

**une**  
University of  
New England



# Guide to Graduation at UNE





Dear Graduant

Congratulations on your achievements.

The following information has been prepared for you to assist you on the day of your graduation.



## Registration

Graduands attending their Ceremony must register on the day. Registration is open from 8am to 9.45am at the clearly marked tables in the Northern Courtyard just past the Campus Essentials shop, and is located a short distance from the UNE Life Academic Gown hire collection area located in the Weston Common Room. We also request that Graduands do not leave the campus once they have registered.

## Dress code

Academic dress, as appropriate for the awards of the University must be worn by every graduand.

The Graduation Ceremony is a formal event. Men should wear long sleeves and tie, trousers and shoes. The tie will assist in securing the graduation hood. A jacket is optional according to your preferences and the weather. Women should wear appropriate day wear sufficient to allow the hood to be secured comfortably around the neck, and to avoid clothing 'riding up' due to the weight of the hood hanging behind you. As the ceremony is outdoors and on the lawns, thin heels are not advised.

There will be staff available on the day to assist you with how to wear academic dress.

## Transport on Campus

Free buses for graduands and their guests will operate on the day from the special event parking area. Guests will be transported from the parking area to the Northern Car Park close to the gown hire and registration venues.

A shuttle bus will also operate to accommodate guests with special needs, it will pick up from the special event parking area and drop off next to the lawns of Booloominbah.

## Guests

Since the Ceremony is held outdoors<sup>°</sup>, graduands may bring as many guests as they wish.

Disabled and elderly guests may be dropped off (and collected) at the disabled parking bay near Booloominbah.

Please understand, that only those people participating in the Ceremony will be permitted to remain in the area set aside for the Graduation Ceremony, such as graduands, academics, staff, official photographers and other authorised persons. Your guests will have to remain in the areas reserved for guests.

## Parking

Special Event Parking is usually opened especially for Graduation days to allow for the higher volume of vehicles, and shuttle buses normally operate from these areas to locations that are only a short walk to the Graduation area at Booloominbah. They also operate in reverse. Additionally, to park in purple visitor parking bays on weekdays, you will need to purchase a parking coupon. There is no need to pay for parking on weekends.

See Visitor Parking section for further information.

<sup>°</sup> Please see Wet Weather (page 3) for guest seating arrangements.



## The Ceremony

The Ceremony begins at 10:30am sharp and, for this to occur, we ask that all graduands be seated by 10:15am at the latest in their assigned seat number. Those graduating must remain seated for the duration of the Ceremony. The Ceremony lasts approximately two hours and, as it is held outside, graduands and their guests are advised to bring sunscreen and a drink.

## Order of Proceedings

- After the Chancellor has opened the proceedings, the Chancellor will ask the Vice-Chancellor to present any candidates for the award of degrees honoris causa. The Occasional Address will then be delivered. There will be a five-minute musical interlude.
- After the musical interlude, the Chair of the Academic Board rises and says to the Chancellor, the graduands now standing:
- Chancellor, I submit to you a list of candidates, as listed in the programme, who have completed all requirements and are entitled to be admitted to their respective academic degrees and awards.
- The Chancellor responds, and the graduands remain standing:
- In the name of the Council and by my authority as Chancellor I admit these candidates to their respective degrees and awards.
- The graduates are now asked to be seated. The Chair of the Academic Board then reads out the attributes of the New England Award and acknowledges those present who are receiving the award.
- The graduates newly admitted to the degree of Doctor of Philosophy who are present are now individually presented to the Chancellor by the Chair of the Academic Board, who says:

“Chancellor, I have the honour to present to you those candidates newly admitted to the degree of Doctor of Philosophy who are able to be present at this ceremony”.

