Swinburne University of Technology

Your graduation day

What to expect; a visual guide



Melbourne Convention and Exhibition Centre

SWINBURNE UNIVERSITY OF TECHNOLOGY



Arriving at your graduation

What you can expect

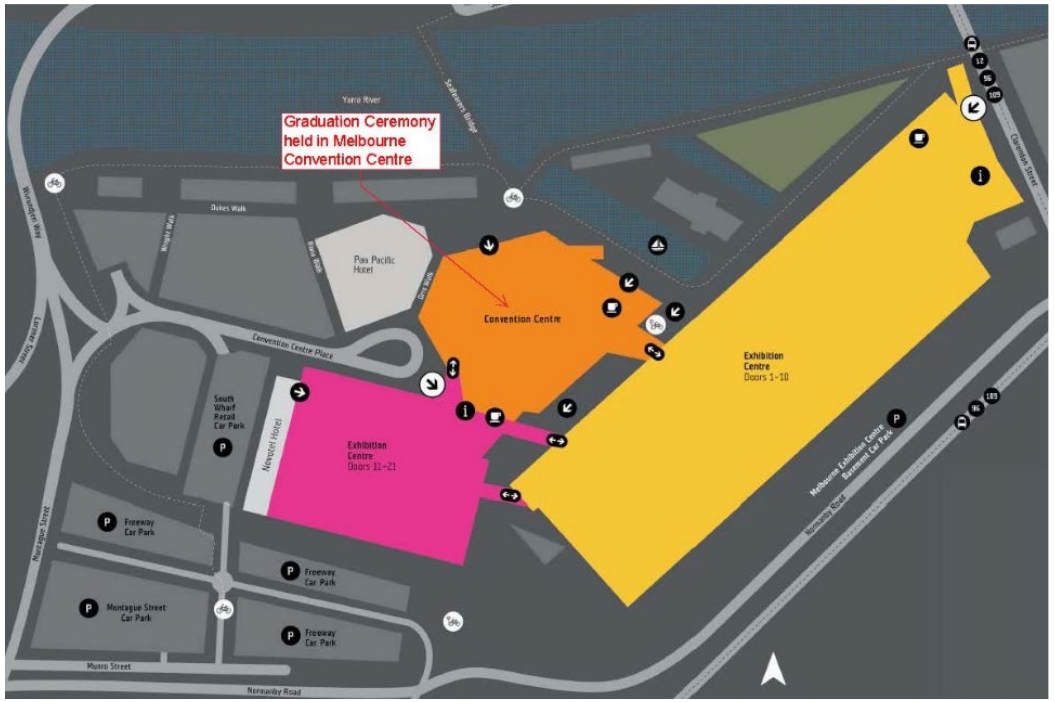
1

Where is the ceremony?

Swinburne graduation ceremonies are held at the Melbourne Convention and Exhibition Centre (MCEC); 1 Convention Centre Place, South Wharf, Victoria 3006.

Check your ceremony invitation for your exact arrival and graduation ceremony start time.

The ceremony takes place in Plenary 2, in the Convention Centre.



2

How do I get there?

We strongly encourage the use of public transport or uber/taxi, as parking is limited.

MCEC is a short walk from Southern Cross Station and is serviced by tram and bus routes.

Paid parking is available on site at MCEC and DFO.

Please note that parking fills quickly on ceremony days.

> *Allow extra travel time in case of delays.*



3

Where is the entrance?

The best entrance to use for the **Convention Centre** is to make your way to Convention Centre Place, between Pan Pacific Melbourne and DFO South Wharf.

If you use the **Exhibition Centre** entrance on Clarendon St, please follow the signs through to the Convention Centre.

Once inside the Convention Centre, the MCEC signage will point you in the right direction to the Swinburne Graduation.



