

# Graduation FAQs

## 2024 August Ceremony Dates

Faculty of Higher Education

Tuesday 20 August

Centre for Tourism and Hospitality

Wednesday 21 August

Centre for Food Trades and Culinary Arts

Thursday 22 August

## Ceremony Timeline – Higher Education

**1:00PM** Check in opens.

Photography and gowning to commence in the Student Lounge from 1:00pm to 3:00pm.

**3:00PM** Check in closes.

Student briefing.

Students move to Conference Centre (Building A, Level 5).

Ceremony dress rehearsal to commence.

**5:00PM** Ceremony commences.

**6:30PM** Ceremony concludes (approximate time).

Light celebratory refreshments.

**7:30PM** Gowns must be returned to the Student Lounge area.

## Ceremony Timeline – VET Centre for Tourism and Hospitality

**1:00PM** Check in opens.

Photography and gowning to commence in the Student Lounge from 1:00pm to 3:00pm.

**3:00PM** Check in closes.

Student briefing.

Students move to Conference Centre (Building A, Level 5).

Ceremony dress rehearsal to commence.

**5:00PM** Ceremony commences.

**6:30PM** Ceremony concludes (approximate time).

Light celebratory refreshments.

**7:30PM** Gowns must be returned to the Student Lounge area.

## Ceremony Timeline – VET Centre for Food Trades and Culinary Arts

**1:00PM** Check in opens.

Photography and gowning to commence in the Student Lounge from 1:30pm to 3:00pm.

**3:00PM** Check in closes.

Student briefing.

Students move to Conference Centre (Building A, Level 5).

Ceremony dress rehearsal to commence.

**5:00PM** Ceremony commences.

**6:30PM** Ceremony concludes (approximate time).

Light celebratory refreshments.

**7:30PM** Gowns must be returned to the Student Lounge area.

## Purchasing tickets

### Ticket prices:

**VET (Certificate, Diploma or Advanced Diploma):** \$60

**Higher Education (Bachelor or Master):** \$80

**Guests:** \$50 each (maximum of 2 tickets per graduand)

### How do I register to graduate?

- Please ensure all academic requirements have been met and you have no outstanding fees.
- Click on the 'Graduation Booking' button on our website:  
<https://www.angliss.edu.au/current-students/graduation/>
- On the REED events homepage, click on the 'Graduating Now' button followed by the 'Graduation Booking' button.
- Enter your student number (digits only) and click 'Go' (please note that the tickets will be available from Friday 26 July to Friday 16 August)
- Complete Step 1 – Graduand Ticket and enter in your height for Regalia and click 'add to cart'
- Select your Guest Tickets (\$50 each)
- Follow the prompts to add other graduation products/services to your cart (optional)
- Click proceed to checkout
- Login to your Reed Graduation Services account (or sign up if a new user)
- Complete checkout prompts

### What is the cut-off date to book my tickets?

Tickets for graduands and guests are available for purchase via Reed Graduations from 8:00AM Friday 26 July and must be purchased by 5:00PM Friday 16 August, online [here](#).

### I only have one guest attending. Can I give my spare ticket to another graduand?

Please note graduands are allowed a maximum of 2 guest tickets. All guest tickets are not exchangeable or transferrable to another graduand.

### What is the cut-off date to receive a refund for purchased tickets if I am no longer able to attend ceremony?

Tickets are non-refundable. For any further questions, please contact [graduation@angliss.edu.au](mailto:graduation@angliss.edu.au)

### Do I still need to RSVP if I do not want to attend my ceremony/if I am still studying?

If you choose not to attend the ceremony or if you are still studying, you must still RSVP.

You can choose to either:

- Defer your graduation ceremony for up to two future ceremonies.
- Graduate in Absentia – You will not attend or participate and will not have the option to attend a future ceremony for the course completed.

### How do I defer/graduate in absentia?

Students must select the 'defer' or 'graduate in absentia' on Reed Graduations from 8:00AM Friday 26 July and must be registered by 5:00PM Friday 16 August, sharp. This can be done online [here](#).

### What happens to my certificate/testamur if I defer my ceremony?

If you are a **VET** student, you will have already received your certificate digitally within 30 days of completion of your course. If you choose to defer attending the ceremony, you will need to contact Student Records for a complimentary physical copy.

If you are a **Higher Education** student, your testamur is kept with us until you notify that you will be attending. If for any reason the certificate has already been given to you, you will receive a complementary reissue at the graduation ceremony.

