗 Parking Precincts

- There are more than 3500 on-street parking bays in Central Geelong. Parking precincts outside the inner core contain more longer-term parks including all day, 4 hour and 3 hour on street car parking. Check the signs in each precinct.
- | | | |
|---|--|---|
| <ul style="list-style-type: none"> 1 Includes a range of free all day on street car parking plus 2 hour and 1 hour parks. 2 Contains mainly 2 hour, 1 hour and less than one hour car parks to encourage regular turn over of parks in the busy inner core. 3 Contains 3 hour parking. | <ul style="list-style-type: none"> 4 Includes all day on street parks capped at \$6. 5 Includes some free all day parking and some all day parking capped at \$6. Eastern Beach Road includes some all day free parking and some 2 hour free parking. 6 Includes some all day free parking, and all day paid parking. | <ul style="list-style-type: none"> 7 Includes some free all day on street parks and some all day parks capped at \$5 or \$6. 8 Includes some free all day car parking and 3 hour and 2 hour parking. 9 A mix of 2 hour metered and non metered parking. 10 Mixed zone including some free all day parking and 3 and 2 hour parking. |
|---|--|---|

EXPLORE

Stroll our famous waterfront and enjoy the Baywalk Bollards. Visit the Art Deco swimming enclosure at Eastern Beach. Discover history at the National Wool Museum and enjoy the View of Geelong at the Geelong Gallery.



A joint initiative of **Tourism Greater Geelong** and the **Bellarine and Central Geelong Marketing**. For more information on accommodation, restaurants, attractions and shopping visit **Geelong and the Bellarine** www.visitgeelongbellarine.com.au **Central Geelong** www.centralgeelong.com.au



Deakin Management Centre

well within your reach but a world away!

Our accommodation can be used as a perfect base to explore some of Victoria's top tourist destinations. Deakin Management Centre offers accommodation at very reasonable rates, perfectly positioned within the distraction-free landscape of Deakin University's Waurin Ponds Campus.

Whether travelling for business or leisure, Deakin Management Centre offers 57 accommodation rooms complete with king size bed and ensuite. Onsite facilities include complimentary parking, free Wi-Fi, large swimming pool and spa, tennis court, billiard tables, gymnasium and walking tracks.

At Deakin Management Centre we have the facilities to hold conferences and meetings for up to 180 delegates. We also boast a stunning dining room; an ideal venue for your wedding, with superb cuisine and an intuitive service team.

FIND OUT MORE

Campuses

Geelong Waurn Ponds Campus

75 Pigdons Road
Waurn Ponds Victoria
Australia 3216
Telephone 03 5227 2333

Geelong Waterfront Campus

1 Gheringhap Street
Geelong Victoria
Australia 3220
Telephone 03 5227 2333

Melbourne Burwood Campus

221 Burwood Highway
Burwood Victoria
Australia 3125
Telephone 03 9244 6333

Warrnambool Campus

Princes Highway
Warrnambool Victoria
Australia 3280
Telephone 03 5563 3333
Email enquire@deakin.edu.au

Postal address

Geelong and Melbourne campuses

Deakin University
Locked Bag 20000
Geelong Victoria
Australia 3220

Warrnambool Campus

Deakin University
PO Box 423
Warrnambool Victoria
Australia 3280

deakin.edu.au

While the information published in this guide was accurate at the time of publication, Deakin University reserves the right to alter, amend or delete details relating to its graduation ceremonies and related graduation services. For the most up-to-date graduation information please visit the graduations website deakin.edu.au/students/graduation.

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