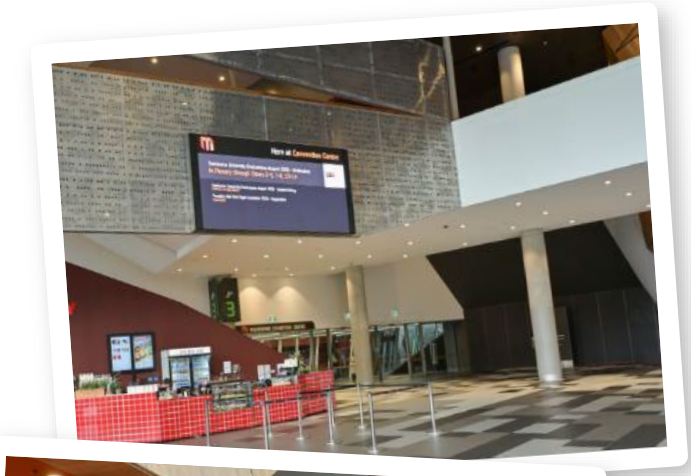
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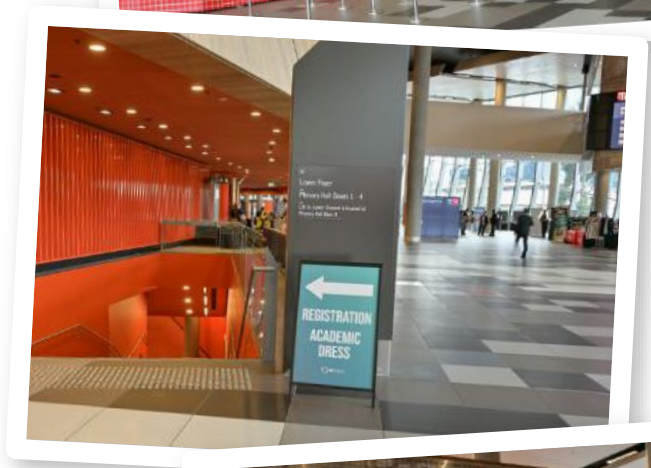
How will I know where to go?

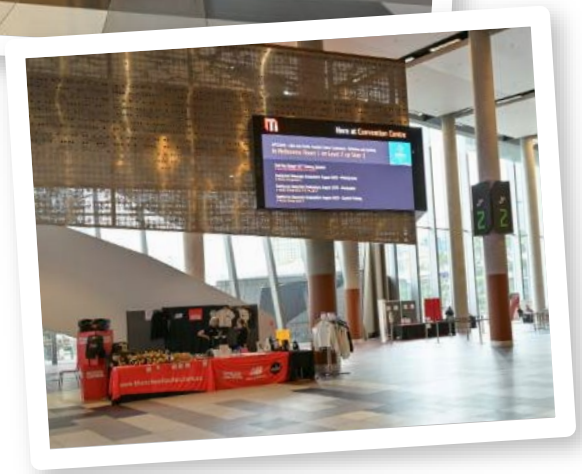
Clear signage is available throughout MCEC.

Ground floor, Main Foyer: Swinburne Information Desk, GFP ticketing Information Desk, Swinburne Alumni, Merchandise, Official photography, De-gowning

Lower ground, Plenary 1, door 1: Official photography
Lower ground, Plenary 2, door 2: Graduation Ceremony
Lower ground, Plenary 3, door 4: Student registration & gowning
Lower ground, Foyer: Moondani Toombadool Centre







5

Can I ask for help?

Of course! Staff are available in the Convention Centre on the ground floor:

Swinburne Information Desk is located in between doors 7 and 8.

GFP Graduations Information Desk is located between doors 7 and 8 (for ticketing and photography questions).

MCEC customer service desk is located near door 5.



6

Is the venue accessible?

MCEC has step-free access, lifts, accessible bathrooms and wheelchair seating.

If **you** (the graduate) have accessibility or mobility needs, please contact the Graduations team, prior to the event, so we can arrange support on the day for you: graduation@swin.edu.au.

