



UTS  
College

UNIVERSITY  
OF TECHNOLOGY  
SYDNEY



# Graduation Ceremony Guide



# Congratulations, you're a UTS College alum!

This is your moment. Your journey at UTS College has been filled with hard work, dedication, and growth, and now it's time to celebrate all that you've achieved. Your graduation ceremony is more than just an event—it's a milestone that marks the beginning of the next chapter in your academic journey.

On this special day, you'll walk across the stage in front of your family, friends, and mentors who have supported you along the way. It's your time to shine, to reflect on your success, and to embrace the future with confidence.

To ensure you have the best experience possible, here's everything you need to know about your UTS College Graduation Ceremony.



*How to graduate*













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# Overview

Here's a summary of what you need to do before, during and after the graduation ceremony.



## 1 to 2 months before the ceremony

- Confirm which guests will be attending the ceremony with you.
- Register yourself and any guests. Maximum 2 guests per student.
- Registrations close 8 April.



## On the day of the ceremony

- Dress code is business casual.
- Bring your registration confirmation.
- Arrive at least 90 minutes before the ceremony starts at UTS Building 1, Level 5.
- Check-in using your registration confirmation.
- Collect and dress in your gown and graduation regalia.
- Use the opportunity to take photos.
- Be ready to be seated in the Great Hall.



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## During the ceremony

- Pay attention during the mandatory briefing.
- Follow the graduation etiquette and order of proceedings.



## After the ceremony

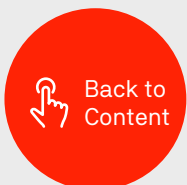
- Collect any gifts.
- If time permits, take more photos.
- Return your gown and any other graduation regalia you have borrowed before 4.30pm that day.
- Enjoy a complimentary afternoon tea with your guests and fellow graduates. You deserve it!



## 1 to 2 weeks after the ceremony

- We will email you a link to the digital photos taken on the day of your ceremony.

**Read on for more information.**



# Registering for your graduation ceremony



## Your registration

- You must register before attending your graduation ceremony. Register [here](#).



## Guests

- You can bring up to two guests to the ceremony.
- You must register all guests that will be attending.
- Seating is limited so there's a maximum two guests per student.
- Additional guest spots may become available on 14 April, subject to capacity.



## Complimentary with your registration

- Graduation gown hire
- Trenchers for diploma graduates to keep
- Afternoon tea for you and up to two guests
- Free digital photo of you receiving your ceremonial certificate on stage



## Registration deadline

- **Registrations** close two weeks before the graduation ceremony (8 April, 2025).
- Late registrations are not permitted, but **livestream viewing** is available.



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# On the day of your ceremony

## What to wear

### Dress code

Business casual attire and sensible, smart footwear is recommended. The gown will be worn over your clothing.



### Do not wear:

- Ripped or tattered clothing – e.g. ripped jeans
- Thongs
- Sneakers
- Singlets or t-shirts
- Clothing with prominent branding or logos

*Pro tip: dress for success.*



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## Guest seating limitations