### Are the certificates available for collection or are they posted after the ceremony has occurred?

If you are a **VET** student, you will have already received your certificate digitally within 30 days of completion of your course. You will receive a physical copy at the graduation ceremony.

If you are a **Higher Education** student **attending** the graduation ceremony, you can collect your certificate on the night of graduation.

If you are a **Higher Education** student and **do not** wish to attend the ceremony, Student Records will email you asking if you would like to collect your certificate from us or have it posted.

A digital copy of your award will be issued to all **Higher Education** students following the ceremony.

### What happens to my certificate/testamur if I have chosen to graduate in absentia?

If you are a **VET** student, you will have already received your certificate digitally within 30 days of completion of your course. You may contact Student Records ([StudentRecords@angliss.edu.au](mailto:StudentRecords@angliss.edu.au)) to request a physical copy.

If you are a **Higher Education** student and **do not** wish to attend the ceremony, Student Records will email you asking if you would like to collect your certificate from us or have it posted. A digital copy will be issued following the ceremony.

Please ensure your mailing address has been updated in [eStudent](#).

## I received my certificate before the ceremony. What does this mean?

### VET:

For students who have completed a VET course, if for any reason the physical copy of your certificate has already been given to you, you will receive a complimentary reissue at the graduation ceremony.

### Higher Education:

For students who have completed a Higher Education course, your certificate will be available for collection at the conclusion of the ceremony.

If you have not received your certificate by Friday 30 August, please contact [studentrecords@angliss.edu.au](mailto:studentrecords@angliss.edu.au).

## How do I access my Graduation documents online?

All students will receive instructions on how to register for My eQuals and collect their certificates via email.

The following documents are awarded digitally:

- Vocational Education and Training Testamur
- Higher Education Testamur
- Statement of Attainment
- Statement of Results

## International Student Enquiries

### I would like to invite my parents or close relatives to attend the graduation ceremony.

#### How do I apply for this?

Please make sure that the following are accomplished/completed:

- Please ensure that you will pass the course and apply to attend the graduation ceremony. Also, make sure to pay the fees for your guests.
- Complete a Letter Request Form at the International Office (Building B, Level 1) to apply for an invitation letter for your parents or close relatives, who will need to apply for a visitor visa to come to Australia for the Graduation ceremony.
- Ensure that you are able to provide evidence of the proof of relationship and submit this along with the letter request form.

Please note, it will take two working days for the support letter to be issued. Please make sure that you allow sufficient time for your parents or close relatives to apply for a visa.

For any further enquiries, please contact [international@angliss.edu.au](mailto:international@angliss.edu.au).

## Ticket Enquiries

### What does the ticket price include?

All student tickets include gown hire, a ceremony guide, refreshments and printing of your certificate. Higher Education tickets also include a graduation hat, which is yours to keep!

All guest tickets include refreshments following the ceremony.

### How many guests can I bring?

Due to the high attendance of students, all graduands are offered a **maximum of two guest tickets** which must be purchased by 5pm on Friday 16 August. This ensures each graduate has equal opportunity to invite family and friends.

### Can I bring children to the ceremony? And do they require a ticket to attend?

Graduation ceremonies are not encouraged for children under 6 years of age due to the formality and length of the ceremony and post-ceremony refreshments (approximately 2 hours). You will need to purchase a guest ticket for children 6 years or older to attend.

### I am graduating. Do I need a guest ticket?

No. Guest tickets are only required for those attending the ceremony as a guest. These must be purchased by 5pm on Friday 16 August 2024.

### Will there be additional tickets available on the day?

Unfortunately there are no additional tickets available on the day.

## On the day

Please refer to your [Ceremony Timeline](#) for further information.

### Check in & gown collection

Upon arrival at the Student Lounge, you will be greeted by a member of staff who will register you. Please ensure you have your printed ticket or a digital copy to present to the staff. You will be able to collect your gowns and have them fitted on the day. Please note, anyone without a ticket will be unable to attend this ceremony, but can reschedule for March 2025.

### I want to take photos at an external location with my guests. Could I please borrow the gown before/after ceremony to do this?

Unfortunately our gowns cannot be taken off campus for photos. Gowns are only available from check in time to 90 minutes post ceremony. Please refer to your ceremony timeline for further information.

## Photography

Once you have collected your gown, you and your guests can partake in professional photography. Photography services will be available before the ceremony. Please note that preference will be given to those who have pre-booked their photography session through [Reed Graduations](#). An additional \$30 studio service fee will be charged on the day in addition to your photo package.