If **your guests** have accessibility or mobility needs, please contact MCEC directly and they can arrange support on the day for your guests.









Getting ready for the ceremony

What you can expect

1

Where do I go to register?

Head down the escalators/stairs to the lower ground , where the GFP registration staff will assist you.

You will need to bring photo ID and your phone. You will need to scan a QR code and register that you have arrived, receive your gowning details and eTicket, which includes your allocated seat number.

Guests and family are advised to stay in the Main Foyer on the ground floor.



2

Where do I go after I've registered?

Staff will direct you into the gowning room; this is inside Plenary 3, door 4.

Keep your registration information handy; you will be asked to show it again to ensure you are gowned in the correct regalia.



3

What happens in the gowning room?

Gowning staff will fit you with your gown, hood/stole and trencher/bonnet (hat) for your award.

This room can be busy and noisy, and you may have to wait patiently.



4

Aboriginal and/or Torres Strait Islander Peoples Stole information

If you are an Aboriginal and/or Torres Strait Islander person and wish to wear an identifying stole, please collect your stole from the MTC team.

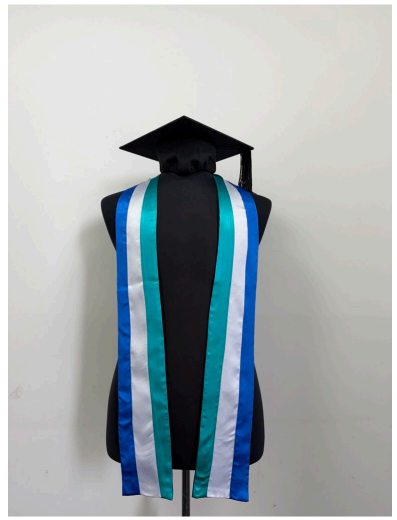
The MTC team are located on the lower ground floor, outside the gowning room (Plenary 3, door 4).

Please collect your stole before entering the gowning room.





Aboriginal stole



Torres Strait Islander stole

5

Where do I go after gowning?

You can meet your guests on the ground floor in the Main Foyer.

This area gets crowded and loud with all the graduates and guests, especially as ceremonies change over.



If crowds are difficult for you, Swinburne staff can show you a quieter waiting area.

6

What if I have time before the ceremony, after I am gowned?

In the Main Foyer you can:

Get your official photos

Chat to our Alumni team

Take photos with the Swinburne photo wall

Check out the merchandise and flowers

Organise Testamur framing

Flash photography is used in the Main Foyer.









The graduation ceremony

What you can expect

1

When do I enter the hall and where will I be seated?

All graduates are invited into the ceremony hall 45-60 minutes before the start time; listen for the bells.

You are to enter via the lower ground, Plenary 2, door 2.
The MCEC staff will help you find your seat.

Keep your mobile on you; we need to scan your eTicket to ensure you are directed to the correct seat.

PhD students: You will be briefed once you are seated. Please do not be late.







2

Where do I keep my belongings?

Leave all possessions under your seat when you are called to cross the stage.

No possessions or phones are to be held as you cross the stage.

You will not be allowed to wear custom stoles to cross the stage. These must be removed before you line up.

PhD students: It is recommended to leave all belongings with your guests, as you will be seated on stage.