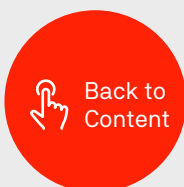
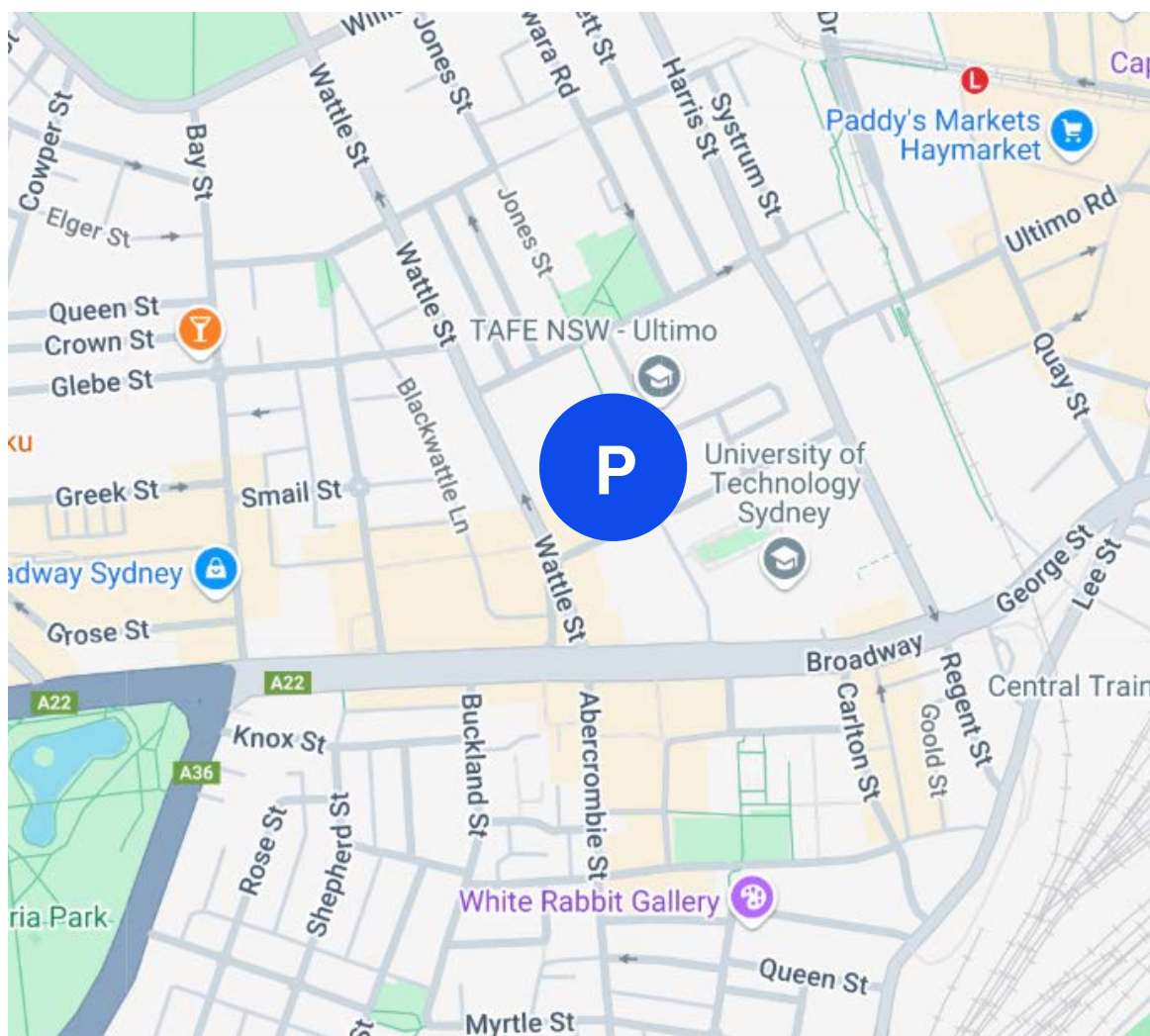
- You may only bring up to two guests.
- You must tell us the number of guests you are bringing when you register.
- Additional guests cannot be accommodated due to seating restrictions. A livestream is available for remote viewing.



## Parking options

- Accessible parking: call 02 9514 1192 to arrange.
- Public parking: available nearby.

[View parking options.](#)





# Preparing for your ceremony

Hundreds of people – graduates, students, guests and academics – will be attending the graduation ceremony, ready to celebrate your success. It's a big day and there are several things you need to action, so follow these steps to be well-prepared:

Step	Action	When	Where	What
1	Student check-in	12 to 12.45pm	Check-in desk	Present your registration confirmation email to staff.
2	Gowning	12 to 1pm	Gowning area	Volunteers will provide you with graduation regalia
3	Students are seated	1 to 1.10pm	Inside the Great Hall	Staff will direct you to your seat
4	Mandatory briefing	1.10 to 1.40pm	Inside the Great Hall	After gowning, students must enter The Great Hall for a mandatory briefing.
5	Guests waiting area	1 to 1.40pm	Outside the Great Hall	Guests must wait outside while mandatory briefing takes place.
6	Guests are seated	1.40 to 1.55pm	Inside the Great Hall	Staff will direct guests to the guest seating area.

*Pro tip: allow plenty of time to collect your regalia and be fitted correctly by our volunteers.*



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# Graduation Attire

## What you'll wear

Your graduation attire depends on your program:

- Diploma graduates: a black gown and trencher (cap), which you can keep as a memento.
- UTS Foundation Studies students: a black gown and a red and blue ceremonial sash draped over your shoulders.
- Graduate Certificate students: a black gown.

## Understanding the terminology

- **Gown:** a black cloak worn over your clothing.
- **Trencher (cap):** also known as a mortarboard, worn by diploma graduates.
- **Ceremonial sash:** a distinctive fabric worn over the gown to represent your program of study.
- **Regalia:** the official term for graduation attire.



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## Regalia collection

- Your graduation regalia will be available for collection on graduation day at check-in between 12 to 1pm.
- We have a range of sizes and will ensure the right fit for you.
- Diploma graduates keep their trencher as a memento.

## Gown and sash return

- Gowns and sashes must be returned after the ceremony by 4.30pm.
- Fines incurred if not returned in time.



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# Gift and flower stall

- **ActivateUTS** will have a pop-up stall on Level 4 where you can buy flowers, UTS merchandise and graduation bears.