## Merchandise

A range of Angliss merchandise is available for you to purchase online and on the day. You can find merchandise in the Student Lounge on the day of the ceremony and it is available for purchase until 7:30pm.

## Is there a cloak room?

Yes. Items can be cloaked in the Student Lounge prior to the ceremony. However, we advise that you do not bring any valuables on the day.

Graduands are asked to keep belongings to a minimum as they will not be permitted in the student briefing room or auditorium.

## Can I come on the day if I haven't registered or booked a ticket?

No. Only graduands and guests who have registered and paid can attend the graduation ceremony. Please ensure you read your graduation emails thoroughly and register/pay your graduation fee before the registration cut-off date. Please note, anyone without a ticket will be unable to attend this ceremony and will have to defer their graduation ceremony to March 2025.

## As a guest, what do I bring on the day of the ceremony?

All guests are required to bring a mobile or printed copy of their ticket. Your ticket will then be scanned at the entrance to the Conference Centre.

## Is there a dress code?

A graduation ceremony is a formal occasion and thus we ask that you dress in 'business attire' or as though you are attending an interview. Please note, your gowns will not cover what you are wearing so please make sure you are professional in your attire. Please consider wearing heels only if you are comfortable walking across the stage and on stairs.

## Where do I go on the day of the ceremony?

Graduands are required to arrive at the Institute by check in time. Upon arrival, please proceed to the Student Lounge (Building C, Level 1) for graduand registration, gown collection and photography.

## May I arrive later than check in?

All graduands must arrive and check in prior to check in closure. Anyone arriving later will be unable to attend the ceremony. This is to ensure sufficient time for gowning, photography, rehearsal and briefing. Please note, if you miss this time, you may be excluded from this ceremony and will need to defer your graduation ceremony to March 2025. Please see below for check in details.



### **Higher Education**

Check in: 1:00pm – 3:00pm      Tuesday 20 August

### **Centre for Tourism and Hospitality**

Check in: 1:00pm – 3:00pm      Wednesday 21 August

### **Centre for Food Trades and Culinary Arts**

Check in: 1:00pm – 3:00pm      Thursday 22 August

### **Do my guests have to arrive 2 hours before the ceremony?**

If your guests wish to partake in photography prior to the ceremony, they will need to arrive with you, otherwise they are welcome to arrive at any time before the ceremony. Guests will be seated approximately 10 minutes before the ceremony commences.

## **The Ceremony**

### **Where is the ceremony?**

All ceremonies are held in the Angliss Conference Centre (A5) in Building A, Level 5. We are located at 555 La Trobe Street, Melbourne (corner of La Trobe St and King St).

### **How long will the ceremony run for?**

Typically, each ceremony runs for 1.5 hours.

### **Where will I sit?**

Graduands are allocated seats to ensure they process onto the stage in the correct order. Your seat will be allocated during the briefing- don't miss it! In regards to guest seating, it is not reserved and is allocated on a "first come, first seated" basis.

### **What happens during the ceremony?**

Once guests are seated, graduands will be welcomed, followed by a welcome to the Official Party. The ceremony will then proceed as follows:

- Official Party arrival welcome
- Graduands and guests welcome
- Welcome to Graduands, Award Recipients, Award Sponsors and Guests
- Guest Speaker's Address to graduands

- Occasional Address
- Presentation of Graduation Certificates (your time to shine on stage!)
- Presentation of Special Achievement Awards
- Closing Address

## After the ceremony

### Will there be food?

There sure will be! Graduates and guests are invited to light refreshments at the conclusion of the ceremony.

### Can I wear a gown after the ceremony?

You can, as long as you take extra care when eating and drinking! Graduands will be required to return their gowns to the gowning area at the conclusion of the event; you will be alerted to this during your briefing session.

### Where do I return my gown?

Graduands will be required to return their gowns to the gowning area at the conclusion of the event; you will be alerted to this during your briefing session.

### Can I keep my graduation trencher (i.e. hat)?

All Higher Education tickets include a graduation trencher/hat, which is yours to keep!

### I have an enquiry about my photo order. Who do I contact?

Please contact [hello@reedgraduations.com.au](mailto:hello@reedgraduations.com.au) for all photo order enquiries.

### How do I stay in touch?

Make sure to visit our [Alumni LinkedIn](#) page to stay connected.