3

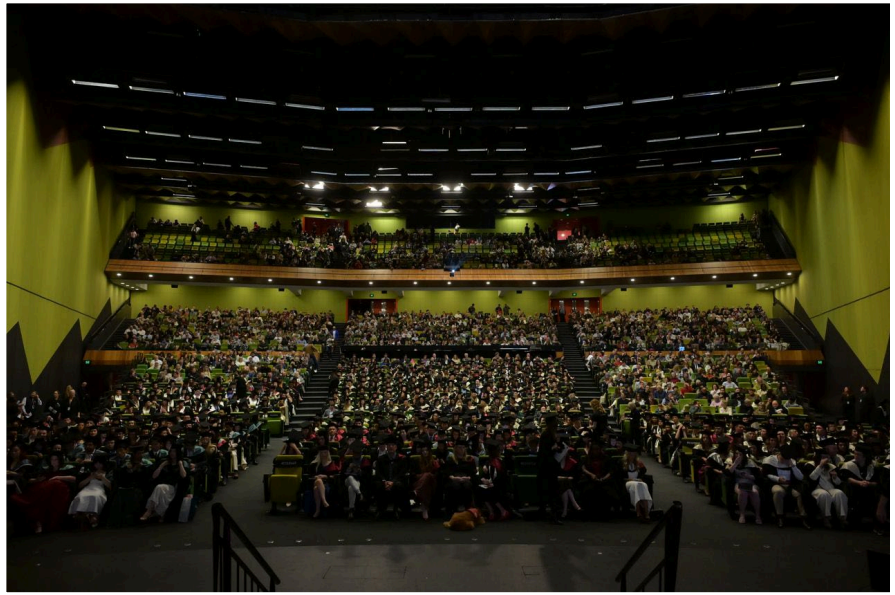
When do my guests come in and where are they seated?

All guests are invited into the ceremony hall 45-60 minutes before the start time; listen for the bells.

All guests are to enter Plenary 2 via the ground floor, doors 7 and 8.

MCEC staff will direct you to balcony seating, if seating on the ground floor is full.

Guests do not have allocated seating.



4

What happens when the ceremony begins?

The ceremony opens with a video and welcome from the Director of Student Administration.

This is followed by the Academic Procession (a formal march of university officials).

> *There is a live Bagpiper and Didgeridoo player. This will be loud.*



5

What happens when it's my turn?

Staff will guide you to line up row by row.

Leave all possessions under your seat when you are called.

Your name is checked twice as you make your way up the ramp, before you reach the stage, so there's no need to worry about being missed.

Your regalia will also be checked and fixed as required, before you cross the stage.







6

What do I do on the stage?

Staff will direct you to step up to the marked line on the stage.

When your name is read out:
Walk to the Chancellor to receive your graduation tube
Pause for the official photograph
Continue across the stage and down the ramp



There will be applause, stage lighting and photography — it can be bright, warm and loud.

7

What happens after I walk off stage?

You'll be directed to the back of the ceremony hall to collect your Testamur.

Once you have your Testamur you will be guided back to your seat.

Please respect the dignity of the occasion, and do not leave the ceremony hall until the conclusion of the event.



8

What happens at the end of the ceremony?

The ceremony closes with the Academic Procession leaving the hall.

Graduates and guests will leave the hall, and head out to the post-ceremony celebration in the Main Foyer on the ground floor.









After the ceremony

What you can expect

1

What happens after I leave the ceremony hall?

Join your guests for post-ceremony refreshments in the Main Foyer on the ground floor.

It runs for about an hour and is a lively space with food and conversation.



2

Where can I take photos?

Swinburne photo walls are set up on the ground floor in the Main Foyer area, as well as a photo booth with the Swinburne Alumni team.

Professional photographers are available if you'd like formal portraits in the Main Foyer (ground floor) and Plenary 1, door 1 (lower ground floor).



3

When and where do I return my regalia?

Your regalia **must** be returned on Graduation day.

Return your gown and hood/stole to the de-gowning desk after the ceremony.

De-gowning is located on the ground floor, opposite door 8, and near the Testamur framing area.

This is a different area to where you were gowned.

You keep your trencher/bonnet (hat) as a memento.







4

Who can I contact with questions?

The Swinburne Graduations team is available before and after the day for any questions about your ceremony, Testamur or accessibility needs. Please contact us via email graduation@swin.edu.au.

For questions about your regalia, ticketing, photographs or framing, please contact GFP Graduations on 1300 360 445 or info@gfp.com.au.

Congratulations, you are now a Swinburne graduate!