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# Graduation photos

We offer several ways to capture your graduation memories:

## 1. Stage photography

- A professional photographer will capture each graduate crossing the stage. These photos will be available for free download one week after the event.

## 2. Studio backdrop

- Get a professional graduation portrait with family or friends in our studio-style setup. No bookings required—just visit after the ceremony for high-quality keepsake photos in full academic regalia. Prints and digital copies are available for purchase.

Any questions on stage or studio-backdrop photography: call 1300 360 445 or email [support@gfp.com.au](mailto:support@gfp.com.au)



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### 3. Photobooth

- Enjoy a FREE photobooth session with friends and family before your ceremony! This is located Level 5 outside the Great Hall.

### Photography timeframe

- Gowns can be collected from 12 to 1pm
- The free photobooth and campus photography opportunities are available before and after the ceremony.
- Gowns must be returned within 60 minutes after the ceremony ends (***no later than 4.30pm***).



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## Photography around campus

- You're welcome to take photos at Alumni Green or anywhere on campus. However, gowns must be returned within one hour (4.30pm) after the ceremony ends.

## Guest photography guidelines

- Flash photography is not permitted.
- Tripods and selfie sticks are not allowed to ensure an unobstructed view for all guests.

## Guest movement for photos

Guests may move to the back of The Great Hall to take photos but must:

- Move quietly to avoid disruptions.
- Return promptly to their seats.
- Remain seated during the academic procession.



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# During the ceremony



## Ceremony overview

- A mandatory pre-ceremony briefing will guide you on when to stand, how to cross the stage, when to doff your trencher and what to expect during the event. You and your guests will each be provided with a printed Order of Proceedings. This outlines the order in which speeches, presentations, and other formalities will take place during the ceremony. After the ceremony, you are welcome to take this with you as a keepsake.
- During the ceremony, graduates will cross the stage and be congratulated by a UTS College academic.
- As you are congratulated, your photo will be taken by our on-stage photographer.
- More details will be covered during the mandatory briefing.

*Pro tip: you'll have an opportunity to ask questions at the end of the briefing.*



# Etiquette and protocol

Graduation is a formal and celebratory event that follows traditions to honour your achievement. To ensure you feel prepared, all graduates must attend a mandatory run-through before the ceremony.

## Before the Ceremony

- Arrive early – Students and Graduates must arrive at least 90 minutes before the ceremony for registration, gowning and the rehearsal.
- Seating arrangements:
  - Graduates sit on the right side of the hall (facing the stage).
  - Guests sit on the left side and may take their seats 20 minutes before the ceremony. Guests must be seated by 1.55pm.
- Late arrivals: Registration closes at 12.45pm.

If you arrive late, participation on stage cannot be guaranteed, but you will still receive a gown for photos.



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## During the Ceremony

- The ceremony starts promptly at 2pm.
- The MC (Master of Ceremonies) will invite everyone to stand for the Academic Procession, where university leaders and faculty members enter.
- Remain standing for the Australian National Anthem—graduates and students keep their trenchers on throughout.
- The MC will deliver an introduction, followed by the Opening Address, which welcomes graduates, students and guests.
- Graduates and students will be called to the stage in groups by their academic program.
- When crossing the stage, graduates doff (tip) their trencher towards their Program Manager before proceeding.
- Applause is encouraged for each graduate and students—let's celebrate everyone's achievement!

## Ceremony attendance requirements

- Graduates must remain for the entire ceremony and cannot leave early after crossing the stage.

## Accessibility

- Any students or guests that need accessibility arrangements will be seated at the front of audience, near the stage.

## Key graduation terms

- **MC (Master of Ceremonies):** The event host who guides the ceremony.
- **Academic Procession:** The formal entrance of university leaders and academic staff.
- **Opening Address:** A speech welcoming graduates and guests.
- **Doffing:** Tipping your trencher (cap) as a sign of respect.

## Livestream and recording availability

- A livestream link is available [here](#).



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# After the ceremony

## Gown return

You are not permitted to keep your gown.

Gowns must be returned to Building 1, Level 5 within one hour (4.30pm) after the ceremony.

*Pro tip: arrive early to collect your gown and get most of your photos taken before the ceremony starts. That way you don't have to rush to return your gown after the ceremony finishes.*



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## Academic transcript and certificate

During the graduation ceremony, you will be presented with a ceremonial certificate. Your official academic records, including your transcript and testamur, are available online.

You can access your academic records through **My eEquals**.

## Ceremony recording and on-stage digital photos

We will email you a link to the ceremony recording and on-stage digital photos taken on the day of your ceremony. You'll receive these 1 to 2 weeks after the ceremony.



