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INTRODUCTION

Thank you for your interest in assisting the Graduations Team in the upcoming graduation ceremonies.

Graduation is an important milestone in a student’s life and as staff of the University, we need to ensure that it is a memorable experience for the student and their guests.

The information below provides an insight on what to expect on the day and outlines the different areas that require your assistance to run smoothly. You will also get a detailed briefing from a Graduation Team member on the day.
**LOCATION**

Graduation ceremonies are conducted on the Parramatta South Campus.

Registration of graduands and regalia returns occur in Building EB, Ground Floor, Parramatta Campus. Refer to Figure 1 - Parramatta Campus Map.

The following roles are performed in Building EB:

- **Registration Desk** – Assisting a member of the Graduations team to record graduand attendance and seat numbers.

- **Regalia Room** – Gowning the graduand with appropriate regalia, gown, trencher (hat size) and hood colour.

- **Ticketing desk** – Handing out guest tickets and the graduation bag.

- **Regalia return** – Recording and organising returned regalia from graduates.

The Graduation ceremony is held in the Auditorium, Building EE, Parramatta Campus. Refer to Figure 1- Parramatta South Campus Map. The following roles are performed in Building EE;

- **Auditorium Stage** – Checking and handing testamurs to the Chancellor or his representative on stage.

**FIGURE 1 – Parramatta South Campus Map**
WHAT TO WEAR
All staff are to wear professional attire in dark colours (black/navy). Please also ensure that you wear flat, comfortable shoes.

All staff who are in possession of a Western Sydney University name badge are required to wear it at all shifts.

PARKING
Reserved parking is only provided to persons attending the VIP room as part of the ceremony. Please allow enough time to find parking on the day (all yellow and blue bays are free parking during graduation, do not park in red bays). Additional shuttle buses will run between Parramatta South and Parramatta North campuses from early morning until late evening during the graduation periods.

CONTACTS
If you are unable to make your shift please contact Graduations Coordinator on 0414 289211

Please Note
The Graduation team is responsible for the smooth running of each ceremony. Each graduation round is different and processes change to improve the student experience on the day. A Graduation staff member or delegate is allocated to each area and will provide up to date training and assistance for each role. If you have any questions about your role please ask the Graduation staff member in your area.
REGISTRATION OF GRADUANDS

Registration of graduands includes the following process:

1. Receiving GradLife membership and seat allocation for the ceremony
2. Being fitted with regalia (hire and pre-made purchases only)
3. Signing for guest tickets and receiving their graduation bag, which includes:
   - Graduation book
   - Graduation day guide
   - GradLife post card

REGISTRATION DESK

Receiving GradLife membership and seat allocation for the ceremony.

The doors for graduation registration open 90 minutes prior to the commencement of a ceremony. Staff are required to be at least 15 minutes early to facilitate the set-up of the registration area and be in attendance for training.

Students need to produce photo ID at the registration desk and will then be handed a GradLife card from the Alumni team.

Students will be marked off as attending on an excel spreadsheet and issued a graduation shuffle (this is a registration slip with the discipline level and seat number). The student needs to keep this slip with him/her at all times. Refer to Figure 2 - Graduation Seat Allocation.

FIGURE 2 – Graduation Seat Allocation

Note: yellow shuffles mean the student has purchased regalia and needs to be directed to the on floor graduation staff member. The student is then directed to the regalia area.

Congratulations from Assessment and Graduations and good luck in the years ahead.

Regalia Returned:

Please ensure you are seated in the auditorium 30 minutes prior to your ceremony.

Your Seat Number is: 3c  Ceremony: 3

☐ PhD  ☐ Master  ☐ GradDip
☐ GradCert  ☐ Bachelor  ☐ Diploma

PLEASE NOTE:

All academic dress must be returned no later than 45 minutes after the conclusion of your ceremony. The full cost to purchase academic dress may be invoiced to you if it is not returned on time.

