

GRADUATION



GRADUATION SERVICES

Guest Tickets

Please purchase from QTIX from
5 January 2009
136 246
www.qtix.com.au
(Limit of seven tickets per graduand
until 3 March 2009)

Academic Dress Hire

QUT Student Guild
Email: gowns@guildonline.net

Photography

Elite Photography
+61 7 3870 5373
www.elitephotos.com.au

Framing

Matisse Framing
+61 7 3356 0909
www.matisseframing.com.au

Graduation Plaques

Laser Awards
+61 7 5535 7145
www.laserawards.com.au

UNIVERSITY SERVICES AVAILABLE TO QUT GRADUATES

QUT Graduations and Ceremonies

+61 7 3138 2000
www.studentservices.qut.edu.au/grad/ceremonies

QUT Alumni

+61 7 3138 1843
www.qut.edu.au/commun/alumni.jsp

QUT Careers and Employment

+61 7 3138 2649
www.careers.qut.edu.au

QUT Research Students Centre

+61 7 3138 4475
www.research.qut.edu.au/restdncen

a university for the **real** world[®]



ONLINE GRADUATION REGISTRATION

Online registration will be available to eligible graduands between **17 November 2008 and 01 March 2009 (for March 2009 ceremonies)**.

Please log on to the QUT Home Page (www.qut.com), login to QUT Virtual using your QUT Access username and password, select 'View ceremonies menu' and follow the registration instructions.

If you indicate your non-attendance, you will automatically graduate in absentia and your parchment will be mailed to you after all ceremonies for this round have been completed.

Online graduation registration will enable you to:

- view your ceremony date and time
- register to attend, graduate in absentia or defer to a later ceremony
- receive immediate confirmation of your registration
- view your award title(s) and honours/distinction level(s) if any
- check that your name is printed correctly on your graduation parchment and
- advise how your name should be pronounced during your ceremony.

If you do not have web access at home or work, you may wish to use the student computers on campus at QUT or consider visiting a library or internet café.

If you have forgotten your QUT Access password, or have difficulty accessing QUT Virtual, please contact the Student Computing Helpdesk at +61 7 3138 2898 or studenthelp@qut.com for assistance.

DRESS CODE AND ACADEMIC DRESS HIRE

Dress code at the ceremony is smart casual, and correct academic dress is compulsory for all graduands.

If you register your attendance online, your academic dress will be booked automatically. It will be available two hours

prior to the start of your ceremony, and must be returned immediately after.

If you intend to wear your own gown or mortarboard (this must be the approved Cambridge style) or purchase academic dress please contact the QUT Student Guild Academic Dress Hire Service via email: gowns@guildonline.net

Hire charges and information about academic dress, Faculty colours, suitable hair styles and the dress code is available at www.guildonline.net/guildbiz under Academic Gown Hire.

GRADUATION CHECKLIST

To ensure your inclusion in March 2009 ceremonies, you must fulfil the **criteria for eligibility to graduate** and complete all items on this checklist by 30 January 2009.

- Apply for advanced standing if applicable
- Finalise outstanding grades from previous teaching periods
- Ensure you have not exceeded the **limit of three grades** allowed in your course
- Clear any sanctions which will prevent your award being conferred
- Check your academic record in QUT Virtual to confirm that your award title and study areas (majors) are recorded accurately
- If necessary, submit a **Change to personal details form** or **Request to change name format** to have your graduation parchment issued in your official name

You will be allocated to an appropriate ceremony once you complete your course requirements and your course status is updated to Complete. You will then be able to:

- Register** between 17 November 2008 and 01 March 2009 to attend the ceremony, receive your parchment by post or postpone to a later ceremony. Graduation ceremonies are held shortly after the release of results. Late responses cannot be accepted.
- Refer to the **Ceremonies webpages** for additional information on ceremony dates, times and procedures.
- Keep your mailing address current on **QUT Virtual**. Your parchment will be mailed to this address if you do not attend your ceremony.

An email registration reminder will be sent to you once you have completed your course.