

Graduation 2011  
Wednesday 7 December  
Brisbane Convention and Exhibition Centre, Brisbane

# STUDENT GUIDE TO GRADUATION

In celebration of your academic achievement at SBIT, your family and friends, SBIT staff, and distinguished guests will join together on Wednesday 7 December for the 2011 December Graduation Ceremonies to be held in the Great Hall at the Brisbane Convention and Exhibition Centre.

The ceremonies will recognise the hard work, commitment, and dedication shown by you in attaining your qualifications. The ceremonies are an exciting SBIT tradition and an opportunity for you and your family and friends to enjoy this memorable time.

The Ceremony will last for approximately two-and-a-half hours, with celebrations continuing afterwards.

This guide contains all the details you need to know to ensure your graduation runs smoothly. **Please read this guide carefully prior to the Ceremony and share this information with your family and friends.**

We look forward to celebrating your achievements with you at the 2011 December Graduation.

## Important dates

### Wednesday 12 October

Online registration opens.

Confirmation of registration will be emailed to graduands who have registered their attendance, however, your registration is not complete until you have paid in person or over the phone with your credit card.

#### **Ticket collection**

Your ticket and any guest tickets will be available on the day of your graduation ceremony. Please collect **your** ticket upon arrival (before you collect your gown) from the Student Registration Desk at the Brisbane Convention and Exhibition Centre. Your guest/s can collect their tickets from the Guest Registration Desk at the Brisbane Convention and Exhibition Centre from 11.30am (for the ceremony at 2pm) and from 4.30pm (for the ceremony at 7pm).

### Wednesday 16 November

Last day to register your attendance online. If you do not register your attendance online by this date, you cannot take part in the awards ceremony.

### Friday 2 December

Last day to pay. If you do not pay by this date, contact Student Services on 13 72 48 or visit the Student Services Centre (level 1, C Block) to make your payment.

### Wednesday 7 December – Ceremony One – 2pm

Gown collection, registration – Brisbane Convention and Exhibition Centre (BCEC) – 10.30am  
Graduation Parade – BCEC – 11.45am  
Photography – BCEC – 11.45am  
Graduation Ceremony – BCEC – 2pm  
Return borrowed gowns after your graduation celebrations, BCEC

### Wednesday 7 December – Ceremony Two – 7pm

Gown collection, registration – Brisbane Convention and Exhibition Centre (BCEC) – 3.30pm  
Graduation Parade – BCEC – 4.45pm  
Photography – BCEC – 4.45pm  
Graduation Ceremony – BCEC – 7.00pm  
Return borrowed gowns after your graduation celebrations, BCEC

#### Disclaimer:

SBIT reserves the right to change relevant dates at any time. For updates, please refer to the graduation website at [www.southbank.edu.au/graduations](http://www.southbank.edu.au/graduations)

## Graduation Ceremony Details – 2pm

**Venue:** Brisbane Convention and Exhibition Centre (BCEC) – registration and gown collection  
BCEC – ceremony

**Date:** Wednesday 7 December 2011

10.30am - 11.30am	Graduand registration and gowning – BCEC
by 11.30am	Gowning completed. Assemble outside Door 4 BCEC.
11.45am	Graduation parade and celebration walk around to BCEC Foyer
11.45am – 1.00pm	Photography open – Great Hall Mezzanine Concourse, BCEC
1.10pm – 1.30pm	Student briefing – Great Hall, BCEC
1.30pm – 1.55pm	Doors open for guest seating – Great Hall, BCEC
2.00pm – 4.30pm	Graduation ceremony – Great Hall, BCEC
4.30pm – 5.30pm	Post-ceremony celebration – Great Hall, BCEC

### Guests

Guests can collect their tickets from 11.30am from the registration desk located in the main foyer at BCEC. Doors will not open for guests until 30 minutes before the start of the ceremony.

### Graduation Parade at 11.45am

At 11.45am after all graduands are gownned you will be called together, there will be SBIT staff to assist and lead the way.