- The Chair of the Academic Board reads out the names of the candidates for the degree of Doctor of Philosophy. As the candidates' names are read out the candidates move to a position in front of the Chancellor where they acknowledge the Chancellor by doffing their caps. The Chancellor shakes their hand and the candidates then return to their seats.
- After the presentation of the candidates for the degree of Doctor of Philosophy the candidates for the Masters Degrees, Graduate Diplomas, Graduate Certificates, Bachelor degrees, and Diplomas/Certificates are presented in the order in which they are listed in the Official Programme. All graduands should acknowledge the Chancellor on presentation, by doffing their caps.
- At the conclusion of the ceremony the Esquire Bedell will lead the Chancellor and the academic procession from the dais. Graduates are asked to stand as the procession leaves, joining in the procession to follow the academics.

## Wet weather

In the event of extreme weather conditions, the Ceremony will be moved indoors to Lazenby Hall, and may be split into morning after afternoon Ceremonies, 10:30am for surnames A – J and 2:30pm for surnames K – Z. Registration for the afternoon Ceremony commences at 1:00pm. Please confirm times with the Graduation Team because if the ceremony is small we will be able to fit all students in the Hall and the ceremony will not be split into morning and afternoon sessions.

In the case of wet weather, only two guests can view the Ceremony in the Hall, while additional guests may view the Ceremony from an adjacent theatre. As wet weather is a possibility, graduands and their families need to allow the entire day for the Ceremony.



## How to Wear Academic Dress

### The Hood

The hood is worn loosely on the back, so as to fall naturally, It should be arranged so as to show the lines for the degree. The hood should not be allowed to slip from one shoulder. It should not be spread out stiffly or artificially. The neckband to the hood passes below the tie if worn; or it may be fastened with a pin or brooch with low-neck dress styles.

### The Stole

The stole falls from the back of the neck, down the chest with equal lengths on each side

### The Trencher (Cap)

The square top of the trencher is worn horizontally, with the shorter peak to the front, and the tassel hanging to the left to assist photographers. Ceremonial academic dress includes the wearing of all three of its elements of cap, gown and hood.

### The Bonnet

The doctor's bonnet is also worn level, with the tassel to the left.

### General

If a person has more than one degree, the dress of the senior degree is worn. If two or more degrees are held of the same seniority, it is customary though not mandatory to wear the hood of the degree of the earliest establishment.

At a Graduation ceremony it is correct for a person on whom an award is being conferred to wear the academic dress of that award even if he or she is entitled to wear the dress of a more senior award. It is not correct to wear more than one hood or stole simultaneously.

## Hire and Purchase of Academic Gowns

Please visit:

<http://unelife.com.au/graduationservices/>

## Visitor Parking

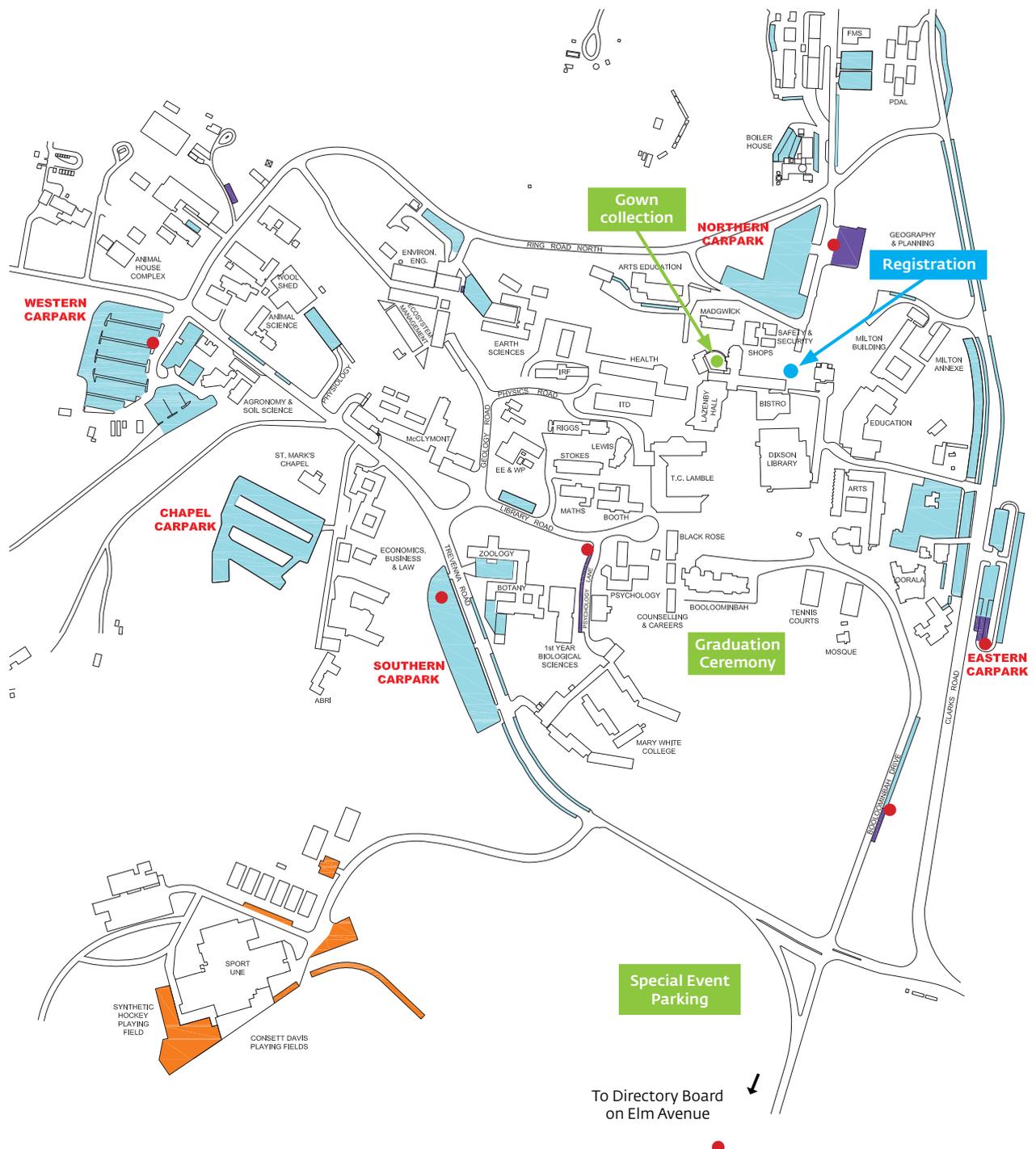
Visitors wishing to park at UNE are required to abide by the **UNE Parking Policy & Parking Procedures**. UNE's parking operates under a Restricted Parking Scheme which means that vehicles must park in bays identified by signage. Vehicles that park in areas such as on the grass, on footpaths or anywhere signage is not erected permitting you to park, may have a Penalty Notice issued.

UNE has visitor parking bays located in various areas of the Campus. These bays are identified by Purple Permit signs. Tickets issued from our Parking Machines and holders of Scratch and Display Permits are permitted to park in both Purple and Blue permit bays.

Visitors are required to pay for parking between the hours of 8:30am and 4:30pm Monday–Friday. There is no requirement to pay for parking outside these hours meaning parking in these bays on weekends and public holidays is free of charge.

Tickets are available from any of the Parking Machines on campus. There are 7 Ticket Machines which are located (and indicated on the map below by a ●) at:

- Booloominbah Drive
- Southern Carpark
- Psychology Lane
- Western Carpark
- Northern Carpark
- Eastern Carpark
- Elm Ave





The cost of parking on campus is

- Daily Rate - Minimum purchase is \$1.00 (buys 1 hour of parking time) up to \$8.00 (buys 8 hours of parking time) Proportional rates in between apply.
- 7 x Days - \$15.00 (fixed rate)

Parking Ticket Machines on campus accept payment via coin and credit cards. Credit cards accepted are Visa and Mastercard. (Debit cards not accepted) Due to the limited places on campus to obtain change, it is advisable to bring with you enough coins to purchase a coupon or alternatively pay via your Visa or Mastercard.