Please retain this receipt for 30 days after your ceremony for proof of regalia return.
ASSISTING GRADUANDS WITH REGALIA

Assisting the graduand to be dressed in the appropriate gown, trencher (hat size) and the correct hood colour.

Each Graduand is required to be dressed with three items of regalia;

1. Gown
2. Hood / Stoles
3. Trencher

Please refer to Figure 3 - Graduation Regalia Standard

GOWN
Staff will need to determine the type of gown needed - Bachelor or Master gown, this information can be located on the graduation shuffle the students are provided at the registration desk which must be referred to for correct regalia requirements.

All graduands except Master and Master (Honours) wear the Bachelor gown.

Ensure the gown is the correct size for the height of the graduand. The bottom of the gown should be level with the middle of the calf.

HOOD
Each graduand must wear the appropriate hood determined by discipline colour and level

(Bachelor hoods have a coloured silk trim while Master hoods have a full coloured silk lining).

Use the hoods colour list in the Gowning area to assist in determining the discipline colour for each ceremony.

Attach the hood to the shirt button if graduand is wearing a button up shirt. If not, just leave it in place.

STOLE
Stoles are worn by Diploma, Graduate Certificate and Graduate Diploma graduands instead of a hood.

The number of coloured stripes determines the discipline level.

TRENCHER
The trencher should have the smaller point facing forward and the larger point at the rear. Students with their hair in a bun may need to lower their bun to allow for correct fitting of the trencher.

The tassel is to be on the right side of the graduand. This orientation is aimed at preventing interference with photographs while on stage.
FIGURE 3 – Graduation Regalia Standard

- ** FRONT **
  - Trencher tassel to right side of student
  - Attach hood to button for graduates wearing shirts

- ** BACK **
  - Edge of hood is turned out
  - Bottom of gown is level with mid calf position

- ** LEFT **
  - Larger side of trencher is to the rear
  - Hair bun to trencher interference point

- ** RIGHT **
  -

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Signing for guest tickets and receiving their graduation bag.

- Direct graduands to find their surname on printed lists.
- Ensure graduand signs next to their name.
- If students ask for extra tickets advise them there are no extra tickets available by request, if they require extras they will need to speak to other graduands about using their unused tickets (NO ADDITIONAL TICKETS ARE TO BE GIVEN AS THE AUDITORIUM IS UNABLE TO ACCOMMODATE AND RESULTS IN OHS ISSUES AT THE OTHER END).

Hand graduands their four guest tickets and a graduation bag which is pre packed with their Graduation book, Graduation day guide and Grad Life postcard.

Graduands are then directed to the exit to meet with family and friends.

FIGURE 4 – Guest Tickets (Front)

FIGURE 5 – Guest Tickets (Back)
**RECORDING AND ORGANISING RETURNED REGALIA FROM GRADUATES**

Graduates need to return the hired regalia no later than 45 minutes after its conclusion.

Request from the graduates:

1. Graduation seat allocation and receipt of regalia return. Refer to Figure 5 - Graduation Seat Allocation & Receipt of Regalia Return.

2. Collect from graduate three items:
   - Gown
   - Hood
   - Bonnet (Master and Bachelor graduates keep their Trencher)

Graduates find their name on returns list and sign once they have returned all items. Staff stamp the graduates graduation seat allocation and receipt of regalia return.

Hired regalia needs to be returned to the Gowning room and sorted in the correct sizes. Gowns need to be placed on the racks according to size and discipline level. Hoods need to be folded in groups of five (5) according to colour and discipline level.

Thank you for your assistance. We look forward to seeing you at future ceremonies.

**FIGURE 6 – Graduation Seat Allocation & Receipt of Regalia Return**

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*Congratulations from Assessment and Graduations and good luck in the years ahead*

Regalia Returned: 09 APR 2016
Contact information
Graduation Team
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Western Sydney University
Locked Bag 1797
Penrith NSW 2751 Australia