The parade will begin from door 4 and will walk around to the main foyer in the Brisbane Convention and Exhibition Centre (approximately a 3 minute walk). The parade is part of the Institute's graduation celebrations and creates a special atmosphere for graduands, families and SBIT staff.

If for any reason you cannot join the parade, please notify SBIT Marketing at [marketing@southbank.edu.au](mailto:marketing@southbank.edu.au)

## Graduation Ceremony Details – 7pm

<b>Venue:</b>	Brisbane Convention and Exhibition Centre (BCEC) – registration and gown collection BCEC – ceremony
<b>Date:</b>	Wednesday 7 December 2011
3.30pm - 4.30pm	Graduand registration and gowning – BCEC
by 4.30pm	Gowning completed. Assemble outside Door 4 BCEC.
4.45pm	Graduation parade and celebration walk around to BCEC Foyer
4.45pm – 6.00pm	Photography open – Great Hall Mezzanine Concourse, BCEC
6.10pm – 6.30pm	Student briefing – Great Hall, BCEC
6.30pm – 6.55pm	Doors open for guest seating – Great Hall, BCEC
7.00pm – 9.30pm	Graduation ceremony – Great Hall, BCEC
9.30pm – 10.30pm	Post-ceremony celebration – Great Hall, BCEC

### Guests

Guests can collect their tickets from 4.30pm from the registration desk located in the main foyer at BCEC. Doors will not open for guests until 30 minutes before the start of the ceremony.

### Graduation Parade at 4.45pm

At 4.45pm after all graduands are gowned you will be called together, there will be SBIT staff to assist and lead the way.

The parade will begin from door 4 and will walk around to the main foyer in the Brisbane Convention and Exhibition Centre (approximately a 3 minute walk). The parade is part of the Institute's graduation celebrations and creates a special atmosphere for graduands, families and SBIT staff.

If for any reason you cannot join the parade, please notify SBIT Marketing at [marketing@southbank.edu.au](mailto:marketing@southbank.edu.au)

## How to participate

You can participate in the 2011 December Graduation Ceremonies if you have:

- Passed all your final exams and assessment tasks. If you don't pass, you will be entitled to a full refund for any graduation ceremony costs you have already paid. Please contact us after Wednesday 7 December so your refund can be processed.
- Been made eligible by your Faculty to receive your award. If you are unsure about your academic eligibility, please contact your Faculty.
- Cleared any outstanding debts to the Institute – if you have any queries, Student Services will be able to assist you on 13 72 48, or visit Student Services Centre, Level 1, C Block.
- If you completed your study in July 2011 and didn't register to attend your graduation ceremony, we invite you to celebrate at our December 2011 graduations.

## Staging and Seating

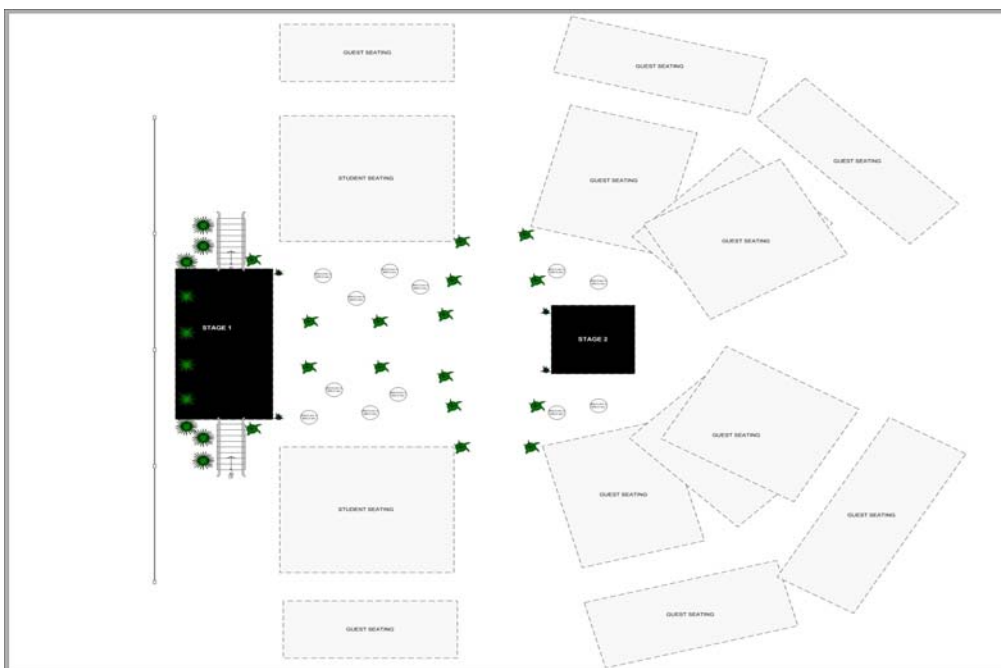
You will be allocated your seat on arrival at BCEC and need to remain in the same seat to ensure you receive the right certificate. Students will be seated close to the main stage.