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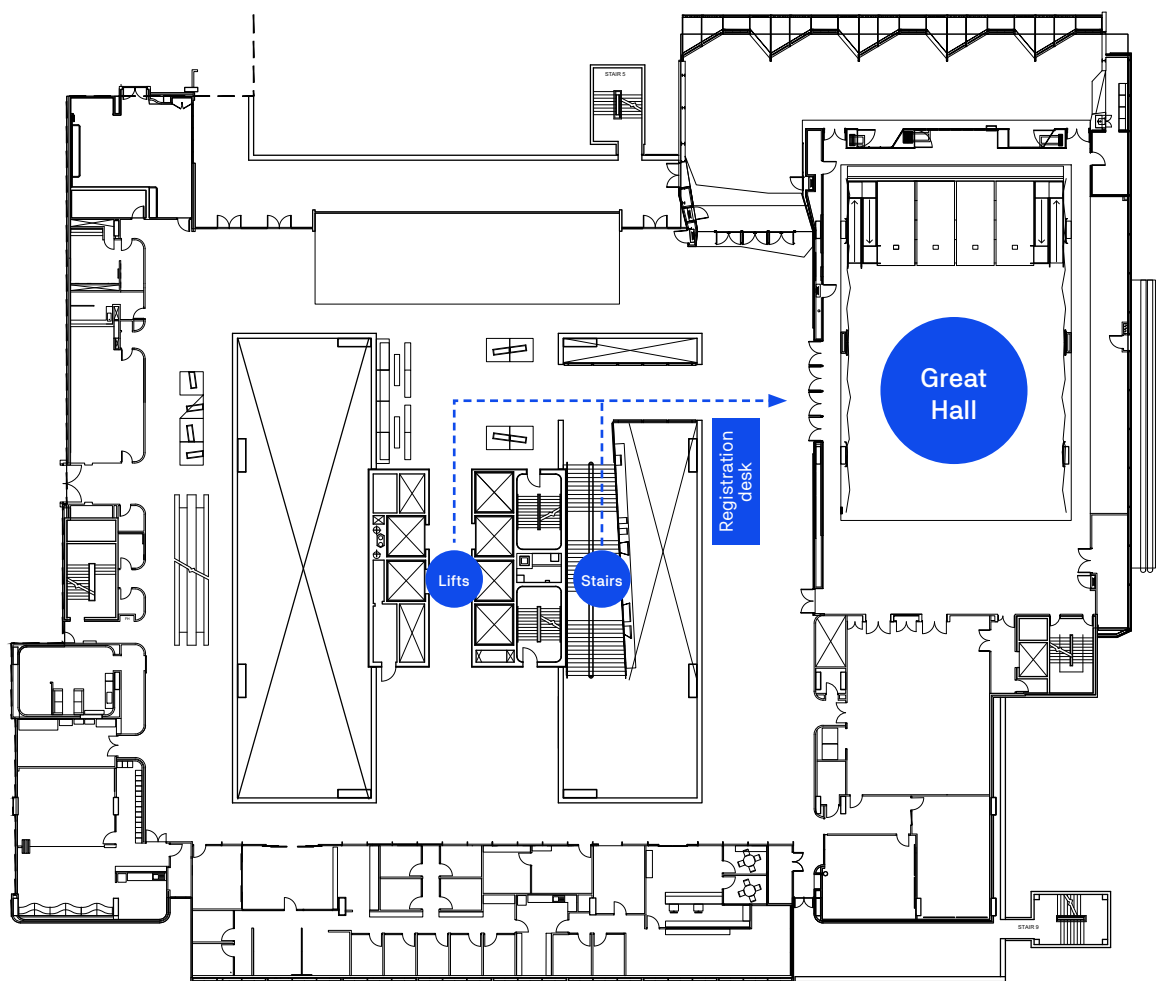
# Accessibility

## Accessible parking

- Limited spaces are available outside UTS Tower (Building 1, 15 Broadway).
- Public parking options are available [here](#).

## Getting to the Great Hall

The Great Hall is on Level 5 and can be accessed by elevator.



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## Assistance for entry

- Staff cannot provide medical support.
- Additional tickets may be available for carers; contact [graduation@utscollege.edu.au](mailto:graduation@utscollege.edu.au) for assistance.

## Seating and stage accessibility

- The Great Hall offers accessible seating. Students and guests who require accessible seating will be seated at the front of the Great Hall.
- The stage includes ramps (no stairs).
- For further assistance, email [graduation@utscollege.edu.au](mailto:graduation@utscollege.edu.au)



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# We look forward to celebrating with you!

## Contact Us

Have questions? We're here to help!

Email: [graduation@utscollege.edu.au](mailto:graduation@utscollege.edu.au)

[utscollege.edu.au](https://utscollege.edu.au)

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