**Permit Parking Areas**

\$84 - Annual  
\$42 - Trimester



**Visitor (Ticket Parking)**

\$1 per hour up to \$8 per day (pro rata)  
\$15 - for 7 x days





## The Graduation Ceremony: A Brief History

The following is an adaptation of an Address given at a Graduation Ceremony at the University of Birmingham by Emeritus Professor R.H.C. Davis and reprinted in his book 'From Alfred the Great to Stephen' (Hambledon Press 1991), pp. 307-309, and reproduced with kind permission of the author.

The graduation ceremony is one of great antiquity. Its essential features have been the same since the 12th century when the first universities came into existence. Its necessary constituents are the Chancellor or his deputy, the academic staff, the graduands, and the public.

When the Chancellor confers degrees, saying to the graduands: 'By virtue of my authority as Chancellor, I admit you to the degree of ...' those words are a translation of the Latin form used in the Middle Ages. Then, the Chancellor's authority to confer degrees came from the church. The church had a monopoly of education, partly because it was the guardian of true doctrine, and partly because clerics were almost the only people who could read and write. As a result, the only person who could license a teacher was the bishop of a diocese until, under pressure of other business, he deputed the task to his chief-secretary or Chancellor. Academics might complain that the Chancellor was not as learned as they, but nonetheless the church would punish anyone who dared to teach without his licence. As learning spread, teachers wanted a licence to teach not just in one diocese, but everywhere, and the only person who could give them that was the pope. The Chancellor's authority, then, came from the pope. But at the Reformation Henry VIII assumed for the Crown all the rights which had previously been the pope's in England. That is why all subsequent universities in England have been created by royal charter. It is for this reason also that the Chancellor does not wear ecclesiastical robes, as would have been worn in the Middle Ages, but robes similar to those of the Lord Chancellor of England.

The second group participating in the ceremony is the academic staff. In the 12th century they would all have been called 'masters' or MAs. At that date they were paid no salaries, but hired their own lecture rooms and charged their own

fees. But they also formed themselves into a guild or union, which is what universities originally meant. As in all guilds they were insistent that they, and only they, should determine who should be of their number, and since this involved saying who should be teachers, they soon found themselves in conflict with the Chancellor. In the 13th century they won a great victory when they persuaded the pope to decree that Chancellors were obliged to confer degrees on all those nominated by the masters. That is why the masters examine the candidates, why the dean, acting as their spokesman, reads out the names of those who are to receive degrees, and why the masters at this ceremony watch to see that the Chancellor or his Deputy does what is required of him.

Thirdly, the graduands. The word 'degree' comes from the Latin gradus, which means 'a step'. When students are admitted to the degree of Bachelor of Arts, they move one step up towards the mastership. When they are admitted to the degree of MA they climb another step and come up on a level with the masters, who then receive them into their guild or universities. In the Middle Ages they would then have stayed on the dais, so that their old master could invest them with the symbols of office. But that was only part of the business. The new master had to deliver an inaugural lecture, entertain the whole guild of masters to dinner, and preside over disputations for forty days continuously. For that reason, taking one's MA was called 'inception', or the beginning of one's career as a master.

The public is the fourth participant in this ceremony. The public also has a function, because the whole point of the proceedings is that they should be seen and heard by valid witnesses. The public hears the words of the Dean and the Chancellor, and sees the new graduates dressed in their respective gowns or robes. The gowns are derived from the everyday dress of the medieval clergy. In the Middle Ages they were not open in front but closed like a clergyman's cassock. It was about 1500 that academics had the front opened up so as to display the fine clothes which they were wearing underneath. The hood was the normal medieval headwear, but it soon acquired a coloured lining. By the 17th century, if not earlier, these colours were strictly controlled, so that anyone could identify from the colour of a graduate's hood, the university, and the degree.

**General Enquiries and  
Admission Details**

Student Central  
University of New England  
NSW Australia 2351  
Website: [www.une.edu.au](http://www.une.edu.au)