Your guests will sit facing the main stage to see you receive your graduation certificate. There is no allocated seating for guests.

Testamurs (certificates) will be presented to all students from Certificate level qualifications through to Associate Degree level qualifications. Students will be briefed approximately **1 hour** before the ceremony. You will be unable to leave the Great Hall until after the ceremony once the briefing begins..

A large screen behind the stage will show live video of everyone crossing the stage. This will be an opportunity for everyone to see your celebrations as you receive your certificate.

## Overview of the Great Hall



Southbank Institute of Technology 66 Ernest Street, Locked Mail Bag 14, South Brisbane, Qld 4101, Australia

13 72 48

### Access for people with a disability

The registration and gowning at BCEC is all on the foyer level. The BCEC is set-up for easy access.

If you or your guests have accessibility needs or are hearing impaired please contact Marketing via email [marketing@southbank.edu.au](mailto:marketing@southbank.edu.au) and ensure you list details on your registration form.

## Academic Dress

SBIT graduands wear traditional academia regalia. Underneath your academic gown, many of our graduands like to use the celebratory occasion to dress smartly.

Certificate graduands wear the gown. Diploma and above graduands wear a hood over the gown which represent each faculty:

Faculty of Design, Arts and Hospitality:	claret
Faculty of Health Sciences:	yellow
Faculty of Business and Community Education:	blue

Your academic dress will be available on the day of your ceremony. The graduation fee covers the loan of your academic dress for the Ceremony. You must return all items at the conclusion of the Ceremony. Return your gowns to the gowning area near door 4 in the Great Hall. Once you have returned your gown after the ceremony, you can collect your certificate under the seating at door 3.

### Photography

Professional photographers, Shelia Sissons Photography, are available to take individual, group and family portraits. Each graduand will also be photographed with the Institute Chief Executive at the moment of presentation. They have a range of packages available for purchase either on the night or online at [www.sheilasissonsphotography.com.au](http://www.sheilasissonsphotography.com.au). We recommend having all your photos taken prior to the ceremony so you don't miss out on the post-ceremony celebrations.

### Merchandise - DVD memento

The 2011 December Graduation Ceremony will be recorded, capturing all your important moments on film. You can purchase a DVD of the ceremony. You must order your DVD when you register online. DVD orders can only be accepted prior to the Ceremony. DVDs cost \$30. All prices include GST postage and handling. If you forget to order when registering, please email SBIT Marketing: [marketing@southbank.edu.au](mailto:marketing@southbank.edu.au)

### Brisbane Convention and Exhibition Centre

For further information about the venue visit: [www.bcec.com.au](http://www.bcec.com.au)  
Cnr Merivale and Glenelg Streets; South Bank, Brisbane; Queensland Australia

### Contacts

For any questions or assistance with **ticketing**, please contact Student Services who will be able to assist you on 13 72 48, or visit the Student Services Centre, Level 1, C Block.

For any questions about attending the **ceremony**, please contact:  
[marketing@southbank.edu.au](mailto:marketing@southbank.edu.au)

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